

**LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA**

MEETING DATE & TIME: Wednesday, May 8th, 2019 5:00 PM

MEETING LOCATION: Lodi Fire Station, 115 N. Main St. Lodi, WI 53555

PLEASE TAKE NOTICE, the Lodi Area Fire Commission will hold its monthly meeting at the date, time and meeting location stated above. Members of and possibly a quorum of the governing bodies of the City of Lodi, Town of Lodi and the Town of West Point may be in attendance for the purpose of gathering information. No action will be taken on anything other than items specifically referred to in this notice.

MINUTES

1. CALL MEETING TO ORDER

President Doug Nelson called the meeting to order at 5:00 PM

2. ROLL CALL

Members present: Doug Nelson, James Brooks, Paege Heckel,

Members not present: Matt Davies, Nick Cable

3. CITIZEN INPUT *

Jay Gawlikoski, Town of Lodi Deputy Clerk and bookkeeper for the Lodi Fire Department.

DISCUSSION, REVIEW AND POSSIBLE ACTION ON THE FOLLOWING AGENDA ITEMS:

4. SECRETARY

A. MEETING MINUTES:

1. Wednesday, April 10th, 2019

Brooks, I need clarification on a section of the minutes, so I need to table them until the next meeting.

Brooks/Nelson, motion to table minutes to next month's meeting M/C 3-0

5. FRONT ASPHALT REPLACEMENT

Chief Annen, we have discussed the issue of the front pad at a previous meeting. We need to replace the front pad, so Mike Bilkey has contacted 3 companies to get estimates and hasn't heard back from them. Mike told me he is also going to have the companies contact me since he's no longer on the board.

Heckel, do you mean tear the whole thing out or resurface the area. Chief Annen, tear out the asphalt and put concrete in because it's continuing to sink. We have carried money over from previous years, so we won't need to go to the municipalities to get more money for this project.

Heckel/Nelson motion to table the front asphalt replacement discussion to the next meeting M/C 3-0

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6. TREASURER:

A. Payment of bills

B. Financial Reports

The question has been brought up by Chief Chief Annen if Jay can do the treasurers report because he's not on the commission nor is he the voted in treasurer by the commission. Mike Bilkey was replaced by the City of Lodi.

Page, I'm not sure if he can do it, I'm not sure of the protocol. Brooks, next month we will hold elections for the commission. All three seats, President, Treasurer and Secretary will be voted on.

Page, what does the treasurer do? Brooks, at this point the treasurer's position has completely changed. In the past the treasurer had QuickBooks and took complete care of the fire department books from taking in the monies and going to the bank with that, printing out the checks for bills and that person would go to the joint municipality meeting and explain the budget to the boards. Within the last couple years, the communities decided to change and have one municipality take care of the books. They communities decided it would be the Town of Lodi Deputy Clerk not only for fire but also EMS. Chief Annen, just for a brief history, I took over in April of 2015 and at that time The City of Lodi was doing the books, Mike was treasurer but all he did was drop the bills off and made deposits but due to some issues in the past the City of Lodi stopped doing them so Mike said he would do the QuickBooks work then. Heckel, so Jay, you don't do any of the deposits or handling on the money? Jay, I do the deposits for the month and handle the money. Heckel, so really, you're doing the treasurers job. Jay, basically, I just can't be a treasure, I'm not on the commission. Heckel, I will check into this with the city. Brooks, I believe the commission by laws must be looked into and changed because of the decision to have Jay take care of the books.

Brooks, I see engine 10 cost over \$3100 to repair the truck. Chief Chief Annen, yes and the running total for this year is over \$15,000.00. Heckel, that's the one that goes out of commission in 2023, Chief Chief Annen, correct. Heckel, but that's probably not correct, it should be sooner than that. Chief Chief Annen, that's the max life it can remain the front-line engine. NFP standards say an engine can be front line for 25 years so in 2023 it hits that benchmark. That engine didn't cost us anything up until the last two years and now its nickel and diming us by the thousands of dollars. Heckel, a new engine is \$750,000.00, Chief Chief Annen, roughly yes. Brooks, that's not the worst of it, most of our fire trucks need to be replaced in a 5-year time span. Jay, that was my project today, working on a capitol budget. Today right we should all have \$847,000.00 set aside for replacements because we are two thirds all through the useful life of all the fire trucks. Ideally it should be 57,000.00 a year for the Town of Lodi, City of Lodi and for the Town of West Point \$28,500.00 set aside for depreciation. The Town of Lodi has only put aside \$18,600.00 every year which is only a third of what it should be. This will be front and center at the next meeting.

