

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

MEETING DATE & TIME: Wednesday, May 13th, 2020 at 5:00 PM

MEETING LOCATION: The Fire Commission meeting will not be held in person. This meeting will be held via Zoom and telephone. Follow the below information to attend this meeting.

James Brooks is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86485090602?pwd=K2dZUEVaaVFQdEtVM3VjSCtpTjV1UT09>

Meeting ID: 864 8509 0602

Password: 019242

One tap mobile

+16513728299,,86485090602#,,1#,019242# US (St. Paul)

+17866351003,,86485090602#,,1#,019242# US (Miami)

Dial by your location

+1 651 372 8299 US (St. Paul)

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+1 312 626 6799 US (Chicago)

+1 470 250 9358 US (Atlanta)

+1 470 381 2552 US (Atlanta)

+1 646 518 9805 US (New York)

+1 720 928 9299 US (Denver)

+1 971 247 1195 US (Portland)

+1 213 338 8477 US (Los Angeles)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 602 753 0140 US (Phoenix)

+1 669 219 2599 US (San Jose)

+1 669 900 6833 US (San Jose)

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Find your local number: <https://us02web.zoom.us/j/86485090602>

Press star 6 to mute/unmute yourself.

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

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

Meeting called to order at 5:08 PM by President Doug Nelson

2. ROLL CALL

Members Present: Nick Cable, Nick Strasser, James Brooks, Doug Nelson

Not Present: Matt Davies and a second representative from the Town of West Point.

3. CITIZEN INPUT *

None present

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

4. SECRETARY

A. MEETING MINUTES:

1. April 8th, 2020 – No Quorum
2. April 11th, 2020

Cable/Nelson approve minutes with adding chief report to minutes. M/C 3-0 with Nick Strasser abstaining since he was not present for the meeting.

5. TREASURER:

- A. Payment of bills
- B. Financial reports

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

Apr 09 - May 12, 2020				
Count	Type	Begin #	End #	Amount
3	Electronic Payments	EP0042	EP0044	\$671.37
17	Checks - Associated Bank	5937	5953	\$10,630.47
0	KMA Paychecks - Associated Bank	-	-	\$0.00
20	Disbursements Totaling:			\$11,301.84

Cable/Brooks approve payment of bills per the statement emailed to us. M/C 4-0

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

8:47 AM
05/13/20

Lodi Area Fire Department Check Detail April 9 through May 12, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	EP0042	04/09/2020	Lodi Utilities	10001 - Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric	10853-00: 02/03/2020 - 03/02/2020	-228.67
				61023 · Utilities - Water & Sewer	10853-00: 02/03/2020 - 03/02/2020	-74.97
				61023 · Utilities - Water & Sewer	10854-00: 02/03/2020 - 03/02/2020	-33.50
TOTAL						-337.14
Check	EP0043	04/14/2020	Associated Bank N.A.	10001 - Checking Account		
				65001 · Bank & Finance Service Cha...	Service Fee - 03/2020	-3.00
TOTAL						-3.00
Check	EP0044	04/28/2020	Lodi Utilities	10001 - Checking Account	Acct #: 10853-00 & 10854-00	
				61021 · Utilities - Electric	10853-00: 03/02/2020 - 04/02/2020	-222.76
				61023 · Utilities - Water & Sewer	10853-00: 03/02/2020 - 04/02/2020	-74.97
				61023 · Utilities - Water & Sewer	10854-00: 03/03/2020 - 04/02/2020	-33.50
TOTAL						-331.23
Check	5937	04/11/2020	City of Lodi	10001 - Checking Account		
				61001 · Building - General Supplies	(2) gallons hand sanitizer purchased through Lodi Polic...	-122.88
TOTAL						-122.88
Check	5938	04/11/2020	Lodi Area Volunteer Fire Dep...	10001 - Checking Account		
				60004 · 2% Dues - Training	Volunteer Check #5327: Reimburse 2020 Textbooks	-603.89
TOTAL						-603.89
Check	5939	05/12/2020	Annen, Robert W	10001 - Checking Account		
				63005 · Vehicle Repair & Maintenance	Extreme Tactical Dynamics: Elemental 4-8 TIR Light B...	-344.96
TOTAL						-344.96
Check	5940	05/12/2020	Annen, Robert W	10001 - Checking Account		
				62002 · Personal Protection Equipm...	eBay: Infrared Digital Thermometer	-113.48

