

**Western Lakes Fire Board**  
**Monthly Board Meeting**  
**July 23, 2018**

**Call to Order**

- George Morris called the meeting to order at 5:30 p.m. Board members present were, George Morris, Kent Lorenz, Bill Riemenschneider, Jimi Hall, Mike Sauer, Mike Tompkins and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Deputy Chief Kami Warren, Director of Finance/Administrative Laurie Sullivan and Administrative Assistant Michael Krug.

**Proof of Notice**

- Mike Krug announced that the notice was posted July 20<sup>th</sup> at 11:30 am

**Pledge of Allegiance**

- Laurie Sullivan 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 Jeff Roemer and seconded by Bill Riemenschneider to approve the minutes of the June 25<sup>th</sup> meeting. Motion carried.

**Fire Chief Brad Bowen's Report**

- Chief Bowen stated we are running at about 12% more calls than last year. We are on track for over 4,000 calls this year.
- Chief Bowen stated that the Village of Summit was looking at a change to their conditional use permits to require them to utilize Western Lakes for their inter-facility transports.
- Station one and three have their Western Lakes signage up and Dousman should be done this week. Weather has caused a delay.
- The new engine will be in service by the end of the week.
- We did respond to the John's Disposal fire as part of a strike team. We sent a tender one day and an engine the second day.
- The Battalion Chief process is still under way. Candidates are currently riding along with existing chiefs.
- Jeff Roemer asked if we could see each month the number of calls that we received mutual aid from. Also to identify who we provide aid to. Jimi Hall expressed a concern that we are providing aid to other departments at a cost to our district for not only equipment usage but personal costs. His concern would be that there may be other departments that are taking advantage of us due to their inability to properly staff their departments. Some of the mutual aid that we are going on are ambulance transports or paramedic intercepts where we are paid.

- Chief Bowen went over our current MABAS system. Jeff Roemer asked about the box level that we are requesting the SE WI Incident Management Team. Jimi Hall asked if there is a difference between mutual aid and MABAS. Jeff Roemer stated that MABAS is a state program and only applies to when we hit the box level. Prior to going to the box level, we are using the Waukesha County Mutual Aid system, which is an agreement between departments in the county. Jimi would like the Monthly Run report to further separate aid given to separate between MABAS and County Mutual Aid in addition to what departments we aided.

### **Chief Officer Reports**

- Assistant Chief Schuetz was not at the meeting. Jimi Hall would like a spreadsheet that showed each of our apparatus, their age, mileage, expected replacement date, etc. Jimi had given Chief Bowen a sample of the spreadsheet that he is looking for. Chief Bowen stated that we will look at using Target Solutions for this as it has a better system for recording than Firehouse.
- Assistant Chief Leidel was not at the meeting. Chief Bowen and AC Leidel have been meeting with the municipalities to review the proposed fire codes.
- Deputy Chief Meyer was not at the meeting. Jimi asked about the workers comp claim that Chief Bowen reported on last month where an employee went on an un-approved training and was injured. Chief Bowen stated the claim was denied and there was no dispute. Jeff Roemer asked that Deputy Chief Meyer prepare a written training plan with goals and objectives for 2019. He would also like a list of the firefighters and what certifications they currently hold.
- Deputy Chief Warren had no additional information to her report.

### **Building and Grounds**

- The signage at the Dousman station is to be completed this week.
- Chief Bowen commented that there were concerns with our painting the Dousman station after we had just painted it a few years ago. In actuality, the last time it was painted was 10 years ago. The reason for the painting was that the paint was falling due to the roof leaks over the past years. The roof was replaced and then followed with the painting.

### **Discussion – Waukesha County Fire Feasibility Study**

- The summary of the report was included with the board packet. Gary Bell presented the report, not the consultant that was hired. Jeff Roemer expressed his concern that the data used was from 2016 and it was not complete as it did not include all departments. The data for Okauchee was inaccurate. The cost of the study was over the budgeted amount. A copy of the entire study is on the Waukesha County web site.

