

Western Lakes Fire Board

Monthly Board Meeting

August 26, 2019

Call to Order

- George Morris called the meeting to order at 4:30 p.m. Board members present were George Morris, Kent Lorenz, Bill Riemenschneider, Mike Tompkins, Jimi Hall, and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Matthew Haerter and Tom Schuetz, Deputy Chiefs Tim Meyer and Kami Warren, Battalion Chief, Mike Gartzke, Oconomowoc Finance Director Laurie Sullivan and Administrative Assistant Michael Krug. Mike Sauer was excused.

Proof of Notice

- Mike Krug announced that the notice was posted Thursday August 22nd, and a revised posting on Sunday August 25th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Deputy Chief Meyer led the group in the Pledge of Allegiance.

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 July 22, 2019 meeting as presented. Motion carried.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the minutes of the August 22, 2019 meeting as presented. Motion carried.

Fire Chief Brad Bowen's Report

- The monthly run report was included with the board packet. In July we had 447 calls bringing us to 2,973 and on plan to hit 4,788 calls this year.
- Our MOD factor will be increasing from .99 to 1.06. Mike Tompkins asked what caused the increase. We had a firefighter with a knee injury from attending a non-authorized training, and another knee injury from lifting. Tom Schuetz said the mod factor could still go down as the second claim is still being reviewed.

Chief Officer Reports

- Assistant Chief Haerter had nothing to add to his report. Mike Tompkins asked about the goal of all employees mastering their role. Specifically, he wanted to know if the officer above a member would be helping their subordinates to achieve their goals. Matthew said that was the plan was to work with all levels to understand their goals and those for above and below their level.
- Assistant Chief Schuetz stated he does not have a report on the aerial apparatus as the ladder testing was delayed due to an equipment issue with the testing company. The first ladder (3672) passed testing, but the second ladder will be delayed until later in the week. George Morris asked about the parts for 3658. Tom said the parts are in and being installed and the ambulance should be back in service by the end of the week. Chief Bowen said it will be great

to have that ambulance back in service as we have had to turn down interfacility calls because of its being out of service.

- Deputy Chief Meyer had nothing to add to his report. Mike Tompkins asked about there being 7 resignations and retirements, but only 2 hires. Tim said we did some purging of inactive employees.
- Deputy Chief Warren had nothing to add to her report and there were no questions. Chief Bowen commented that her report did include the fatal accident on I-94 and asked if there were any questions. A CISD was done the day after the call.
- There were no updates from the battalion chiefs.

Discussion – Mission and Core Values

- A copy of our mission statement and core values was included with the board packet. Chief Bowen stated that at the start of the consolidation, Hanover Park Fire Chief Craig Haigh came in and did a company officer leadership training. The group came up with the goals and mission statement. This was a two-day session in April of 2017 with about 60 members in attendance.

Discussion – Light Duty Work Policy

- Chief Bowen stated the policy still needs to go to legal for review. Brad had asked the board previously if he should work on such a policy, so this is the first draft of a policy. In checking with other departments, some allow non-work-related light duty, some do not, and some have a highbred version. The board had no changes to the proposed policy so it will go to legal as presented.

Discussion – Draft Municipal Fire Code

- This is still a work in progress. The cover page covers the differences between the current code and the proposed code. This is the 17th version of the code. Jeff Roemer commented that he thought the code was already approved when the inspection fees were approved. Brad said the two were separated as we anticipated questions on the code and the inspection fees were already in the 2019 budget and needed to be implemented.

Discussion / Action Policy 200.023 Exercise Room /Area and Exercise Equipment Use

- Chief Bowen stated the policy covers both the exercise rooms and the equipment in the rooms. Also included was a list of rules that will be posted in each of the exercise rooms and an Informed Consent & Liability Release statement that must be signed by anyone planning on using the equipment or rooms. Jimi Hall asked about the waiver and if it would have any impact on a worker's comp claim if someone was hurt using the equipment. Chief Bowen stated it was a recommendation to have such a waiver to let the employees know and acknowledge their responsibilities when using the equipment.
- A motion was made by Jeff Roemer and seconded by Mike Tompkins to approve policy 200.023 Exercise Room /Area and Exercise Equipment Use as presented. Motion Carried.

Discussion / Action – Policy 200.009 Conduct and Station Rules

- Chief Bowen stated this policy existed with Dousman and was modified to reference other policies.
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve policy 200.009 Conduct and Station Rules as presented. Motion Carried.

Discussion / Action - Policy 100.108 Uniform

- The addition to the policy was to allow for headbands.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve policy **100.108 Uniform** as presented. Motion Carried.

Discussion / Action – Policy 600.010 Employee Benefits

- Changes to the policy were made to clean up the language regarding shift times, the amount of vacation and sick time allowed, and changes recommended by legal regarding open ended vacation accrual. Also included with the policy was a comparison of our holiday and vacation days compared to other departments in the county. We were considerably lower than other agencies and these changes will bring us more in line.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve policy **600.010 Employee Benefits** as presented. Motion Carried.

Discussion / Action – Station Signage Bid Approval

- Chief Bowen stated that as part of the consolidation, we had budgeted for station signage. A contract was awarded to Wisconsin Sign. They completed a portion of the job and then stopped. We got our money back for the work that was not done. The proposal is to complete the work using the funds returned from Wisconsin Sign.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the bid from SIGNworks to complete the signing project at a cost not to exceed \$1,387.58. Motion Carried.

Discussion – 2020 Operations Budget

- Chief Bowen stated that there was an increase to health insurance of 2%. On the revenue, we adjusted the interest income to match what is projected, increased the 2% insurance dues now that we have received our dues from 2019. The result will be a 2.75% increase on tax levy.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve policy **600.010 Employee Benefits** as presented. Motion Carried.

Discussion / Action – Ambulance & Highway Billings

- There were no ambulance or highway bill refunds to approve.

Discussion / Action – Payment of Bills

- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the bills totaling \$178,431.84. Motion Carried.

Future Meetings

- The joint owners meeting will be held on Wednesday August 18th starting at 6:30 pm at the Summit Village Hall,
- The September Fire Board meeting will be held on Monday September 30th starting at 4:30 pm at the Pabst station.

Adjournment

- A motion was made at 5:15 pm by Jeff Roemer and seconded by Jimi Hall to adjourn. Motion carried.