



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 Oconomowoc Community Center, located at 220 W. Wisconsin Avenue, Oconomowoc Wisconsin on Wednesday June 3, 2020 beginning at 4:00 P.M. to address the following agenda:

1. Call to order
2. Proof of Notice of meeting
3. Pledge of Allegiance
4. Public Comment
5. Approval of minutes from Fire Board meetings –
 - a. April 27, 2020
6. Fire Chief's Report
7. Assistant Chief Reports
8. Bureau Reports
9. Discussion – COVID Response
10. Discussion/Action – Tactical Athlete Program
11. Discussion/Action – Therapy Dog Program
12. Discussion – 5 Year Capital Improvement Plan
13. Discussion/Action – EMS and Highway Refunds
14. Discussion/Action – Payment of Bills
15. Discussion/Action – 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 – Fax: 262-569-6430
Dousman Station: 107 S. Main Street; Dousman, WI 53118 - Fax: 262-431-4812
Oconomowoc Station: 212 S. Concord Road; Oconomowoc, WI 53066 – Fax: 262-569-3297
Sullivan Station: 912 Front Street; Sullivan, WI 53178 – Fax: 262-593-8123
Okauchee Station: W349 N5060 Shady Ln., Okauchee, WI 53069
Stone Bank Station: W355 N7107 Stone Bank Rd., Oconomowoc, WI 53066

Western Lakes Fire Board

Monthly Board Meeting

April 27, 2020

Call to Order

- George Morris called the meeting to order at 4:00 p.m. The meeting was held at the Pabst station; however, most members attended virtually. Board members present were George Morris, Kent Lorenz, Bill Riemenschneider, Mike Tompkins, Lisa Mellone, Jimi Hall and Jeff Roemer. Also, in attendance were Chief Brad Bowen, Assistant Chiefs Tom Schuetz and Matt Haerter, Deputy Chiefs Kami Warren, Tim Meyer, Brad Ingersoll, and Chris Igl, Oconomowoc Finance Director Lauri Sullivan, Oconomowoc Police Chief Ron Buerger, Town of Oconomowoc Administrator Jeff Herrmann and Administrative Assistant Michael Krug.

Proof of Notice

- Mike Krug announced that the notice was posted April 24th to the district web site, newspapers and at stations 1 and 2.

Pledge of Allegiance

- Chief Bowen led the group in the Pledge of Allegiance.

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 Mike Tompkins and seconded by Jimi Hall to approve the minutes of the February 24th meeting as written. Motion carried.

Fire Chief Brad Bowen's Report

- Chief Bowen's report was included in the packet e-mailed to the board.
- The monthly run report was included in the board packet. In February we responded to 443 calls and in March we responded to 412 calls. Our estimated total calls this year is 5,332.

Chief Officer Reports

- Assistant Chief Schuetz had nothing to add to his report. He was asked when he anticipated the brush trucks being in service and Tom said they should be ready by the end of May.
- Assistant Chief Haerter 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.
- Deputy Chief May had nothing to add to his report. Mike Tompkins asked what the status was of inspections. Chief Bowen stated inspections are suspended due to COVID-19.
- Deputy Chief Ingersoll had nothing to add to his report and there were no questions.
- Deputy Chief Igl had nothing to add to his report and there were no questions.
- Division Chief Konen had nothing to add to his report and there were no questions.

Discussion – COVID Pandemic Response

- Chief Bowen included a memo in the board packet with how we have been adjusting to the COVID-19 pandemic.
- Mike Tompkins asked if we had enough PPE. Chief Bowen stated that two of three shipments have been received and we are also receiving donations of masks.

Discussion – COVID Grants and Funding

- A memo from Chief Bowen was included with the board packet regarding grants and funding that we may be eligible for to cover some of our COVID-19 expenses.
- The district received \$5,000 from the Oconomowoc Area Foundation which will be used to purchase disinfecting sprayer for each of our stations.

