



WESTERN LAKES FIRE DISTRICT

1400 Oconomowoc Parkway, Oconomowoc, WI 53066

Phone: 262-567-8282 Email: info@westernlakesfd.org

WESTERN LAKES FIRE DISTRICT

Notice of Meeting

The Western Lakes Fire District's Fire Board will meet at the Pabst Station #1, located at 1400 Oconomowoc Parkway, Oconomowoc Wisconsin, on Monday January 28, 2019 beginning at 4:30 P.M. to address the following agenda:

1. Call to order
2. Proof of Notice of meeting
3. Pledge of Allegiance
4. Announcement
 - a. *The District Fire Board will convene into closed session pursuant to section 19.85(1)(c)(e), 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; 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.*
5. Public Comment
6. Approval of minutes from Fire Board meetings –
 - a. December 19, 2018
7. Fire Chief Brad Bowen's Report
 - a. Operations – administrative, operations
 - i. Immunization/Inoculation/Medication Administration Plan
 - ii. Significant Incidents
 - iii. Spring Meeting and Budget Process
8. Chief Officers Reports
 - a. Assistant Chief's – Schuetz and Leidel
 - b. Deputy Chief's – Meyer and Warren
 - c. Battalion Chief's – Ingersoll, Pflanzler, Lange, Gartzke
9. Building and Grounds Report
10. Discussion/Action – District Insurance Policy Renewal
11. Discussion/Action – Fire Prevention Fee Schedule
12. Discussion/Action – Car 2 Bid Approval

13. Discussion/Action – HPQR Brush Truck Bid Approval
14. Discussion/Action – Capital Project Funding Request Letter to Municipalities
15. Discussion/Action – 2018 Funding Carry Over Resolution
16. Discussion/Action – Policy #200.920 – Grooming Policy
17. Discussion/Action – Policy #100.108 – Uniform Policy
18. Discussion/Action – Ambulance & Highway Refunds
19. Discussion/Action – Payment of Bills
20. Future Agenda Items and Meetings
21. Closed Session – The District Fire Board will convene into closed session pursuant to section 19.85(1)(c)(e), 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; 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.
22. Adjournment

It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice

Pabst Station: 1400 Oconomowoc Parkway; Oconomowoc, WI 53066 – Phone: 262-567-8282 – Fax: 262-569-6430

Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Phone: 262-965-2262 – Fax: 262-431-4812

Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Phone: 262-569-3223 – Fax: 262-569-3227

Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Phone: 262-593-2235 – Fax: 262-593-8123

Western Lakes Fire Board

Monthly Board Meeting

December 19, 2018

Call to Order

- George Morris called the meeting to order at 5:30 p.m. Board members present were, George Morris, Kent Lorenz, Jimi Hall, Mike Sauer, Mike Tompkins, Bill Riemenschneider and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Glenn Leidel and Tom Schuetz, Deputy Chiefs Kami Warren and Tim Meyer, Battalion Chiefs Brad Ingersoll and Mike Gartzke, Dylan Laue, Oconomowoc Police Chief Ron Buerger, and Administrative Assistant Michael Krug.

Proof of Notice

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

Pledge of Allegiance

- Battalion Chief Ingersoll led the group in the Pledge of Allegiance

Announcement of Closed Session:

- George Morris announced that the fire board would be meeting in 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”.
- The fire board will convene into open session at the close 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 Jimi Hall and seconded by Jeff Roemer to approve the minutes of the November 26th meeting. Motion carried.

Fire Chief Brad Bowen’s Report

- Chief Bowen stated the calls as of November were 3,899 and that we are on track for 4,253. Brad also stated that the monthly run report now includes Mutual Aid Received.
- Waukesha County has changed over to the OASIS radio system. We had four structure fire calls and used the new FIRE2 channel to talk to our mutual aid departments. At one of the fires, a Town of Oconomowoc police officer used a Fire Suppression Tool which slowed the spread of fire. We added a \$600 fee to our 2019 Fire Fee schedule to bill for those tools.
- An issue that we are dealing with on our pagers is with them opening for a call, but there is no message. We are also having issues in Western Waukesha with static making it hard to hear the page so we are relying on I Am Responding to get the details. WCC is working on the problems and we are getting weekly updates.
- The Western Lakes Fire and EMS Association volunteered to purchase Fitness Equipment, 12 Zohl AED’s and Rehab Trailer equipment at a cost of just over \$44,000. The Association volunteers their time at fund raising events (pancake breakfast, golf outing) to raise funds for equipment that is not able to be paid for using district funds. President Morris asked if it would

be appropriate for the board to stop at a staff meeting to thank the group. Jimi Hall proposed in addition to stopping at a staff meeting, to supply food for the staff meeting. The board will coordinate for a meeting in spring 2019.

