

# Western Lakes Fire Board

## Monthly Board Meeting

### May 24, 2021

#### **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 and Charlie Shaw. Board Members Mike Tompkins, and Lisa Mellone were excused. Also, in attendance were Chief Brad Bowen, Assistant Chief Matt Haerter, Deputy Chief's Tim Meyer and Adam May, Division Chief Alex Konen, Captain Dylan Laue, Laurie Sullivan, and Jeff Herrmann.

#### **Proof of Notice**

- Chief Bowen announced that the notice was posted May 21<sup>st</sup>, 2021 at 3:50 p.m. to the district web site, newspapers and at stations 1, 2, 3, 5 and 6.

#### **Pledge of Allegiance**

- Jeff Herrmann led the group in the Pledge of Allegiance.

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

- George Morris announced that the District Fire Board will convene into closed session pursuant to section 19.85(1)(c)(e), 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; deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
- The Fire Board will not reconvene into open session at the conclusion of the closed session.

#### **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 April 26<sup>th</sup>, 2021 regular Fire Board Meeting
  - Payment of Bills
  - Ambulance and Highway refunds
- A Motion to approve consent agenda as presented including minutes from April 26<sup>th</sup>, 2021 Fire Board Meeting, and payment of bills in the amount of \$391,750.16 was made by Jeff Roemer and seconded by Kent Lorenz. Motion carried.

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

- The District responded to 468 calls for service in the month of April, which about 12% higher than a year ago. The District anticipated an 8% increase in calls for 2021 compared to 2020. In March of 2020 the District's call volume began to decrease as a result of the COVID Pandemic. Calls for service in 2020 remained below average until July when call volume rose to anticipated averaged.
- Chief Bowen reviewed the monthly financial reports with the board including revenues and expenses. Currently the District is within the budget projections for the year.

- Chief Bowen reviewed the current years capital improvements and provided the board with a review of the projects, and updates on the status of each project. Chief also provided the board with the next four years capital improvement projects.

#### **Assistant Chief and Bureau Chief Reports**

- The Fire Board reviewed the reports from each of the Assistant Chiefs and Bureau Chiefs for the previously month. There was no additional discussion on the reports submitted.

#### **Staff Presentation – COVID Response, Captain Laue**

- Captain Laue provided the board with a review of the District response to the COVID Pandemic from September of 2020 to date. At a prior meeting the board was presented with the initial response to the pandemic.
- Captain Laue provided the board with detailed information regarding the preparedness of the District in anticipation for vaccines. He highlighted the spirit of cooperation and communication between the District and municipalities it serves in addition to partnerships with other Fire Departments, Jefferson County Public Health, and Waukesha County Public Health.
- In total more than 18,000 vaccines had come through Western Lakes Fire District between January 2021 and May 2021.

#### **Discussion/Action – Station #4 Lease Extension**

- Chief Bowen provided the board with a review of the lease agreement for Station #4 located in Sullivan. The lease is set to expire on December 31, 2021. In discussions with the landlords the District is able to extend the lease for one additional year if requested, and then renegotiate a longer-term lease from 2023 and beyond. The District current pays \$1,450 per month and the new extension rate would be \$1,600 per month.
- A Motion to approve extending the lease for Fire Station #4 for one additional year between the Western Lakes Fire District and Logemann Investments from January 1<sup>st</sup>, 2022 through December 31<sup>st</sup>, 2022 for an amount not to exceed \$1,650 per month was made by Jeff Roemer and seconded by Bill Riemenschneider. Motion carried.

#### **Discussion – 5 Year Capital Plan**

- Chief Bowen presented the Fire Board with the 5 year long term Capital Improvement Plan for the District during years 2022 through 2026. The CIP includes apparatus, equipment, and facility maintenance that meets the capital improvement requirements. Throughout the presentation bureau chiefs provided additional detail and information regarding the specific items within the CIP. Discussion regarding moving the purchase of PPE to the general operating budget in the future, however due to the amount of PPE required and cost it meets the capital improvement guideline and the general operating budget can not account for the additional expenses currently.

#### **Discussion/Action – 2022 Capital Improvement Plan**

- Chief Bowen presented to the Fire Board the 2022 Capital Improvement Plan including financial breakdown for each municipality served by the District. There were no changes to the 2022 plan from what was presented the prior year. Due to the increasing costs of products, upon approval of the 2022 CIP by the municipalities staff will present to the board materials to begin the bidding process for the new platform aerial truck this year for payment in 2022.
- A Motion to approve the 2022 Capital Improvement Plan as presented in the amount of \$1,545,412 utilizing \$187,806 of excess fund balance and \$1,357,606 as tax levy contributions was made by Jeff Roemer and seconded by Charlie Shaw. Motion carried.

### **Discussion – 2022 Operating Budget Process**

- Chief Bowen reviewed with the Fire Board the 2022 Operating Budget process, timeline of meetings and format of the budget. The 7-year staffing plan was presented to the board for review. Based on projections with the continued growth of the municipalities and increasing call volume the District could be responding to over 9,000 calls a year in the next 7 years, which will require additional staffing to meet the growing needs of the community. He also discussed the priority for the next budget process continues to be staffing for the District and competitive wages/benefits.

### **Future Agenda Items and Meetings**

- Capital Joint Owners Meeting – Wednesday, June 9<sup>th</sup>, at 6pm at Oconomowoc School District.
- Monthly Fire Board Meeting – Monday, June 28<sup>th</sup>, at 4pm location to be determined.

### **Closed Session**

- George Morris moved to convene into closed session by roll call vote at 6:07 p.m. pursuant to section 19.85(1)(c)(e), 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; deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. The Fire Board will not reconvene into open session at the conclusion of the closed session.