Chief Annen, the engines are the only thing that have an NFP requirement as far as life. The other trucks don't so if there running good, we could keep them longer. If Engine 10 is running good in 2023 we could bump it to secondary and move engine 12 to primary but again, if its nickel and diming us by the thousands we may be better of putting that money into a new truck and selling it.

Brooks/Heckel motion to approve checks 5802 through 5812 plus Chief's paycheck number 100144 and the two ach payments to the City of Lodi Utilities and Associated Bank. M/C 3-0

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7. FIRE CHIEF REPORTS:

A. Building update(s)

We got the storage unit down at Hillestead's in the industrial park and we did some major cleaning house cleaning because of this. You can now safely walk back in the area.

I'm working on getting a larger monitor out in the bays. As of today, Columbia County dispatch changed their system and are using a program called "IamResponding". This will give us calls on computer and telephone so when you come to the fire station you can view the information the county has paged. We've been using it for a while now, but we were not able to use it to its maximum ability because the dispatch center didn't have an online CAD system where they could send the messages though. It's a tool that when your coming to the call all you must do is call a phone number and it shows your name and it lets us know you're coming to the call. This is important because some of our fire fighters live further away and if they call, we know there coming. It's a tool where we can strategically command who goes on what truck for a call. It will also let us build a shift, so if someone is gone on vacation and won't be responding to a call, there name can go there and we know not to wait for them and if a certain amount of people our out I know I must call mutual aid right away. You can now get the page/call over the phone. It's a back up tool due to cell phone coverage but it is another tool to help us. Today we got a fire alarm call and I was at work in Madison and the call came over my phone. Brooks, this is wonderful because in the recent past fire personal were missing pages for calls on a county system. Chief Annen, we have been having some sporadic outages in the Harmony Grove, the radio shop is still trying trouble shoot it, it seems to have improved over the last week, but we are still having issues where we are not getting pages out there. This is a great back up tool for us getting pages out for calls. It can't be used as a primary source because the cell service in the area is also an issue.

B. Fire call report(s)

City of Lodi

0 calls for service

Town of Lodi

4 calls for service

Call #38 Fire Alarm activation, Reefer Way. Harmony Grove determined to be a false alarm.

Call #39 CO Alarm activation, Deer Run Harmony Grove, due to power outage.

Call #41 Two car crash, CTY. K at Dalton Rd.

Call #42 Roll over crash CTY. K at Hillestad Rd.

Town of West Point

1 call for service

Call #40 Brush Fire out of control, Hwy J. by Gibraltar Rock.

Mutual Aid

1 call for service

Call #43 Barn Fire, Sauk City Fire District

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C. Other status report(s)

Chief Annen, we passed our 2% audit, representatives of the State of Wisconsin came out last month, looked at the books and we passed with a designation of substantial compliance. Copies of that have been sent to the mayor and both Town Chairs. Brooks, you said we passed with substantial compliance, are there different levels of compliance? Chief Annen, yes there is, and we were substantial.

Heckel, what is a 2% audit? Chief Annen, so every year the State of Wisconsin sends us what they call 2% money, based on values and assessments of the communities the State sends a certain amount of money. The last couple years we've got between \$30,000 and \$32,000.00 that money can only be used for certain things such as Personal Protective Equipment, purchase of new vehicles. Heckel, so its ear marked for certain uses only. Chief Annen, correct. So the state comes out and looks at what we spent the money on, making sure we are logging our calls in the national fire incident reporting system, they check to make sure fire inspections are being completed within the district, verify we have a monthly business meeting and audit us to make sure were doing the required trainings by the state such fit testing and blood borne pathogens.

That's done once about every 3 years.

