1. Meeting call to order with the Pledge of Allegiance
   President Bob Bellin called the meeting to order at 6:00 p.m.

2. Roll Call
   Present was President Bob Bellin, Vice-President Theresa Urbanchek, Jeff Krickhahn, Marty Gallun, Rob Bennett, Matt Grimmer, Fire Chief Kevin Keith, Secretary/Treasurer Sandy Rosch and in attendance was Deputy Chief Matt Fennig and Auditor Howard Jeanson.

3. Public Comments
   There were no public comments.

   Bellin was invited to present the 2018 Audit. Jeanson reviewed the “Independent Auditors’ Report” reviewing his responsibility in the Audit then continued with highlights and explanations regarding the attached financial statements. Jeanson explained the WRS pension calculations as well as the impact of the GASB 75 and our post-retirement Life Insurance benefit and the impact on the 2018 Net Position. Jeanson concluded the report with a review of the Fund Balance which he pointed out increased by $5,988. Through the funding of the contingency line in the LCFR Budget, the department was able to deal with nearly all the expense challenges but did fall short of the budgeted expenses by $5,270. Jeanson noted that Capital Assets increased approximately $900k due to the recent budgeted purchase of apparatus and related equipment. The net change to the Fund balance as of 12/31/2018 was $5,988. Jeanson felt the audit process went very well this year and appreciates the additional time given on the Audit timeline.

5. Announcement of closed session
   Bellin announced the closed session.

6. Motion to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More specifically the Fire Chief. Participating in the session will be the LCFR Fire Board, the Fire Chief and potentially the Administrative Assistant.
   A motion was made at 6:22pm by Grimmer and second by Gallun to convene into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More specifically, the Fire Chief. Participating in the session will be the LCFR Fire Board and the Fire Chief. All ayes, no further discussion. Motion was carried.

7. Motion to re-convene into Open Session.
   A motion was made at 6:54pm by Urbanchek and second by Gallun to re-convene into open session. All ayes, no further discussion. Motion was carried.

8. Possible discussion and action regarding the closed session discussion
A motion was made by Krickhahn and second by Bennett to accept the transition plan proposed by Chief Keith. Chief Keith to turn all department operations over to Deputy Chief Matt Fennig after July 25th, 2019 but will remain on staff through his vacation and time worked for department projects. All ayes, no further discussion. Motion was carried.

9. **Discussion and possible action on Resolution 2019-05 Adoption of IRC Section 457(b) Deferred Compensation Plan**

   Board Members were presented with a post-employment proposal for accumulated sick time. North Shore Bank will offer and administer a voluntary Deferred Comp Plan as an option for all employees. Employees must participate at the time of retirement if they are eligible to convert accumulated sick time and vacation time into a post-retirement HRA per the department policy.

   A motion was made by Gallun and second by Urbanchek to adopt Resolution 2019-05 Adoption of IRC Section 457(b) Deferred Compensation Plan as presented. All ayes, no further discussion. Motion was carried.

10. **Discussion and possible action on Resolution 2019-06 Adoption of Health Reimbursement Arrangement (HRA) and Trust Agreement**

    Board Members were presented with information on the post-employment HRA and how this option differs from the current post employment sick time benefit. Currently the Village of Chenequa and many area municipalities have moved to this option. Discussions with the Auditor supported this option stating it was a one-time payout and would not carry-over as a liability or affect budget. From an auditing stand point it would easier to manage.

    A motion was made by Gallun and second by Krickhahn to adopt Resolution 2019-06 Adoption of Health Reimbursement Arrangement (HRA) and Trust Agreement as presented. All ayes, no further discussion. Motion was carried.

11. **Discussion and possible action on adoption of the Trust Agreement and Plan Documents and corresponding employee policy regarding accumulated sick time at retirement**

    Plan Documents allow LCFR to adopt a post-employment HRA for use of unused sick and vacation time for post-retirement use. Trust Agreement specifies that North Shore Bank will manage the accounts for LCFR and retirees. Sick time/Vacation policy reviewed and updated. Funding would be through the post-retirement fund LCFR has established and has been funding. Copies of all these documents were made available for review.

