

Western Lakes Fire Board

Monthly Board Meeting

May 22, 2023

Call to Order

- Jeff Roemer called the meeting to order at 4:10 p.m. Board members present were Jeff Roemer, Kent Lorenz, Mike Tompkins, and Scott Carter. George Morris, Bill Riemenschneider, and Dan DeBehnke were excused.

Proof of Notice

- Chief Bowen announced that the notice was posted May 19th at 3:55 p.m. in accordance with open meeting laws.

Announcement

- Jeff Roemer announced, The Fire Board will convene into closed session pursuant to section 19.85(1)(c), Wisconsin State Statutes, "To consider employment, promotion, compensation, or performance evaluation of the District's part time and full-time employees, over which the Fire Board exercises responsibility;" *Executive Management Plan; Specific compensation and benefits related to specific employees.*" The Fire Board will not reconvene into open session at the conclusion of the closed session.

Pledge of Allegiance

- Jeff Roemer led the Pledge of Allegiance.

Public Comment

- Jeff Roemer opened the meeting up to public comment. There was no public comment

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 April 24, 2023 regular Fire Board Meeting
 - Payment of bills February in the amount of \$489,483.57
- A motion was made by Scott Carter and seconded by Kent Lorenz to accept the Consent Agenda items including meeting minutes with correction from April 24, 2023 Fire Board meeting and payment of bills in the amount of \$489,483.57. Motion carried.

Fire Chief's Report

- Chief Bowen started off by recognizing that it is National EMS Week. Thank you to everyone at WLFD that serves our communities to improve the quality of life here locally. The EMS providers at the District train regularly to ensure the highest quality EMS system possible. The ensure quality compassionate is provided to those we serve and do so in a professional manner.
- Chief Bowen informed the board that all candidates as part of the phase two hiring for 2023 have met all employment conditions and that final offers have been sent out. The Lieutenants will begin their academy on June 6th with leadership and supervisory training and the firefighter/paramedics will begin academy on June 12th. The new staff will begin shift the week of July 2nd. The District has a total of 61 applicants for these positions which include a mix of internal and external applicants. The experience and knowledge of this group of candidates will be a great addition to the District.

- The board discussed the proposed shared revenue bill currently being discussed between the legislature, senate, and governor. In addition to the proposed shared revenue bill, the innovation fund for municipalities that work collaboratively to provide services and limit costs is something the District and municipalities should look into further.
- Chief Bowen provided an update from the recent WCTC Advisory Board meeting with regards to enrollment, pass rates, and other programs being discussed to assist with training current and future Fire/EMS providers in the region.

Assistant Chief

- Reports from the Assistant Chief and Bureau Chiefs were included in the packet.

Discussion – Town of Oconomowoc

- The Fire Board discussed opportunities to increase communication with the Town of Oconomowoc during their regular board meetings with attendance of the Chief or designee at minimum of every other month. Chief Bowen, President Morris, and Vice President Roemer have all met with representatives from the Town of Oconomowoc including Administrator Herrmann, Chairman Hultquist, and Supervisor Mullet to discuss this.
- The town is concerned about limited staffing at the station, which is tied to the phased staffing improvements included in the 2023 budget and proposed 2024 and 2025 budgets. Since implementing the 2023 budget the District has hired the full-time personnel as outlined in the budget with the next academy starting in June. The phased improvements of daily staffing mean not every station is at full staffing to provide an effective response force until the phased staffing plan is fully implemented. As new positions are filled as outlined in the sustainable staffing plan improvements of response times will be realized. Moving forward quarterly reviews of response times and staffing will be provided to evaluate the impact of additional staffing on response times.
- The Town has requested to join as an owner through the joint intermunicipal agreement. This is not something the Chief or Fire Board determines, but would bring this request to the current owner municipalities.
- The Fire Board asked Supervisor Mullet who was in attendance if the discussed items are reasonable. Supervisor Mullet stated yes, and the working with Chief Bowen has been positive as he is responsive and has regular open dialog.

