

# Western Lakes Fire Board

## Monthly Board Meeting

### October 28, 2019

#### **Call to Order**

- Jeff Roemer called the meeting to order at 4:00 p.m. Board members present were Kent Lorenz, Bill Riemenschneider, Mike Sauer, Jimi Hall, Mike Tompkins and Jeff Roemer. Also in attendance were Chief Brad Bowen, Assistant Chiefs Tom Schuetz and Matt Haerter, Deputy Chiefs Kami Warren and Tim Meyer, Okauchee Fire Chief Bill Lincoln and Administrative Assistant Michael Krug. George Morris was excused.

#### **Proof of Notice**

- Mike Krug announced that the notice was posted October 24<sup>th</sup> to the district web site, newspapers and at stations 1 and 2.

#### **Pledge of Allegiance**

- Assistant Chief Tom Schuetz led the group in the Pledge of Allegiance.

#### **Announcement of Closed Session**

- Jeff Roemer announced that the fire board would meet in closed session pursuant to section 19.85(1)(c), Wisconsin State Statutes, "To consider employment, promotion, compensation, or performance evaluation of the District's part-time and full-time employees, over which the Fire Board exercises responsibility". For purposes of hiring current employees of the Okauchee and Stone Bank Fire Departments.
- The Fire Board will reconvene into open session at the conclusion of the closed session.

#### **Public Comment**

- Jeff Roemer 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 Kent Lorenz to approve the minutes of the September 30<sup>th</sup> meeting as written. Motion carried.

#### **Fire Chief Brad Bowen's Report**

- Chief Bowen stated he is investigating the cost of getting the seven board members an I-pad so they can view the board materials electronically instead of printing pages of materials.
- Western Lakes will be covering the Okauchee area during the weekdays from now until the end of the year. Stone Bank had been providing the coverage in the past. We added a part-time person at Station 1 to help cover those calls.
- The monthly run report was included with the packet showing 383 calls in September and on track for 4,837 this year.
- For the fire inspection invoices, we have invoiced \$133,467.50 and have received \$91,537.50 thus far. Second and third notices will be sent over the next two months. We have received inquiries regarding the invoices and some adjustments have been made to square footage numbers and the number of apartment units in a building once verified.
- The Town of Oconomowoc has agreed to contract with Western Lakes to provide service for Okauchee and Stone Bank. A planned chart showing what apparatus and personnel would be at each of the stations was included. All six stations will have staff. The term EMT was used

loosely as it could be an EMT-Basic through Paramedic. Most of our staff are Firefighter and Advanced EMT or higher, but we did not want to restrict who can work at a station.

- The Seven-year staffing plan was included showing projected hourly rates. The list also shows the conversion of part-time to full-time starting in 2021 which will be discussed further at the spring meeting with all municipalities.

### **Chief Officer Reports**

- Assistant Chief Schuetz was asked about the 2 furnaces at station 3. Tom clarified that these are old furnaces and finding parts is difficult. It may be more beneficial to replace them now instead of waiting until their planned replacement date of 2021. There were no further questions.
- Assistant Chief Haerter had nothing to add to his report and there were no questions.
- Deputy Chief Meyer stated the training house burn will be on Saturday November 9<sup>th</sup>. There were no questions.
- Deputy Chief Kami Warren was asked by Mike Sauer about the multiple open shifts in her report. Kami clarified that the shifts are being covered as EMT's can sign-up to cover open shifts. We just don't have someone scheduled in those spots and are working on finding people to fill the spots on a regular basis. Jimi Hall asked if we require all Firefighters and EMTs to cover at least one shift every month. If they are not, why are we paying for equipment for these people that are not helping the district? Kami responded that we do not have platoons where an officer can follow-up with members of their platoon to ensure that they are making trainings and filling shifts.
- There were no battalion chiefs in attendance at the meeting.

