

# Western Lakes Fire Board

## Joint Owners Meeting

### July 12, 2023

#### **Call to Order**

- George Morris called the meeting to order at 6:01 p.m. Board members present were George Morris, Jeff Roemer, Kent Lorenz, Bill Riemenschneider, Dan DeBehnke, and Scott Carter. Mike Tompkins was excused.
- Each of the municipalities called their meetings to order.
- Also present was the City of Oconomowoc Common Council, Village of Summit Board, Village of Dousman Board, and Town of Ottawa Board. Also in attendance was the Village of Lac LaBelle Board, Town of Oconomowoc Board, and Town of Merton Board.

#### **Proof of Notice**

- Chief Bowen announced that the district notice was posted at 4:05 p.m. on July 7, 2023.

#### **Pledge of Allegiance**

- The Chief Elected Officials from the Municipalities led the group in the Pledge of Allegiance.

#### **Public Comment**

- George Morris opened the meeting to comments from the public of which there were none.

#### **Consent Agenda**

- A motion was made by the Town of Ottawa, seconded by the City of Oconomowoc to approve the September 28, 2022 Joint Owners Meeting Minutes. Motion Carried.

#### **Presentation – 2022 Annual Financial Audit**

- Chief Bowen distributed the 2022 Financial Audit completed by Clifton Larson Allen LLP. The audit was completed for year end December 31, 2022 and reports have been issued dated June 15, 2023 following the audit. Shannon from CLA had an emergency, and was unable to attend the meeting in person. CLA will be completing a presentation to the municipalities when she returns.

#### **Presentation – 2022 Year in Review**

- Chief Bowen reviewed with the municipalities the District operations and accomplishments in 2022. Updates included the sustainable staffing and funding initiatives for the District, completion of the Waukesha County Hazard Mitigation Plan, updates to the Western Lakes Emergency Management Plan, completion of the Insurance Services Office evaluation, dispatch and response plan updates.

#### **Presentation – 2023 District Updates**

- Chief Bowen provided an update to the municipalities regarding the District's operations to date in year 2023. These updates included staffing updates providing a historical look at net loss/gain of employees for the past three years. In 2023 the District is at a net positive of 17 personnel, compared to a net negative of 7 in 2021 and net negative of 19 in 2022. With improvements of staffing the District's response time for an engine or ladder to arrive on scene has reduced from over 12 minutes in 2022 to under 8 minutes in 2023. Deployment also referred to turnout times have reduced for all fire stations since making competitive wage adjustments and improving daily staffing. The turnout time is the time it takes for an engine or

ladder to begin responding from a station. Station #1 and #3 now have an effective response force and daily staffing of five personnel. As a result their turnout time has reduced by 1 minute and 55 seconds for station 1 and 3 minutes and 52 seconds for station 3. Both stations have a turnout time under 1 minute and 20 seconds with the improved staffing. These turnout times meet NFPA turnout times. The District has not had to mandate a full-time employee to work in 2023 with the improvements made. This is improving the operations and morale of the team, and ultimately the services provided to the communities.

### **Discussion – 2024 Operational and Capital Budget Priorities**

- Chief Bowen presented the 2024 budget priorities that are being worked on by District Administration and the Fire Board. The number one priority is meeting the service level needs and expectations of the municipalities and individuals requiring services from the District. Meeting the expected response times and services requires effective daily staffing. Implementation of the second phase of the sustainable staffing and funding plan to bring an additional two stations to an effective response force is a priority. The second priority is implementation of a policy development, maintenance, and training program. To ensure the District's policies are complete and compliant with ongoing updates and changes at the State and Federal level the District is evaluating a transition to Lexipol for these services. Another priority is consideration of consolidating the District's administrative and management team to one central location. This would improve operations and time management and assist the District with the plan of reducing management position with these efficiencies. District management and the board are continuing the budget process to ensure the most fiscally responsible budget is presented while meeting the growing and changing needs of the communities it serves. The capital budget has already been adjusted to reduce the financial impact of the recent inflation from over a 15% increase to a proposed 3% increase for 2024.

### **Future Meetings**

- A special Joint Owners Meeting will be held of Wednesday, August 9, 2023 at 6pm at the City of Oconomowoc Police Department to discuss the closed session.
- Fall Budget Meeting – Wednesday, September 13, 2023 at 6pm at the City of Oconomowoc Police Department.

### **Closed Session**

- Due to all municipalities not having a quorum the closed session was rescheduled.
- The District Fire Board will convene into closed session pursuant to section 19.85(1)(e), Wisconsin State Statutes, 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: Contract Service Agreements with other Municipalities and Intermunicipal Ownership Agreement.”
  - Also, in attendance (and noticed separately) will be elected officials from the City of Oconomowoc, Village of Summit, Village of Dousman, and Town of Ottawa.
  - The Fire Board will not return into open session at the conclusion of the closed session.

### **Adjournment**

- At 7:45 p.m., a motion was made by Kent Lorenz and seconded by Dan DeBehnke to adjourn the Joint Owners Meeting. Motion carried