

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

MEETING DATE & TIME: Wednesday, July 17, 2019 at 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

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

2. ROLL CALL

Members Present: Doug Nelson, James Brooks, Paige

Members not Present: Matt Davies, Nick Cable

3. CITIZEN INPUT *

Jay – Town of Lodi Deputy Clerk

Susan Miller

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

4. SECRETARY

A. MEETING MINUTES:

1. June 12, 2019

2. June 26, 2019

Heckel/Nelson I make a motion to approve M/C 3-0

5. ELECTIONS

A. Treasurer

B. Secretary

Brooks/Nelson I make motion to table to the next month meeting. M/C 3-0

6. COMMISSION PROTOCOL CHANGES

Nelson/Heckel makes a motion to have Brooks work on the protocol M/C 3-0

7. REVIEW AND DECIDE ACCOUNT TYPES FOR FIRE DEPARTMENT FINANCES

Heckel/Nelson I make a motion to move accounts from associated to Settlers Bank M/C 3-0

8. BONDING OF TOWN OF LODI DEPUTY CLERK-TREASURER

No action taken

9. VEHICLE REPLACEMENT FUND

Heckel/Brooks table to next month meeting M/C 3-0

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

10. TREASURER:

- A. Payment of bills**
- B. Financial Reports**

**Lodi Area Fire Department
Disbursements Summary
for Fire Commission Authorization**

Jun 13 - Jul 17, 2019				
Count	Type	Begin #	End #	Amount
5	Electronic Payments	EP0005	EP0009	\$507.96
13	Checks - Associated Bank	5823	5835	\$6,143.56
1	KMA Paychecks - Associated Bank	100146	100146	\$1,069.82
19	Disbursements Totaling:			\$7,721.34

DRAFT

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Lodi Area Fire Department 2019 Revenues & Expenses June 30, 2019

Acct #	REVENUES Account	June 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	ASSESSMENT REVENUES:						
	Assessment - City of Lodi		44,310	44,310	0	100%	50%
	Assessment - Town of Lodi		22,155	44,310	22,155	50%	50%
	Assessment - Town of West Point		11,078	22,155	11,078	50%	50%
	Total: Assessment Revenues	0	77,543	110,775	33,233	70%	50%
	INTERGOVERNMENTAL REVENUES:						
	2% Fire Dues		0	30,000	30,000	%	50%
	Total: Intergovernmental Revenues	0	0	30,000	30,000	%	50%
	OPERATIONAL REVENUES:						
	Fire Runs - City of Lodi		4,250	11,050	6,800	38%	50%
	Fire Runs - Town of Lodi	1,700	9,470	17,850	8,380	53%	50%
	Fire Runs - Town of West Point	425	3,400	5,950	2,550	57%	50%
	Fire Runs - From Others (DNR)		305	0	(305)	#DIV/0!	50%
	Total: Operational Revenues	2,125	17,425	34,850	17,425	50%	50%
	NON-OPERATIONAL REVENUES:						
	Interest Revenue	1	8	10	2	81%	50%
	Grant Revenue		0	0	0	#DIV/0!	50%
	Miscellaneous Revenue		210	448	238	47%	50%
	Total: Non-Operational Revenues	1	218	458	240	48%	50%
	TRANSFER IN:						
	Transfer In		0	0	0	#DIV/0!	50%
	Total: Transfer In Revenue	0	0	0	0	#DIV/0!	50%
	Total Revenues	2,126	95,186	176,083	80,897	54%	50%