    A motion was made by Grimmer and second by Krickhahn to adopt the Trust Agreement and Plan Documents and corresponding employee policy regarding accumulated sick time at retirement. All ayes with the exception of Grimmer who abstained, no further discussion. Motion was carried.

12. **Discussion and possible action on Resolution 2019-07 for 2019 wages for Lake Country Fire & Rescue employees**

    Chief Keith discussed with Board Members the need to make wage adjustments for part-time staff in order to improve LCFR’s competitive wage among other local Fire Departments. Keith suggested that the pay remain the same for day or night shifts worked. Specifically, staff scheduled FF/EMT shifts will be paid at $11.06/hr. and scheduled FF/EMT-Paramedic shifts will be paid at $17/hr. A wage study will be completed and ready for review at budget workshop. A motion was made by Krickhahn and second by Urbanchek to adopt Resolution 2019-07 for 2019 wages adjustment for Lake Country Fire & Rescue employees. All ayes, no further discussion. Motion was carried.

13. **Discussion and action on the proposed Budget Amendment of the 2018/2019 Operating Budgets**

    This was deferred until later this year.

14. **Approval of minutes from the Fire Board Meeting on Thursday, April 25, 2019**

    A motion was made by Gallun and second by Bennett to approve the minutes of April 25, 2019 as written. All ayes, no further discussion. Motion was carried.

15. **Board approval of credit card and check disbursements over $1,500 from 4/25/2019 thru 6/20/2019**
Discussion and questions were asked regarding the credit card spending. Rosch stated that authorized staff is generally very prudent in their purchasing. Amazon purchases range from office supply to electronics based on pricing/availability. Keith also reminded the Board that all purchases are reviewed by him and require a sign off. Bennett questioned some larger purchases using a credit card and Rosch explained, if the vendors will allow credit card payments for larger balances, LCFR will get rewards for all purchases. There are some auto payments for recurring accounts as well. Rosch offered to produce any invoices/receipts that were requested. A motion was made by Bennett and second by Grimmer to approve credit card and check disbursements over $1,500 (ck#6056 or $1,982.85, ck#6062 for $2,619.95, ck# 6082 for $2,599.82, ck#6100 for $2,592.67, ck#6102 for $1,755.60ck#6109 for $22,002.00, and ck#6126 for #6,814.97) from 4/25/2019 thru 6/20/2019. All ayes, no further discussion. Motion was carried.

16. Treasurer’s Report
   a. Ambulance billing and collection update – AMB report was reviewed with strong collection month despite a drop in billable ambulance calls.
   b. Board review of balance sheet, revenues and expenses, and reconciliations, thru 05/31/2019
      Reports show expenses just under budgeted at 41.66% with maintenance expenses at 80% of budgeted
      for the year.

17. Chief’s Report
   a. LCFR Call Activity report reviewed by the Chief with Board Members. A busy months of fire calls
      with storms but EMS calls down this month.
   b. Staffing Report-continue to lose part-time staff to other departments but hopeful the pay adjustment
      will assist with that. There are full-time positions in area departments and several of our part-time
      members are in the process.
   c. Training/Conference Updates-Training center is adding another EMT class for the fall.
   d. Vehicle/Equipment Status-several maintenance issues, ahead of budget in costs
   e. update on current/ongoing department projects-Station #2 kitchen relocation project underway

18. Confirmation of meeting schedule:
   a. Confirmation-there is no July meeting.
   b. Budget Workshops are scheduled for Thursdays, August 1 and August 22, 2018 at 6pm at Station #1
   c. Thursday, August 30, 2018 at 6pm at Station #1 is the August Board Meeting/Budget Approval

19. Adjournment
    A motion to adjourn by Urbanchek was second by Gallun at 7:49pm. All ayes, motion was carried.