

Western Lakes Fire Board

Monthly Board Meeting

November 25, 2019

Call to Order

- George Morris called the meeting to order at 4:00 p.m. Board members present were George Morris, Kent Lorenz, Bill Riemenschneider, Mike Sauer, Jimi Hall and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Tom Schuetz and Matt Haerter, Deputy Chiefs Kami Warren and Tim Meyer, Battalion Chief Steve Pflanzner, Oconomowoc Finance Director Lauri Sullivan, Oconomowoc Police Chief Ron Buerger and Administrative Assistant Michael Krug. Mike Tompkins was excused.

Proof of Notice

- Mike Krug announced that the notice was posted November 21st to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Battalion Chief Steve Pflanzner led the group in the Pledge of Allegiance.

Public Comment

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

Approval of Minutes

- A motion was made by Jeff Roemer and seconded by Mike Sauer to approve the minutes of the October 28th meeting as written. Motion carried.

Fire Chief Brad Bowen's Report

- Chief Bowen stated we responded to 452 calls in October.
- A letter from Dodge County was included in the packet. They are conducting a study on their EMS system. Board members were invited to attend a meeting on December 4th. This is a preliminary meeting on information that has been gathered thus far. Chief Bowen and Deputy Chief Warren have been attending the preliminary meetings.
- On Wednesday December 4th, at 9:00 am there will be a meeting in the Town of Genesee which was coordinated by various elected boards with our state legislators. There is one spot open. All municipalities in Waukesha County were invited.
- The Waukesha County Fire Chiefs are reviewing the unit numbering of apparatus. Various options were included with the packet.
- The job postings for the full-time positions were included with the packet. Applications are due by Wednesday night (November 27th). George Morris commented on how well done the materials were presented.
- The training schedule for 2020 is changing to have trainings at multiple locations and on different days so that not all Fire or EMS training is at the same time. This way, while some are at training, others will be available for calls and not have to leave a training.
- Our MABAS cards have been updated to reflect the addition of Stone Bank and Okauchee.
- The Town of Merton is discussing and acting on our agreement tonight (November 25th). The Town of Oconomowoc will be discussing and acting on our agreement at their next meeting. Jimi Hall wanted to be sure that all officers coming over are up to the standards of SPS-330 and the requirements of our position description.

Chief Officer Reports

- Assistant Chief Schuetz was asked by Jimi Hall about the need for another dive boat and if we had checked with Okauchee or Stone Bank on what they had. Tom stated he was going to have Okauchee Chief Lincoln head up the research on what the combined resources would be and would be needed in the expanded district. The new dive boat was planned to have a portable pump so it could be used to provide fire service to the islands.
- Assistant Chief Haerter had nothing to add to his report and there were no questions.
- Deputy Chief Meyer had nothing to add to his report and there were no questions.
- Deputy Chief Kami Warren was not at the meeting at this time. There were no questions. Kami arrived later in the meeting.
- Battalion Chief Pflanze stated all was well at station 1.

Discussion – Impact Fee Study

- Chief Bowen stated that the Fire Board asked that an Impact Fee Study be completed. This was to review the need for another station in the northern portion of the fire district and was prior to the adding of Stone Bank and Okauchee. We received proposals back for that study. The question was if we wanted to proceed to have a study done. George Morris commented that with the new station coming on, we most likely don't need to proceed with an impact fee. Lauri Sullivan feels that we may want to do a facilities study sometime in the future, and then decide how to proceed.
- The guidance from the board was to postpone action for another year.

Discussion/Action – Station #3 (Oconomowoc) Furnace Replacements

- At the last board meeting, Assistant Chief Schuetz reported that there were issues with the bay heaters at station 3. Two of them had failed since that meeting. Chief Bowen followed the Emergency Purchases guideline and authorized the replacement of the two heaters. The question for this evening was if we should replace the other two heaters using funds in the fund balance. If we replace all four now, it will be \$1,000 less expensive than replacing two now and two later.
- A motion was made by Jimi Hall and seconded by Mike Sauer to replace all four bay heaters at the Oconomowoc Station. Motion carried.

Discussion/Action – Policy 100.104 Attendance and Participation

- Chief Bowen stated the change to the policy was to accommodate the various shifts the district operates. Our current schedules have EMT's working the same night/day each week. The change will allow for employees that work elsewhere on changing schedules be able to work at Western Lakes. There are still requirements for all members to meet. Assistant Chief Warren said that this will help in filling open shifts.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve policy 100.104 as presented. Motion carried.

Discussion/Action – 2020 Part-time Wages

- Documentation on the 2019 and proposed 2020 part time wages was included in the board packet. The proposed changes were included in the budget that had been approved. The wage adjustments being proposed need to be made to not only our current employees, but also for the new employees from Okauchee and Stone Bank. That is why it is on the agenda now instead of December as the administrative staff will need to modify the rates for a lot of employees.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the 2020 Part Time wages as presented. Motion Carried.

Discussion/Action – 2020 Full-time Wages

- Chief Bowen stated that the 2020 budget reflects the changes being presented.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the 2020 Full Time wages as presented. Motion carried.

Discussion/Action – Full-time Captain Job Description

- Chief Bowen stated that the changes to the position description were to reflect the SPS 330 changes, Blue Card and COLA requirements.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to the Full-time Captain job description as presented. Motion carried.

Discussion/Action – Part-time Lieutenant Job Description

- Chief Bowen stated that the changes to the position description were to reflect the SPS 330 changes, Blue Card and COLA requirements. Prior to this update, the State of Wisconsin Fire Officer Certification was to be obtained within two years of appointment. This will change to be required that the candidate have the certification at the time of appointment.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the Part-time Lieutenant job description 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

- Bill Riemenschneider asked if we could use ACT102 funds to pay for the batteries needed for the ambulance cots. Chief Bowen will check.
- A motion was made by Mike Sauer and seconded by Kent Lorenz to approve the bills totaling \$155,336.56. Motion carried.

Future Agenda Items and Meeting

- December Board Meeting –Wednesday December 18th at 4:00 pm at Station 1.

Adjournment

- At 4:40 pm, a motion was made by Jeff Roemer and seconded by Mike Sauer to adjourn. Motion carried