Acct #	EXPENSES Account	June 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	2% FIRE DUES EXPENSES:						
	2% Fire Dues - Equipment Purchases	999	1,486	13,835	12,349	11%	50%
	2% Fire Dues - Fire Inspection		3,192	7,800	4,608	41%	50%
	2% Fire Dues - Fire Prevention		0	1,500	1,500	%	50%
	2% Fire Dues - Training		472	8,200	7,728	6%	50%
	Total: 2% Fire Dues Expenses	999	5,149	31,335	26,186	16%	50%
	BUILDING EXPENSES:						
	Building - General Supplies		54	0	(54)	#DIV/0!	50%
	Building - Repair & Maintenance	74	166	7,969	7,803	2%	50%
	Building - Improvements		0	0	0	#DIV/0!	50%
	Building - Contingency Fund		0	0	0	#DIV/0!	50%
	Building - Storage Unit Rental		885	0	(885)	#DIV/0!	50%
	Station - Internet	65	325	805	480	40%	50%
	Station - Telephone	31	156	385	229	41%	50%
	Station - Cable Television	64	315	810	495	39%	50%
	Utilities - Electric	176	1,340	3,330	1,990	40%	50%
	Utilities - Natural Gas	115	412	2,500	2,088	16%	50%
	Utilities - Water & Sewer	86	504	1,170	666	43%	50%
	Total: Building Expenses	612	4,158	16,969	12,811	25%	50%

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Acct #	EXPENSES Account	June 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	EQUIPMENT EXPENSES:						
	Cell Phones & I-Pads	234	1,194	2,400	1,206	50%	50%
	Personal Protection Equipment		0	11,770	11,770	%	50%
	Equipment Repair & Maintenance		0	0	0	#DIV/0!	50%
	Pagers & Radios		85	0	(85)	#DIV/0!	50%
	Uniform Expense		5,427	1,500	(3,927)	362%	50%
	Total: Equipment Expenses	234	6,705	15,670	8,965	43%	50%
	VEHICLE EXPENSES:						
	Vehicle Fuel	456	1,230	4,000	2,770	31%	50%
	Vehicle Equipment		1,490	0	(1,490)	#DIV/0!	50%
	Vehicle Equipment Repair & Maintenance	418	573	7,548	6,975	8%	50%
	Vehicle Radios & Communications		0	3,200	3,200	%	50%
	Vehicle Repair & Maintenance	25	14,637	15,100	463	97%	50%
	Vehicle Replacement Fund		0	0	0	#DIV/0!	50%
	Total: Vehicle Expenses	898	17,931	29,848	11,917	60%	50%
	GENERAL OPERATIONS EXPENSES:						
	Bank Service Charges	3	18	0	(18)	#DIV/0!	50%
	Disposable Supplies		0	0	0	#DIV/0!	50%
	Dues & Subscriptions		125	0	(125)	#DIV/0!	50%
	Finance Administration		0	1,500	1,500	%	50%
	Insurance - Building, Vehicle, Equip & Gen Liability		0	15,500	15,500	%	50%
	Miscellaneous Expense		10	0	(10)	#DIV/0!	50%
	Office Supplies & Expense	112	313	2,000	1,687	16%	50%
	Safety Program		0	250	250	%	50%
	Software Expense		0	0	0	#DIV/0!	50%
	Technical Rescue		0	750	750	%	50%
	Total: General Operations Expenses	115	466	20,000	19,534	2%	50%
	PERSONNEL EXPENSES						
	Fire Commission Stipends		0	1,300	1,300	%	50%
	Wages - Fire Chief	1,070	5,349	14,000	8,651	38%	50%
	Wages - Assistant Fire Chiefs (2)		0	3,800	3,800	%	50%
	Wages - Captains (4)		0	4,000	4,000	%	50%
	Wages - Firefighters		0	32,400	32,400	%	50%
	Firefighter Appreciation		0	1,300	1,300	%	50%
	Insurance - Disability		0	0	0	#DIV/0!	50%
	Insurance - Workers Compensation		1,362	0	(1,362)	#DIV/0!	50%
	Medical Expense		0	400	400	%	50%
	Payroll Processing Fees	54	445	0	(445)	#DIV/0!	50%
	Payroll Taxes (FICA)	186	931	4,060	3,130	23%	50%
	Unemployment Compensation Tax		50	1,000	950	5%	50%
	Total: Personnel Expenses	1,310	8,137	62,260	54,123	13%	50%
	TRANSFER OUT:						
	Transfer Out		0	0	0	#DIV/0!	50%
	Total: Other Financing Uses Expenditures	0	0	0	0	#DIV/0!	50%
	Total Expenses	4,167	42,546	176,082	133,536	24%	50%

