

## **North Shore Fire Department Board of Directors Meeting Minutes: March 10, 2020**

**Meeting Location: Shorewood Village Hall, 3930 N. Murray Ave., Shorewood, WI**

### **1. CALL TO ORDER**

The meeting was to order at 8:05 a.m.

Present: Sam Dickman, representing Bayside  
Wanda Montgomery, representing Brown Deer  
Douglas Frazer, representing Fox Point  
Bryan Kennedy, representing Glendale  
Peter Kingwill, 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  
Andy Pederson, Bayside Village Manager  
Michael Hall, Brown Deer Village Manager  
Rachel Safstrom, Glendale City Administrator  
Tammy LaBorde, River Hills Village Manager  
Paul Boening, Whitefish Bay Village Manager  
Ann Christiansen, North Shore Health Department  
Nick Padway, Fire Commission  
Eido Walny, Bayside Trustee  
Tami Olzewski, Ehlers

### **2. PERSONS DESIRING TO BE HEARD**

### **3. CONSIDERATION OF MINUTES**

*It was moved by Ms. Siegel and seconded by Mr. Kingwill to approve the February 4, 2020 Board of Directors 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 introduced Assistant Chief Maydak who was promoted to from Battalion Chief on February 10, 2020.

He updated the Board on recent activities including the swearing in of eight Firefighters on March 2<sup>nd</sup>. He noted the Department will host a public ceremony for our new hires, as well as for Assistant Chief Maydak, in late April. All seven North Shore communities have adopted the North Shore

Comprehensive Emergency Plan. He added the groups will work together for training on this plan. He stated there are discussions that funding may be available for transports to destinations other than hospitals, such as urgent care facilities. More vetting on this process is yet to come. Ms. Siegel asked what the logistics would be if patients were transported to an urgent care-type facility. Chief Whitaker stated the facility would have to sign to acknowledge receipt of patient care and to accept responsibility of the patient.

He added the station construction projects are progressing. Change orders have been approved for Station 83 related to the demolition. Station 84 was scheduled to be complete on March 12, however, it is clear the deadline will not be met. There is a penalty in the contract for delays in the schedule and the Department is looking to implement those penalties.

Mr. Dickman asked what precautions the Department is taking regarding COVID-19. Chief Whitaker stated the Department recently conducted precautionary training for employees. Additionally, the Department updated a call type protocol to add questions to assist in identifying potential patients of interest. The Department is reviewing internal contingency plans, as well.

#### **A. 2019 ANNUAL REPORT**

He outlined the annual report noting a new format this year. The document is also available on our website.

#### **B. 2020 STRATEGIC PLAN**

Chief Whitaker presented the 2020 Strategic Plan noting the Department is now on a three-year cycle to update the document.

### **5. NSFD COMMISSION CHAIRPERSON'S REPORT**

Mr. Padway noted the hiring of eight new Firefighters on March 2. They have begun their eight-week training academy. Next week they will join Wauwatosa and West Allis Firefighters for the Joint Fire Training Academy. The Department is also looking at a fall academy due to several vacancies. A recruitment process will be held later this year.

### **6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN**

Ms. Harrigan noted the Department is 16.67% through the fiscal year; revenues are at 16.34% and expenditures are at 15.16%. She noted ambulance collection fees are at approximately \$252,000 compared to approximately \$306,000 in 2019. She added the Department's billing agent, EMS Medical Billing, has recently struggled with timely billing and report distribution. Staff is currently reevaluating the contract and determining whether to renew in fall or to seek new proposals from other billing companies.

Chief Whitaker stated the Department did notify the agent that they have a breach of contract due to the timeliness of their billing. The contract states they must bill within ten days of a call. They are currently billing 20-30 days out. Mr. Frazer asked if the Department choose a new vendor, what rates will we see. Chief Whitaker stated we currently pay 6.5% on our collections. That number does include support for software. The Department is looking to move software support out of the billing contract.

The number may come down, but the Department could be close to net even after paying a new software support contract.

Ms. Harrigan added after hiring eight Firefighters, the Department is down five positions due to a retirement on March 1. Ms. Montgomery asked if the department would realize a surplus due to the retirements and replacement with new hire salaries at a lower cost. Ms. Harrigan stated she develops the budget taking into consideration the hiring and retirements for the year. Any amounts recognized as savings do go to the overtime line item.

**7. 2019 INVESTMENT REPORT – TAMI OLSZEWSKI, EHLERS**

Ms. Harrigan outlined the primary objectives for the Department investments including safety, liquidity, diversification, and return. She highlighted the 2019 returns on the General Fund at 3.321% and the Stabilization fund at 3.964%. Ms. Olszewski was introduced as the Department's advisor from Ehlers.

**8. UPDATE FROM NORTH SHORE HEALTH DEPARTMENT REGARDING COVID-19 – ANN CHRISTIANSEN**

Ms. Christiansen updated the Board regarding COVID-19, noting it is rapidly evolving. Mr. Kennedy asked what local health care facilities are doing. She stated these facilities are following pandemic plans, which they follow during flu season. This includes limiting and restricting access to their residents. She stated there is concern regarding the lack of PPE and she noted she is getting little response from the CDC on an action plan. She stated there are North Shore residents who are in self-quarantine due to recent travel. She added there are students at Cardinal Stritch who have had recent contact with a COVID-19 patient. These students are also under quarantine and the Health Department is confident students have not exposed others on campus.

**9. ANNOUNCEMENTS**

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

The next meeting will be held at Whitefish Bay Village Hall on April 14, 2020.

**14. ADJOURNMENT**

*It was moved by Mr. Frazer and seconded by Ms. Montgomery to adjourn. Motion carried unanimously at 8:47 a.m.*

Kerry Wenzel for  
Douglas Frazer  
Secretary/Treasurer  
NSFD Board of Directors