

Western Lakes Fire Board
Monthly Board Meeting
April 22, 2019

Call to Order

- George Morris called the meeting to order at 4:30 p.m. Board members present were George Morris, Kent Lorenz, Bill Riemenschneider, Mike Sauer and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chief Tom Schuetz, Deputy Chiefs Kami Warren and Tim Meyer and Administrative Assistant Michael Krug. Excused were Jimi Hall and Mike Tompkins.

Proof of Notice

- Mike Krug announced that the notice was posted April 18th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Deputy Chief Meyer led the group in the Pledge of Allegiance.

Announcement of Closed Session

- George Morris announced that the fire board would meet in closed pursuant to section 19.85(1)(c)(e), Wisconsin State Statutes,
 - (c) Consider employment, promotion, compensation, or performance evaluation of the District's part time and full-time employees, over which the Fire Board exercises responsibility
 - (e) 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.”
- The Fire Board will not return into open session at the conclusion of the closed session.

Public Comment

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

Approval of Minutes

- A motion was made by Kent Lorenz and seconded by Bill Riemenschneider to approve the minutes of the March 25th meeting as written. Motion carried.

Fire Chief Brad Bowen's Report

- Chief Bowen stated that year-to-date through March we are about 7.5% above last year in call volume although March was more back to normal.
- Information on the Western Lakes golf outing flyer is in packet
- Thanks to those that attended Assistant Chief Leidel's retirement party. The management team and part-time staff have taken on the responsibilities of Glenn until the position is filled.
- Our fire inspections are well ahead of schedule. Tim Meyer stated that we are using our part-time staff to assist with the inspections. We were questioned by an elected official as to why we are sending a two or three-person crew to complete an inspection as they felt that was a poor use of district funds. The response was that the crew was already being paid and were

completing inspections while not on a call and by having the crew complete the inspections, it gets more people to see and become familiar with the layout of our buildings.

- On Wednesday, we will be doing phone interviews for the Assistant Chief. Mike Sauer will be sitting in on those interviews. In person interviews are planned for the top five candidates on May 15th. The commission will be meeting the evening of the 15th to approve the final choice. We are anticipating an early June start date.
- On May 24th, George and Brad will be meeting with the administrators and chief elected officials of the municipalities to discuss who retains the difference between what the budgeted amount for capital was from last year and the actual amount of the bid from this year. They will also discuss the status / progress of the fire code. The proposed fire code and draft ordinance was sent to legal council for review. The attorney wants to invoice each municipality and the district for the review as they represent each municipality and the district. This would result in the group paying five times for the review process of the same document.
- We received a preliminary copy of the 2018 audit which was included with the board packet. We are working with our accountant and the auditor to discuss differences in the Allowance for Uncollectible Accounts. We are trying to accurately reflect the ambulance billed amount and then the contractual write-down for Medicare/Medicaid and the write off for uncollectible accounts. The person that did most of the audit left the auditing firm so some details need clearing up. The 2018 year-end reports are being completed by the auditor and are needed by the accountant to complete the first quarter reports.
- A report showing receipts by each municipality was distributed showing where each of them were with regards to what they owe the district. What we have left to receive is for contracted services, which are paid quarterly.

Chief Officer Reports

- Assistant Chief Schuetz had nothing to add to his report and there were no questions.
- Deputy Chief Meyer had nothing to add to his report and there were no questions.
- Deputy Chief Kami Warren had nothing to add to her report and there were no questions.

Building and Grounds

- Tom Schuetz stated we do have multiple leaks at the Oconomowoc station. We have already made some repairs but more leaks are being found both in the new and old section of the station.

Discussion – 5-year Capital Improvement Plan

- Chief Bowen distributed the 5-year capital plan which will be presented in June. The 2020 plan is \$5,000 over what was presented in spring 2018. We moved repairs to the Oconomowoc roof to 2020 and delayed a utility vehicle to 2021.
- Chief Bowen continued with each of the items on the 5-year plan.
- Kent asked the board for their thoughts on acquiring a drone that could possibly be shared with the police. The board felt it would be a good idea. Jeff Roemer asked if the county chiefs had discussed a drone for the county.
- This will be discussed again at the May meeting and June where the board needs to approve the budget so it can be presented to the municipalities on June 26th for their approval.

Discussion/Action – 2019 Budget Amendment

- Chief Bowen stated that the revenue portion of the budget was modified to show the ambulance billed amount and then decreased by Medicare/Medicaid adjustments and an estimate of uncollectable accounts. A similar estimate of uncollectable accounts would also be used for highway billings. Other accounts were adjusted to more accurately reflect where the year is going. The net result to the budget is a zero-dollar change. We are just moving where the money is being spent.

- A motion was made by Mike Sauer and seconded by Jeff Romer to approve the 2019 Budget Amendment as presented. Motion carried.

Swearing in of new District Officers

- The new officers and their families were welcomed to the meeting.
- Chief Bowen explained to the group how the district operates and the obligations as an officer.
- For our new Lieutenants, Derrick Hurley, Adam Fritch were present. Not present were Craig Jones, Sam Siewert and Lucas Houk. George Morris completed the swearing in.
- For our new Captains, Richard Sudol, Brad Kraut and Alex Konen were all present and sworn in by George Morris.
- For our new Battalion Chief Mike Gartzke was present and was sworn in by George Morris.

Discussion/Action – Ambulance & Highway Refunds

- A motion was made by Mike Sauer and seconded by Jeff Roemer to pay the ambulance refunds totaling \$260.60. Motion carried.

Discussion/Action - Payment of Bills

- A motion was made by Jeff Romer and seconded by Kent Lorenz to approve the bills totaling \$150,532.39. Motion carried.

Future Agenda Items and Meeting

- Annual Spring Owners Meeting – May 1st, 6pm, at Summit Village Hall
- May Board Meeting – May 20th, 4:30pm, at Station #1
- Joint Owners Capital Budget Meeting – June 26th, 6pm, at Summit Village Hall

Closed Session

- At 6:10 pm the Fire Board convened into closed session by roll-call vote.
- The fire board did not reconvene into open session.