MEETING DATE & TIME: Wednesday, September 11, 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

President Nelson called meeting to order at 5:01 PM

2. ROLL CALL

Members present: Doug Nelson, James Brooks, Paege Heckel, Nick Cable Members not present: Matt Davies

3. CITIZEN INPUT *

None present

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

4. LODI FIRE DEPARTMENT - INSURANCE PRESENTATION

Patsy Baebler Present for Schwartz/Ridgeview Insurance presenting the Fire and EMS Insurance. The fire department is covered under this insurance policy for up to \$50,000.00 of theft for anyone taking care of the financials of the fire department.

5. SECRETARY

A. MEETING MINUTES:

1. Wednesday August 14, 2019

Heckel/Cable move to approve minutes of August 14th, 2019 M/C 4-0

6. ELECTIONS

A. Treasurer

B. Secretary

Brooks/Heckel motion to table until their intergovernmental agreements M/C 4-0

7. TREASURER:

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

Lodi Area Fire Department Check Detail August 15 through September 11, 2019

11:51 AM

09/10/19

Туре	Num	Date	Name	Account	Memo	Paid Amount
heck	EP0013	08/15/2019	Associated Bank N.A.	10001 · Checking Account		
				65001 · Bank & Finance Service Cha	Service Fee - 07/2019	-3.0
OTAL						-3.0
heck	EP0014	08/28/2019	Lodi Utilities	10001 · Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric 61023 · Utilities - Water & Sewer 61023 · Utilities - Water & Sewer	10853-00: 07/02/2019 - 08/02/2019 10853-00: 07/02/2019 - 08/02/2019 10854-00: 07/02/2019 - 08/02/2019	-276.64 -51.14 -21.50
OTAL						-349.2
heck	EP0015	09/05/2019	KMA Bodilly - FICA Taxes	10001 · Checking Account		
				66012 · FICA Payroll Taxes	Payroll FICA Taxes - Aug (KMA Paycheck #100148)	-186.1
OTAL						-186.1
heck	EP0016	09/05/2019	KMA Bodilly - Payroll Service	10001 · Checking Account		
				66011 · Payroll Processing Expense	Payroll Processing	-54.0
OTAL						-54.0
Check	5847	09/10/2019	US Postal Service	10001 · Checking Account		
				65007 · Office Supplies & Expense	(100) First Class Stamps	-55.0
OTAL						-55.0
heck	5848	09/10/2019	Charter Communications	10001 · Checking Account	Acct #: 8245 11 775 0000929	
				61012 · Station - Internet 61013 · Station - Telephone 61011 · Station - Cable Television	08/16/2019 - 09/15/2019 08/16/2019 - 09/15/2019 08/16/2019 - 09/15/2019	-64.9 -31.2 -64.4
OTAL						-160.7
heck	5849	09/10/2019	City of Lodi - Fuel	10001 · Checking Account	Customer ID: 32	
				63001 · Vehicle Fuel	015599: Gas - July	-7.1

11:51 AM 09/10/19			Αι	Lodi Area Fire Departmen Check Detail Igust 15 through September 11, J		
Туре	Num	Date	Date Name Account		Memo	Paid Amount
				63001 · Vehicle Fuel	015599: Diesel - July	-291.29
TOTAL						-298.44
Check	5850	09/10/2019	Creative Marketing Specialists	10001 · Checking Account	Customer #: 923221	
				65007 · Office Supplies & Expense 65007 · Office Supplies & Expense	65287: (2) Eco Green Stampers, 2-7/16" x 1-1/2" 65296: (250) Thank You Cards (8.5 x 5.5 w Score Line)	-75.00 -265.00
TOTAL						-340.00
Check	5851	09/10/2019	Fire Inspection Services, Inc	10001 · Checking Account		
				60002 · 2% Dues - Fire Inspection 60002 · 2% Dues - Fire Inspection	844: (73) Seasonal Fire Inspections @ \$30 ea 844: (155) Non-Seasonal Fire Inspections @ \$21 ea	-2,190.00 -3,255.00
TOTAL						-5,445.00
Check	5852	09/10/2019	Kwik Trip, Inc	10001 · Checking Account	Account #12996	
				61001 · Building - General Supplies 61001 · Building - General Supplies	5582128: ??? 5584473: ???	-1.79 -5.37
TOTAL						-7.16
Check	5853	09/10/2019	Koltes Lumber Company	10001 · Checking Account	Account #: 923221	
				61002 · Building - Repair & Maintena 61002 · Building - Repair & Maintena 65001 · Bank & Finance Service Cha	A384692: 2x3 Downspout Adapter CREDIT: B527946: Return 2x3 Downspout Adapter A384814: 1.33-gailon Roundup A385587: Telescoping Magnet Pickup, (2) 2-pk AAA B A387328: (4) bottles Liquid Hand Soap, Neverkink Hos Finance charge	-5.49 5.49 -21.49 -42.46 -54.15 -1.28
TOTAL						-119.38
Check	5854	09/10/2019	Madison Extinguisher Service	10001 · Checking Account		
				60001 · 2% Dues - Equipment Purch	0184: (2) New Water Fire Extinguishers	-344.00
TOTAL						-344.00
Check	5855	09/10/2019	Madison Gas & Electric	10001 · Checking Account	Acct #: 10289510	

