

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

MEETING DATE & TIME: Wednesday, August 14, 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

All Members Present: James Brooks, Doug Nelson, Matt Davies, Paege Heckel, Nick Cable

2. ROLL CALL

President Nelson called the meeting to order at 5:00 PM

3. CITIZEN INPUT *

Jay – Town of Lodi Deputy Clerk

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

4. SECRETARY

A. MEETING MINUTES:

1. Wednesday July 17th, 2019

Paege/Brooks move to approve the minutes M/C 3-0, Matt and Nick abstain from vote due to not being present at that meeting.

5. ELECTIONS

A. Treasurer

B. Secretary

Brooks/Cable - Motion to appoint Paege as Treasurer M/C 5-0

Heckel/Davies motion to keep Brooks in the secretary position and table the secretary position until the full board is in place after the intergovernmental agreement is completed.

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

6. TREASURER:
A. Payment of bills
B. Financial reports

The payment to the federal government was for federal taxes not paid in 2015. This was an oversight.

2:03 PM
08/14/19

Lodi Area Fire Department Check Detail July 18 through August 14, 2019

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	EP0010	07/29/2019	Lodi Utilities	10001 · Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric	10853-00: 06/03/2019 - 07/02/2019	-194.95
				61023 · Utilities - Water & Sewer	10853-00: 06/03/2019 - 07/02/2019	-64.02
				61023 · Utilities - Water & Sewer	10854-00: 06/03/2019 - 07/02/2019	-21.50
TOTAL						-280.47
Check	EP0011	08/05/2019	KMA Bodilly - FICA Taxes	10001 · Checking Account		
				66011 · FICA Payroll Taxes	Payroll FICA Taxes - Jul (KMA Paycheck #100147)	-186.10
TOTAL						-186.10
Check	EP0012	08/05/2019	KMA Bodilly - Payroll Service	10001 · Checking Account		
				66010 · Payroll Processing Expense	Payroll Processing	-54.00
TOTAL						-54.00
Check	5836	07/18/2019	Internal Revenue Service	10001 · Checking Account	39-1382261 (Form 941, 12/31/2015)	
				66011 · FICA Payroll Taxes	Form 941 - Period Ending 12/31/2015	-8,079.68
				66011 · FICA Payroll Taxes	Failure-to-file Penalty	-1,817.93
				66011 · FICA Payroll Taxes	Failure-to-pay Penalty	-1,696.73
				66011 · FICA Payroll Taxes	Interest Charges	-1,640.32
TOTAL						-13,234.66
Check	5837	08/14/2019	Hermanson, William	10001 · Checking Account		
				63005 · Vehicle Repair & Maintenance	Advance Auto Parts: Air Brake Anti-Freeze/Cond	-7.69
TOTAL						-7.69
Check	5838	08/14/2019	Charter Communications	10001 · Checking Account	Acct #: 8245 11 775 0000929	
				61012 · Station - Internet	07/16/2019 - 08/15/2019	-64.99
				61013 · Station - Telephone	06/16/2019 - 07/15/2019	-31.27
				61011 · Station - Cable Television	06/16/2019 - 07/15/2019	-64.48
TOTAL						-160.74

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08/14/19

Check Detail July 18 through August 14, 2019

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	5839	08/14/2019	Fire Safety USA, Inc	10001 · Checking Account		
				60001 · 2% Dues - Equipment Purch...	124395: (8) Honeywell EV1 Helmets, Black	-2,420.00
				63005 · Vehicle Repair & Maintenance	124360: (2) CET Plugs, (2) CET O-Rings	-63.00
TOTAL						-2,483.00
Check	5840	08/14/2019	Gear Wash, LLC	10001 · Checking Account		
				63005 · Vehicle Repair & Maintenance	15195: Jacket Cleaning & Repairs	-258.22
TOTAL						-258.22
Check	5841	08/14/2019	Jefferson Fire & Safety	10001 · Checking Account	Customer ID: 03164	
				60001 · 2% Dues - Equipment Purch...	IN100396: (3) Helmets	-825.00
TOTAL						-825.00
Check	5842	08/14/2019	Kwik Trip, Inc	10001 · Checking Account	Account #12996	
				61002 · Building - Repair & Maintena...	5522716: ???	-3.58
TOTAL						-3.58
Check	5843	08/14/2019	Lodi Area Volunteer Fire Dep...	10001 · Checking Account		
				66006 · Firefighter Appreciation	Annual check to cover meals for monthly business me...	-2,000.00
TOTAL						-2,000.00
Check	5844	08/14/2019	Madison Area Technical Coll...	10001 · Checking Account	Acct ID: 2573228 (Student ID's listed below)	
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2009917 - William Hermanson)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2519211 - Colby Hoffman)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2748723 - Matt Knickerbocker)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2731377 - Ryan Lehr)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2896445 - Andrew Markart)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2768992 - Fred Oehler)	-25.00
				60004 · 2% Dues - Training	Spring 19 Fire Seminar (2815113 - Ryan Schmitz)	-25.00
TOTAL						-175.00
Check	5845	08/14/2019	Madison Gas & Electric	10001 · Checking Account	Acct #: 10289510	

