

MINUTES – Executive Committee Meeting

04/12/2018 – 11:00AM – Lumberjack Office

Present: Bob Hermes, Wayne Plant, Claudia Baker, Yvonne Van Pembrook. Staff: Paul Mueller & Tracy Beckman

1. Call to Order at 11:00am
2. Motion by Plant/Baker to approve the agenda as presented. Motion Carried.
3. By Laws Item
 - a. LCC Employees Voting – Hermes explained his concern about counties that do not send representatives to Council meetings because they are missing out on valuable Lumberjack project resources and is concerned county boards might ask why they're even paying dues if nobody is going. VanPembrook stated that allowing employees to vote could affect how other counties decide to be represented at meetings. Plant said this subject had been addressed in Lincoln County as well. Motion by Van Pembrook/Plant to recommend the bylaws be changed to allow County LCC Chairpersons to appoint an employee to vote in the event they and their alternate are absent by submitting a letter to this effect to the Lumberjack Admin Office. Motion Carried, Beckman will draft a letter.
 - b. Other bylaws changes were reviewed. These changes clarify terms, structure, allow the Executive Committee to make personnel decisions and add an article allowing addendums. Motion by Van Pembrook/Baker to recommend the changes as presented to the full council. Motion Carried.
4. FIA/CFI Items
 - a. Mueller explained there isn't policy in place to clarify how long an employee must wait to receive another review if they are denied a raise at their regularly scheduled review. Baker/Plant moved to recommend to the council that there be an addition to the personnel policy that states if an employee does not receive a scheduled pay raise, they are eligible for another review in one year. Motion Carried.
 - b. Wage Increase – Mueller gave some background about how difficult it's been to even get qualified applicants to apply for positions. He then increased the starting wage and received better applicants and hired three new people. Mueller explained because of the increased starting wage there is a disconnect in the wage table in the employee manual. He proposed a one level across the board increase for current employees to compensate for this. The committee decided no change was necessary.
 - c. Per Diem Increase – Mueller gave background that in May of 2001 per diem was the same as the Forest Service (FS) at \$30 for a full day. Lumberjack is still using \$30 while the FS has increased over the years to \$51. Mueller said an increase to \$51 would be 1.7% budget increase. It was noted that Council Members receive the current federal rate when reimbursed for expenses. Motion by Van Pembrook/Plant to increase per diem to \$45/day and allow the Forest Inventory Supervisor discretion to increase to \$51 if the situation requires. Motion Carried.
 - d. Track Your Truck Update – The devices have been on the fleet for almost a year at a cost of approximately \$1,400/year. Mueller explained there have been a couple issues but they were corrected. The benefits are an insurance break of about \$500/year, making sure we know where our vehicles are and that employees drive safer knowing they are connected. We have another year under the contract to determine if the expense is worth the benefits.
 - e. SPOT Fee – Mueller explained how the safety device, SPOT works. The cost is \$200/unit per year and Mueller let the committee know there will be a subscription increase. The committee agrees this is the price for safety and to continue with the program.

- f. Truck purchase – Mueller explained based on the vehicle plan, one truck is set to be replaced in the fall. However, we have another employee starting so he is proposing we purchase a new truck now and then in the fall replace the oldest truck with another new one. Motion by Baker/Van Pembroke to approve the change in the truck plan and to allow another truck purchase. Mueller will price used vehicles as well as new. Motion Carried.
5. Budget Changes
 - a. The National Conference has been approved for \$6515 for five attendees. The committee will ask the council for the funds to send another person since six may want to attend. It was also noted that when the budget was presented, the UMISC Conference had not yet been announced. Hermes feels it is important for the Executive Director and the CISMA coordinators to attend this conference. Van Pembroke/Baker moved to recommend to the Council that Lumberjack pay for Beckman to attend UMISC and pay lodging for WHIP/TIP Coordinators if WHIP/TIP agree to cover the rest of the expenses and have their coordinators volunteer time to receive free or reduced registration. Motion Carried. In all the Executive Committee is recommending the Conferences and Training line item be increased from \$6515 to \$8515.
 - b. New Copier – Beckman explained Hermes approved the purchase of a new copier which is more than was budgeted in the office equipment line item. The copier is \$3786 and install/payment is happening on April 16. The purchase was necessary because the old copier will no longer be serviceable and with the reduction in monthly service fees, the cost will be recovered in three years.
 6. 50th Anniversary Discussion - The group decided to have the event at CAVOC in Rhinelander on a Thursday in late Augusts from 4pm to 7pm. Beckman will get to work organizing. CAVOC has two handicap accessible walking trails that were paid for through a Lumberjack Grant.
 7. After comments and concerns following the last Council Meeting, the Executive Committee discussed the selling of items at meetings and directed Beckman to make an announcement along with the meeting notice, that there should be no more selling of items at council meetings.
 8. Addressing Invasive Species in a different Way – Approve NRCS Grant Submission for **Lumberjack's Private Landowner Liaison** – Beckman explained how she and Mueller researched a way to incorporate invasive species in to broader forest management plans which resulted in writing for an NRCS grant in the amount of \$248,965.20 for a three-year project. Motion by Plant/Baker to submit the grant before the deadline of 5pm on 4/13/18.
 9. Updates
 - a. AnaBat Project – The unit has been returned by the grantee with a suggestion to donate it to CAVOC since it is out of date, but can still collect data. The committee agreed to donate it to the school forest in Rhinelander, i.e.: CAVOC.
 - b. Boat Wash Insurance – USFS Grant for \$30K has been secured but Lumberjack's insurance agent is searching for a liability carrier. Item tabled until further information is received.
 - c. Pesticide Insurance – Beckman/Mueller have been researching the viability of hiring a licensed, certified pesticide applicator but again are searching for a liability carrier. Tabled until further information is received.
 10. Members reviewed the council meeting agenda and Beckman will make additions as a result of today's meeting.
 11. Motion by Van Pembroke/Plant to adjourn at 2:04pm.


