



Lake Country Fire & Rescue – **Fire Commission Minutes**

Chenequa – Delafield – Nashotah

Fire Station #1

115 Main Street, Delafield, WI 53018

Tuesday, March 10, 2015 at 5:00pm

1. Meeting call to order

The meeting was called to order by Chairman Dick Schafer with the Pledge of Allegiance at 5:00 p.m.

2. Roll call

Present was Dick Schafer, Rob Manegold, Brad Stocks, Brian Gerner, Kate Rahmlow, Dennis Evinrude, Interim Chief Kevin Keith and Secretary/Treasurer Sandy Rosch.

3. Public Comments

No public comments.

4. Approval of February 10, 2015 meeting minutes

A motion was made by Gerner to approve the minutes of February 10, 2015 as written and second by Stocks. All ayes and no further discussion. Motion was carried.

5. Discussion and action regarding information gathering assignments

Evinrude made a motion to accept the recommendations as presented, second by Gerner. Further discussion was presented by Gerner and Rahmlow.

Qualifications required/desired in a Chief: Gerner explained he took the qualification that were listed from the job description as a starting point then reviewed each one individually. Gerner made suggestions of each point individually. Experience was discussed with no changes made except the clarification of Paramedic certification. Gerner explained Paramedics could be Nationally Registered or State of WI certified. Discussion amongst Commission members debated the strength that should be sought with applicants, Firefighter/Paramedic training versus Administrative experience. Gerner then suggested that the Commission considered making the State Certification as a Fire Inspector required within 2 years of hire so as not to disqualify candidates that may not have the certification. After continued discussion a motion was made by Stocks and second by Manegold to change the qualification to must be a State Certified Fire Inspector within 3 years of being hired. All ayes, motion was carried. Residency requirements were discussed noting the distance and availability of the Chief would require the position to live within a closer radius of the Fire Department. Consideration was given as to housing and cost of living, response to any of the three stations. A motion was made by Stocks and second by Manegold to amend this qualification to possess and maintain residency within a 10 mile radius of Station #2 within 18 months of date of hire. All ayes, motion was carried. Background check and medical and psychological testing was removed from the scoring qualification list.

A motion was made by Evinrude to accept the recommendations for the Fire Chief Qualifications as amended. All ayes, no further discussion. Motion was carried.

Selection criteria: A motion was made by Stocks and second by Evinrude to accept the Fire Chief Selection Criteria as presented. All ayes. Further discussion led by Schafer and Stocks. It was explained that several scoring systems were reviewed and considered in preparation of this list. It should be used in the application process, primarily the interview process. It is all based on a point system. Discussion regarding the top portion with qualifications should include the Fire Inspector and FF3 should be FF2/FF3. A motion was made by Stocks and second by Manegold to accept the Selection Criteria as amended. All ayes, no further discussion. Motion was carried.

Development/revision of an application-Format for electronic application was presented. Review by MRA, our Human Resource support group, had suggested some minor changes. Rosch will make changes and send to Commission members for review before the next Commission meeting.

6. Discussion and possible action regarding the timeline for the hiring process for the position of Fire Chief
Schafer presented a timeline for the process of hiring a new Fire Chief. Candidate questions need to be reviewed. This was added to the April meeting and Schafer said he will seek some guidance on how the Commission should do this before our next meeting. There was a motion by Stocks to approve the timeline as amended and second by Evinrude. All ayes, no further discussion. Motion was carried.
7. Discussion and possible action regarding the establishment of a short list of potential Attorney's for the Commission future use if ever required (Document attached)
Rahmlow and Manegold lead discussions related to appropriate criteria for attorney consideration by the commission. Manegold suggested we also consider Milwaukee based attorneys who may live in this area and consider consulting with us if needed. He questioned a mileage limit for this reason. Criteria was discussed and a brief document will be drafted and sent to attorneys recommended by LCFR communities and any other appropriate attorneys. Manegold asked if a budget was or could be established. It was confirmed there is no budget at this time for any expenses by the Board or the Commission. A motion was made by Rahmlow and second by Stocks to approve the recommendation made by Cate Rahmlow and Rob Manegold regarding preparation of an RFP for potential attorneys to establish a short list for Commission use should the need arise. All ayes, no further discussion. Motion was carried.
8. Presentation by Interim Fire Chief, Kevin Keith, regarding the Organizational layout of LCFR and a tour of the fire station
Keith presented to the Commission members an organizational chart for the department as well as a list of responsibilities for each of the full-time officers and firefighters. Keith said he wanted the Commission to see what responsibilities were assigned to these department members. The commission members were invited to stay after the conclusion of the meeting for a tour of the station. Keith also invited the Commission members to an award presentation that is scheduled for Thursday, March 19th when the FFL crew will land their helicopter in our back lot for a presentation of the 2013 Call of the Year Award at 5:45pm. He believes the family from the call will be in attendance.
9. Discussion and action to establish next meeting date
The next meeting date will be on Tuesday, April 14th at 5:00 pm at Nashotah Fire Station #2. Interim Chief Keith will provide a tour for the Commission Members of the station.
10. Adjournment
A motion to adjourn was made by Stocks and second by Rahmlow at 6:30pm. All ayes, no further discussion. Motion was carried.

Respectfully submitted by Sandra Rosch, Secretary/Treasurer