

Western Lakes Fire Board
Monthly Board Meeting
March 25, 2024

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, Mike Tompkins, Bill Riemenschneider, Dan DeBehnke, and Scott Carter.

Proof of Notice

- Chief Bowen announced that the notice was posted Friday, March 22, 2024, at 10:51 a.m. in accordance with open meeting laws.

Pledge of Allegiance

- Firefighter/EMT Aaron Mory led the Pledge of Allegiance.

Public Comment

- George Morris opened the meeting up to public comment, 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 February 26, 2024 regular Fire Board Meeting
 - Payment of bills in the amount of \$822,554.84.
- Chief Bowen reviewed with the Board changes being implemented with the addition of Finance Manager Cornett with regards to monthly finance reports. The new reports are being ran from the internal software and the District is phasing out the third party accounting services. Some reports will look different as a result, and will continue to evolve once the District changes software platforms. The goal if new reports is to provide accurate and detail accounting of the District's finances.
- The board had a question on check #95899 from March 4, 2024 in the amount of \$131.57 as it did not have a payee. Chief will investigate and provide information to the Treasurer following the meeting and the entire board at the next meeting.
- A motion was made by Kent Lorenz and seconded by Scott Carter to accept the Consent Agenda items including meeting minutes from February 26, 2024 Fire Board meeting and payment of bills in the amount of \$822,554.84. Motion carried unanimously.

Fire Chief's Report

- Chief Bowen provided an update on the integration of Finance Manager Cornett with the District. This included assignments of administrative staff and segregation of duties for accounting practices. One change will be the monthly check register will be the the 15th to 14th of every month to remain consistent each month. The team continues to evaluate accounting and payroll software options for the District and will be presented at the April meeting.
- The Auditors from Clifton Larson Allen were onsite the beginning of March to complete field work for the 2023 financial audit. They were onsite for two days and worked with the team on reviewing records.
- The Chief reminded the Board of the upcoming Open House at Station 6 in Stone Bank on Sunday, March 24th. This is the annual Easter Egg Hunt Open House.
- The Chief invited the Board to the retirement and in-service ceremony for Truck 53 on May 1st at 4pm at Station 3 in Oconomowoc.

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.
- Chief Bowen recognized the work of the team on the Community Risk Assessment. Command Staff including AC Gscheidmeier, DC Meyer, DC May, and DC Ingersoll have been meeting weekly to complete this assessment. In addition Fire Inspector Boldt and FF/Med Krueger finished the OVAP and Heron scoring of every occupancy in the District. This has been a lot of work but most importantly a team effort.

Discussion/Action – 2023 Carryover Resolution

- Chief Bowen reviewed with the Board that each year as part of closing out the previous years budget the board reviews and makes recommendations for continuing appropriates. A continuing appropriations transfers the budget and spending authority from one year to another with the resolution. In 2023 there were capital projects that were budgeted for that could not be completed due to supply chain issues. These items include Station 1 Facility Improvements including siding, painting, appliances, cameras, and fire doors. In addition vehicle assets including ambulances battalion car, admin car, and rapid response vehicle were not completed in 2023. Before the board is a resolution to carryover funds from 2023 to 2024 for these projects in the amount of \$942,102.25. These projects are all underway and will be completed in 2024.
- A motion was made by Dan Debehnke and seconded by Kent Lorenz to approve Resolution 24-001 to carryover allocated funds from 2023 to 2024 for capital expenditures budgeted in 2023 but not completed in the amount of \$942,102.25. Motion carried unanimously.

Discussion – Training and Conference Attendance Guideline

- Chief Bowen reviewed a guideline for the District's Training and Conference Attendance of Employees. Deputy Chief Konen, Assistant Chief Gscheidmeier, Karen Mundt, and Chief have been developing this guideline to provide clearly defined paths for employees to attend certification training, outside trainings, and conferences. The team worked with legal to ensure requirements are met or exceeded as they pertain to FLSA. Further education of team members is a joint partnership between the District and employees.
- The Board appreciates this being shared and feels it is a good balance between the District investing in continuing education, but also the employees making investments in themselves. They feel this mirrors other educational partnerships.

Future Agenda Items and Meetings

- The next regular meeting of the board will be Monday, April 22, 2024 at 4p. The meeting will be held at Station 1 (Pabst Farms).
- Mike Tompkins asked if we should schedule the May meeting due to the regular meeting date being Memorial Day. The May meeting will be held early on Wednesday, May 22nd at 4pm.

Adjournment

- At 4:19 p.m. a motion was made by Jeff Roemer and seconded by Kent Lorenz to adjourn the meeting. Motion carried unanimously.