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Acct #	NON-OPERATING BUDGET EXPENSES Account	June 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	CAPITAL EXPENDITURES		0	0	0	#DIV/0!	50%
			0	0	0	#DIV/0!	50%
			0	0	0	#DIV/0!	50%
	Total: Capital Expenditures	0	0	0	0	#DIV/0!	50%
	Total Non-Operating Budget Expenses	0	0	0	0	#DIV/0!	50%

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

1:34 PM
07/16/19

Lodi Area Fire Department Deposit Detail June 13 through July 17, 2019

Type	Num	Date	Name	Account	Memo	Amount
Deposit		06/30/2019		10002 - Money Market Account	Interest	1.34
				43001 - Interest Revenue	Interest	-1.34
TOTAL						-1.34
Deposit		07/15/2019		10001 - Checking Account	Deposit	850.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-06: Fire Run #45 - Fire Alarm Activation	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-06: Fire Run #46 - Motor Vehicle Accident	-425.00
TOTAL						-850.00
Deposit		07/16/2019		10001 - Checking Account	Deposit	425.00
			Town of West Point	42003 - Fire Runs - Town of West Point	WP-2019-06: Fire Run #48 - Arcing Wires	-425.00
TOTAL						-425.00

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

1:33 PM
07/16/19

Lodi Area Fire Department Check Detail June 13 through July 17, 2019

Type	Num	Date	Name	Account	Memo	Paid Amount
TOTAL						-160.74
Check	5826	07/16/2019	City of Lodi - Fuel	10001 - Checking Account 63001 - Vehicle Fuel	Customer ID: 32 015518: JUne Diesel Fuel	-147.92
TOTAL						-147.92
Check	5827	07/16/2019	Corporate Business Systems	10001 - Checking Account 65007 - Office Supplies & Expense	Account #: LA04 260456: Canon IR1025iF (Contract #728-01; 06-19-19 to 06-18-20)	-270.00
TOTAL						-270.00
Check	5828	07/16/2019	Dinges Partners Group LLC	10001 - Checking Account 63003 - Vehicle Equipment Repair & Main 63003 - Vehicle Equipment Repair & Main	Customer ID: 11905 985: (2) Drager Calibration/Bump Tests 993: Drager Sensor & Drager Calibration/Bump Test	-210.00 -303.86
TOTAL						-513.86
Check	5829	07/16/2019	Fire Safety USA, Inc	10001 - Checking Account 60001 - 2% Dues - Equipment Purchases 60001 - 2% Dues - Equipment Purchases 60001 - 2% Dues - Equipment Purchases	123725: (2) Bullard Wildland Helmet, Cap Style with Ratchet, Yellow 123889: Husky Containment Hose Bed Cover #1, Red, Add Chevron 123889: Husky Containment Hose Bed Cover #2, Red, Add Chevron	-115.00 -867.50 -1,017.50
TOTAL						-2,000.00
Check	5830	07/16/2019	Koltes Lumber Company	10001 - Checking Account 61002 - Building - Repair & Maintenance 61002 - Building - Repair & Maintenance 61002 - Building - Repair & Maintenance 61002 - Building - Repair & Maintenance	Account #: 923221 B524590: 2-pk 500w Quartz Halogen Bulbs A384205: (8) 6-roll Cottonelle Toilet Paper A384205: (2) 40lb Cube Water Softener Salt B527661: 18-pc SAE Long Hex Key set	-10.29 -54.32 -13.58 -11.49
TOTAL						-89.68
Check	5831	07/16/2019	Kwik Trip, Inc	10001 - Checking Account 61002 - Building - Repair & Maintenance	Account #12996 ???	-6.99
TOTAL						-6.99
Check	5832	07/16/2019	Madison Gas & Electric	10001 - Checking Account 61022 - Utilities - Natural Gas	Acct #: 10289510 Budget Plan - Amount Due 07/15/2019	-183.00
TOTAL						-183.00
Check	5833	07/16/2019	Society Insurance	10001 - Checking Account	Acct #: 223-238-652	

