



**OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Board of Directors Meeting**

Wednesday, May 13, 2020 @ 18:00

A. Call to Order

The meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 18:01 by SAFER Chairman Al Opall.

Members Present

Board of Directors - Opall, Langenhahn, Schaefer, Sparks and Maloney were all present. Also present: Town of Rib Mountain - Administrator Rhoden and Finance Director Dunbar; Village of Weston – Administrator Donner via video conferencing; SAFER – Chief Savage, Deputy Chief Finke, EMS Division Chief Bechel, BC Lang and BC Lauer. SAFER Fire Commission member Hebbe. There were 3 visitors present at the meeting.

B. Correspondence/Comments from the public on issues related to the SAFER District

None

C. Consent Items

Board of Directors approval of prior meeting minutes from February 26, 2020.

Schaefer/Maloney moved to approve prior meeting minutes with discussion from February 26, 2020.

- Maloney stated 2nd page, 2nd paragraph, 1st motion and 2nd motion that has been months and nothing has been done with that. We need to develop a checklist and we need to get the review from the Fire Commission.
- Sparks mentioned referring to the letter from Mr. Dietrich and who contacted the attorney, discussion over the Fire Commission on who was appointed by the municipalities and who was appointed by the Fire Board. Mr. Dietrich recommended he will prepare a memo to the Fire Board explaining how to decipher this and get it straight. The Village Board and the Town Board should designate one Commission member each and the other three members should be appointed by the Fire Board so it is clear and based on seniority. The minutes from February is where this memo came from.
- Maloney mentioned he never got this memo, he got it tonight. This came out very strong and fast, with Allan, Wally, Keith Donner, Gaylene and Matthew Savage on there, is it everyone's opinion that only Wally got this sent to them?
- Rhoden said she received the memo, it was sent from Luanne and wasn't recognized.
- Chief Savage said he received the memo and doesn't have a say in the Commission.
- Donner said he received the memo as well.
- Chairman Opall said he received the memo as well.
- Schaefer questioned the review session and if there is a process for all Full-Time personnel.
- Maloney said the Board is responsible for the Chief's review. The Chief and Deputy Chief are responsible for the rest of the District. We will not eliminate what the Commission had already done, we will have a blended year with the Fire Chief's evaluation.
- Schaefer said we will look and see what the Commission did and we will meet in closed session to decide what we want to do. We will get the information from Chairman Opall, then meet in closed session next month.

Maloney/Schaefer moved to approve prior meeting minutes from February 26, 2020. Motion carried unanimously.

Board of Directors approval of vouchers from February and March 2020.

Schaefer/Maloney moved to approve vouchers from February and March 2020. Motion carried unanimously.

D. Business Items

Appointment of Fred Schaefer to the Board of Directors.

- Chairman Opall introduced Mr. Schaefer with 23 full years of experience on the Rib Mountain Town Board and one of the initial Charter members.

Fire Commission Membership.

- Chairman Opall looked back into the last meeting and it was noticed and revealed the Commission appointments have 2- and 1-year terms that was lost over the years. Also, who serves in which capacity. We can put that on the agenda for the next meeting in June. Mr. Dietrich SAFER's attorney mentioned we already have 3 members serving and the 2 members with the most seniority should get the 2-year term and the 1 with the least seniority should get the 1-year term. There are 2 additional members that have not been added yet and they are up for approval at the next Board meeting.
- Sparks reviled the May 7, 2020 Legal Memo from SAFER's attorney Mr. VanderWaal. This was emailed to Chairman Opall and Sparks, though Mr. Opall had not read/received the memo. The Legal opinion should be sent to all the Board members and we should follow the recommendations from the SAFER attorney.
- Schaefer pointed out that SAFER is at 70% of the budgeted amount for Legal in 2020. There are a lot of requests for Mr. VanderWaal and the invoices show many conversations with Sparks and others. This was noticed with other Boards and Groups and we need to have control of this and who is directing counsel to do what and should have protocol that would either have Board approval or Administration asking for legal consult and not coming from an individual Board member asking counsel for advice.
- Langenhahn mentioned no Board member should be going straight to the attorney, you go through the President and he speaks to the attorney.
- Sparks mentioned there are two municipalities representing SAFER, it's appropriate the two heads of the governing bodies should be able to converse with the attorney.
- Maloney stated the answer would always include the other head of the governing bodies. Then both heads are aware with what is going on.
- Mr. Opall would have like to been notified about this Legal Memo instead of hearing about this weeks later at the meeting.
- Schaefer disagrees and believes any legal advice should collectively come from the five Board members, and the Administration can go for their day to day operation.
- Mr. Opall said when he looked at the minutes from the Village of Weston of May 2019, you had approved Mr. Jackan to the Fire Commission for the 2-year term.
- Schaefer said the Town of Rib Mountain approved Mr. Campbell for the 2-year term. Then Hebbe, Fiene and Phelps would need to be approved for the 1-year term. We have to go back to the minutes and we can't undo the term of Jackan and Campbell.
- Mr. Opall said this will be voted on at the next Board meeting, so everyone can review the minutes from last years approved 2-year term Fire Commission member.