### **Discussion – Join the Fire Service Presentation**

- Deputy Chief Meyer gave a presentation on an online recruitment system to assist with tracking people that are interested in joining Western Lakes. The system, [www.jointhefireservice.com/](http://www.jointhefireservice.com/), will track applicants through the process. Prospects complete surveys throughout the process, which will help us identify where our prospects are coming from and where we could improve our recruiting. There is \$599 up front cost and a monthly fee of \$229 and the company is fairly new (2018). Hales Corners does use the system and Tim contacted them for reference to see how it was working for them. Chief Bowen said we could fund the project using currently budgeted funds.
- The board gave approval for the district to proceed with this new system.

### **Discussion/Action – Policy \*\*\*.\*\*\*\* Light Duty Work**

- Chief Bowen stated that work on this policy started in July. The policy was reviewed by legal and is now ready for approval. This would be for both full-time and part-time employees.
- A motion was made by Mike Sauer and seconded by Mike Tompkins to approve the light duty policy as written. Motion carried.

### **Discussion/Action – WRS Employee Contributions**

- We currently contribute to the retirement system for our full-time employees and part-time employees after they complete 600 hours in a 12-month period. We do have part-time employees that joined us that are already in WRS from other departments. Brad would like to know if we could offer retirement benefits to part-time employees on day one providing they sign a memorandum of understating stating that they will work the 600 hours. Kent Lorenz wanted to be sure we had a clawback clause for those that did not work the 600 hours. Tim said that because they are employees with a signed memorandum of understanding, we could terminate them.

- A motion was made by Mike Tompkins and seconded by Jimi Hall to approve offering WRS Employee Contributions on day one to part-time employees. Motion carried with Mike Sauer abstaining.

#### **Discussion/Action – 2020 Operational and Capital Budgets**

- Jimi Hall asked about why we are planning to purchase a new F-350 when Stone Bank has trucks already. He also said that the list of equipment from Stone Bank was incomplete. He said that Stone Bank has 8 pieces of equipment of which only 5 are listed. He feels we need to juggle our current apparatus to utilize their equipment instead of purchasing new. Chief Bowen stated that the apparatus from Stone Bank that was not listed would be sold as they do not fill the needs of the district. Jimi said that Stone Bank's 4982 is a F-250 4X4. The trucks from Stone Bank would not be able to carry the pump and water for a grass rig. Mike Sauer asked if we could hold off on the F-350 spec /bid approval until we could reanalyze the equipment from Stone Bank.
- Jeff Roemer asked that discussion on the F-350 be held until later in the agenda and focus on the discussion on the 2020 Operational and Capital Budgets.
- A motion was made by Kent Lorenz and seconded by Bill Riemenschneider to approve the 2020 budgets as presented. Motion carried.

#### **Discussion/Action – F-350 Bid/Spec Approval**

- Chief Bowen stated that the specifications for the F-350 came from Scott Kussow based on our requirements for a grass rig. Jimi commented that the STX appearance package, chrome rims and Pro Trailer Backup Assist are overkill. Jimi feels we get carried away on our specifications and are looking to get a Cadillac instead of a base model. He also feels we could use the equipment from Stone Bank and not need to purchase a new F-350. Chief Bowen stated that if we do not approve the spec today, there will be a 3% increase in the cost, effective November 1<sup>st</sup>. Chief Bowen also said that we do not pick the specific items for the truck, but instead give Scott our requirements such as the weight it needs to carry, and that it will be used off-road and needs to be able to pull a large trailer. Scott then plugs those requirements in, which generates the packages that will be required to meet our specifications.
- A motion was made by Bill Riemenschneider and seconded by Mike Sauer to approve the F-350 bid. Motion carried with Jimi Hall voting no.

#### **Discussion/Action – Chevrolet Tahoe Bid/Spec Approval**

- Chevrolet required that all orders had to be placed by mid-September. Ewald had pre-purchased trucks to have on hand for the municipalities that would need one, but could not authorize purchase until the budget season. Jimi Hall asked if we were going to have to purchase new tires like we did before. He also asked about the markings as he does not feel any of our equipment should be unmarked. Chief Bowen said we are only approving the chassis, and that marking, lights and siren are in the December budget.
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve the Chevrolet Tahoe Bid/Specification as presented. Motion carried.