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Lodi Area Fire Department Check Detail July 18 through August 14, 2019

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Paid Amount</u>
				61022 · Utilities - Natural Gas	Budget Plan - Amount Due 08/14/2019	-183.00
TOTAL						-183.00
Check	5846	08/14/2019	US Cellular	10001 · Checking Account	Acct #: 851380533	
				62001 · Cell Phones & I-Pads	0322631430: Phone service 07/26/19 - 08/25/19	-219.20
TOTAL						-219.20
Check	100147	08/05/2019	Annen, Robert W	10001 · Checking Account		
				66002 · Wages - Fire Chief	Pay Period: 07/01/19 - 07/31/19	-1,069.82
TOTAL						-1,069.82

***LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA***

**Lodi Area Fire Department
Disbursements Summary
for Fire Commission Authorization**

Jul 18 - Aug 14, 2019

Count	Type	Begin #	End #	Amount
3	Electronic Payments	EP0010	EP0012	\$520.57
11	Checks - Associated Bank	5836	5846	\$19,550.09
1	KMA Paychecks - Associated Bank	100147	100147	\$1,069.82
15	Disbursements Totaling:			\$21,140.48

Heckel/Davies Motion to pay the bills listed on the disbursement summary marked July 18th through August 14th, 2019.

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2:07 PM
08/14/19

Lodi Area Fire Department Deposit Detail July 18 through August 14, 2019

Type	Num	Date	Name	Account	Memo	Amount
Deposit		07/22/2019		10001 - Checking Account	Deposit	11,627.21
			City of Lodi	41001 - 2% Fire Dues Revenue	2019 2% Fire Dues - City of Lodi	-11,627.21
TOTAL						-11,627.21
Deposit		07/31/2019		10002 - Money Market Account	Interest	1.39
				43001 - Interest Revenue	Interest	-1.39
TOTAL						-1.39
Deposit		08/05/2019		10001 - Checking Account	Deposit	2,550.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #55 - Power Lines Arcing	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #56 - Assist EMS	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #58 - Power Line Down	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #62 - Blown Transformer	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #63 - Motor Vehicle Accident	-425.00
			City of Lodi	42001 - Fire Runs - City of Lodi	CL-2019-07: Fire Run #66 - CO Alarm Activation	-425.00
TOTAL						-2,550.00
Deposit		08/14/2019		10001 - Checking Account	Deposit	18,341.26
			Town of Lodi	41001 - 2% Fire Dues Revenue	2019 2% Fire Dues - Town of Lodi	-18,341.26
TOTAL						-18,341.26

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

Bank Accounts					
	Begin Month	Plus Deposits	Less Withdrawals	End Month	Interest Rate
Associated Bank					
General Checking	190,899.33	12,902.21	(20,971.61)	182,829.93	-
Money Market	10,907.34	1.39	-	10,908.73	0.15%
Associated Bank - Volunteer Crew Funds					
Money Market	1,001.46	0.09	-	1,001.55	0.11%
Totals	202,808.13	12,903.69	(20,971.61)	194,740.21	

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Lodi Area Fire Department 2019 Revenues & Expenses July 31, 2019

Acct #	REVENUES Account	July 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	ASSESSMENT REVENUES:						
	Assessment - City of Lodi		44,310	44,310	0	100%	58%
	Assessment - Town of Lodi		22,155	44,310	22,155	50%	58%
	Assessment - Town of West Point		11,078	22,155	11,078	50%	58%
	Total: Assessment Revenues	0	77,543	110,775	33,233	70%	58%
	INTERGOVERNMENTAL REVENUES:						
	2% Fire Dues	11,627	11,627	30,000	18,373	39%	58%
	Total: Intergovernmental Revenues	11,627	11,627	30,000	18,373	39%	58%
	OPERATIONAL REVENUES:						
	Fire Runs - City of Lodi	850	5,100	11,050	5,950	46%	58%
	Fire Runs - Town of Lodi		9,470	17,850	8,380	53%	58%
	Fire Runs - Town of West Point	425	3,825	5,950	2,125	64%	58%
	Fire Runs - From Others (DNR)		305	0	(305)	#DIV/0!	58%
	Total: Operational Revenues	1,275	18,700	34,850	16,150	54%	58%
	NON-OPERATIONAL REVENUES:						
	Interest Revenue	1	9	10	1	95%	58%
	Grant Revenue		0	0	0	#DIV/0!	58%
	Miscellaneous Revenue		210	448	238	47%	58%
	Total: Non-Operational Revenues	1	219	458	239	48%	58%
	TRANSFER IN:						
	Transfer In		0	0	0	#DIV/0!	58%
	Total: Transfer In Revenue	0	0	0	0	#DIV/0!	58%
	Total Revenues	12,904	108,089	176,083	67,994	61%	58%

