

Western Lakes Fire Board

Monthly Board Meeting

February 24, 2020

Call to Order

- George Morris called the meeting to order at 4:00 p.m. Board members present were George Morris, Kent Lorenz, Bill Riemenschneider, Mike Tompkins, Jimi Hall, and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Matthew Haerter, Tom Schuetz and Bill Lincoln, Administrative Assistant Michael Krug, Captain Richard Sudol and Lieutenant Tim Reuter. Board member Lisa Mellone was excused.

Proof of Notice

- Mike Krug announced that the notice was posted Thursday February 20th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Bill Lincoln 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)(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.*”
- 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.

Training on Fire Board Tablets

- Chief Bowen introduced Captain Richard Sudol and Lieutenant Tim Reuter, our IT staff and thanked them for their work for the district. Both Richard and Tim work in the IT field as their full-time jobs and then work part-time for the district with our IT needs.
- Each of the board members were given a tablet to use. Each also were assigned a Western Lakes e-mail account.
- The tablets were loaded with Target Solutions, I am Responding, and the Microsoft Office 365 suite.
- In the future, fire board packets will no longer be printed, saving the district on paper and copier costs.

Approval of Minutes

- A motion was made by Mike Tompkins and seconded by Jeff Roemer to approve the minutes of the January 27th meeting as presented. Motion carried.

Fire Chief Brad Bowen’s Report

- The monthly run report was included with the board packet. In January we had 478 calls.
- Each of the municipalities will be acting at their next meetings on approving the renewal of the \$200,000 Line of Credit for the Fire District.

- We had an issue about three weeks ago where three jobs were posted on Indeed for an Administrative Assistant position for Western Lakes. This was a cyber-attack, where someone was corresponding with applicants. Our IT staff researched it and found that Chief Bowen's e-mail had been hacked. A police report was created with the City of Oconomowoc Police and we also notified our neighboring police departments.
- Chief Bowen was asked to speak at the May meeting of the Waukesha County Business Alliance. He will be discussing the consolidations, benefits, working together, collaborations, etc.
- We received a check for \$51,335.71 from the Stone Bank Fire Department for the balance of their 2% fire dues. They also still have money in their ACT102 (EMS-FAP) account, which also will need to be transferred to us.
- The reorganization of duties of the Deputy Chiefs has been completed. A list of the duties and responsibilities was included with the packet.
- The officers that came over from Stone Bank and Okauchee were enrolled in online classes at Madison College to meet the requirements of the district.
- An update on the district insurance had been e-mailed to the board prior to the meeting. We are with the League of Wisconsin Municipalities. A recommendation by our insurance carrier is to increase our general liability from 3 million dollars to 6 million dollars. He also recommends we add a separate 2 million-dollar policy for cyber liability. The fire board felt that it is the insurance agents' job to make recommendation for our protection and agreed with the recommended changes.
- The district audit will be done next week at the Dousman station.
- Captain Laue is working with Doctor Mark Schultz on plans for PODS for a mass inoculation site for the county. Western Lakes would be one of the sites in the county. Our area would cover 2,500 elected officials and municipal employees. A test will be conducted where we will e-mail the group and hopefully have them all stop in over a four-hour period to practice to see how many people we can get through. Our test would then become the template for the rest of the county inoculation sites.
- A City of Oconomowoc Alderman asked Assistant Chief Haerter if he could hold a fundraiser for a therapy dog for the district. Chief Haerter is working on a proposal to the board with policies and guidelines for having a therapy dog.
- Mike Tompkins congratulated Chief Bowen on receiving the Sheriff's Commendation Award.

Chief Officer Reports

- Assistant Chief Haerter had nothing to add to his report and there were no questions.
- Assistant Chief Schuetz had nothing to add to his report and there were no questions
- Deputy Chief Meyer's report was included with the materials. There were no questions.
- Deputy Chief Warren's report was included with the materials. There were no questions.
- Deputy Chief Igl's report was included with the materials. There were no questions. Chief Bowen stated that Chris will be looking into an energy grant for station 6 LED lighting.
- Deputy Chief May's report was included with the materials. There were no questions.
- Deputy Chief Ingersoll's report was included with the materials. There were no questions.
- Division Chief Konen's report was included with the materials. There were no questions.

Discussion / Action - Station #3 Roof Bid Approval

- Included with the meeting materials was a presentation from DC Igl on why the repairs are needed. The roof will be the same as what was installed at the Dousman station, which is holding up very well. In addition to the new roof, the existing skylights in the roof will be removed. The bid is \$2,000 over budget, but other projects are coming in under budget. Assistant Chief Schuetz estimates the project would be completed in May or June.

- A motion was made by Kent Lorenz and seconded by Bill Riemenschneider to approve the requisition at a cost not to exceed \$82,475.00. Motion Carried.

Discussion / Action – Station #5 and #6 Signage Bid Approval

- Included with the meeting materials was a presentation on proposed signage for stations #5 and #6. At this time, only the logo sign is being proposed. The rest of the signage will be in a separate proposal. The funds would be taken from our contingency account.
- A motion was made by Jeff Roemer and seconded by Mike Tompkins to approve the requisition at a cost not to exceed \$2,945.49. Motion Carried.

Discussion / Action – Rapid Response Truck Bid Approval

- Included with the meeting materials was a presentation on the upfitting of our Ford F-350 truck with a high-pressure system, off road tires, radios, graphics, lighting etc. The trucks were ordered in October and we have now taken delivery of them.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the requisition at a cost not to exceed \$169,198.77. Motion Carried.

Discussion / Action – Station #5 Agreement

- This topic was tabled until next month. The property that station 5 is built on was given to the Okauchee Fire Department under a deed which states it must remain the property of the Okauchee Fire Department, Inc. Our attorneys along with those for the Okauchee Fire Department are working on a lease where the Western Lakes Fire District would lease the property for \$1 per year for 50 years with a 50-year extension. The lease is still in draft form so the topic will be tabled.

Discussion / Action – Ambulance & Highway Billings

- There was one ambulance bill refund to approve.
- A motion was made by Kent Lorenz and seconded by Jimi Hall to approve the refund of \$29.40. Motion Carried.

Discussion / Action – Payment of Bills

- A motion was made by Kent Lorenz and seconded by Mike Tompkins to approve the bills totaling \$1,020,642.86. Motion Carried.

Future Meetings

- The March Fire Board meeting will be held on Monday March 23rd starting at 4:00 pm at the Pabst station.

Closed Session

- At 5:20 pm the Fire Board convened into closed session by roll-call vote.
- The fire board did not reconvene into open session.