Discussion/Action – District Purchasing Policy

- Chief Bowen reviewed with the board the District's current purchasing policy which was updated in 2017. A copy of both the current WLFDP policy and recently updated City of Oconomowoc purchasing policy were included in the packet. Chief Bowen reviewed the recently updated policy from the City. With inflationary changes in the costs of goods and services the current policy requires updating. The current market is also making it difficult to obtain quotes from vendors and time frames have significantly shortened. Many times, budgeted items that are approved and within budget become available, but due to the current policy are not able to be purchased. This causes a delay in obtaining approved goods and services, and with the current delays in approval result in the products not being available after approval, or a price increase.
- Administrator Frye from the City of Oconomowoc reviewed how they operate within their revised policy. Board members agree that a revision is necessary and would like the Chief to make alterations to the current policy and bring forward at the next regular meeting.
- A motion for the Chief to have authority to purchase under the emergency section of the current policy any budgeted chassis that becomes available in the next 60 days under the Wisconsin State Bid program was made by Scott Carter and seconded by Jeff Roemer. Motion Carried.

Discussion/Action – Chevrolet Tahoe Purchase 2023 CIP

- As part of the 2023 CIP a replacement Chevrolet Tahoe was in the budget. Due to supply shortages the District was not able to place an order for this apparatus. Fortunately, another agency that ordered a unit decided to cancel their purchase. As a result, a tahoe has become available through the State Bid Program and Ewald has the unit immediately available.
- Due to the short time of notification the costs of upfitting the unit are not currently available and will be worked on over the next two months. Once all quotes are received the board will be updated of the total vehicle cost. The chassis cost is within the proposed budget.
- A motion to purchase the Tahoe as quoted from Ewald was made by Mike Tompkins and seconded by Kent Lorenz. Motion carried.

Discussion/Action – Ambulance Purchase 2023 CIP

- At this time no action is needed. Chief Bowen provided an update that a chassis has been allocated for the District and is supposed to begin construction in June.

Discussion/Action – Fire Inspector Job Description

- The 2023 budget includes a full-time Fire Inspector Position. A job description was developed based on the job requirements and expectations of the position. For comparison staff reviewed current job descriptions from the City of Waukesha and North Shore Fire Departments. Once approved the position will be advertised with an anticipated start date in August.
- A motion to approved the Fire Inspector Job Description as presented was made by Scott Carter and seconded by Kent Lorenz. Motion Carried.

Discussion/Action – 5 Year Capital Improvement Plan

- The draft 5-year capital improvement plan has been updated to reflect inflationary increases in apparatus and equipment. In an attempt to maintain close to a flat CIP and combat recent inflation the 5-year CIP has been adjusted to minimize the financial impact to the budget. Many vendors are looking at two to three-year delivery times for apparatus and some are locking prices in at time of order. As a result, the District may want to consider a three or even four-year approval of the CIP. This will allow projects to be bid out today and lock prices in at todays costs avoiding further inflationary increases. Placing the orders today do not require payment, and the anticipated delivery won't be for two or three years.

Future Agenda Items and Meetings

- The next regular meeting of the board will be Monday, June 26, 2023 at 4pm. The meeting will be held at Station #3.

Closed Session

- Jeff Roemer announced, The Fire Board will convene into closed session pursuant to section 19.85(1)(c), Wisconsin State Statutes, “To consider employment, promotion, compensation, or performance evaluation of the District’s part time and full-time employees, over which the Fire Board exercises responsibility;”: *Executive Management Plan; Specific compensation and benefits related to specific employees.*” The Fire Board will not reconvene into open session at the conclusion of the closed session.
- At 5:25 p.m. a motion was made by Jeff Roemer seconded by Mike Tompkins to move to closed session by roll call vote. Affirmative roll call vote by all board members.
- At 5:52 p.m. the closed session ended and the meeting was adjourned.