

Western Lakes Fire Board

Monthly Board Meeting

January 28, 2019

Call to Order

- George Morris called the meeting to order at 4:30 p.m. Board members present were, George Morris, Kent Lorenz, Jimi Hall, 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 Chief Mike Gartzke, Oconomowoc Director of Finance Laurie Sullivan and Administrative Assistant Michael Krug. Mike Sauer was excused.

Proof of Notice

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

Pledge of Allegiance

Announcement of Closed Session:

- George Morris announced that 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 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 Mike Tompkins and seconded by Kent Lorenz to approve the minutes of the December 19th meeting. Motion carried.

Fire Chief Brad Bowen’s Report

- Chief Bowen stated we responded to 4,228 calls in 2018 which is a 15% increase over 2017.
- As part of public health, the county is required to have a plan in place in the event of a major outbreak such as anthrax. The county does not currently have a plan in place. The county health department met with the fire chiefs to come up with a plan. Pallets of vaccinations would come from the state and go to the county. From there they would be distributed to five points in the county with the city of Waukesha being one and the four quadrants of the county as the others. Western Lakes would be the distribution point for the North West quadrant. We would receive about 1,100 vaccinations to be administered to the municipal leaders.
- We had a busy end to the year and start of the year. We had a rollover with entrapment on the interstate and while at that call, we were called for a fire on Wisconsin Ave. Earlier in the month, we had a major incident on Highway 67 in Ottawa with a patient trapped. Extrication took 60 minutes. For major incidents like this, we have an employee assistance program and will utilize a Critical Stress Debriefing.

- We are working on scheduling the spring meetings. One is tentatively set for May 1st for the spring annual meeting where we will review the 2018 audit and a year in review. The other meeting would be to review the 5-year capital plan along with the 2020 capital plan. That meeting is tentatively scheduled for either June 25th or June 26th. Both would be held at the Summit Village Hall at 6pm.

Chief Officer Reports

- Assistant Chief Schuetz had nothing in addition to his report and there were no questions.
- Assistant Chief Leidel had nothing to add to his report and there were no questions.
- Deputy Chief Meyer had left to get some papers for AC Leidel. There were no questions regarding his report.
- Deputy Chief Kami Warren had nothing to add and there were no questions.
- Battalion Chief Gartzke had nothing to report.

Building and Grounds

- There was nothing other than what was covered in Tom Schuetz's report

Discussion/Action – District Insurance Policy Renewal

- Chief Bowen stated we will be going through LWMMI with United Hartland for Workers Comp. This should result in a savings on our unemployment insurance costs.
- Our property insurance will continue to be with LWMMI.
- A motion was made by Jeff Roemer and seconded by Kent Lorenz to approval the renewal of our insurance with R & R Insurance using the LWMMI. Motion carried.

Discussion/Action – Fire Prevention Fee Schedule

- Chief Bowen stated the draft ordinance was sent to legal counsel for review. Each municipality would need to adopt that ordinance to implement the fire prevention fees.
- The Fire Preventions Fees are based on square footage of the buildings. The proposed fees would result in matching the budgeted revenue for 2019. Chief Bowen stated that the proposed fees are in the 60th percentile of our comparable departments. Mike Tompkins asked where we got our square footage numbers. Assistant Chief Leidel stated we got the square footage numbers from the City Economic Development Director, the Department of Revenue, and the assessor for Dousman, Summit, Ottawa, Lac La Belle and the Town and City of Oconomowoc. Measurements that had been taken in the field for a previous proposal were also used. Assistant Chief Leidel stated that various rates were tested using the actual square footage numbers for our buildings so that the final fee would be the lowest fee possible yet would still achieve our planed revenue. Glenn then listed the proposed fees for some of the buildings in our area.
- A motion was made by Mike Tompkins and seconded by Bill Riemenschneider to approve the Fire Prevention Fee Schedule as presented. Motion carried.

Discussion/Action – Car 2 Bid

- Chief Bowen presented the purchase requisition for administrative utility car (Chevrolet Tahoe) including the up fitting (extendo bed, radios, graphics and lighting). The amount budgeted was \$62,000.
- A motion was made by Bill Riemenschneider and seconded by Kent Lorenz to approve the \$61,819.75 for the Car 2. Motion carried.

Discussion/Action – HPQR Brush Truck Bid Approval

- Chief Bowen stated this bid is to replace one entire grass rig and the pump and lights on a second. Jimi Hall recommended that in the future we work with other departments to come up

with a standardized specification in the effort to get a lower cost. The budgeted amount was \$145,000.

- A motion was made by Kent Lorenz and seconded by Jimi Hall to approve the \$144,960.79 for the brush trucks. Motion carried.

Discussion/Action – Capital Project Funding Request Letter to Municipalities

- Chief Bowen presented a letter to be sent to the municipalities requesting that the funds for the approved capital projects be submitted by March 28, 2019.
- A motion was made by Mike Tompkins and seconded by Bill Riemenschneider approving the letter to the municipalities to be sent. Motion carried.

Discussion/Action – 2018 Funding Carry Over Resolution

- Chief Bowen stated that proposed resolution to commit the fund balances be tabled until the next meeting. After a discussion with Laurie Sullivan, a carry-over resolution would be used for capital projects budgeted in one year, but completed in the next year. What is being proposed is for surplus funds from 2018 to be used for 2019. The recommendation is to submit a budget amendment utilizing the savings from insurance.

Discussion/Action – Policy 200-920 Grooming Policy

- Chief Bowen stated the change was with facial hair on firefighters. Each position will have specific requirements regarding facial hair.
- A motion was made by Bill and seconded by Mike Tompkins to approve policy 200-920 as presented. Motion carried.

Discussion/Action – Policy 100-108 Uniform Policy

- Chief Bowen said that the change was to require full-time and part-time staff to wear approved uniforms. Those coming in from home to respond to a call would not be required to wear approved uniforms as they would be wearing turnout gear and would be returning home after the call. Also the definition of Class D uniforms revised.
- A motion was made by Jimi Hall and seconded by Kent Lorenz to approve policy 100-108 as presented. Motion Carried.

Discussion/Action – Ambulance & Highway Refunds

- A motion was made by Mike Tompkins and seconded by Jimi Hall to pay the ambulance refunds totaling \$247.90. Motion carried.

Discussion/Action - Payment of Bills

- A motion was made by Kent Lorenz and seconded by Mike Tompkins to pay the bills totaling \$372,391.75. Motion carried.

Future Agenda Items and Meeting

- The February meeting will be held on February 25th at Station 1 (Pabst).

Closed Session

- At 5:36 pm, the Fire Board convened into closed session by roll-call vote.
- The closed session ended at 6:43 pm and the fire board did not reconvene into open session.