

Western Lakes Fire Board

Monthly Board Meeting

September 28, 2020

Call to Order

- George Morris called the meeting to order at 4:00 p.m. Board members present were George Morris, Jeff Roemer, Kent Lorenz, Bill Riemenschneider, Mike Tompkins, Lisa Mellone and Jimi Hall. Also in attendance were Chief Brad Bowen, Assistant Chiefs Tom Schuetz and Matt Haerter, Deputy Chiefs Tim Meyer, Brad Ingersoll, Kami Warren and Chris Igl, Division Chief Alex Konen and Administrative Assistant Michael Krug.

Proof of Notice

- Mike Krug announced that the notice was posted September 24th to the district web site, newspapers and at stations 1, 2, 5 and 6.

Pledge of Allegiance

- Jim Pfister 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.

Consent Agenda

- Items listed under the Consent Agenda are considered in one motion unless a Fire Board Member requests that an item be removed from the Consent Agenda
 - Minutes of August 24th regular Fire Board Meeting
 - Payment of Bills
 - Ambulance and Highway refunds
- A motion was made by Kent Lorenz and seconded by Jeff Roemer to accept the Consent Agenda items. Motion carried.

Fire Chief Brad Bowen's Report

- Chief Bowen we have staff that are under quarantine due to family members either having or been in contact with someone with COVID-19. This is causing staff scheduling challenges.
- The public safety fundraiser is going very well and it looks like we will get the full funding for the drone.

Assistant Chief's and Bureau Reports

- The Assistant chief and Bureau reports were distributed earlier.
- George Morris asked if there were any questions regarding the reports of which there were none.

Discussion/Action - Dodge County 911 Joint Powers Agreement

- Chief Bowen stated that the Dodge County 911 Joint Powers Agreement needs to be approved each year as we provide coverage to the Town of Ashippun.
- A motion was made by Jeff Roamer and seconded by Bill Riemenschneider to approve the Dodge County 911 Joint Powers Agreement. Motion carried.

Discussion/Action - 2021 District Health Insurance Plan and Contributions

- Chief Bowen stated that in 2020, the district covered 92% of the lowest cost plan for full-time employees.
- For 2021, the insurance cost increased 10% but the budget was for a 6% increase. In order to meet the districts budget, the recommendation is to cover only 90% of the lowest cost plan.
- A motion was made by Jimi Hall and seconded by Jeff Roemer to change the district coverage percent to 90% for full-time employees. Motion carried.

Discussion/Action - 2021 Optional Vision and Dental Insurance

- Chief Bowen stated that there is a new additional dental and vision insurance available to employees. The cost of the insurance is 100% employee paid. The district must Opt-in by October 23.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to Opt-in for the additional vision and dental insurance. Motion carried.

Discussion/Action - 2021 Employee Supplemental Accident Insurance

- Chief Bowen stated that there is a new accident insurance plan available to all employees. We currently offer AFLAC to employees which is 100% paid by the employees. This program has just been released and we have not had time to compare this insurance to AFLAC. The recommendation is to continue to allow employees to get AFLAC and to give us time to compare the two and reconsider for 2022.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to stay with AFLAC and do a comparison of AFLAC to the new state program for 2022. Motion carried.

Discussion/Action - Firefighter/Paramedic Job Description

- Chief Bowen stated that changes are being recommended to the position description to get more qualified candidates. The requirement to be a State Certified Driver Operator is being moved from at the time of appointment to within one year of appointment.
- Additional changes are to move the requirement of Critical Care Paramedic and Fire Inspector to be within one year of appointment from two years of appointment.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the Firefighter/Paramedic Job Description as presented. Motion carried.

Discussion/Action - Human Resources Manager Job Description

- Chief Bowen stated that Human Resources Manager position is a new full-time position being created due to the retirement of administrative assistant/MPO Michael Krug at the end of the year.
- The position description was developed using the City of Oconomowoc position description as well as other descriptions from the districts labor attorney.
- Currently the HR duties are being done by multiple employees. The new manager will take responsibility for all of the functions of Human Resources and payroll.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve the Human Resources Manager job description as presented.
- A concern was raised with regards to the residency requirement which requires the applicant to live within 15 miles of geographical boundaries. Lisa Mellone felt that we would be limiting our candidate base with that requirement and that it should not matter where they live.
- A motion was made by Jimi Hall and seconded by Lisa Mellone to remove the residency requirement from the position description. Motion carried.
- The original motion was amended to remove the residency requirement. Motion carried.

Discussion/Action - Emergency Management Job Description

- Chief Bowen stated that the Emergency Management Directors position description is to clearly document the operations of emergency management. This is not a new position.
- A motion was made by Jeff Roemer and seconded by Lisa Mellone to approve the Emergency Management Director position description as presented. Motion carried.

Discussion/Action - Waukesha County Mutual Aid Agreement

- Chief Bowen stated that the discussion is back on the agenda as the Waukesha County Mutual Aid Agreement not only covered fire, but also public works, parks and law enforcement. The agreement is between the municipalities in Waukesha County. The Fire Board is not entering into the agreement.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to move the Waukesha County Mutual Aid Agreement forward to the municipalities we serve. Motion carried.

Discussion/Action - Code of Ethics Policy

- Chief Bowen stated that the changes to the policy were as a result of our normal review of the policy.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve the Code of Ethics Policy as presented. Motion carried.

Discussion/Action - Conduct and Station Rule Policy

- Chief Bowen stated that the changes to the policy were as a result of our normal review of the policy.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the Conduct and Station Rule Policy as presented. Motion carried.

Discussion/Action - Chevrolet Silverado Bid/Spec Approval (2021 CIP)

- Chief Bowen stated that the purchase is part of the 2021 Capital Budget that was discussed and approved at the July 2020 meeting.
- When presented in July, the plan was to transition our staff cars to a pickup style vehicle. It would be used as a staff car for the first five years and then transition to a tow vehicle.
- The vehicle will be ordered this year, but we will not take delivery until 2021.
- A motion was made by Jeff Roemer and seconded by Lisa Mellone to approve the vehicle purchase. Motion carried.

Discussion/Action - F-350 Bid/Spec Approval (2021 CIP)

- Chief Bowen stated that the purchase is part of the 2021 Capital Budget that was discussed and approved at the July 2020 meeting.
- This will be the identical vehicle that has been purchased in the past and will be used at station 5.
- The vehicle will be ordered this year, but we will not take delivery until 2021.
- The price has not changed from the last purchase.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve the vehicle purchase.

General Questions

- Jimi Hall asked Chief Bowen what the status was of the municipalities approving the operational budget. Chief Bowen stated that all with the exception of Dousman have approved and that Dousman would be voting at their September 29th Budget workshop.
- Jimi Hall asked if the “After the Fire” packets being provided by Paul Davis Restoration to be given to residents after a structure fire were general information or us endorsing Paul Davis

Restoration. Assistant Chief Haerter said that the information was general in nature and only had a small logo for Paul Davis Restoration.

Adjournment

- At 4:55 pm, a motion was made by Jeff Roemer and seconded by Bill Riemenschneider to adjourn. Motion carried
- A tour of station 3 was conducted following the meeting.