Acct #	EXPENSES Account	July 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	2% FIRE DUES EXPENSES:						
	2% Fire Dues - Equipment Purchases	2,000	3,486	13,835	10,349	25%	58%
	2% Fire Dues - Fire Inspection		3,192	7,800	4,608	41%	58%
	2% Fire Dues - Fire Prevention		0	1,500	1,500	%	58%
	2% Fire Dues - Training		472	8,200	7,728	6%	58%
	Total: 2% Fire Dues Expenses	2,000	7,149	31,335	24,186	23%	58%
	BUILDING EXPENSES:						
	Building - General Supplies		54	0	(54)	#DIV/0!	58%
	Building - Repair & Maintenance	97	263	7,969	7,706	3%	58%
	Building - Improvements		0	0	0	#DIV/0!	58%
	Building - Contingency Fund		0	0	0	#DIV/0!	58%
	Building - Storage Unit Rental		885	0	(885)	#DIV/0!	58%
	Station - Cable Television	64	380	810	430	47%	58%
	Station - Internet	65	390	805	415	48%	58%
	Station - Telephone	31	188	385	197	49%	58%
	Utilities - Electric	195	1,535	3,330	1,795	46%	58%
	Utilities - Natural Gas	183	595	2,500	1,905	24%	58%
	Utilities - Water & Sewer	86	590	1,170	580	50%	58%
	Total: Building Expenses	721	4,879	16,969	12,090	29%	58%

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Acct #	EXPENSES Account	July 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	EQUIPMENT EXPENSES:						
	Cell Phones & I-Pads	204	1,398	2,400	1,002	58%	58%
	Personal Protection Equipment		0	11,770	11,770	%	58%
	Equipment Repair & Maintenance		0	0	0	#DIV/0!	58%
	Pagers & Radios		85	0	(85)	#DIV/0!	58%
	Uniform Expense		5,427	1,500	(3,927)	362%	58%
	Total: Equipment Expenses	204	6,909	15,670	8,761	44%	58%
	VEHICLE EXPENSES:						
	Vehicle Fuel	148	1,378	4,000	2,622	34%	58%
	Vehicle Equipment		1,490	0	(1,490)	#DIV/0!	58%
	Vehicle Equipment Repair & Maintenance	615	1,188	7,548	6,360	16%	58%
	Vehicle Radios & Communications		0	3,200	3,200	%	58%
	Vehicle Repair & Maintenance		14,637	15,100	463	97%	58%
	Vehicle Replacement Fund		0	0	0	#DIV/0!	58%
	Total: Vehicle Expenses	763	18,693	29,848	11,155	63%	58%
	GENERAL OPERATIONS EXPENSES:						
	Bank Service Charges	3	21	0	(21)	#DIV/0!	58%
	Disposable Supplies		0	0	0	#DIV/0!	58%
	Dues & Subscriptions		125	0	(125)	#DIV/0!	58%
	Finance Administration		0	1,500	1,500	%	58%
	Insurance - Building, Vehicle, Equip & Gen Liability		0	15,500	15,500	%	58%
	Miscellaneous Expense		10	0	(10)	#DIV/0!	58%
	Office Supplies & Expense	325	638	2,000	1,362	32%	58%
	Safety Program		0	250	250	%	58%
	Software Expense		0	0	0	#DIV/0!	58%
	Technical Rescue		0	750	750	%	58%
	Total: General Operations Expenses	328	794	20,000	19,206	4%	58%
	PERSONNEL EXPENSES:						
	Fire Commission Stipends		0	1,300	1,300	%	58%
	Wages - Fire Chief	1,070	6,419	14,000	7,581	46%	58%
	Wages - Assistant Fire Chiefs (2)		0	3,800	3,800	%	58%
	Wages - Captains (4)		0	4,000	4,000	%	58%
	Wages - Firefighters		0	32,400	32,400	%	58%
	Firefighter Appreciation		0	1,300	1,300	%	58%
	Insurance - Disability		0	0	0	#DIV/0!	58%
	Insurance - Workers Compensation	2,412	3,774	0	(3,774)	#DIV/0!	58%
	Medical Expense		0	400	400	%	58%
	Payroll Processing Fees	54	499	0	(499)	#DIV/0!	58%
	Payroll Taxes (FICA)	13,421	14,351	4,060	(10,291)	353%	58%
	Unemployment Compensation Tax		50	1,000	950	5%	58%
	Total: Personnel Expenses	16,956	25,093	62,260	37,167	40%	58%
	TRANSFER OUT:						
	Transfer Out		0	0	0	#DIV/0!	58%
	Total: Other Financing Uses Expenditures	0	0	0	0	#DIV/0!	58%
	Total Expenses	20,972	63,517	176,082	112,565	36%	58%

