

Western Lakes Fire Board

Monthly Board Meeting

June 28, 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 member Lisa Mellone was excused. Also, in attendance were Chief Brad Bowen, Assistant Chief's Tom Schuetz and Matt Haerter, Deputy Chief's Tim Meyer and Kami Warren, Division Chief Alex Konen, Captain Dylan Laue, Laurie Sullivan, and Jeff Herrmann.

Proof of Notice

- Chief Bowen announced that the notice was posted June 24th, 2021 at 3:35 p.m. to the district web site, newspapers and at stations 1, 2, 3, 5 and 6.

Pledge of Allegiance

- George Morris 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 May 24th, 2021 regular Fire Board Meeting
 - Payment of Bills
 - Ambulance and Highway refunds
- A Motion to approve consent agenda as presented including minutes from May 24th, 2021 Fire Board Meeting, and payment of bills in the amount of \$385,166.25 was made by Jeff Roemer and seconded by Kent Lorenz. Motion carried.

Fire Chief Brad Bowen's Report

- The District responded to 521 calls for service in the month of May.
- 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.
 - Board member Tompkins asked why the full-time wages and benefits were running under budget, but the part-time wages and benefits are over budget. Chief Bowen explained that this is due to the staggered start dates for the full-time positions in 2021. With the additional full-time employees starting in August this will balance out by the end of 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 Bowen reminded Fire Board Members of the upcoming WLFM Employee Appreciation and Awards night on Wednesday, June 30th.

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. The board asked for a future demonstration of the drone to better understand its use with operations.

Staff Presentation – Standards of Cover/Community Risk Assessment, Assistant Chief Haerter

- Assistant Chief Haerter, provided the board with an overview of the Standards of Cover and Community Risk Assessment project that the District is completing.
- This is a very labor intensive and time-consuming project and will provide the District with a thorough review of its current operations based on data against National Standards. This information can then be used to improve the District's ability to provide services to the communities it serves.

Discussion/Action – Station #3 Painting and Exterior Maintenance

- Chief Bowen provided the board with an overview of the scope of this project. This includes repairs to masonry on the exterior of the building following years of service. Over the last five years the District has been completing regular maintenance on this facility that was originally built in the 1960's. With the recent replacement of the roof in 2020, and replacement of windows, doors, and construction in 2021 addressing the masonry issues and painting the building will provide a sealed facility and allow the building to serve the community well into the future. The District completed an RFP and solicited bids for this project.
- A Motion to approve bid from Monster Painting to complete the exterior maintenance and painting at Fire Station #3 in the amount of \$17,645 with a contingency of \$4,855. Total project cost not to exceed \$22,500 was made by Mike Tompkins and seconded by Jeff Roemer. Motion carried.

Discussion/Action – Station #2 Facility Capital Projects

- Chief Bowen presented the board with an overview of the various Station #2 facility projects that were evaluated and bid out. This included replacement of the facilities windows, replacement of service doors, and concrete work in front of the apparatus bays. The 2021 CIP includes replacement of the service doors and windows. While contractors assessed the facility to submit a bid for the project all contractors indicated that the replacement of windows would not address the ice damming and infiltration of exterior temperatures into the building. They indicated that this project should be delayed and further assessment done to address these issues. Due to the condition of the front concrete of the apparatus bays this was provided as an option, however due to the weight of the apparatus this will be delayed for future years.
- The Chief recommends approval of the service door bid with a contingency due to the regular changes in prices. At this time the window replacement and concrete work will be evaluated and included in future CIP plans.
- A Motion to approve bid from Oliver Construction to replace entry service doors at Fire Station #2 not to exceed \$16,975.00 and further evaluate replacement of windows and concrete in future budget was made by Jeff Roemer seconded by Charlie Shaw.
 - Discussion by the board raised concerns of potential fluctuation of pricing from the original bid.
 - Jeff Roemer amended his motion to include a contingency of \$1,350 for price changes which was seconded by Charlie Shaw. Motion Carried.

Discussion/Action – Ladder Truck Bid Process

- Chief Bowen presented to the board and overview of the scope of the ladder truck replacement committee work and development of the RFP for replacement of this unit. The committee worked with several manufactures including Rosenbauer, Sutphen, Pierce, Seagrave, and E1 to determine the items to include in the bid. The committee also toured several fire departments that recently took delivery of these apparatus to interview the agency and assess the actual

apparatus. Individual meetings with each manufacturer were attempted with the committee, but only could be arranged with Rosenbauer, Sutphen, and Pierce.

- Assistant Chief's Schuetz and Haerter both discussed their previous experience writing RFP's and working with various manufacturers to ensure the bid specifications are neutral and the District is able to evaluate multiple manufacturers. This is a challenge due to the proprietary and custom-building process that each manufacturer has. The committee is very excited to further evaluate each manufacturer upon closure of the bidding process.
- A Motion to proceed with the RFP for replacement of the District's platform ladder as presented and bring bids to board for final approval was made by Jeff Roemer and seconded by Kent Lorenz. 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

- Monthly Fire Board Meeting – Monday, July 26th, at 4pm location to be determined.
- Joint Owners Meeting – Wednesday, August 11th, at 6pm at Oconomowoc School District Administrative Offices.
- Special Budget Workshop – Tuesday, August 10th, at 4pm location to be determines.

Adjournment

- A motion was made at 4:48 pm by Jeff Roemer and seconded by Kent Lorenz to adjourn. Motion carried.