- There is no new information on the Ashippun EMS agreement as a meeting was scheduled but Chief Bowen had a prior commitment. The meeting will be rescheduled for January.
- Chief Bowen and Assistant Chief Schuetz met with representatives from R&R insurance and United Hartland Insurance regarding Workers Comp Insurance. We are currently in the pool, but are looking to switch to the League of Wisconsin Municipalities. Our mod factor dropped to .99 from 1.94. The meeting lasted two hours and a lot of questions were asked of us to see what has changed over the past years. Our current policy expires March 2. We should know in January if we will be accepted into the League of Wisconsin Municipalities. George Morris asked if we know what the savings would be by making the change. Brad did not have a number as the rate is based on payroll and runs. Jimi asked if the information from Andres supported that with better documentation, we would be able to collect more. Kami said that is what we were told. Jeff Roemer said that what we need is a command person to oversee the QA process to get back to the person that wrote the run to let them know how it should have been done. Brad said a part time person could do the QA and give the Battalion Chief the results and the BC would then do the follow-up with the specific EMT that wrote the report. Brad Bowen suggested using the contingency fund to pay for the person. Mike Tompkins expressed a concern about using money from the contingency already in January not knowing what may happen during the year. The consensus of the boards was to not add an additional part-time position, but to use the current staff.
- Earlier today, Kami Warren, Dylan Laue and Chief Bowen met with Andres Medical. New reports were distributed showing activity by call time with write-off and write-down amounts. We currently have about 106 calls that are currently unbillable due to incomplete paperwork. Some were due to missing agreements for paramedic intercepts, which are being completed. Some are due to incomplete documentation representing about \$50,000. Our full-time employees currently review the documentation, but they have multiple other responsibilities. Chief Bowen proposed adding a part-time position a few days a week to exclusively work on reviewing documentation to improve on our documentation. Jeff Roemer expressed concern that adding a part-time position that was not budgeted would not be a good idea. Chief Bowen said we could cut back elsewhere to make up the payroll.

Chief Officer Reports

- Assistant Chief Schuetz added that 3651 was involved in another incident on Monday and will now need to be reported to our insurance carrier due to the amount of damage. The incident did further damage to the same side of 3651 as the incident last week. The driver cut a corner too short causing the side of the ambulance to hit a parked truck. Jeff Roemer asked if the driver had been talked to regarding the incident. Jeff commented that we have had a bad year with accidents.
- Assistant Chief Leidel stated that as of noon today, we have 41 inspections to be completed of which 10 are at Lad Lake and that we are in a good position to have all inspections completed by the end of the month. Jeff Roemer respectfully disagreed stating that a good position would have been to have all inspections completed by the end of November and not to still be doing inspection in the last week of the year not knowing what else may come up or what the weather will be like. Jeff expressed a concern for the past months on the status of the inspections. Chief Bowen stated that next year, we will be asking our part-time staff to be doing the inspections.
- Deputy Chief Meyer was not at the meeting. Jeff Roemer said that the training plan he submitted was excellent. Now we need the plan to be implemented.

- Deputy Chief Kami Warren commented that when we went to the critical care level for EMS transports, we added more work to our full-time critical care paramedics. We have a total of ten critical care paramedics and six that are in school. When they are out on the transport, it takes away from their normal full-time duties (payroll, inspections, etc.).

Building and Grounds

- Tom said that there was nothing new to report.

Discussion – District Training Plan

- The District Training plan was distributed. Kami Warren said it will be modified as needed.

Discussion – Request of citizens

- Chief Bowen stated that over the years, we have had requests from citizens to assist with prairie burns, filling of swimming pools or filling of hockey rinks. For prairie burns, residents could burn the area themselves, but have asked us to help to ensure it is done safely. We would utilize Paid on Call staff to do the burn and would be used as a training opportunity. We do bill the residents for the time. The board was in consensus to continue to assist with prairie burns. Chief Bowen said that we have not done swimming pools in a long time, but have been asked to fill hockey rinks which we have been done by the Dousman Fire District. The consensus of the board was to not fill pools or hockey rinks.

Discussion/Action – Attendance and Participation Policy 100.104

- Chief Bowen said that the policy was modified to remove requirements from the policy and to reference the new District Training Plan.
- A motion was made by Mike Tompkins and seconded by Jeff Roemer to approve policy 100.104 as presented. Motion carried.