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

8:47 AM
05/13/20

Lodi Area Fire Department Check Detail April 9 through May 12, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
TOTAL						-113.48
Check	5941	05/12/2020	Annen, Robert W	10001 - Checking Account		
				66002 - Wages - Fire Chief	Pay Period: 03/01/20 - 03/31/20	-1,069.82
TOTAL						-1,069.82
Check	5942	05/12/2020	Annen, Robert W	10001 - Checking Account		
				66002 - Wages - Fire Chief	Pay Period: 04/01/20 - 04/30/20	-1,069.82
TOTAL						-1,069.82
Check	5943	05/12/2020	Baycom, Inc	10001 - Checking Account	Customer ID: 70426	
				62004 - Pagers & Radios	SR27498: Service Call 200331-0013 (Tinny Sounding ...	-55.00
				62004 - Pagers & Radios	SR27502: Service Call 200331-0025 (Knob Missing)	-99.09
				62004 - Pagers & Radios	SR27504: Service Call 200331-0026 (Knob Missing)	-99.09
TOTAL						-253.18
Check	5944	05/12/2020	Spectrum (Charter Communi...	10001 - Checking Account	Acct #: 8245 11 775 0000929	
				61012 - Station - Internet	04/16/2020 - 05/15/2020	-74.99
				61013 - Station - Telephone	04/16/2020 - 05/15/2020	-33.27
				61011 - Station - Cable Television	04/16/2020 - 05/15/2020	-70.99
TOTAL						-179.25
Check	5945	05/12/2020	City of Lodi - Fuel	10001 - Checking Account	Customer ID: 32	
				63001 - Vehicle Fuel	016015: Diesel - March	-135.20
TOTAL						-135.20
Check	5946	05/12/2020	Conway Shield	10001 - Checking Account	Customer #: 00-0002886	
				60001 - 2% Dues - Equipment Purch...	0446038-IN: (20) Cortina DW Traffice Cones 28" Orange	-539.92
				62003 - Equipment Repair & Mainten...	0450213-IN: Annual Flow Testing Interspiro SCBA Airp...	-1,460.00
				62003 - Equipment Repair & Mainten...	0454996-IN: Annual Service on Eagle Compressor	-516.00
				62003 - Equipment Repair & Mainten...	0457358-IN: Vector Z200 ULV Disinfectant Fogger	-464.50
TOTAL						-2,980.42

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

8:47 AM
05/13/20

Lodi Area Fire Department Check Detail April 9 through May 12, 2020

Type	Num	Date	Name	Account	Memo	Paid Amount
Check	5947	05/12/2020	Dinges Fire Company	10001 - Checking Account	Customer ID: 11905	
				63003 - Vehicle Equipment Repair & ...	9386: Annual calibration of CO/Gas meter	-305.00
TOTAL						-305.00
Check	5948	05/12/2020	Emergency Apparatus Mainte...	10001 - Checking Account		
				63005 - Vehicle Repair & Maintenance	110495: Unit E10 (Repair air leaks at quantum step, si...	-2,174.86
TOTAL						-2,174.86
Check	5949	05/12/2020	Hillestad Refrigeration, Inc	10001 - Checking Account	Customer ID: 7702	
				61010 - Building - Storage Unit Rent	164123: Rent C9 Mini-Storage (12 months, 04/30/20 - ...	-810.00
TOTAL						-810.00
Check	5950	05/12/2020	Koltes Lumber Company	10001 - Checking Account	Account #: 923221	
				61002 - Building - Repair & Maintena...	A401285: 4" funnel, black adhesive fastener	-8.97
				61002 - Building - Repair & Maintena...	B560963: Red spray paint, primer, cutoff wheel, alumin...	-105.50
				61002 - Building - Repair & Maintena...	B561213: (1) pack of AAA batteries	-9.99
				61002 - Building - Repair & Maintena...	B561467: (2) packs of AAA batteries	-19.98
				61002 - Building - Repair & Maintena...	B561480: Red spray paint, primer, fasteners	-17.62
TOTAL						-162.06
Check	5951	05/12/2020	Madison Gas & Electric	10001 - Checking Account	Acct #: 10289510	
				61022 - Utilities - Natural Gas	Budget Plan - Amount Due 05/15/2020	-127.00
TOTAL						-127.00
Check	5952	05/12/2020	Schilling Supply Company	10001 - Checking Account	Customer #: 23213	
				61002 - Building - Repair & Maintena...	757937-00: Missed fuel surcharge not paid on previous...	-3.61
TOTAL						-3.61
Check	5953	05/12/2020	US Cellular	10001 - Checking Account	Acct #: 851380533	
				62001 - Cell Phones & I-Pads	0370387312: Phone service 04/26/20 - 05/25/20	-175.04

