

# Western Lakes Fire Board

## Monthly Board Meeting

### August 23, 2021

#### **Call to Order**

- George Morris called the meeting to order at 4:02 p.m. Board members present were George Morris, Jeff Roemer, Kent Lorenz, Michael Tompkins, and Bill Riemenschneider. Board members Charlie Shaw and Lisa Mellone were excused.

#### **Proof of Notice**

- Chief Bowen announced that the notice was posted August 21<sup>st</sup>, 2021 at 8:35 p.m. to the district web site, newspapers and at stations 1, 2, 3, 5 and 6.

#### **Pledge of Allegiance**

- Laurie Sullivan 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 July 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 July 26<sup>th</sup>, 2021 Fire Board Meeting, and payment of bills in the amount of \$390,284.25 was made by Mike Tompkins and seconded by Kent Lorenz. Motion carried.

#### **Swearing Inn Ceremony – Full-time Firefighter/Paramedics**

- The Board moved to the apparatus bay to conduct the swearing in of the District's new full-time employees. Chief Bowen welcomed everyone that had come for the swearing in, and to support the new staff as they move into these new positions. Chief Bowen introduced the new full-time firefighter/paramedics: Keri Keller, Chandler Voigt, Ben Lui, and Zach Snyder. President Morris swore the new employees in.
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#### **Fire Chief Brad Bowen's Report**

- The District responded to 661 calls for service in the month of July, which is a new record for the District.
- 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.

#### **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.

#### **Discussion – Strategic Plan (staffing and services)**

- Chief Bowen reviewed with the board various standards regarding fire and ems services including NFPA 1710 as it relates to staffed fire departments. The Chief reviewed the standard

discussing measurable outcomes as a result of meeting the standard and ways in which the District can meet this and other standards. The Chief reviewed the District's current daily staffing, and structure and also provided the board with several other municipal comparables locally and throughout the state. Also presented was data regarding past, current, and future call volume for the District and the projected changes with the growth and development occurring in the area. The Chief would like to work with the board and municipal elected officials on a potential referendum for staffing in 2022. The Chief stated that this is about safety, services, and the quality of life for the residents of the communities served by the District. This fire board supports this direction as with the growing call volume staffing is critical to meet the needs of the communities.

#### **Discussion/Action – District Records Management Software**

- Chief Bowen reviewed a proposal completed by DC Meyer regarding a transition from the current records management system (Firehouse) to a new program (ESO) the end of this year, with a go live date of 1/1/2022. The current legacy software will no longer be supported in 2022 which means the district and other agencies will need to switch to a new RMS system. The current system has been in place for over 20 years and is no longer going to be supported. The District is required to submit data to the State and Federal agencies regarding its calls for service. These records and data are mandatory and need to be completed.
- The Bureau Chiefs evaluated several RMS programs and came with the recommendation to switch to ESO for the new system. This will also consolidate the EMS patient care reports, scheduling, and human resources programs into one program.
- A motion to approve the ESO quote as presented in the amount of \$37,772.70, and begin the transition and training process the forth quarter of 2021 with a cost of \$5,975 was made by Jeff Roemer and seconded by Kent Lorenz. Motion carried.

#### **Discussion/Action – 2022 Operating Budget**

- Chief Bowen reviewed the current draft budget for 2022 with the board. The budget includes changes made by the board during the budget workshop.
- A motion to approved the current 2022 Operating Budget and forward to the Owners for discussion and action was made by Kent Lorenz and seconded by Jeff Roemer. Motion carried.

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

- Joint Owners Meeting – Wednesday, September 15<sup>th</sup>, at 6pm at Summit Village Hall.
- Monthly Fire Board Meeting – Monday, September 27<sup>th</sup>, at 4pm at Fire Station #1

#### **Adjournment**

- A motion was made at 5:37 pm by Jeff Roemer and seconded by Kent Lorenz to adjourn. Motion carried.