

Western Lakes Fire Board
Monthly Board Meeting
January 25, 2021

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, Bill Riemenschneider, Lisa Mellone, Mike Tompkins, and Jimi Hall. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Matt Haerter, Tom Schuetz, and Bill Lincoln, Deputy Chiefs Tim Meyer, Brad Ingersoll, and Adam May, and Division Chief Alex Konen. Chief Hartert from Summit Police Department was also in attendance.

Proof of Notice

- Chief Bowen announced that the notice was posted January 21st to the district web site, newspapers and at stations 1, 2, 3, 5 and 6.

Pledge of Allegiance

- Summit Police Chief Hartert led the group in the Pledge of Allegiance.

Announcement of Closed Session

- George Morris announced that the board would convene into closed session pursuant to section 19.85(1)(c)(e). The fire board would not reconvene 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.

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 December 16th, 2020 regular Fire Board Meeting
 - Payment of Bills
 - Ambulance and Highway refunds
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to accept the Consent Agenda items. Motion carried.

Swearing in of new Full-time Firefighter/Paramedics

- Chief Bowen opened up the swearing in ceremony by introducing the new employees to the Fire Board. He discussed with the Board the process, and number of exceptional candidates the District had to choose from. Friends and family of the new full-time employees were invited to the ceremony and there was a brief reception following the ceremony.
- The following were sworn in:
 - Firefighter/Paramedic Hannah Buchholtz
 - Firefighter/Paramedic Thomas Switalski
 - Firefighter/Paramedic Kelly Monahan
 - Firefighter/Paramedic Michael Jessen
- President Morris completed the swearing in. At the completion of the swearing in ceremony, each of the employees were officially pinned with their new badge by a family member or friend.

Fire Chief Brad Bowen's Report

- Chief Bowen updated the Fire Board on the District's financials for both 2020 and starting 2021. He projected that due to the grant funds received to offset the COVID expenses in 2020 the District will end the year with a balanced budget despite the increased costs for labor, equipment, and supplies needed to combat the pandemic. The District Ambulance revenues also increased at the end of the year as the billing company and insurance companies adjusted process to catch up on back billings.
- Chief Bowen went through the calls for service as well, with the increased call volume the last quarter of the year bringing the District's call volume to the projected numbers for 2020. Earlier in the year the District saw a 33% reduction in call volume from March through June due to the pandemic.
- Chief Bowen thanked Division Chief Konen from the Training Bureau and Captain Laue for organizing the full-time recruit academy and the various officers and employees that assisted with the academy.

Assistant Chief and Bureau Chief Reports

- The Fire Board reviewed the reports from each of the Assistant Chiefs and Bureau Chiefs for the previously month.

Discussion/Action – Station #3 Remodel

- Chief Bowen provided the board with an overview of the project which was presented during the capital budget meetings. The remodel of the south wing of Station #3 has been bid out, which also includes replacement of the windows. The project is coming in within budget and a 10% contingency has been included in the project for unanticipated expenses.
- Oliver Construction is the general contractor for the project and received multiple bids for each of the specialties throughout the project. The recommended vendors to complete the work all have served the District over the years in some capacity. The recommendation is also the lowest cost bid for the project.
- There are still items in the 2021 CIP for Station #3 that are in the process of being bid, however District Staff will oversee these projects and not utilize a general contractor for these projects. These items will be brought to the board in March or April for discussion/action. The items include replacement of the garage doors and openers, exterior maintenance and painting, and the furniture for the remodeled wing of the Station.
- A motion was made by Jeff Roemer and seconded by Lisa Mellone to approve the Station #3 remodeling project as presented for the south wing and window replacement with the 10% contingency not to exceed \$235,841.00. Motion carried.

Discussion/Action – Employee Benefits Policy

- Chief Bowen provided the board with a review of the changes to the policy due to the addition of the HR Manager Position with the District. Other changes were to the salaried exempt position benefits which include the Chief Officers and HR Manager adjusting vacation time from 56 hours a week to 48 hours a week, which coincides with their schedule.
- A motion was made by Jeff Roemer and seconded by Mike Tompkins to approve the District's Employee Benefits Policy as presented. Motion carried.

Closed Session

- At 4:42 pm the Fire Board convened into closed session by roll-call vote. Motion by Morris, seconded by Lorenz, roll call vote unanimously approved.

Adjournment

- At 5:13 pm, the meeting adjourned.

The next regular board meeting will be February 22nd at 4:00 pm at the Summit Village Hall.