Action: Moved to next month's agenda.

First Quarter budget review.

- Chief Savage stated the Year to Date Budget was included in the packet. We are at 37% of the year, and currently in our check book we have \$588,042.00. Revenue we are ahead of where we should be at 63.95%. With collections, we are where we should be. We received the 2019 draft audit with errors that needed to be fixed. There were duplicate line items that threw the whole audit off. Wipfli and the audit company will clean up the audit and we will have that for the next Board meeting.
- Maloney asked for the prior year to be on the budget review. It was asked many times in the past and we have no idea where we are coming from. Only asking for prior year to be on the budget review, then at the end of the year we can have two to three years on the budget review tacked on.
- Schaefer asked if SAFER does any Interfacility at this point.
- Chief Savage said Interfacility has some weeks that are busy and other weeks are not busy and is figured into the Ambulance fees. We are steady and that is all included in the Ambulance fees.

- On the expenditure side, line 242 – Repairs/Maintenance Other Machinery at 77%, most of this is done in the beginning of the year, then sits dormant for the rest of the year. Line 290 – Other Outside Contracted Service at 60%, due to our Ambulance runs are higher. Line 297 – Refuse Collection Services at -238% has a credit in there from Advance Disposal.
- Other points of interest, line 48302 – Sale of Equipment-Fire we have not sold the one Heavy Rescue yet. Line 804 Capital Equipment-Heavy Motorized at 135% is off because of the fire trucks, only 30% was paid in 2019. This should have been a complete 50/50 split for 2019 and 2020. We are sitting well on the budget.

Discussion and possible action on Sale of Airpacks to Hewitt Fire Department.

- Chief Savage mentioned that we took the Tanker and Rescue off-line. Operationally it has been perceived fairly well. We have extra Airpacks and the vendor we bought them from gave us the fair market value at \$3,000.00. The vendor informed us there is a Fire Department in our area looking for used SCBAs. Normally equipment like this would go to auction and what we are asking is that Hewitt Fire is looking to buy 8 used Airpacks with a fair market value at \$3,000.00 they were fine with that and it brings it to \$24,000.00 for the sale. In this case because they are one of our mutual aid Fire Departments, I would like to sell it to them instead of having to go through auction because we interface with them and all of our equipment is the same. What I would request from the Board that the \$24,000.00 that we would get from the sale would be turned into turn-out gear. Turn-out gear is only good for 10 years by NFPA standards. We have put that into Capital as a reoccurring item, though if we could by the 12 sets with the \$24,000.00 it would help the years in advance with the CIP. Currently the CIP has 7 turn-out sets a year.
- Maloney stated last year the conversation on bringing in revenue and then putting it towards. Sparks mentioned, because we didn't have revenue lines for a lot of items, so what did we budget for the Airpacks and is there a revenue line that you anticipated to sell the used Airpacks for.
- Chief Savage said we didn't anticipate selling Airpacks this year, because we didn't anticipate taking those two trucks off-line. We are trying to get ahead of the curve with the purchase of the turn-out gears.
- Sparks mentioned we have the 7 sets of turn-out gear budgeted for this year, and at the end of the year if the budget is looking good then great. If we're running a deficit again, then that money should be used to off-set the deficit instead of going to the communities and asking for more money.
- Schaefer, we will hold the proceeds in advance until November where the Board will consider possible purchase of turn-out gear.

Action: Schaefer/Sparks moved to approve Sale of Airpacks to Hewitt Fire. Motion carried unanimously.

Discussion and possible action on EMS contracts.