### **Discussion / Action – 2018-01 Posting Locations for Public Notification**

- A recommendation was made to start utilizing our web site for posting public notices. This would be in addition to sending a notice to the newspaper and posting a hard copy at one location. There was discussion on what location to post the notice at and it was decided that we would post at both the Dousman and Pabst Farms station.
- A motion was made by Jimi Hall and seconded by Mike Tompkins to adopt resolution 2018-01 stating that public notices shall be posted at two physical locations (Dousman and Pabst) and on our website. Motion carried.
- Mike Krug asked if we also wanted to post our meeting notes on the website. The board agreed that meeting notes should be posted, but only after they have been approved at a board meeting.

### **Discussion / Action – ACH receipts and payments**

- Discussion on ACH receipts and payments was generated by a request from the North Face event at Ottawa Park in September. They requested that we provide banking information so they could transfer their payment directly into our checking account. Kent Lorenz advised that there was a conference call with Ixonia bank, George Morris, Mike Krug and himself to discuss the potential risk with ACH transactions. Ixonia Bank offers a security tool where we would identify what vendors are allowed to withdraw funds from our account. The cost of tools would be \$30 per month. A user would identify the vendors and that list can be changed daily.
- A motion was made by Mike Tompkins and seconded by Mike Sauer to allow ACH deposits and payments for vendors that we approve utilizing the tools from Ixonia bank at a cost of \$30 per month. Motion carried.

#### **Discussion / Action – Office Furniture Quotes**

- Chief Bowen stated he contacted the vendor used by the Village of Summit for office furniture to provide a quote to furnish his office and an office that would be used by Assistant Chief Schuetz and Captain Igl. Chief Bowen stated he had two quotes and the one from CJ & Associates was the lower and preferred. A question was asked regarding the policy on large purchases. The policy requires public bid for over \$25,000 and prefers three written vendors' proposals for under \$25,000. Mike Tompkins asked if we had looked at getting used furniture. Chief Bowen stated he had not.
- A motion was made by Kent Lorenz and seconded by Mike Tompkins to approve the furniture purchase from CJ and Associates for an amount not to exceed \$11,211.47. Motion carried.

#### **Discussion – Sustainable Staffing and Budget**

- The committee of Mike Tompkins, Kent Lorenz and Jeff Roemer along with Chief Bowen will meet on August 9<sup>th</sup> at the Pabst station at 5:00 pm to discuss recommendation.

#### **Discussion – 2019 Operational Budget**

- Two proposed budgets were presented. Payroll is the only difference between the two proposed budgets. One budget has a 2.72% increase in fire department compensation and the other has a 21.3% increase. Laurie Sullivan suggested that for the wage increase, that we not make one big jump, but implement in six month increments providing we are making our budgeted revenue.
- Chief Bowen went through the various sections of the proposed budget explaining the changes from 2018.
- Currently we have the sale of assets in our operational budget revenue. The City of Oconomowoc has the sale of assets in their capital budget. If we were to move it to capital, we would have to make a significant cut to the operational budget. We have always had it in the operational budget.
- There were questions on the quarterly report from Rotroff and Jeanson as the revenue for ambulance billing and accident billing appear to be way off. Chief Bowen will schedule a meeting with Rotroff and Jeanson, Kent and Mike to try to resolve the issues.

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

- In this month's packet, additional reports from Andres.
- A motion was made by Mike Tompkins and seconded by Jeff Roemer to pay the refunds totaling \$9,580.25. Motion carried.

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

- A motion was made by Jimi Hall and seconded by Jeff Roemer to pay the bills totaling \$159,745.29. Motion carried.

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

- A special Budget Workshop will be held on August 15<sup>th</sup> starting at 5:30 pm at the Pabst Farms station.
- The next monthly board meeting will be held on August 27<sup>th</sup> starting at 5:30 pm at the Pabst Farms station.

### **Tour of Remodeled Dousman Station**

- A tour was given of the remodeled upstairs of the Dousman Station.
- A tour was given of the new engine (3662)

### **Closed Session**

- At 8:20 pm, the Fire Board convened into closed session by roll-call vote.

### **Adjournment**

- At 8:35 pm the meeting was adjourned.