



Lake County Fire & Rescue – **Fire Commission**
Village of Chenequa-City Delafield-Village of Nashotah-Town of Delafield
Village of Oconomowoc Lake-Village of Wales-Town of Genesee

LCFR Station # 31
W302N1208 Maple Ave, Delafield WI 53018

Tuesday, March 19, 2024 at 5:00 PM
Meeting Minutes

1. **Meeting called to order with the Pledge of Allegiance**

The meeting was opened by Chairperson John Schroeder at 5:05 pm with the Pledge of Allegiance.

2. **Announcement of Closed Session**

Chairperson Schroeder announced there would be a closed session, agenda item #6.

3. **Roll Call**

Present were John Schroeder, Mary Altschaeffl, Mike Doud, Dennis Evinrude, Fred Loomis, Tom Marshall, Heidi Peterson, Steve Seibel, Gerry Fleisher, Fire Chief Matt Fennig and Administrative Assistant Mary Green. Attending remotely was Brad Stocks. Excused were Deborah White, Anthony Scrima, Gloria Trinastic, and Mike Borel.

4. **Public Comments**

No public comments.

5. **Approval of minutes from the Fire Commission Meeting held on January 29, 2024**

A motion was made by Fleisher and seconded by Altschaeffl to approve the minutes from January 29, 2024. All ayes, no further discussion. The motion was carried.

6. **The Commission will meet in closed session pursuant to Wis. Stat. 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises, and specifically for the purpose of discussing the full-time Firefighter/Paramedic/EMT candidates.**

7. **Motion to Convene into Closed Session**

A motion was made by Doud and seconded by Seibel to convene into Closed Session at 5:09 pm pursuant to Wis. Stat. 19.85(1)(c) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises, and specifically for the purpose of discussing the full-time Firefighter/Paramedic/EMT candidates. All ayes by roll call vote of all present and remote, no further discussion. The motion was carried.

8. **Motion to Re-Convene into Open Session**

A motion was made by Fleisher and seconded by Evinrude to re-convene into Open Session at 6:01 pm. All ayes by roll call vote of all present and remote, no further discussion. The motion was carried.

9. **Discussion and possible action on the Firefighter/EMT job description**

This job description is SOG number 202.018. This job description mirrors the Firefighter/Paramedic job description with the paramedic requirements removed from the education, license and certifications. There is one typo in the description and Chief Fennig has asked that they make an amendment to the description to change the Paramedic requirement from 24 months to 18 months.

A motion was made by Seibel and seconded by Altschaeffl to approve the Firefighter/EMT job description with an amendment to change the requirement to possess a Wisconsin EMT Paramedic License to be within 18 months instead of 24 months. All ayes, no further discussion. The motion was carried.

10. Discussion on the hiring process for the Training Center Captain

Chief Fennig reported that Deputy Chief Reynen has recently accepted the Fire Chief position with the City of Watertown. We now have vacancies in the Training Chief and Training Center Chief positions. This is an opportunity to change up the positions. When Reynen was first promoted from Captain to Deputy Chief the position came with a lot more responsibility with the hiring full-time and part-time processes. Now Assistant Chief Haerter and Administrative Assistant Green work on these processes and it is no longer required of that position. Fennig would like to move the position back to a Training Center Captain that reports to the Training Chief. With these changes, the Training Captain would be responsible for the Training Center and the EMS training for the organization. The Training Chief would be responsible for fire training and organization. This change will remove one Chief from our Organizational Chart.

Fennig does plan to fill both the Training Chief and Training Captain positions internally before going outside. He does not plan to do an assessment center for these positions. The individuals that will likely apply for the positions are the individuals that do the assessment center for us now. Fennig anticipates he will receive two to four applicants for each position.

11. Discussion on the hiring process for the Training Chief

This item was discussed together with agenda item #10.

12. Discussion and possible action on the Training Center Captain job description

This item was discussed together with agenda items #10 and #11.

A motion was made by Evinrude and seconded by Altschaeffl to approve the Training Center Captain job description. All ayes, no further discussion. The motion was carried.

13. Discussion and possible action on the Training Chief job description

Chief Fennig noted an error in the job description that was included in the packet. The SOG number should be 202.016 instead of 200.016.

A motion was made by Doud and seconded by Peterson to approve the Training Chief job description with an amendment to change the job description number from 200.016 to 202.016. All ayes, no further discussion. The motion was carried.

14. Chief's Report

Chief Fennig reported that he has been back from leave, working 40 hours per week now for the last 3-4 weeks. The biggest project right now is our conversion over to EPR Fireworks records management software. All staff are currently being trained on the software. On February 19th we got NFIRS (National Fire Incident Reporting) as well as EMS reporting off the ground. April 1st will be the launch of properties and inspections. It also contains a preplan module that we will be able to share with our neighboring fire departments. The next phase is the training module. Previously we were only able to report 90th percentile. This software will allow us to report effective response force and we will be able to make data driven decisions.

We picked up the new ladder truck last month and it is currently at Station 42. The staff is actively working on getting it ready. Our pumper is due to be replaced in 2028 and we will place the order this year to save on cost. There was a discussion on electric vehicles. Chief Fennig explained that they are not widely accepted yet. Madison is currently testing one. The feedback we have heard is that it costs more in electricity than the cost of gas.

15. Adjournment

A motion to adjourn was made by Fleisher and seconded by Peterson at 6:35 pm. All ayes, no further discussion. The motion was carried.