Discussion/Action – District Line of Credit

- Chief Bowen stated that at the spring meeting, it was recommended to go with a two year line of credit. All municipalities agreed to a two-year line with the exception of Dousman. There is no fee to have the Line of Credit. Jeff Roemer asked why the Line of Credit does not auto-renew and Chief Bowen stated that it is at the request of the municipalities to vote on it each year. This is the third year of having a Line of Credit, and the Line of Credit was at the request of the auditor.
- A motion was made by Mike Tompkins and seconded by Jeff Roemer to approve the Line of Credit. Motion carried.

Discussion/Action – EMS Billing Fee Schedule

- Chief Bowen stated that our current rates were compared to other departments in the area to come up with the proposed 2019 rates.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approve the 2019 EMS Fee Schedule as presented. Motion carried.

Discussion/Action – Highway/Fire Billing Fee Schedule

- Chief Bowen stated that the only change from last year was adding the Fire Suppression Tool at \$600 which is reimbursable by insurance.
- A motion was made by Jeff Roemer and seconded by Bill Riemenschneider to approve the 2019 Fire & Highway Fee Schedule as presented. Motion carried.

Discussion/Action – Special Event/Standby Fee Schedule

- Chief Bowen stated that there were no changes to the fees from 2018.
- A motion was made by Mike Tompkins and seconded by Kent Lorenz to approve the 2019 Special Event Fee Schedule as presented. Motion carried.

Discussion/Action – SCBA Compressor Bid

- Chief Bowen stated that the SCBA Bid approved last month had a place holder for the compressor. Three vendors submitted a bid. We currently have two Mako compressors.
- A motion was made by Jeff Roemer and seconded by Mike Sauer to approve the bid for the Mako compressor from Air One at a cost not to exceed \$51,095.00. Motion carried.

Discussion/Action – ALS Vehicle Bid

- Chief Bowen said that this was tables from last month as there was no purchase requisition available.
- A motion was made by Bill Riemenschneider and seconded by Kent Lorenz to approve the bid for the ALS Vehicle at a cost not to exceed \$51,784. Motion carried.

Discussion/Action – Utility Chief 2 Vehicle Bid

- Chief Bowen said that we have not yet put the vehicle out for bid yet. This will be tabled until January

Discussion/Action – 2019 Pay Rates

- Part-Time Rates
 - Chief Bowen said that the biggest change was to the Part –Time Station Wage where we will no longer have bump-up, but will pay a straight hourly wage when on duty. In addition, the administrative assistant, CPR Instructor and Professional Services were combined to one pay rate.
 - A motion was made by Mike Tompkins and seconded by Mike Sauer to approve the 2019 Part-Time pay rates as presented. Motion carried.
- Full-Time Rates
 - Chief Bowen stated that during the budget process, we budgeted a 2% COLA increase. The Social Security Administration published a 2.8% increase on October 11, 2018. The City of Oconomowoc went with a 2.5% increase. Jeff Roemer stated that the direction he and Jimi Hall received from the City of Oconomowoc was to not approve anything more than the 2% budgeted. Mike Tompkins asked why we budgeted at 2% and Chief Bowen stated that at the time the budget was developed, COLA was trending at 2.1%. Jimi Hall said that because a 2% increase was presented to the municipalities and the municipalities agreed on a 2% increase that is all that can be approved without going back to each of the municipalities. Chief Bowen stated that budget is a “best guess” on where we will be and that, per the inter-municipal agreement, the municipalities approve the bottom line of the budget.
 - A motion was made by Mike Sauer and seconded by Kent Lorenz to approve a 2.5% COLA increase. Motion carried with Jimi Hall and Jeff Roemer voting Ney.

Discussion/Action – Ambulance & Highway Refunds

- A motion was made by Jeff Roemer and seconded by Kent Lorenz to pay the ambulance refunds totaling \$999.69. Motion carried.

Discussion/Action - Payment of Bills

- A motion was made by Jeff Roemer and seconded by Kent Lorenz to pay the bills totaling \$100,572.45. Motion carried.

Future Agenda Items and Meeting

- The January meeting will be held on January 28th at Station 1 (Pabst) at 4:30 pm. Items to be discussed include:
 - Fee Structures
 - HPQR Vehicle Bid Approval

Closed Session

- At 7:41 pm, the Fire Board convened into closed session by roll-call vote.

Open Session

- At 8:23 pm, the Fire Board reconvened into open session.

Discussion/Action – Full-Time Pay Steps

- A motion was made by Kent Lorenz and seconded by Mike Sauer to approve the Full-Time pay steps as presented. Motion carried.

Adjournment

- At 8:30 pm, a motion was made by George Morris and seconded by Bill Riemenschneider to adjourn. Motion carried.