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:51 AM 9/10/19		Lodi Area Fire Department Check Detail August 15 through September 11, 2019							
Туре	Num	Date	Name	Account Memo		Paid Amount			
			61022 · Utilities - Natural Gas	Budget Plan - Amount Due 09/13/2019	-183.00				
TOTAL						-183.00			
Check	5856	09/10/2019	Rennert's Fire Equipment Se	10001 · Checking Account					
				63005 · Vehicle Repair & Maintenance 63005 · Vehicle Repair & Maintenance	41216: Unit E10 (Cooling fan out, install new relay, ins 41216: Unit E10 (Install new A/C belt & tensioner, mile	-268.30 -889.10			
TOTAL						-1,157.40			
Check	5857	09/10/2019	Schwarz Insurance - Prairie	10001 · Checking Account	Account #: LODIA-2				
				65005 · Insurance - Bldg, Veh, Eqp, 66008 · Insurance - Disability	47612: Sep 2019 FirePak Policy (FDK3228372-20, Eff 47612: Accident Ins Installment 1 of 3 (PRCO-86698	-10,804.00 -1,359.00			
TOTAL						-12,163.00			
Check	5858	09/10/2019	US Cellular	10001 · Checking Account	Acct #: 851380533				
				62001 · Cell Phones & I-Pads	0327771395: Phone service 08/26/19 - 09/25/19	-188.58			
TOTAL						-188.58			
Check	100148	09/05/2019	Annen, Robert W	10001 · Checking Account					
				66002 · Wages - Fire Chief	Pay Period: 08/01/19 - 08/31/19	-1,069.82			
TOTAL						-1,069.82			

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Lodi Area Fire Department Disbursements Summary for Fire Commission Authorization

Aug 15 - Sep 11, 2019

Count	Туре	Begin #	End #	Amount
4	Electronic Payments	EP0013	EP0016	\$592.38
12	Checks - Associated Bank	5847	5858	\$20,461.70
1	KMA Paychecks - Associated Bank	100148	100148	\$1,069.82
17	Disbursements To	\$22,123.90		

11:53 AM 09/10/19

Lodi Area Fire Department Deposit Detail August 15 through September 11, 2019

Гуре М	Num Date	Name	Account	Memo	Amount
oosit	08/31/2019		10002 · Money Market Account	Interest	0.74
			43001 · Interest Revenue	Interest	-0.74
TAL					-0.74
oosit	09/10/2019		10001 · Checking Account	Deposit	32,751.44
		Town of Lodi	40002 · Assessment - Town of Lodi	2019 Assessment - 2nd Installment	-22,155.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #44 - Motor Vehicle Accident	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #50 - Motor Vehicle Accident	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #52 - Motor Vehicle Accident	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #53 - Natural Gas Leak	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #59 - Roadway Hazard	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #60 - Arcing Power Lines	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #61 - Arcing Power Lines	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #64 - Motor Vehicle Accident	-425.00
		Town of Lodi	42002 · Fire Runs - Town of Lodi	TL-2019-06: Fire Run #65 - CO Alarm Activation	-425.00
		Town of West Point	42003 · Fire Runs - Town of West Point	WP-2019-07: Fire Run #54 - Water Rescue	-425.00
		Town of West Point	41001 · 2% Fire Dues Revenue	2019 2% Fire Dues - Town of West Point	-6,346.44

