

**BOARD OF DIRECTORS MEETING**

**HELD AT BROWN DEER VILLAGE HALL**  
**4800 W. GREEN BROOK DR., BROWN DEER, WISCONSIN**

**September 13, 2011**

**1. CALL TO ORDER**

Mr. Tepper called the meeting to order at 7:37 a.m.

Present: Sam Dickman, representing Bayside,  
Carl Krueger, representing Brown Deer  
Mike West, representing Fox Point  
Jerry Tepper, representing Glendale  
Bob Brunner, representing River Hills  
Chris Swartz, representing Shorewood  
Julie Siegel, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief  
Andrew Harris, Deputy Chief  
Steve Brennan, Battalion Chief  
Lynn Burton, Business Manager  
Kerry Wenzel, Confidential Secretary  
Donna Flint, Administrative Assistant  
Andy Pederson, Bayside Village Manager  
Russ Van Gompel, Brown Deer Village Manager  
Tom Tollaksen, River Hills Village Manager  
Patrick DeGrave, Whitefish Bay Village Manager  
Nick Padway, Fire Commission Chairman  
Steve Tippel, Local 1440  
Mary Buckley, CNI Newspaper

**2. PERSONS DESIRING TO BE HEARD**

**3. CONSIDERATION OF MINUTES**

*It was moved by Mr. Dickman and seconded by Mr. West to approve the August 16, 2011 Board of Directors Minutes. Motion carried unanimously.*

*It was moved by Ms. Siegel and seconded by Mr. Brunner to approve the August 25, 2011 Personnel Committee Minutes. Motion carried unanimously.*

4. **FIRE CHIEF'S REPORT ON DEPARTMENT ACTIVITIES RELATING TO DEPARTMENT CALLS, STAFFING, APPOINTMENT/PROMOTION NEEDS, TRAINING, FIRE PREVENTION ACTIVITIES, AND UPCOMING EVENTS**

Chief Whitaker outlined his written report.

5. **FIRE COMMISSION CHAIRPERSON'S REPORT**

Chairman Padway indicated the Commission is scheduled to meet this evening to discuss the revised job descriptions as well as changes to the Rules and Regulations. The Commission is also set to interview a Battalion Chief candidate. Chairman Padway indicated that the Commission has taken a proactive approach during the hiring process to look for candidates who already possess a paramedic license. It is the Commission's believe that it will enhance the overall care of the Department.

6. **COMMITTEE REPORTS**

A. **FINANCE COMMITTEE**

Mr. Dickman stated the Committee met and received a monthly financial report and continued discussions on the 2012 budget.

B. **PERSONNEL COMMITTEE**

Mr. Dickman stated the committee met and recommends approval of the Department Reorganization and updated job descriptions.

7. **APPROVAL OF DEPARTMENT REORGANIZATION AND UPDATED JOB DESCRIPTIONS**

Chief Whitaker outlined his memorandum noting the following changes in the reorganization proposal:

- Eliminate one Deputy Chief position from the organizational structure. Retitle the remaining Deputy Chief position to Assistant Chief and adopt the related job description. Approve the current salary step for Assistant Chief at \$91,213.
- Retitle the position of Business Manager to Finance Director and adopt the related job description.
- Retitle the position of Confidential Secretary/Paryoll to Administrative Coordinator and adopt the related job description. Approve the salary of \$44,441 for the position.
- Retitle the position of Administrative Assistant to Accounting Administrative Assistant and adopt the related job description.
- Create seven Fire Captain positions and adopt the related job description.
- Eliminate the position of Public Education Specialist upon appointment of seven Fire Captains by the Fire Commission. Create the position of Administrative Assistant-Support Services/Prevention Bureau and adopt the related job description effective upon the appointment of seven Fire Captains by the Fire Commission. Approve the hourly rate of \$15.93 for the position.

- Retitle the position of EMS/Paramedic Squad Leader to EMS Lieutenant and adopt the related job description effective once final details of the responsibilities of the position are agreed to by Department Staff and the Firefighter's Union.

Chief Whitaker confirmed changes appear in the 2012 draft budget.

*It was moved by Mr. Dickman and seconded by Mr. Krueger to approve the entire reorganization package as well as the associated job descriptions. Motion carried unanimously.*

## **8. ANNOUNCEMENTS**

Chief Whitaker stated he will keep the Board informed of any developments regarding the paramedic funding matter. He also offered to answer any questions regarding the recent media coverage of a former employee who has a duty disability.

## **9. DATE AND LOCATION FOR NEXT MEETING**

A Special Meeting on Monday, September 26<sup>th</sup> at 7:00 a.m. at Fox Point Police Department.

## **10. ADJOURNMENT**

*It was moved by Mr. West and seconded by Mr. Krueger to adjourn. Motion carried unanimously at 7:50 a.m.*

Carl Krueger  
Secretary/Treasurer  
NSFD Board of Directors