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Acct #	NON-OPERATING BUDGET EXPENSES Account	July 2019	Year to Date	Budget 2019	Budget Available	Budget % Used	Year % Done
	CAPITAL EXPENDITURES:						
			0	0	0	#DIV/0!	58%
			0	0	0	#DIV/0!	58%
			0	0	0	#DIV/0!	58%
	Total: Capital Expenditures	0	0	0	0	#DIV/0!	58%
	Total Non-Operating Budget Expenses	0	0	0	0	#DIV/0!	58%

7. FIRE COMMISSION PROTOCOL CHANGES – UPDATE

Brooks/Heckel Motion to table until intergovernmental agreement is completed. M/C 5-0

8. AUDIT OF LODI FIRE DEPARTMENT FINANCIAL DOCUMENTS AND ACCOUNTS

Brooks/ Heckel Motion to have fire department financials audited in 2020 with the fire department paying for their portion of the audit and this audit being done in conjunction with the City of Lodi or the Town of Lodi if possible. M/C 5-0

9. BONDING - TOWN OF LODI DEPUTY CLERK-TREASURER

Brooks/Cable Motion to table to September meeting. M/C 5-0

10. VEHICLE REPLACEMENT FUND DISBURSEMENT

Paeye/Davies keep the \$29,000.00 in vehicle replacement fund in the fire department budget. M/C 4-1

Brooks - No

11. ENGINE 10

A. Cost of repair(s)

Chief Annen – Since about 1:00 PM today, Engine 10 has been back in service. It’s been down for 13 days. The recent repairs are several thousand dollars. The alternator was bad, wire harness was bad. We will need new brakes among other things for repairs. I will have a total for the next meeting. Year to date we have spent \$15,000.00 to \$20,000.00, and that does not include brakes. It’s a 1998, so its 22 years old, and it’s been getting worse year after year as time goes on. Its something to keep an eye on. I will be talking with the officers to maybe move it to the second line truck. It’s not a reliable truck like it used to be which creates a huge issue for us. As of 2023 Engine 10 can no longer be a front-line engine. anymore. Its starting to rust and a quote to fix that was over \$10,000.00.

Heckel - any thoughts on fund raising for a new engine or do you want the municipalities to pay for trucks. Annen-its past practice the municipalities pay for the entire cost of a truck. I’m worried about going after people for more money because we have 3 fund raisers a year already. When we fund raise it goes into a donated account and we allocate money from that. In January, we purchased a new UTV and municipalities didn’t pay anything for and that which was \$35000.00. In the past the trucks were fully paid for by municipalities and the tools are mostly paid by donated funds. It will be around \$750,000.00. I don’t want to outfit the truck for this station. The tools we can’t have are important and that truck won’t fit in the station.

Brooks- I would like you to bring all bills for Engine 10 in a spreadsheet broke down for us so we can better assess the situation with that engine. If the engine is costing to much it may be time to think about selling it which would also assist with the fleet not being purchased all at the same time which is a hard hit to the

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municipalities. Since I've been on the board that engine has cost us off the top of my head \$50,000.00 in repairs.

12. REPLACING/GATHERING INFORMATION ON NEW FIRE TRUCK

Chief Annen - I will be forming a truck committee the end of this year and they will start in 2020. IT will be a group of people that will spec out a truck from the major manufacturers. It will take at least a year to do the research. We will know what units cost and justify why the purchase should be done. We will contact other departments and ask them how their truck has worked for them.

Then when funds are approved, lag time is 12 to 18 months depending on which company you go with for the truck.

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13. FIRE CHIEF REPORTS:

A. Building update(s)

Nothing to report at this time.

B. Fire call report(s)

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 West Point – 1

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

C. Other status report(s)

We had a member resign because he moved away.

D. Upcoming event(s)

Friday and Saturday, we will be doing the MDA fill the boot.

Pancake breakfast will be the day of the brewbecue.

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

F. Other questions from Commission members **

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

14. FUTURE AGENDA ITEMS

- Insurance Agent
- Budget

15. ADJOURN

Heckel/Davis motion to adjourn 6:26 PM

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.