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

8:47 AM
05/13/20

**Lodi Area Fire Department
Check Detail
April 9 through May 12, 2020**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Memo</u>	<u>Paid Amount</u>
TOTAL						-175.04

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

8:48 AM
05/13/20

**Lodi Area Fire Department
Deposit Detail
April 9 through May 12, 2020**

Type	Num	Date	Name	Account	Memo	Amount
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LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Lodi Area Fire Department Bank Accounts & Fund Balances Summary April 30, 2020

Bank Accounts					
	Begin Month	Plus Deposits	Less Withdrawals	End Month	Interest Rate
<u>Associated Bank</u>					
General Checking	127,243.29		(3,900.48)	123,342.81	-
Money Market	10,914.25	0.09	-	10,914.34	0.01%
<u>Associated Bank - Volunteer Crew Funds</u>					
Money Market	1,001.97	-	-	1,001.97	0.00%
Totals	139,159.51	0.09	(3,900.48)	135,259.12	

Fund Balances					
	2013 Actual	2014 Actual	2015 Actual	2016 Actual	Cumulative Totals
<u>Equipment Funds - Received from</u>					
<i>City of Lodi</i>	<i>18,680.00</i>	<i>18,680.00</i>	<i>18,680.00</i>	<i>-</i>	<i>56,040.00</i>
<i>Town of Lodi</i>	<i>18,680.00</i>	<i>18,680.00</i>	<i>18,680.00</i>	<i>18,680.00</i>	<i>74,720.00</i>
<i>Town of West Point</i>	<i>9,340.00</i>	<i>9,340.00</i>	<i>9,340.00</i>	<i>9,340.00</i>	<i>37,360.00</i>
<i>Equipment Funds (Received) Total</i>	<i>46,700.00</i>	<i>46,700.00</i>	<i>46,700.00</i>	<i>28,020.00</i>	<i>168,120.00</i>
Fund Created in 2013; City of Lodi Paid 2013-2015; Towns Paid 2013-2016; Fund Discontinued in 2017					

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Lodi Area Fire Department 2020 Revenues & Expenses May 13, 2020

Acct #	REVENUES Account	May 1-13 2020	April 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	ASSESSMENT REVENUES:							
	Assessment - City of Lodi			0	38,321	38,321	%	37%
	Assessment - Town of Lodi			0	55,343	55,343	%	37%
	Assessment - Town of West Point			0	20,111	20,111	%	37%
	Total: Assessment Revenues	0	0	0	113,775	113,775	%	37%
	INTERGOVERNMENTAL REVENUES:							
	2% Fire Dues			0	32,000	32,000	%	37%
	Total: Intergovernmental Revenues	0	0	0	32,000	32,000	%	37%
	OPERATIONAL REVENUES:							
	Fire Runs - City of Lodi			1,675	11,050	9,375	15%	37%
	Fire Runs - Town of Lodi			2,975	17,850	14,875	17%	37%
	Fire Runs - Town of West Point			850	5,950	5,100	14%	37%
	Fire Runs - From Others (DNR)			0	0	0	#DIV/0!	37%
	Total: Operational Revenues	0	0	5,500	34,850	29,350	16%	37%
	NON-OPERATIONAL REVENUES:							
	Interest Revenue			2	10	8	19%	37%
	Grant Revenue			0	0	0	#DIV/0!	37%
	Miscellaneous Revenue			0	448	448	%	37%
	Total: Non-Operational Revenues	0	0	2	458	456	%	37%
	TRANSFER IN:							
	Transfer In			0	0	0	#DIV/0!	37%
	Total: Transfer In Revenue	0	0	0	0	0	#DIV/0!	37%
	Total Revenues	0	0	5,502	181,083	175,581	3%	37%

