

## North Shore Fire Department Board of Directors Meeting Minutes: May 12, 2020

### Meeting held via Zoom Conferencing

#### 1. CALL TO ORDER

The meeting was called to order at 8:00 a.m.

Present: Eido Walney, representing Bayside  
Wanda Montgomery, representing Brown Deer  
Douglas Frazer, representing Fox Point  
Bryan Kennedy, representing Glendale  
Tammy LaBorde, representing River Hills  
Rebecca Ewald, representing Shorewood  
Julie Siegel, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief  
Andrew Harris, Assistant Chief  
John Maydak, Assistant Chief  
KateLynn Harrigan, Finance Director  
Kerry Wenzel, Administrative Coordinator  
Daniel Tyk, Captain  
Andy Pederson, Bayside Village Manager  
Michael Hall, Brown Deer Village Manager  
Rachel Safstrom, Glendale City Administrator  
Paul Boening, Whitefish Bay Village Manager  
Nick Padway, Fire Commission  
Wendi Unger, Baker Tilly

#### 2. ELECTION OF OFFICERS

The slate of officers was presented as Julie Siegel – President, Douglas Frazer – Vice President, Wanda Montgomery – Secretary/Treasurer.

*It was moved by Mr. Kennedy and seconded by Mr. Walney to approve the slate of officers.*

Mr. Kennedy clarified, and stated River Hills was up for election in 2019 and Mr. Kingwill declined the position of Secretary/Treasurer. It was declined again in 2020. River Hills will remain at the top of the list in future years for the opportunity to serve as an officer. Brown Deer was the next municipality in rotation to serve as Secretary/Treasurer.

*Motion carried unanimously.*

#### 3. PERSONS DESIRING TO BE HEARD

#### 4. CONSIDERATION OF MINUTES

There was one correction to the minutes: Item 1 should read, "The meeting was called to order at 8:00 a.m."

*It was moved by Mr. Kennedy and seconded by Ms. Montgomery to approve the April 14, 2020 Board of Directors Minutes as corrected. Motion carried unanimously.*

**5. 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. He stated the county is beginning to deescalate some of the special COVID-19 units. They will remain ready should the need arise in the future. He added the Fire Commission is working on the promotion of two Battalion Chief candidates.

**6. NSFD COMMISSION CHAIRPERSON'S REPORT**

Mr. Padway stated the Fire Commission welcomed Glenn Thompson as the Brown Deer representative. He was sworn into office on May 6. The Commission met via Zoom Video Conferencing on May 7 to interview two Battalion Chief candidates. The Commission is in the middle of the HEO Promotional process. Candidates took the written exam earlier this month and will participate in the practical exam in early June. The Commission is also anticipating interviewing Firefighter candidates for creation of an eligibility list. The Department anticipates running a fall Joint Fire Training Academy.

**7. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN**

Ms. Harrigan noted the Department is 33% through the fiscal year. She stated year-to-date ambulance collection fees are trending stable compared to 2019. She added the Department does anticipate seeing a decline in billing due to the lower call volume. The Department did receive approximately \$35,000 from the Department of Health Services. By receiving this payment, the Department will not bill COVID-19 patients for anything not covered by insurance.

The Department did see an increase in overtime expenses in April as a result of new hires not yet on shift and additional staffing for the COVID-19 response units. She stated after the Battalion Chiefs are sworn into their positions, the Department will be down seven line positions with a potential for five retirements before the end of the year.

**8. PRESENTATION OF 2019 AUDIT – WENDI UNGER, CPA, BAKER TILLY**

Ms. Unger presented the 2019 audit. She noted approximately \$61,000 was added to the fund balance bringing the total to approximately \$909,000. Mr. Kennedy thanked Ms. Unger and Ms. Harrigan for their work on the audit.

**9. DISCUSSION AND POSSIBLE ACTION RELATED TO THE FOLLOWING ITEMS:**

- a. Discussion and possible action related to the contract with Andres Medical Billing for medical billing services.
- b. Discussion and possible action related to the contract with FR Recovery for fire/rescue billing services

- c. Discussion and possible action related to the contract with Waukesha County for collections services
- d. Discussion and possible action related to the contract with Imagetrend for electronic patient care record server hosting services

Chief Whitaker stated the Department's current vendor, EMS Medical Billing, provides all services under one contract. However, the Department is looking to enter into several new contracts with new vendors for these services. The Department issued a breach of contract to EMS Medical billing due to not being able to provide timely billing services. The Department sought quotes for billing services and the recommendation is to proceed with Andres Medical Billing.

The fire/rescue billing is a small part of the Department's billing services. The Department received two quotes. The recommendation is to proceed with FR Recovery.

Currently, the Department uses Americollect for collections services. After receiving two quotes, the recommendation is to contract with Waukesha County for these services.

For electronic patient care reporting the recommendation is to contract with Imagetrend.

Chief Whitaker added Attorney Dineen has reviewed the contracts.

*It was moved by Mr. Kennedy and seconded by Ms. Montgomery to accept the recommendations of staff for the four contracts as stated above. Motion carried unanimously.*

**10. ANNOUNCEMENTS**

**11. DATE AND LOCATION FOR NEXT MEETING**

The next meeting will be held on June 9, 2020.

**12. ADJOURNMENT**

*It was moved by Ms. Montgomery and seconded by Mr. Kennedy to adjourn. Motion carried unanimously at 8:46 a.m.*

Kerry Wenzel for  
Wanda Montgomery  
Secretary/Treasurer  
NSFD Board of Directors