Chief Annen, we had a member resign, he's going to the Navy. Drew Bacon, he's been on the service for about a year and has all is training but he has a calling. I told him when he comes back from basic training the door is open. Heckel, how many volunteers do you have? Chief Annen 38. Brooks, we are actually sitting pretty good as far as volunteerism. We had to change the by-laws a couple years back to allow more members on the department because it was limited to 36. We also created an affiliate membership for people that work in the community but don't live here. The affiliates both work in the area during the day and respond to day calls for us. Heckel, is that what you would consider fully staffed? Chief Annen, 40 is fully staffed, we are in good shape. When I took over 4 years ago, we were at 21 members which really made it tough for daytime calls. This is why we have created the affiliate membership. We are doing a lot better than many of our neighboring departments. I talked with Dane and there down to 21. Brooks, Chief Annen you touched on it, but I would hammer it home a little more. Our day shift is sitting okay right now but we have 3 people that work for the City of Lodi that respond to calls and in a few years two of those people could be retiring and no longer responding to calls. When this happens, we run the risk of not getting a fire truck out the door.

Heckel, how do you recruit? We have various recruiting events throughout the year but the main thing is getting out in the public, we social media pages, we invite the public to come to the station on training nights, we have open houses, we go to the fair and have a booth, we go to the schools for career day, we are out there a lot. Finding the daytime people is the hard part for us. The days of the local shop keeper to put a sign on the door saying out on a fire call is unfortunately over. We are a bedroom community at this point and some of the businesses don't want to let their employees go for a fire or EMS call and that's understandable but doesn't help us. We had a structure fire last month and had 18 people show up, that was phenomenal but not the norm. We now have a correctional officer who works rotating shift so he can sometimes make a day call and now have 3 people that work from home that come to calls, daytime has been good but James brings up an excellent point, were trying to think of the future but all we can do his hit the recruiting trail. Were not to the point of paying people to be here and fiscally I'm not sure how we would do that.

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D. Upcoming event(s)

We typically try to do two major fund raisers for the year. This year we are going to try a third. The calendar, gun raffle and we will be doing a pancake breakfast the morning of the brewbecue. Merrimack Fire will be helping us out with this and supplying us with equipment and may even send some people to help us which is just amazing. We are sending a couple people from our department to help them out as well.

The Lodi Fair and the rest of the summer events will be coming again.

E. Other issues the Fire Chief wishes to bring to the attention of the Fire Commission **

Chief Annen, we need to do elections next month and get the treasurer position figured out. I talked to Jay about this, but we need to get a department credit card. There are places that will not bill out and I have to use my own credit card to make purchases for the fire department and I should not have to do that. The fire department should have a credit card to do this.

F. Other questions from Commission members **

Heckel, let me tell you my background, I work for the State of Wisconsin Department of Administration, I started there in the employment relations division, so I met James actually sitting at the bargaining table, I represented management for bargaining union contracts, I also facilitated and represented management at all arbitrations and WERC Hearings which are like ALJ's, I present discipline cases to show we had just cause for the discipline, so I help write policies and procedures on disciplinary matters, now I'm currently the acting Bureau Director for the Bureau of Equity and Inclusion, so in that roll I'm now responsible for the state wide enterprise level for all respectful work place policies and procedures, affirmative action, reasonable accommodations, bullying complaints, harassment complaints and that kind of thing. My background is Human Resources and psychology. I have experience in policies and procedures on the union side and management side on best practices.

8. FUTURE AGENDA ITEMS

Elections

April Meeting Minutes

Jay and the Bonding for him working with financials.

9. ADJOURN

Heckel/Nelson motion to adjourn M/C 3-0

Minutes Prepared by:

Town of Lodi Supervisor I

James P. Brooks

The Fire Commission welcomes public input on any agenda or non-agenda topic but will not discuss or take action on any topic that is not on the agenda. The Fire Commission reserves the right to limit the duration of citizen statements and will not engage in debate with a citizen presenter. At the sole discretion of the Commission Chair, a citizen or a member of the Fire Department may be recognized for a brief statement during discussion on an agenda topic. Fire Department members who wish to speak on an agenda topic should speak with the Fire Chief in advance and must be called upon by the Fire Chief. The Fire Commission Chair may or may not decide to recognize a member of the Fire Department who has been called upon by the

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Fire Chief. To designate the item(s) on the agenda this paragraph speaks of is designated by the following mark *. If action is needed it will be placed on a future agenda for discussion and possible action.

No action by the Fire Commission can be taken on any issue or question brought up with the following designated mark ** on the agenda. If action is needed it will be placed on a future agenda for discussion and possible action.