Acct #	EXPENSES Account	May 1-13 2020	April 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	2% FIRE DUES EXPENSES:							
	2% Fire Dues - Equipment Purchases	540		4,446	13,835	9,389	32%	37%
	2% Fire Dues - Fire Inspection			3,255	7,800	4,545	42%	37%
	2% Fire Dues - Fire Prevention			0	1,800	1,800	%	37%
	2% Fire Dues - Training		604	604	7,200	6,596	8%	37%
	Total: 2% Fire Dues Expenses	540	604	8,305	30,635	22,330	27%	37%
	BUILDING EXPENSES:							
	Building - General Supplies		136	136	0	(136)	#DIV/0!	37%
	Building - Repair & Maintenance	166	981	3,213	7,469	4,256	43%	37%
	Building - Improvements			0	0	0	#DIV/0!	37%
	Building - Contingency Fund			0	0	0	#DIV/0!	37%
	Building - Storage Unit Rental	810		810	0	(810)	#DIV/0!	37%
	Station - Cable Television	71	71	340	810	470	42%	37%
	Station - Internet	75	75	375	805	430	47%	37%
	Station - Telephone	33	33	160	385	225	42%	37%
	Utilities - Electric		451	949	3,330	2,381	28%	37%
	Utilities - Natural Gas	127	127	517	2,500	1,983	21%	37%
	Utilities - Water & Sewer		217	434	1,170	736	37%	37%
	Total: Building Expenses	1,282	2,092	6,934	16,469	9,535	42%	37%
	EQUIPMENT EXPENSES:							
	Cell Phones & I-Pads	175	375	951	2,400	1,449	40%	37%
	Personal Protection Equipment	113		6,362	13,370	7,008	48%	37%
	Equipment Repair & Maintenance	2,441		2,441	0	(2,441)	#DIV/0!	37%
	Pagers & Radios	253	1,000	1,465	300	(1,165)	488%	37%
	Total: Equipment Expenses	2,982	1,375	11,218	16,070	4,852	70%	37%

LODI AREA FIRE DISTRICT FIRE COMMISSION AGENDA

Acct #	EXPENSES Account	May 1-13 2020	April 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	VEHICLE EXPENSES:							
	Vehicle Fuel	135	134	733	4,000	3,267	18%	37%
	Vehicle Equipment			0	0	0	#DIV/0!	37%
	Vehicle Equipment Repair & Maintenance	305	239	1,456	7,548	6,092	19%	37%
	Vehicle Radios & Communications			0	3,200	3,200	%	37%
	Vehicle Repair & Maintenance	2,520	7	9,563	17,100	7,537	56%	37%
	Vehicle Replacement Fund			0	0	0	#DIV/0!	37%
	Total: Vehicle Expenses	2,960	380	11,751	31,848	20,097	37%	37%
	GENERAL OPERATIONS EXPENSES:							
	Bank Service Charges		3	18	0	(18)	#DIV/0!	37%
	Disposable Supplies			0	0	0	#DIV/0!	37%
	Dues & Subscriptions			20	0	(20)	#DIV/0!	37%
	Finance Administration			0	1,500	1,500	%	37%
	2020 Audit (piggybacked with City of Lodi?)			0	1,800	1,800	%	37%
	Insurance - Building, Vehicle, Equip & Gen Liability			0	15,500	15,500	%	37%
	Miscellaneous Expense			0	0	0	#DIV/0!	37%
	Office Supplies & Expense			0	2,000	2,000	%	37%
	Safety Program			0	250	250	%	37%
	Software Expense			0	0	0	#DIV/0!	37%
	Technical Rescue			0	750	750	%	37%
	Total: General Operations Expenses	0	3	38	21,800	21,762	%	37%
	PERSONNEL EXPENSES:							
	Fire Commission Stipends			0	1,300	1,300	%	37%
	Wages - Fire Chief	2,140		5,349	14,000	8,651	38%	37%
	Wages - Assistant Fire Chiefs (2)			0	3,800	3,800	%	37%
	Wages - Captains (4)			0	4,000	4,000	%	37%
	Wages - Secretary/Treasurer			0	600	0	%	37%
	Wages - Firefighters			1,422	32,400	30,978	4%	37%
	Firefighter Appreciation			1,686	1,800	114	94%	37%
	Contribution to Crew Funds (Meals)			0	0	0	#DIV/0!	37%
	Insurance - Disability			0	0	0	#DIV/0!	37%
	Insurance - Workers Compensation			0	0	0	#DIV/0!	37%
	Medical Expense			0	400	400	%	37%
	Payroll Processing Fees			385	0	(385)	#DIV/0!	37%
	Payroll Taxes (FICA)			558	4,060	3,502	14%	37%
	Unemployment Compensation Tax			0	1,000	1,000	%	37%
	Uniform Expense			0	1,500	1,500	%	37%
	Total: Personnel Expenses	2,140	0	9,401	64,860	54,859	14%	37%
	TRANSFER OUT:							
	Transfer Out			0	0	0	#DIV/0!	37%
	Total: Other Financing Uses Expenditures	0	0	0	0	0	#DIV/0!	37%
	Total Expenses	9,904	4,454	47,647	181,682	133,435	26%	37%