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Lodi Area Fire Department Check Detail June 13 through July 17, 2019

Type	Num	Date	Name	Account	Memo	Paid Amount
				66008 - Insurance - Workers Comp	Workers Comp Insurance (WP15028078 Effective 9-10-2019) - 2 Payme...	-2,411.50
TOTAL						-2,411.50
Check	5834	07/16/2019	US Cellular	10001 - Checking Account	Acct #: 851380533	
				62001 - Cell Phones & I-Pads	0317337034: Phone service 06/26/19 - 07/25/19	-203.88
TOTAL						-203.88
Check	5835	07/16/2019	US Postal Service	10001 - Checking Account		
				65007 - Office Supplies & Expense	(100) First Class Stamps	-55.00
TOTAL						-55.00
Check	100146	07/05/2019	Annen, Robert W	10001 - Checking Account		
				66002 - Wages - Fire Chief	Pay Period: 06/01/19 - 06/30/19	-1,069.82
TOTAL						-1,069.82

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1:33 PM
07/16/19

Lodi Area Fire Department Check Detail June 13 through July 17, 2019

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	EP0005	06/14/2019	Associated Bank N.A.	10001 - Checking Account		
				65001 - Bank Service Charges	Service Fee - 05/2019	-3.00
TOTAL						-3.00
Check	EP0006	06/27/2019	Lodi Utilities	10001 - Checking Account	Acct #: 10853-00 & 10854-00	
				61021 - Utilities - Electric	10853-00: 05/01/2019 - 06/03/2019	-176.34
				61023 - Utilities - Water & Sewer	10853-00: 05/01/2019 - 06/03/2019	-64.02
				61023 - Utilities - Water & Sewer	10854-00: 05/01/2019 - 06/03/2019	-21.50
TOTAL						-261.86
Check	EP0007	07/03/2019	KMA Bodilly - FICA Taxes	10001 - Checking Account		
				66011 - FICA Payroll Taxes	Payroll FICA Taxes - Jun (KMA Paycheck #100xxx)	-186.10
TOTAL						-186.10
Check	EP0008	07/03/2019	KMA Bodilly - Payroll Service	10001 - Checking Account		
				66010 - Payroll Processing Expense	Payroll Processing	-54.00
TOTAL						-54.00
Check	EP0009	07/15/2019	Associated Bank N.A.	10001 - Checking Account		
				65001 - Bank Service Charges	Service Fee - 06/2019	-3.00
TOTAL						-3.00
Check	5823	07/16/2019	Schmitz, Ryan E	10001 - Checking Account		
				63003 - Vehicle Equipment Repair & Main	Advance Auto Parts: AW68 Hyd Fluid, 5 gallon	-49.99
TOTAL						-49.99
Check	5824	07/16/2019	Lanzendorf, Joshua T	10001 - Checking Account		
				63003 - Vehicle Equipment Repair & Main	Carl F Statz: (5) Accessory Power Connectors	-35.00
				63003 - Vehicle Equipment Repair & Main	Carl F Statz: (10) Pigtail - Pack of 12	-16.00
TOTAL						-51.00
Check	5825	07/16/2019	Charter Communications	10001 - Checking Account	Acct #: 8245 11 775 0000929	
				61012 - Station - Internet	06/16/2019 - 07/15/2019	-64.99
				61013 - Station - Telephone	06/16/2019 - 07/15/2019	-31.27
				61011 - Station - Cable Television	06/16/2019 - 07/15/2019	-64.48



LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Lodi Area Fire Department Bank Accounts & Fund Balances Summary June 30, 2019

Bank Accounts					
	<u>Begin Month</u>	<u>Plus Deposits</u>	<u>Less Withdrawals</u>	<u>End Month</u>	<u>Interest Rate</u>
Associated Bank					
General Checking	192,941.32	2,125.00	(4,166.99)	190,899.33	-
Money Market	10,906.00	1.34	-	10,907.34	0.15%
Associated Bank - Volunteer Crew Funds					
Money Market	-	-	-	-	-
Totals	203,847.32	2,126.34	(4,166.99)	201,806.67	