- Chief Savage, we did go back at the request of the Board and look at what it costs. This is for contracted areas, which is not the Village of Weston and Town of Rib Mountain. We have fixed costs for operating. To get a better number, we took our total budget, minus fixed costs, and EMS budget of 85%. Cost per call is \$579.56, the actual cost is \$380.83. The total revenue of contracted area is \$667.68. The remaining revenue clear of any costs is \$286.85.
- Deputy Chief Finke said the \$811.00 is without any EMS revenue taken into place. If you take the Ambulance revenue into consideration that gives you the \$579.56. This is why the cost per call changed from \$811.00 to \$579.56. Taking out the fixed cost at \$380.83. Which brings in \$286.85 to the District.
- Chief Savage mentioned this brings us to the new contracts. They have been updated a bit and are still 10, 5- or 3-year contracts. These are all expiring at the end of this year. This year currently they are paying \$5.51 per capita, these new contracts are \$5.60 per capita which would start in 2021. The 3-year is a 5% increase each calendar year, the 5-year is a 2.5% increase and the 10-year is a 1.5% increase. The Quarterly Processing Fee of \$50.00 per patient remains on the contract.

Action: Schaefer/Maloney moved to approve EMS Contracts. Motion carried unanimously.

Discussion and possible action on Marathon Fire Contract.

- Chief Savage mentioned we put this on for a place holder for open communication. If we could systematically try to figure out a way with Board input to come to something that is appeasable for bringing them up just a little at a time, to help cover some of our costs. The increase will be 35% for next year.

- Sparks mentioned the formulas used for other Towns should be taken into the contract for the Town of Marathon.

Action: Moved to next month's agenda.

Discussion and possible action on Wausau Fire MOU – US Digital Designs for Installation of Phoenix alerting system.

- Chief Savage mentioned the contract is combined with SAFER, City of Wausau and Riverside Fire which will be based on call volume. The percentage is 62.62% for City of Wausau, 28.95% for SAFER and 8.42% for Riverside Fire. The agreement is with SAFER and Riverside Fire to work with City of Wausau, if additional municipalities would like to be a part of this, they would pay in their share and 62% would go to City of Wausau, 28% to SAFER and 8% to Riverside. Because we had the initial payment. This MOU was drafted by the City of Wausau. Shane looked at it and reverbed some items. This is the agreement that everyone has agreed on. Tracey contacted us and it sometimes takes dispatch 3 minutes to page SAFER, City of Wausau or Riverside. This system it hooks right into CAAD, once the button is pushed, we get an automated message at the fire house within 0.2 seconds.

Action: Maloney/Langenhahn moved to approve Phoenix alerting system. Motion carried unanimously.

E. Staff Reports

Report from Fire Chief

- To date we have transported one known positive Covid patient. We had another suspected today, we get suspected ones a lot. Everyone has been in PPE, we don't have any issues with lacking in PPE right now. Actually, we have given PPE to Kronenwetter First Responders. We have an ambulance that is lined in plastic for Covid, if we have anyone with the symptoms, we spray it down with a special solution. We wear surgical masks when we go into the home, the one patient we had everyone in full PPE. There has been no testing of our staff, if we have a patient that we don't have PPE on that has the symptoms and tested positive, we would test our staff, but that hasn't happened. We have enough N95 masks that we haven't had to reuse any. We have surgical masks that we wear and keep in our pockets. Dispatch lets us know because they are contacted by the Health Department, so we actually know if they're positive before we leave the station.
- The one thing to touch on is the self-harm cases. This time last year we had seven cases, and this year to date with the Covid we have had seventeen cases. We've had a lot more overdoses. We don't wear masks at the fire house, though we screen all personnel.

Report from Deputy Fire Chief

- We had a house fire in Rib Mountain two weeks ago, luckily the crew was at the station and where on-scene in two and a half minutes. Our new Battalion Chief Andy Lohman did an excellent job.
- The last meeting the Board wanted us to look into overdraft fees, there were two overdraft fees in the vouchers. One from Peoples and one from Intercity, the one from Intercity I will take credit for. We changed banks from Intercity to Peoples and when I filled out the form for our Payroll company and sent it back, I assumed they would handle the WRS. When WRS went to pull the money out of Intercity there was none there and that's where the overdraft fee came from. The one from Peoples was their fault, an accounting error, they corrected it and went back.

F. Remarks from the Board of Directors to set the next meeting date as well as discuss items for the next meeting agenda.

- RFP for Legal Services.
- The next meeting date is set for Thursday, June 4, 2020 at 18:00 at SAFER Station #1.

G. Adjourn

Maloney/Langenhahn moved to adjourn. Opall adjourned at 20:09