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Lodi Area Fire Department Bank Accounts & Fund Balances Summary August 31, 2019

Bank Accounts					
	Begin Month	Plus Deposits	Less Withdrawals	End Month	Interest Rate
Associated Bank		-			
General Checking	182,829.93	20,891.26	(7,628.35)	196,092.84	-
Money Market	10,908.73	0.74	-	10,909.47	0.08%
Associated Bank - Volunteer Crew Funds					
Money Market	1,001.55	0.07	-	1,001.62	0.08%
Totals	194,740.21	20,892.07	(7,628.35)	208,003.93	

Fund Balances					
	2013	2014	2015	2016	Cumulative
	Actual	Actual	Actual	Actual	Totals
Equipment Funds - Received from					
City of Lodi	18,680.00	18,680.00	18,680.00	-	56,040.00
Town of Lodi	18,680.00	18,680.00	18,680.00	18,680.00	74,720.00
Town of West Point	9,340.00	9,340.00	9,340.00	9,340.00	37,360.00
Equipment Funds (Received) Total	46,700.00	46,700.00	46,700.00	28,020.00	168,120.00

Fund Created in 2013; City of Lodi Paid 2013-2015; Towns Paid 2013-2016; Fund Discontinued in 2017

Lodi Area Fire Department 2019 Revenues & Expenses September 11, 2019

	REVENUES	Sep 1 -11	August	Year to	Budget	Budget	Budget	Year
Acct #	Account	2019	2019	Date	2019	Available	% Used	% Done
	ASSESSMENT REVENUES:							
	Assessment - City of Lodi			44,310	44,310	0	100%	70%
	Assessment - Town of Lodi	22,155		44,310	44,310	0	100%	70%
	Assessment - Town of West Point			11,078	22,155	11,078	50%	70%
	Total: Assessment Revenues	22,155	0	99,698	110,775	11,078	90%	70%
	INTERGOVERNMENTAL REVENUES:							
	2% Fire Dues	6,346	18,341	36,315	30,000	(6,315)	121%	70%
	Total: Intergovernmental Revenues	6,346	18,341	36,315	30,000	(6,315)	121%	70%
	OPERATIONAL REVENUES:							
	Fire Runs - City of Lodi		2,550	7,650	11,050	3,400	69%	70%
	Fire Runs - Town of Lodi	3,825		13,295	17,850	4,555	74%	70%
	Fire Runs - Town of West Point	425		4,250	5,950	1,700	71%	70%
	Fire Runs - From Others (DNR)			305	0	(305)	#DIV/0!	70%
	Total: Operational Revenues	4,250	2,550	25,500	34,850	9,350	73%	70%
	NON-OPERATIONAL REVENUES:							
	Interest Revenue		1	10	10	(0)	102%	70%
	Grant Revenue			0	0	0	#DIV/0!	70%
	Miscellaneous Revenue			210	448	238	47%	70%
	Total: Non-Operational Revenues	0	1	220	458	238	48%	70%
	TRANSFER IN:							
	Transfer In			0	0	0	#DIV/0!	70%
	Total: Transfer In Revenue	0	0	0	0	0	#DIV/0!	70%
	Total Revenues	32,751	20,892	161,733	176,083	14,350	92%	70%

