

Western Lakes Fire Board

Monthly Board Meeting

December 18, 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 Tompkins, Jimi Hall and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Deputy Chiefs Kami Warren and Tim Meyer, Captain Chris Igl and Administrative Assistant Michael Krug. Mike Sauer was excused.

Proof of Notice

- Mike Krug announced that the notice was posted December 13th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Captain Chris Igl 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)(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”.
- The fire board will 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 were none.

Approval of Minutes

- A motion was made by Kent Lorenz and seconded by Jeff Roemer to approve the minutes of the November 25th meeting as written. Motion carried.

Closed Session

- At 4:05 pm, the Fire Board convened into closed session by roll-call vote.

Open Session

- At 5:18 pm, the Fire Board reconvened into open session.

Fire Chief Brad Bowen’s Report

- Chief Bowen stated we responded to 406 calls in November with a surge in calls this past Saturday due to the icy roads. Some of the accidents were serious including extrications.
- The annual Appreciation/Award banquet will be held March 7th at the Oconomowoc Community Center.
- Chief Bowen was looking for direction on converting to electronics for the fire board documents. We are looking to purchase Microsoft Office Go for each board member to eliminate the need to print board packets. The anticipated price is no more than \$3,300 total, which Chief Bowen would like to include in 2019. They would alleviate paper volume savings in two years.
 - The direction of the board was to proceed with the purchase.

Chief Officer Reports

- Assistant Chief Schuetz was not at the meeting. Chief Schuetz did not submit a report.
- Assistant Chief Haerter was not at the meeting. There were no questions regarding his report.
- Deputy Chief Meyer had nothing to add to his report and there were no questions.
- Deputy Chief Kami Warren commented that she is still adjusting the 2020 EMS schedule to accommodate the new employees from Okauchee and Stone Bank. Jeff Roemer asked if all of the new employees had been cross credentialed with Western Lakes. Kami indicated that Okauchee was completed and we are in the process of establishing Stone Bank cross credentialing.

Discussion/Action – EMS Billing Fee Schedule

- Chief Bowen stated that the proposed 2020 EMS billing fee schedule was used to generate the 2020 budget, which has already been approved. A comparison of fees from other departments that Andre's Medical Billing serves was provided comparing us to neighboring departments. Jimi Hall asked to see a copy of the 2020 Highway Billing fee. Chief Bowen indicated that there was no change to the Highway Billing so nothing was being presented. He also said that a copy of all fee schedules are sent to all municipalities per our contract and inter-municipal agreements.
- A motion was made by Jimi Hall and seconded by Mike Tompkins to approve the 2020 EMS Billing Fee Schedule as presented. Motion carried.

Discussion/Action – Highway/Fire Billing Fee Schedule

- Chief Bowen stated that there is no change to the fee schedule from 2019. Using US Fire Recovery, we are getting reimbursed timely.
- A motion was made by Jimi Hall and seconded by Jeff Roemer to approve the 2020 Highway/Fire Billing Fee Schedule as presented. Motion carried.

Discussion/Action – Special Event/Standby Fee Schedule

- Chief Bowen stated that these fees are based on our actual costs. In 2019 we added a fee for the Incident Command/Event Coordinator. Jimi Hall commented that these charges are reasonable and comparatively small.
- A motion was made by Jimi Hall and seconded by Bill Riemenschneider to approve the 2020 Special Event/Standby Fee Schedule as presented. Motion carried.

Discussion/Action – Fire Prevention Fee Schedule

Chief Bowen stated that these fees went into effect last year and when the municipalities enacted their ordinances, we agreed to not increase the fees for the first two years. Jimi Hall asked if we had any push-back or feed-back from these. Chief Bowen stated we had been questioned on what the fee was from, but when we referred them to the detailed explanation documentation that was sent with the initial invoices, they were acceptable. Some businesses disagreed with the square footage used, which we received from the municipalities. Where needed, we adjusted the square footage numbers upon verification

- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve the 2020 Fire Prevention Fee Schedule as presented. Motion carried.

Discussion/Action – 2020 Capital Purchase (Cardiac Monitor)

- Chief Bowen stated that the Cardiac Monitors were part of the amended 2020 capital budget that was approved in October. This is to replace the Phillips monitor at station 6. The Phillips monitor was the same model we replaced due to the unavailability of parts for repairs. The

order will be placed in 2019 so we can secure the current pricing even though it is a 2020 capital purchase.

- A motion was made by Jimi Hall and seconded by Bill Riemenschneider to approve the 2020 Capital Purchase for Cardiac Monitors as presented. Motion carried.

Discussion/Action – 2020 Capital Purchase (Extrication Equipment)

- Chief Bowen stated that equipment at station 6 would be replaced with Holmatro equipment to match the rest of the district.
- A motion was made by Jeff Lorenz and seconded by Kent Lorenz to approve the 2020 capital Purchase for Extrication Equipment as presented. Motion carried.

Discussion/Action – Full-time Pay Steps

Discussion/Action – Training Officer Position

Discussion/Action – Deputy Chief Position

Discussion/Action – Deputy Chief Fleet/Facilities Position

Discussion/Action – Firefighter/Paramedic Position

- George Morris stated that all of the above employee positions were discussed in closed session.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the recommended positions and Full-time pay steps as presented and to proceed with conditional offers based on the commission and chief's recommendations. 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 Kent Lorenz and seconded by Mike Tompkins to approve the bills totaling \$108,911.97. Motion carried.

Future Agenda Items and Meeting

- January Board Meeting –Monday January 27th at 4:00 pm at Station 1.

Adjournment

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