Acct #	NON-OPERATING BUDGET EXPENSES Account	May 1-13 2020	April 2020	Year to Date	Budget 2020	Budget Available	Budget % Used	Year % Done
	CAPITAL EXPENDITURES:							
				0	0	0	#DIV/0!	37%
				0	0	0	#DIV/0!	37%
				0	0	0	#DIV/0!	37%
	Total: Capital Expenditures	0	0	0	0	0	#DIV/0!	37%
	Total Non-Operating Budget Expenses	0	0	0	0	0	#DIV/0!	37%

6. FIRE CHIEF REPORT

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

LODI AREA FIRE DEPARTMENT

LODI FIRE CHIEF REPORT MAY 13, 2020

A. BUILDING UPDATE(S)

- No Building Updates.

B. FIRE CALL REPORT(S)

Calls for May: 9 Total

City of Lodi – 2

#31 – 4/9/20 – 7:20pm Electrical Burning Smell. 2nd St. E12/S13/E10 responded.

#36 – 4/29/20 – 6:03pm Wires down. Sauk St. E12 responded.

Town of Lodi – 5

#33 – 4/21/20 – 12:20pm Wires Down. Red Cedar Rd. E12/S13 responded.

#34 – 4/26/20 – 3:30pm Grass Fire. Dalton Rd. B16 responded

#37 – 4/30/20 – 10:23am Fire Alarm Activation. Highway V. E12/T15 responded.

#38 – 5/1/20 – 4:37pm Co Alarm Activation. East Harmony Dr. E12 responded.

#39 – 5/5/20 – 12:19pm Motor Vehicle Accident. Highway Y. E12/S13 responded.

Town of Westpoint – 2

#32 – 4/18/20 – 4:22pm Power Line Down. Highway 113. E12/S3 responded.

#35 – 4/26/20 – 7:13pm Motor Vehicle Accident. Hwy V/Slack Rd. E12/S13 responded.

Mutual Aid – 0

Total calls for 2020: 39

- City of Lodi: 12
- Town of Lodi: 16
- Town of West Point: 7

MUTUAL AID: 4

- ❖ Arlington: 1
- ❖ Sauk: 2
- ❖ Portage: 1
- ❖ Merrimac: 0
- ❖ Dane: 0

C. OTHER STATUS REPORT(S)

- All non-essential LAFD functions are suspended until at least 6/1/20.
- Resuming Training 6/1, splitting members into “battalions”. Training will be one battalion on Monday, and the other battalion Tuesday.
- Updated response guidelines for social distancing purposes.

**LODI AREA FIRE DISTRICT
FIRE COMMISSION AGENDA**

D. UPCOMING EVENT(S)

- **Nothing to report at this time.**

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

- **Nothing at this time.**

*Fire Chief report prepared by:
Lodi Fire Chief
Bobby Annen*

Chief Annen - Building update 5/12/2020. – Meade construction will be starting work on the pad at the building. They will do some work on the inside as well because they have eroded so bad. They will do it two at a time. 10 will be at the wastewater treatment plant. A firefighter that works for the City will respond to that location and get the engine.

They are working on a location for the ATV.

7. OTHER QUESTIONS FROM COMMISSION MEMBERS **

8. FUTURE AGENDA ITEMS

9. ADJOURN

Brooks/cable Motion to adjourn M/C 4-0

*Minutes 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.