	EXPENSES	Sep 1 -11	August	Year to	Budget	Budget	Budget	Year
Acct #	Account	2019	2019	Date	2019	Available	% Used	% Done
	2% FIRE DUES EXPENSES:							
	2% Fire Dues - Equipment Purchases	344	3,245	7,075	13,835	6,760	51%	70%
	2% Fire Dues - Fire Inspection	5,445		8,637	7,800	(837)	111%	70%
	2% Fire Dues - Fire Prevention			0	1,500	1,500	%	70%
	2% Fire Dues - Training		175	647	8,200	7,553	8%	70%
	Total: 2% Fire Dues Expenses	5,789	3,420	16,358	31,335	14,977	52%	70%
	BUILDING EXPENSES:							
	Building - General Supplies	7		61	0	(61)	#DIV/0!	70%
	Building - Repair & Maintenance	118	4	384	7,969	7,585	5%	70%
	Building - Improvements			0	0	0	#DIV/0!	70%
	Building - Contingency Fund			0	0	0	#DIV/0!	70%
	Building - Storage Unit Rental			885	0	(885)	#DIV/0!	70%
	Station - Cable Television	64	64	509	810	301	63%	70%
	Station - Internet	65	65	520	805	285	65%	70%
	Station - Telephone	31	31	250	385	135	65%	70%
	Utilities - Electric		277	1,812	3,330	1,518	54%	70%
	Utilities - Natural Gas	183	183	961	2,500	1,539	38%	70%
	Utilities - Water & Sewer		73	662	1,170	508	57%	70%
	Total: Building Expenses	469	697	6,045	16,969	10,924	36%	70%
	EQUIPMENT EXPENSES:							
	Cell Phones & I-Pads	189	219	1,806	2,400	594	75%	70%
	Personal Protection Equipment		258	258	11,770	11,512	2%	70%
	Equipment Repair & Maintenance			0	0	0	#DIV/0!	70%
	Pagers & Radios			85	0	(85)	#DIV/0!	70%
	Uniform Expense			5,427	1,500	(3,927)	362%	70%

	Total: Equipment Expenses	189	477	7,575	15,670	8,095	48%	70%
	EXPENSES	Sep 1 -11	August	Year to	Budget	Budget	Budget	Year
Acct #	Account	2019	2019	Date	2019	Available	% Used	% Done
	VEHICLE EXPENSES:							
	Vehicle Fuel	298	71	1,747	4,000	2,253	44%	709
	Vehicle Equipment			1,490	. 0	(1,490)	#DIV/0!	70
	Vehicle Equipment Repair & Maintenance			1,188	7,548	6,360	16%	70
	Vehicle Radios & Communications			0	3,200	3,200	%	70
	Vehicle Repair & Maintenance	1,157		15,795	15,100	(695)	105%	70
	Vehicle Replacement Fund			0	0	0	#DIV/0!	70
	Total: Vehicle Expenses	1,456	71	20,220	29,848	9,628	68%	70
	GENERAL OPERATIONS EXPENSES:							
	Bank Service Charges	1	3	25	0	(25)	#DIV/0!	70
	Disposable Supplies			0	0	0	#DIV/0!	70
	Dues & Subscriptions			125	0	(125)	#DIV/0!	70
	Finance Administration			0	1,500	1,500	%	70
	Insurance - Building, Vehicle, Equip & Gen Liability	10,804		10,804	15,500	4,696	70%	70
	Miscellaneous Expense			10	0	(10)	#DIV/0!	70
	Office Supplies & Expense	395		1,033	2,000	967	52%	70
	Safety Program			0	250	250	%	70
	Software Expense			0	0	0	#DIV/0!	70
	Technical Rescue			0	750	750	%	70
	Total: General Operations Expenses	11,200	3	11,997	20,000	8,003	60%	70
	PERSONNEL EXPENSES:							
	Fire Commission Stipends			0	1,300	1,300	%	70
	Wages - Fire Chief	1,070	1,070	8,559	14,000	5,441	61%	70
	Wages - Assistant Fire Chiefs (2)			0	3,800	3,800	%	70
	Wages - Captains (4)			0	4,000	4,000	%	70
	Wages - Firefighters			0	32,400	32,400	%	70
	Firefighter Appreciation			0	1,300	1,300	%	70
	Contribution to Crew Funds		2,000	2,000	0	(2,000)	#DIV/0!	70
	Insurance - Disability	1,359		1,359	0	(1,359)	#DIV/0!	70
	Insurance - Workers Compensation			3,774	0	(3,774)	#DIV/0!	70
	Medical Expense			0	400	400	%	70
	Payroll Processing Fees	54	54	607	0	(607)	#DIV/0!	70
	Payroll Taxes (FICA)	186	186	14,723	4,060	(10,663)	363%	70
	Unemployment Compensation Tax			50	1,000	950	5%	70
	Total: Personnel Expenses	2,669	3,310	31,072	62,260	31,188	50%	70
	TRANSFER OUT:							
	Transfer Out			0	0	0	#DIV/0!	70
	Total: Other Financing Uses Expenditures	0	0	0	0	0	#DIV/0!	70
	Total Expenses	21,772	7,978	93,267	176,082	82,815	53%	70%

