

**Western Lakes Fire Board**  
**Monthly Board Meeting**  
**May 21, 2018**

**Call to Order**

- George Morris called the meeting to order at 5:30 p.m. Board members present were, George Morris, Kent Lorenz, Mike Sauer, Mike Tompkins and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Glenn Leidel and Tom Schuetz, Deputy Chiefs Kami Warren and Tim Meyer, Battalion Chief Steve Pflanzler, Oconomowoc Police Captain Jim Pfister, and Administrative Assistant Michael Krug. Jimi Hall and Bill Riemenschneider were excused.

**Proof of Notice**

- Mike Krug announced that the notice was posted May 18<sup>th</sup> at 1:30 pm

**Pledge of Allegiance**

- Captain Jim Pfister led the group in the Pledge of Allegiance

**Announcement of Closed Session:**

- George Morris announced that the fire board would be meeting in closed session pursuant to section 19.85(1)(e), deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The topic of the closed session will be Contract Service Agreements with other Municipalities.
- The fire board will not convene into open session at the close of the closed session.

**Public Comment**

- George Morris opened the meeting to comments from the public, of which there was none.

**Approval of Minutes**

- A motion was made by Mike Tompkins and seconded by Jeff Roemer to approve the minutes of the April 23<sup>rd</sup> meeting. Motion carried.

**Fire Chief Brad Bowen's Report**

- Chief Bowen distributed the report showing calls by month. Through April we have responded to 1,317 calls compared to 1,156 in 2017 and are projecting to end the year with 3,951 calls for a 7% increase.
- We are going through the promotional process for the Battalion chief position at station 3. Applications were due by Friday May 18<sup>th</sup> and five applications have been received. Once filled, we will fill the open captain and lieutenant positions.
- Financial reports show that we have received \$117,524 from Andres. We have not received any Medicare payments yet. Kent Lorenz feels we are on track for making our budgeted receipts. The delay from Medicare was that it took a while to get paperwork approved so the account that was opened to take the Medicare payments had been inactive for three months and the bank closed the account due to inactivity just as Medicare was to make the payment.
- All the municipalities have taken the budget amendments to their meetings and have approved the amended budget.
- The Fire Service Impact Fee study was approved to move forward at the annual meeting. We plan to have something for the June meeting so the study can be completed with information for the fall budget meeting.

- All our municipalities other than Ottawa have signed the Waukesha Special Services Agreement. Ottawa feels that they have sufficient funds in reserve for any emergency. This is the same as they did the past three years.
- We are waiting for the municipalities to approve the line of credit resolutions. Once signed, we can have the board sign the resolution. George Morris asked if all the municipalities approved the two-year resolution and Chief Bowen stated that all did approve the two-year agreement.
- Jeff Roemer asked what our mutual aid given to call ratio is. Chief Bowen said we gave aid 54 time and have called for aid less than seven times. We will see an increase in aid received as we changed our response plans to automatically request other departments to backfill for any level one commercial fire or level two (flames showing) residential fire.

### **Chief Officer Reports**

- Assistant Chief Schuetz had nothing to add to his report.
- Assistant Chief Leidel had no additional information to his report.
- Deputy Chief Meyer's report was distributed at the meeting. Tim added the following:
  - We did not do any fire training in May as we were waiting to hear on a structure that could be used for live training. We will acquire that house on Summit Moore tomorrow and will be doing a bunch of training in June with a burn down date in mid-July.
  - We have extended offers to three interns and are still have room for two or three more.
  - Mike Sauer asked how we were doing with Target Solutions, our new training system. Tim said we have about 50% compliance with members signing up. The first couple of assignments were to review new policies.
- Deputy Chief Warren had no additional information to her report.
- Chief Bowen stated that the elected official's day at WCTC was postponed until May 4, 2019 due to lack of enrolment. They were hoping for 50 to sign up but only had 22.
- This past week we had an accident call where extrication was needed. We damaged a set of cutters while cutting door hinges. Jefferson Fire and Safety replaced the blades at no charge. It is felt that the cutters were damaged because the space was not wide enough and the cutters pinched and crossed. We need to spread the area first, then cut. More training will help. We did have two trucks respond to the call, so a second set of extrication tools were available.

### **Building and Grounds**

- With the inclement weather we are delayed on the painting at Dousman, seal coating at Pabst and signage projects.
- Mike Sauer asked how the roof was doing at Pabst. Assistant Chief Schuetz said that our heating bills are lower this year than last year, but more analysis is still being done with more information being available at the next meeting.
- Deputy Chief Meyer advised that we will be selling some of our surplus equipment on the Wisconsin Surplus site. Equipment will include our old extrication equipment and old cots which were replaced.