Fund Balances				
	<u>Begin Month</u>	<u>Plus Deposits</u>	<u>Less Withdrawals</u>	<u>End Month</u>
▼ Below section in progress				
<u>Equipment Funds - Received from</u>				
City of Lodi	-	-	-	-
Town of Lodi	-	-	-	-
Town of West Point	-	-	-	-
Equipment Funds (Received) Total	-	-	-	-
<u>Equipment Funds - Retained by</u>				
City of Lodi	-	-	-	-
Town of Lodi	-	-	-	-
Town of West Point	-	-	-	-
Equipment Funds (Held) Total	-	-	-	-

Heckel/Nelson I move we approve payment of bills for June 14 through July 17th as on the Disbursement Summary M/C 3-0

**11. FIRE CHIEF REPORTS:
A. Building update(s)**

Chief Annen - Talked with Meade's and they are working on a time frame for replacement but they guarantee it will be taken care of before winter.

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

B. Fire call report(s)

City of Lodi – 7

- #55 – 6/27/19 3:30pm – Tree on wires. N. Main St. Brush 16/Dane FD responded
- #56 – 6/27/19 7:15pm – Vehicle accident. Pleasant/Corner St. Engine 12, Squad 13, Brush 16 responded.
- #57 – 6/30/19 10:30am – Tree down in roadway. Davis/Portage St. Brush 16, Engine 10 responded.
- #58 – 6/30/19 10:30am – Power line down. Lodi St./Sunset Dr. Engine 12/Squad 13 responded.
- #62 – 7/5/19 6:00pm – Blown transformer. Sauk St. Engine 10/Squad 13 responded.
- #63 – 7/6/19 11:02am – Vehicle accident. S. Main St. Engine 12 responded
- #66 – 7/17/19 2:30pm – CO alarm, N. Main St. Engine 10 responded.

Town of Lodi - 7

- #52 – 6/9/19 5:10pm – Vehicle accident. JV/Richards Rd. Engine 12/Squad 13/Brush 16/Tender 15 responded.
- #53 – 6/13/19 5:50pm – Gas leak. Hwy 60/Hillestad Rd. Engine 12/Squad 13/Brush 16/Tender 14/Tender 15 responded.
- #59 – 6/30/19 11:10am – Tree down in roadway. Riddle Rd. Engine 10/Brush 16 responded.
- #60 – 7/1/19 1:00am – Arching wires. McGowan Rd. Engine 10/Tender 14 responded.
- #61 – 7/2/19 6:17pm – Arching wires. Reynolds Rd. Engine 10/Squad 13/Brush 16 responded.
- #64 – 7/7/19 11:08am – Vehicle accident. Hwy J/Fair St. Engine 12/Brush 16/Squad 13 responded.
- #65 – 7/10/19 5:40am – CO alarm. Cross St. Engine 10/Squad 13 responded.

Town of West Point – 1

- #54 – 6/27/19 3:30pm – Water rescue. Crystal Lake. Engine 12/Squad 13/Brush 16 responded.

Mutual Aid

None

C. Other status report(s)

A member resigned from the department. He got a new job driving semi over the road and he can't make his time anymore.

3 firefighters on leave of absences for a variety of reasons.

D. Upcoming event(s)

- Just had fair last weekend.
- The back to basics mini marathon is in town and there is a stop at the fire station on the course.
- National night out will be coming up in august. We will be doing demonstrations and hae trucks there.
- We will be working the FFA Tractor pull at the fair grounds
- We have Susie the duck days all the trucks will be in the parade, We will be providing traffic control for this event as well.
- We will do fill the boot with MDA. We were the top volunteer department in the state for the amount of money gained.

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

July 26th through August 4th I will be on vacation. The deputy chief will be taking over during that time.

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

F. Other questions from Commission members **

NONE

12. FUTURE AGENDA ITEMS

Vehicle replacement fund

13. ADJOURN

Heckel/Nelson move to adjourn at 5:53 PM M/C 3-0.

*Agenda 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 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.