#### **Discussion/Action – Line of Credit**

- Since 2016 we have had a line of credit at the request of our auditor. We are increasing our fund balance each year and have not used our line of credit. In order to use the line of credit, we would need approval from all of our municipal leaders. The recommendation is to continue to maintain the line of credit. There is no cost to maintain the line of credit. The municipalities have approved our having the line of credit for the past three years. Each of the municipalities will need to act on approving our renewing our line of credit at their next meeting.

- A motion was made by Kent Lorenz and seconded by Mike Sauer to approve the line of credit. Motion carried.

### **Closed Session**

- At 5:00 pm a motion was made by Jimi Hall and seconded by Kent Lorenz to convene into closed session. Motion carried

### **Open Session**

- At 5:15 pm the Fire Board reconvened into open session.

### **Discussion/Action – 2020 Organizational Chart**

- The 2020 Organizational chart was presented. Jimi asked for clarification about Captains having platoons. Chief Bowen said all company officers have platoons with about five members of the platoon.
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve the 2020 Organizational chart as presented. Motion carried.

### **Discussion/Action – Firefighter/Paramedic Job Description**

- Changes were made per recommendations of legal, and added blue-card and COLA requirements within two years of appointment.
- A motion was made by Jeff Romer and seconded by Mike Sauer to approve the Firefighter/Paramedic Job Description as presented. Motion carried

### **Discussion/Action – Training Officer Job Description**

- This is a new position. Jimi Hall asked about the requirement within two years to have an associate's degree. He wanted to know what the degree needed to be in. We do not specify what the degree is in. By having the degree, you have completed higher education.
- A motion was made by Kent Lorenz and seconded by Bill Riemenschneider to approve the Training Officer Job Description as presented. Motion carried

### **Discussion/Action – Deputy Chief Fleet/Facilities Job Description**

- Chief Bowen said that this a building block to someone obtaining their Emergency Vehicle Technical certification in three years of appointment and Master EVT in six years of appointment.
- A motion was made by Mike Sauer and seconded by Mike Tompkins to approve the Deputy Chief Fleet/Facilities Job Description as presented. Motion carried

### **Discussion/Action – Deputy Chief Job Description**

- The position description was divided into different areas of responsibility (Fire Prevention/Emergency Management, Personnel, Operations).
- A motion was made by Mike Sauer and seconded by Kent Lorenz to approve the Deputy Chief Job Description as presented. Motion carried

### **Discussion/Action – Fire Inspector Job Description**

- The fire inspector role had not previously been defined. We have a separate description for MPOs, Firefighters, etc., and this is just another description of a duty. Jimi Hall asked about the ability to only have completed a WCTC course instead of having a Wisconsin Certificate. The course completion requires you to have successfully completed and passed the WCTC class, but did not continue on to get the state certification.

- A motion was made by Mike Tompkins and seconded by Bill Riemenschneider to approve the Fire Inspector Job Description as presented. Motion carried

#### **Discussion/Action – 2020 Contract Agreements**

- The Ashippun agreement is for EMS coverage and was approved by Ashippun on October 9<sup>th</sup>, whereas Oconomowoc and Merton agreements are for both Fire and EMS coverage. The Oconomowoc and Merton agreements include a clause where if they were to become an owner of the district, this contract would become null and void. Jimi Hall asked about the status of the Village of Oconomowoc Lake. Chief Bowen indicated that they will make a decision by the end of the year.
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve the three contract agreements (Town of Ashippun, Town of Oconomowoc, Town of Merton) as presented. Motion carried

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

- There were no ambulance or highway refunds so no action taken.

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

- A motion was made by Jimi Hall and seconded by Mike Sauer to approve the bills totaling \$165,227.64. Motion carried.

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

- November Board Meeting –Monday November 25<sup>th</sup> at 4:00 pm at Station 1.

#### **Adjournment**

- At 5:40 pm, a motion was made by Bill Riemenschneider and seconded by Kent Lorenz to adjourn. Motion carried