



Lake Country Fire & Rescue – Fire Commission

Village of Chenequa-Village of Nashotah
City of Delafield- Village of Oconomowoc Lake
Town of Delafield-Village of Wales-Town of Genesee

LCFR Station # 42
115 Main Street, Delafield WI 53018

Thursday, June 13, 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 5:01 pm with the Pledge of Allegiance.

2. Announcement of Closed Session

Chairperson Schroeder announced there would be a closed session on agenda item #8.

3. Roll Call

Present were John Schroeder, Mary Altschaeffl, Brad Stocks, Mike Doud, Heidi Peterson, Deborah White, Dennis Evinrude, Mike Borel, Fire Chief Matt Fennig and Administrative Assistant Mary Green. Anthony Scrima arrived at 5:04 pm. Attending remotely were Gerry Fleisher and Tom Marshall. Excused were Gloria Trinastic, Fred Loomis and Steve Seibel.

4. Public Comments

No public comments.

5. Approval of minutes from the Fire Commission Meeting held on April 8, 2024

A motion was made by Doud and seconded by Altschaeffl to approve the minutes from April 8, 2024. All ayes, no further discussion. The motion was carried.

6. Election of Officers per IMA Article VI, Section D

A motion was made by Altschaeffl and seconded by Doud to elect Schroeder as Chairperson of the Fire Commission. All ayes, no further discussion. The motion was carried.

A motion was made by Altschaeffl and seconded by Stocks to elect Marshall as Vice Chairperson of the Fire Commission. All ayes, no further discussion. The motion was carried.

7. 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 responsibility, and specifically for the purpose of discussing the promotion of the Lake Country Fire & Rescue Training Chief position and promotion of the Lieutenant position

8. Motion to Convene into Closed Session

A motion was made by White and seconded by Doud to convene into Closed Session at 5:06 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 promotion of the Lake Country Fire & Rescue Training Chief position and promotion of the Lieutenant position. All ayes by roll call vote of all present and remote, no further discussion. The motion was carried.

9. Motion to Re-Convene into Open Session

A motion was made by Doud and seconded by White to re-convene into Open Session at 5:38 pm. All ayes by roll call vote of all present and remote, no further discussion. The motion was carried.

10. Discussion and possible action on closed session deliberations regarding the Training Chief position

Chief Fennig recommends Captain Josh Peterson for promotion to the Training Chief position. Peterson introduced himself. He has been full-time with the department since 2010 and started part-time with the City of Delafield Fire Department in 2007. He was promoted to the Captain position in 2017. He has been in charge of fire training and running the fire academy.

A motion was made by Altschaeffl and seconded by White to approve the Chief's recommendation to hire Josh Peterson to fill the Full-time Training Chief position. All ayes. No further discussion. The motion was carried.

11. Discussion and possible action on closed session deliberations regarding the Lieutenant position

Chief Fennig recommends Samuel Chaput for promotion to the Lieutenant position. Chaput introduced himself. He started in the fire service with Ashippun Fire Department in 2012. From there he worked at Stone Bank for a couple of years. He joined Lake Country Fire & Rescue in 2019, became full-time in 2020, and has been on the acting Lieutenant list for the last two years.

A motion was made by Evinrude and seconded by Doud to approve the Chief's recommendation to promote Samuel Chaput to Lieutenant. All ayes. No further discussion. The motion was carried.

12. Discussion and possible action on the process to fill the open Captain position

Chief Fennig explained that with Peterson accepting the Training Chief position, we now have a Captain vacancy. Fennig is recommending that we use the same process that we have been using and would like to direct Assistant Chief Haerter to start the process.

Schroeder noted that if Chief Fennig is not able to fill the position internally, he may start an external process without needing to come back to this Commission for approval.

A motion was made by Altschaeffl and seconded by Peterson to approve the Chief's recommendation to start the process to fill the vacant Captain position. All ayes. No further discussion. The motion was carried.

13. Discussion and possible action to approve the Emergency Vehicle Technician position job description

Chief Fennig explained this is a new position that was included in this year's budget process. The Emergency Vehicle Technician's (EVT) primary focus will be to handle the vehicle maintenance. The secondary responsibility will be to respond to larger scale incidents. This position is also a Firefighter/EMT. They will not be required to be a paramedic because they will be required to take additional certification courses through EVT and ASE. Vehicle maintenance is extremely time consuming and expensive. We have recently had a fire engine down for 8 weeks for repairs. This position will be able to complete the repairs in-house. We need to extend the life of our vehicles as long as we can.

A motion was made by Doud and seconded by White to approve the Emergency Vehicle Technician position job description. All ayes. No further discussion. The motion was carried.

14. Discussion and possible action on the process to fill the open Emergency Vehicle Technician position

Chief Fennig explained that we will follow a very similar process on how we filled the Training Chief position. We can post this as soon as tomorrow with applications due on July 5th. We are requiring this position to have EVT F1, Maintenance, Inspection and Testing of Fire Apparatus Certification and EVT F2, Design & Performance Standards of Fire Apparatus Certification. The pathway for this position would be to obtain EVT level 3 certification within a year or two. This position will also be launching the next version of our records management software that has an inventory module.

A motion was made by Evinrude and seconded by Altschaeffl to approve the Chief's recommendation to start the process to fill the Emergency Vehicle Technician position. All ayes. No further discussion. The motion was carried.

15. Chief's Report

Chief Fennig reported that three candidates started in the new hire academy on June 3rd. One individual did not successfully complete the preemployment work and another individual submitted a letter of resignation to join another agency on Monday.

There is a lot of staff time being spent getting ready for the RNC. We also helped the former president at his campaign rally in early May. We provided an ambulance for the motorcade. One of the bigger things we are training on is glueing incidents. The hot button thing protestors are doing right now is affixing themselves to immovable objects so they cannot be removed from the situation. This happened at the Expo Center during the former president's visit. We are expecting to deal with this during the RNC. Chief Heltemes is working with the Waukesha County Emergency Management Department to develop plans for the week. The Sherrif's Department has a Civil Disturbance Unit (CDU) and we have committed an ambulance to join the unit for one of the days. Our goal for that week is to be staffed with 12 individuals 24/7 but we may fall short of that without doing some hard mandates that may force individuals to work really long shifts.

16. Adjournment

A motion to adjourn was made by Scrima and seconded by Doud at 6:05 pm. All ayes, no further discussion. The motion was carried.

Respectfully submitted by Mary Green, Administrative Assistant