### **Discussion - Sustainable Staffing and Budget**

- At the annual meeting, we were hoping to get a committee of municipal members to look at staffing concerns. The municipalities stated that they want their representatives on the board to do the research and come up with recommendations and report their findings to their respective municipalities.
- Chief Bowen distributed job ads from some of our surrounding communities showing what they are offering for pay which range from \$15 to \$18 per hour. We are offering \$7.25 with bump up when they are on a call, which averages to \$10 per hour.

- We had a part time employee that is leaving comment that he could get a job at Roundy's warehouse for \$20 an hour or \$15 an hour at Kwik-Trip and would not have to get the certifications and training to be on the fire department.
- Mike Tompkins would like to see the rates from many other departments, including those that are lower than we are. Kent Lorenz suggested a state average and a Waukesha County average. AC Leidel suggested we also look at Washington County.

#### **Discussion/Action – 5-year Capital Improvement Plan**

- Chief Bowen stated that Jimi Hall had asked for vehicle descriptions to go with the vehicle numbers so they would know what we are talking about when we reference a vehicle number. The list will be included with future packets for reference.
- The 5-year capital had been updated with current dollars after attending FDIC. The plan was presented at the annual meeting.
- George Morris asked about the replacement utility vehicles being a Chevy Tahoe and what the increased cost would be. Chief Bowen said the additional cost is about \$8,000 and that the Tahoe would not be used for the paramedic intercept vehicles, but on the utility vehicles that would be used for a command vehicle. There is not much space in the interceptor for multiple people.
- Chief Bowen advised that we were notified that we did not get our grant for new SCBA. Because of the number of grants being requested for SCBA, the requirement is that the SCBA be 15 years old where it had been a 10-year-old requirement.
- Jeff Romer suggested that we focus our operational budget on manpower and put equipment in the capital budget. We can't operate without people. The municipalities can borrow for capital, but operational falls in the levy limits.
- All the municipalities have a copy of the updated 5-year capital plan.
- A motion was made by Jeff Roemer and seconded by Mike Sauer to approve the 5-year capital plan as submitted with the requirement that, before the end of the year, we re-look at the equipment needs based on changed contracts and operational adjustments. Motion carried.

#### **Discussion/Action - Policy # 100.110 Multiple Departments**

- Chief Bowen said that this policy was an original Oconomowoc policy. Dousman did not have such a policy. Chief Bowen does not feel we need the policy as we have membership and attendance policies. He said we have many members that are on multiple departments.
- Mike Sauer asked in the event of a disability claim, which department would the workers comp claim go to? Tim Meyer said he would have an answer next month.
- Jeff Romer says he feels a policy on multiple departments is needed so members are required to notify us if they are on multiple departments. If a member is on multiple departments and is submitting for reimbursement for training, are they going to each department for the reimbursement?
- No action was taken at this meeting. Changes will be made and the policy will be presented again at a future meeting.

#### **Discussion/Action - Policy # 200.016 Access Codes/Passwords**

- Chief Bowen said that this policy was reviewed by all the officers and IT staff prior to being presented tonight. Chief Bowen stated that Assistant Chief Schuetz was at a League of Wisconsin Municipalities insurance conference, and that security was a topic. We are currently implement many of the security measures recommended at that conference.,
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve policy 200.016 Access Codes/Passwords as presented. Motion carried.

### **Discussion / Action – Ambulance and Highway Refunds**

- There was discussion on the reports being provided by Andres compared to what we had been getting from Lifequest. The reports from Andres are harder to read and get information from. Our accountant and Kami are working with Andres to modify the reports to make it easier to extrapolate information. Now we need to go through many different reports to
- A motion was made by Mike Tompkins and seconded by Mike Sauer to pay the ambulance refunds totaling \$15,568.58. Motion carried.
- A motion was made by Mike Tompkins and seconded by Mike Sauer to pay the highway refunds totaling \$1,225.00. Motion carried.

### **Discussion/Action - Payment of Bills**

- Mike Tompkins asked about the multiple DirecTV bills. He would like us to consider getting a better rate by combining all stations onto one account. Chef Bowen said now that the new phone system is in, we will be looking at what can all be bundled to get better rates.
- A motion was made by Mike Tompkins and seconded by Jeff Roemer to pay the bills totaling \$288,625.05. Motion carried.

### **Future Agenda Items and Meeting**

- The June meeting will be held on June 25<sup>th</sup> at Station 3 (Oconomowoc).

### **Closed Session**

- At 6:40 pm, the Fire Board convened into closed session by roll-call vote.

### **Adjournment**

- At 7:30 pm the meeting was adjourned.