



Lake Country Fire & Rescue – **Fire Board**  
Chenequa – Delafield – Nashotah  
Fire Station #1  
115 Main Street, Delafield, WI 53018  
Thursday, March 29, 2018 at 6:00 PM

## *MINUTES*

1. **Meeting call to order with the Pledge of Allegiance**

The meeting was called to order by President Bob Bellin with the Pledge of Allegiance at 6:00 pm.

2. **Roll Call**

Present was the Board President Bob Bellin, Vice President Theresa Urbancek, Jeff Krickhahn, Matt Grimmer, Marty Gallun, Rob Bennett, Fire Chief Kevin Keith and Secretary/Treasurer, Sandy Rosch.

3. **Public Comments**

No public comments.

4. **Approval of minutes from January 25, 2018**

A motion was made by Gallun and second by Grimmer to approve the January 25, 2018 minutes as written. All ayes, with the exception of Krickhahn who abstained stating he was not present at the January meeting. The motion was carried.

5. **Discussion and action on the potential actuarial study of LCFR sick time benefits**

Proposal from Linda Mont at Key Benefit Concepts, LLC was reviewed with the Board by Chief Keith. He explained that we have delayed the Actuarial Study previously after discussions with our previous Auditor but since we are funding an account for this purpose, Keith felt it was a good time to look at completing a study to look at long range planning. He reminded the Board that the State may soon be requiring it as well. A motion was made by Grimmer and second by Urbancek to proceed with the Actuarial Study as present by Key Benefit Concepts, LLC but not to exceed \$3,000 in total expenses. All ayes, motion was carried.

6. **Board approval of credit card and check disbursements over \$1,500 from 01/25/2018 thru 03/29/2018**

A motion was made by Krickhahn and second by Grimmer to approve the credit card and check disbursements over \$1,500 (Ck#5438 for \$39,420.00; Ck#5465 for \$2,456.23; Ck#5480 for \$2,030.52; Ck#5494 for \$10,000.00; Ck#5506 for \$2,610.93; Ck#5524 for \$1,706.04; and Ck#5528 for \$19,545.00) from 01/25/2018 thru 03/29/2018. All ayes, motion was carried.

7. **Treasurer's Report**

- a. Ambulance billing and collection update-Explanation for reporting changes present by Rosch stating that Andres Medical Billing has changed software vendors and we are working through the transition with them. The software differences are seen mostly in the areas of write-off adjustments and the Accounts Receivable totals. Billing and collections continue to be strong as noted on the monthly spreadsheet distributed.
- b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 02/28/2018  
Reviewed with Board.

8. **Chief's Report**

- a. LCFR Call Activity report – LCFR remains busy with increased 911 calls, fire calls. Briefed on recent MABAS call activity. Questions answered about how calls are counted and types of calls.
- b. Staffing Report - Next week we will start our first “New Hire” Academy and expect approximately 6 new employees to attend. The Academy will allow for consistency and efficiency in getting new staff members trained and prepared to function as staff sooner.
- c. Training/Conference Updates – Very busy with completion of Paramedic and Critical Care Paramedic Refresher and required certifications, now preparing for the EMT Refreshers. Training Center is busy with high school classes and now has two full EMT summer classes that will begin in May and June.
- d. Vehicle/Equipment Status – Discussed Capital equipment and vehicle purchases.
- e. update on current/ongoing department projects/issues – Training and re-certifications have been the focus on the first quarter of the new year.

**9. Confirmation of upcoming meeting schedule:**

- a. Next meeting was confirmed for Thursday April 26, 2018 at 6pm at Station #1

**10. Adjournment**

A motion was made by Grimmer and second by Krickhahn to adjourn at 6:38 pm. All ayes, motion was carried.

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Respectfully submitted by Sandy Rosch, Secretary/Treasurer