

Western Lakes Fire Board
Monthly Board Meeting
July 29, 2024

Call to Order

- George Morris called the meeting to order at 4:01 p.m. Board members present were George Morris, Kent Lorenz, Mike Tompkins, Bill Riemenschneider, and Dan DeBehnke. Jeff Roemer and Scott Carter were excused.

Proof of Notice

- Chief Bowen announced that the notice was posted Thursday, July 25, 2024, at 3:15 p.m. in accordance with open meeting laws.

Pledge of Allegiance

- Tim Clark, Village of Lac LaBelle President led the Pledge of Allegiance.

Public Comment

- George Morris opened the meeting up to public comment.
- Tim Clark, president of the Village of Lac LaBelle thanked the Fire Board for their service overseeing and managing the District. He thanked WLFM management and staff for providing these essential services.

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 June 24, 2024 regular Fire Board Meeting
 - Payment of bills in the amount of \$505,616.05.
- A motion was made by Mike Tompkins and seconded by Bill Riemenschneider to accept the Consent Agenda items including meeting minutes from June 24, 2024 Fire Board meeting and payment of bills in the amount of \$505,616.05. Motion carried unanimously.
- Chief Bowen noted to the Fire Board that this months bills include two capital items being paid which is the cause of the higher monthly payment. These include payment of one ambulance in the amount of \$264,300.00 and the Station 56 garage doors in the amount of \$68,190.00.
- Chief Bowen informed the Fire Board that beginning in August they are making an adjustment to the monthly financial report to also include the expenses of labor including wages and benefits in the monthly report.

Fire Chief's Report

- Chief Bowen highlighted the swearing-in ceremony on Friday, June 28th at 4pm at the Stone Bank Station. The new full-time employees completed their three week 120 hour academy and were sworn in on June 28th.
- Chief Bowen and Finance Manager Cornett discussed the accrual of EMS collection revenues from Waukesha County Collections. In the past and currently the revenues are netted out against the fees through Waukesha County Collections. As part of the 2025 budget and implementation of the new accounting software these can be changed at the direction of the Fire Board.
- Staff has been working on the 2025 operating budget and over the past month reviewed the long term capital plan. Due to delayed delivery of apparatus some amendments will be presented to the board and municipalities for capital projects to ensure service life and usage is realized with apparatus coming in later than planned.

- Working with Waukesha County on reducing the workload and margin of error when manually entering response plans to over 2,000 different incident types the District can be sent to. With this many responses requiring a response plan it causes room for error at many steps in the process. A committee is working to reduce this by 80% and overall improve the deployment of Fire/EMS resources throughout the County. This should be completed by the end of the year. Chief discussed that the District is dispatched to incidents based on information received from callers. With pre-alerting Fire/EMS units are being dispatched much quicker and overall has had positive impacts on outcomes. However, with the earlier notification there are times that the wrong apparatus responds initially for the type of the incident. This doesn't happen often, but when it does it causes delays. Overall pre-alerting has improved response times and there are less delays as a result. Recently with the combine and field fire the District was dispatched for a vehicle accident and responded with an engine and med unit. The actual incident was a combine on fire in a field which if dispatched as such the District would've responded with a brush truck and med unit. Once crews knew what the actual call was for brush trucks and ATV's were dispatched but were coming from other stations.
- The Republican National Convention occurred in July and the District was on call for a 24-hour period with a med unit and chief. During that time there were no deployments.

Chief Officer Reports

- George Morris asked the board if they had any questions for the Chief Officers on their reports or if any of the Chiefs had anything to add.

Discussion/Action – Copy Machine Lease Agreement

- Chief Bowen reviewed with the Fire Board the proposed lease agreement for the District's copy machine. The current lease is expiring and it is time to renew. Finance Manager Cornett and the District's IT staff have reviewed bids from several vendors and recommend Canon as the new vendor. The new lease is \$874 more annually than today's agreement. The new agreement includes machines for all five stations, compared to the currently lease only having three of the stations included.
- A motion was made by Dan Debehnke and seconded by Kent Lorenz to approve the 5-year lease agreement through Canon to replace all District copiers/printers. The selected vendor is responsible for removing the existing equipment, training staff, ongoing repairs and maintenance (including toner) of the new equipment. Motion carried unanimously.

Discussion – Intermunicipal Agreement Changes

- Chief Bowen opened up the discussion following the Joint Municipal Meeting in June regarding draft changes to the IMA. Specific to the Fire Board, Chief Bowen has asked for them to provide any changes they feel need to be made from the Boards perspective.
- The Fire Board discussed the current roles and responsibilities of the Fire Board and members of the board as outlined in the IMA. Over the years the District has evolved that now is the time to make amendments to the roles and responsibilities. The board discussed recommended changes by Scott Carter and Kent Lorenz and agreed that these updates make sense. They also reviewed the North Shore Fire Departments Fire Board duties and liked how they are defined. Chief is to take the draft changes and incorporate them into the revised agreement for the municipalities to consider in September.

Discussion/Action – Merton/WLFD ALS Agreement

- Chief Bowen reviewed with the board the proposed ALS agreement between the Village of Merton Fire Department and Western Lakes Fire District. As both departments serve portions of the Town of Merton the goal is to work together to ensure ALS coverage. The ALS agreement follows the same outline as other ALS agreements with other departments along with the past shared services agreement between Dousman Fire District and the City of Oconomowoc. If approved by the Fire

Board this will be presented to the Village of Merton Board and the Town of Merton Board. The goal is to go live with this system by September 1, 2024.

- A motion was made by Mike Tompkins and seconded by Dan DeBehnke to approve the ALS Service Agreement between the Village of Merton and Western Lakes Fire District as presented pending discussion with the Town of Merton. Motion carried unanimously.

Discussion/Action – Powerload System

- Chief Bowen informed the Fire Board that at the August meeting this will be presented. The District is obtaining a quote for the purchase of a powerload system for one of the new ambulances being delivered. The reason for the system the Village of Merton would like to purchase one of the District's ambulances and requires the powerload system. They are including this in their 2025 CIP. Chief Bowen states this can be tabled until the next meeting.
- A motion was made by Bill Riemenschneider and seconded by Dan DeBehnke to table this until until the regular August Fire Board Meeting. Motion carried unanimously.

Discussion – 5-Year Capital Improvement Budget

- Chief Bowen distributed the draft working 5 year capital improvement budget. The municipalities have adopted the 5 year CIP in September of 2023 and June of 2024. With a long term CIP there are anticipated amendments after further evaluation of the use, condition, and cost of these projects. Staff has evaluated the long term CIP and made amendments which will be finalized through the budget process and presented to the municipalities for discussion and action.

Discussion – 2025 Operating Budget

- Chief Bowen distributed the draft 2025 operating budget. At this time the District is waiting on final numbers for insurance costs, software programs, and anticipated revenues. Personnel costs including payroll and benefits are the largest cost to the District, accounting for nearly 80% of the operating budget. The draft budget includes the third phase of the staffing plan which brings all the stations to full staffing as outlined in the plan. The current draft budget is unbalanced at this time, and staff are working on final numbers prior to the August 13 special budget workshop.

Future Agenda Items and Meetings

- Special Budget Workshop – Tuesday, August 13, 4:00 pm at Station 1
- Monthly Fire Board Meeting – Monday, August 24, 4:00 pm at Station 1.

Adjournment

- At 5:18 p.m. a motion was made by Dan DeBehnke and seconded by Kent Lorenz to adjourn the meeting. Motion carried unanimously.