	NON-OPERATING BUDGET EXPENSES	Sep 1 -11	August	Year to	Budget	Budget	Budget	Year
Acct #	Account	2019	2019	Date	2019	Available	% Used	% Done
	CAPITAL EXPENDITURES:							
				0	0	0	#DIV/0!	70%
				0	0	0	#DIV/0!	70%
				0	0	0	#DIV/0!	70%
	Total: Capital Expenditures	0	0	0	0	0	#DIV/0!	70%
	Total Non-Operating Budget Expenses	0	0	0	0	0	#DIV/0!	70%

Brooks/Heckel Motion to approve payments on the disbursement summary for fire commission authorization on the Aug 15 – Sept. 11, 2019 form. M/C 4-0.

8. 2020 BUDGET

Heckel/Cable - Motion to approve budget as written to move forward to municipalities for approval. M/C 4-0

9. FIRE COMMISSION PROTOCOL CHANGES – UPDATE

Intergovernmental agreements not completed - no update.

10. BONDING - TOWN OF LODI DEPUTY CLERK TREASURER

Brooks - Our insurance policy covers up to \$50,000.00 in bonding.

11. GATHERING INFORMATION ON ENGINE 10

Chief- I'm putting together the data on engine 10. I'm waiting on more bills coming and am putting this in an excel spreadsheet. I'm also doing this for engine 12 and we can compare and go from there.

12. DISCUSSION/ACTION ON NEW FIRE TRUCK

No action

13. FIRE CHIEF REPORTS:

A. Building update(s)

Chief Annen- Waiting on a date from Meade's- October probably

B. Fire call report(s)

- Total Calls for service in 2019 through September: 75
- Total Calls for September: 9

Total calls this year are as follows:

- City of Lodi: 26
- Town of Lodi: 36
- Town of West Point: 11
- Lodi EMS Assist: 3

Mutual Aid Calls:

- Sauk (Mutual Aid): 1
- Merrimac (Mutual Aid: 1)

8/2019 LAFD Calls

City of Lodi – 3

#70 – 7/19/2019 10:45am – Fire Alarm Activation Dale Dr. Engine 10 responded.

#71 – 7/19/19 12:15pm – Fire Alarm Activation Strangeway Ave. Engine 10 responded.

#72 – 7/19/19 12:30pm – Fire Alarm Activation Nestles St. Engine 10 responded

Town of Lodi - 5

#67 – 7/19/19 2:45am – Power Line Down. JV/Richards Rd. Engine 10/Brush 16 responded.

#68 – 7/19/19 5:30am – Vehicle Accident. Highway J/Lovering Rd. Engine 10/Brush 16/Squad 13 responded.

#69 – 7/19/19 8:15am – CO Alarm Activation Highway V. Engine 10 responded.

#75 – 7/27/19 9:45pm – Brush Fire Highway Y. Engine 10/Brush 16 responded.

#76 – 8/3/19 1:20pm – Motor Vehicle Accident Hwy 60/Gluth Rd. Engine 12/Brush 16 responded.

Town of Westpoint – 1

#74 – 7/27/19 – 8:30pm – Motor Vehicle Accident Highway 188. Engine 12/Brush 16/Squad 13 responded.

C. Other status report(s)

Chief Annen - I have asked for volunteers for a truck committee.

D. Upcoming event(s)

Gun Raffle Pancake Breakfast on 9/21/2019 - Brew-B-Cue- 8-12 Noon

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

F. Other questions from Commission members **

14. **FUTURE AGENDA ITEMS** budget

15. ADJOURN

Heckel/cable Motion to adjourn 6:31 PM M/C 4-0

Agenda Prepared by: Town of Lodi Supervisor I Lodi Fire Commission Secretary 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.