Discussion/Action – CARES ACT Funding

- Chief Bowen stated that we are averaging one patient per day with COVID symptoms. Mike Tompkins asked how long the CARES ACT funding would continue. Chief Bowen stated as long as the declaration is in effect.
- A document from the Department of Health & Human Services was included which explains the terms and conditions of receiving the relief fund payments.
- A motion was made by Jimi Hall and seconded by Bill Riemenschneider to approve receiving funding from the CARES ACT. Motion carried. An initial deposit of \$34,372.24 has been received and additional funding is expected.

Discussion – Mental Health Program

- Chief Bowen included a memo in the board packet regarding implementing a therapy dog program. Assistant Chief Haerter and Deputy Chief Warren are working on finalizing a policy.
- The district has received a donation of \$1,500 from the Waukesha County Community Foundation. This donation is to be used for therapy dog training for dogs to support firefighter/EMS staff and was from the SOFA Inc. Archie Badura Memorial Fund.
- Alderman Lou Kowieski from the City of Oconomowoc sponsored a community benefit to raise funds for a therapy dog. The event was very well attended and we are expecting a donation from that event in May.

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

- Chief Bowen stated that three bids were solicited and two were received back. The project is being paid for out of the consolidation contingency between Western Lakes and Okauchee as a result of the consolidation and these expenses are not part of the WLFD budget.
- A motion was made by Mike Tompkins and seconded by Jimi Hall to approve the bid from Signs and Lines at a cost not to exceed \$12,712.71. Motion Carried.

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

- Chief Bowen stated that four bids were solicited and three were received back. The project is being paid for out of the consolidation contingency between Western Lakes and Okauchee as a result of the consolidation and these expenses are not part of the WLFD budget.
- A motion was made by Lisa Mellone and seconded by Bill Riemenschneider to approve the bid from Signsworks at a cost not to exceed \$7,873.85 for aluminum letters. Motion Carried.

Discussion/Action – Station #2 Seal Coating Bid Approval

- Chief Bowen stated that the 2020 budget reflects the changes being presented.
- A motion was made by Mike Tompkins and seconded by Jeff Roemer to approve the bid from Poblocki Paving at a cost not to exceed \$4,280. Motion carried.
- Mike Tompkins asked how many bids we require and if we should be requiring more. Lisa Mellone asked what the process was to obtain bids. Chief Bowen stated that for the smaller projects, we reach out to businesses we have worked with in the past or have been recommended. We do not post a notice in the newspapers. Not all of the vendors that we reach out to submit bids.

Discussion/Action – Staff Car Bid Approval

- Chief Bowen stated that the staff car was originally in the 2019 budget but was postponed until this year. The 2020 Chevrolet Tahoe was already purchased. The bid is for the upfitting of the vehicle.
- Jimi Hall stated he does not approve of district vehicles being unmarked and believes that all fire apparatus are required to be marked.
- A motion was made by Bill Riemenschneider and seconded by Lisa Mellone to approve the upfitting of the Staff Car as presented. Motion carried.

Discussion/Action – Maintenance Tool Bid Approval

- Chief Bowen stated that this was a budgeted expense and that the bid is at budget. The tools will be at station 6 where two bays have been dedicated to repairs.
- A motion was made by Mike Tompkins and seconded by Lisa Mellone to approve the maintenance tool bid as presented. Motion carried.

Discussion/Action – Station 5 Agreement

- Chief Bowen stated the agreement was drafted by the Okauchee Fire Department Inc. and the Western Lakes Fire District. Both parties legal counsel was involved in creating the document and have reviewed it.
- A motion was made by Jimi Hall and seconded by Kent Lorenz to approve the station 5 agreement. This is a triple-net lease. Motion carried.

Discussion/Action – Ambulance & Highway Refunds

- There were no ambulance or highway refunds so no action taken.

Discussion/Action - Payment of Bills

- A motion was made by Bill Riemenschneider and seconded by Kent Lorenz to approve the bills totaling \$824,157.69. Motion carried.

Future Agenda Items and Meeting

- May Board Meeting –Wednesday June 3rd at 4:00 pm at Station 1.
- Spring Joint Owners Meeting – Wednesday June 3rd at 6:30 pm at Summit Village Hall.

Adjournment

- At 4:40 pm, a motion was made by Jimi Hall and seconded by Bill Riemenschneider to adjourn. Motion carried