

North Shore Fire Department Board of Directors Meeting Minutes: April 14, 2020

Meeting held via Zoom Conferencing

1. CALL TO ORDER

The meeting was called to order at 8:00 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
Allison Rozek, 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
Paul Boening, Whitefish Bay Village Manager
Ann Christiansen, North Shore Health Department
Nick Padway, Fire Commission
Eido Walny, Bayside Trustee

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by Mr. Kennedy and seconded by Mr. Kingwill to approve the March 10, 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 outlined his written report. He noted the Station 84 project is nearing completion. Staff will sit down with the contractor to work out final issues, additional fund requests, and delay issues. Station 83 project is making great progress.

The Joint Fire Training Academy will wrap up this week with the Department's nine recruits. We look forward to getting this group on shift as early as next week.

A. COVID-19 RESPONSE

Chief Whitaker stated the COVID-19 response has taken significant time and resources from the Department. The Department continues to work with our Milwaukee County partners for the increase of calls, workload, and decon. We are staffing four additional paramedic units in the county and are planning for an increase of approximately 1,000 overtime hours per month. These units are regionally deployed and are dedicated to transport COVID-19 patients. Dispatch has implemented additional screening for all calls for the safety of our personnel and residents.

Mr. Kennedy stated Chief Whitaker has been an integral leader and spokesperson in the JIC and thanked him for his leadership and dedication.

Mr. Dickman asked if anyone in the Department has contracted COVID-19. Chief Whitaker stated there have been no cases. Ms. Siegel asked if patients could pick a hospital to be transported. Chief Whitaker stated yes, there are no COVID-19 specialty facilities. He added there has been greater cooperation among health care systems in the last week. Ms. Montgomery added that Children's Hospital has increased their age limit for care at their facility.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

Mr. Padway noted the Commission met via Zoom Video Conferencing in late March and approved the probationary periods of four Firefighters. They also approved the Firefighter Recruitment Process and noted a list hopes to be completed by later this summer with an anticipated academy held this fall. The Commission also approved a Battalion Chief promotional process and added the Commission could be looking at two candidates to fill these positions. Mr. Padway also thanked Commissioner Tom Conlin for his ten years of service to the Fire Commission as Brown Deer's representative.

6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN

Ms. Harrigan noted the Department is 25% through the fiscal year; revenues are at 24.61% and expenditures are at 23.73%. She stated there have been several COVID-19 related expenses and Staff continues to monitor and track these expenses very closely.

Ms. Harrigan answered Ms. Montgomery's question regarding COVID-19 related expenses by stating Staff believes the Department will be eligible for reimbursement and grant opportunities through FEMA and other opportunities. Staff continues to closely code eligible expenses for potential reimbursement.

Ms. Rozek asked if the salary line decreases, does the benefit line item also see a decrease? Ms. Harrigan stated yes, she does adjust those line items, as needed.

Mr. Dickman asked if the Department has set a budget for COVID-19 related expenses. Ms. Harrigan stated that yes, the Department is anticipating approximately 1,000 hours of monthly overtime which can equate to approximately \$50,000. She stated that she has calculated year end projections using a current placeholder of approximately \$100,000. This will equate to a solid two months of COVID-19 related expenses.

7. UPDATE FROM NORTH SHORE HEALTH DEPARTMENT REGARDING COVID-19 – ANN CHRISITIANSEN

Ms. Christiansen thanked all elected officials for their support and to the Fire Department for the assistance. The NSHD is reporting, as of yesterday, 86 cases. The North Shore is averaging 2-3 cases per day. Cases are now developing in long-term care facilities with four current facilities showing at least one positive patient. The Division of Quality Assurance is assisting these facilities.

Ms. Montgomery asked if NSHD can provide percentages of cases by race. Ms. Christiansen stated Milwaukee County is working on that assessment and can provide that data at a later date.

Ms. Christiansen stated she is advocating for expanded community testing. She added she is part of a team looking at data for a step-down approach and developing the message of what the public can expect during the next phase.

Ms. Montgomery asked the group if anyone has received a call regarding burial assistance in Milwaukee County. Chief Whitaker stated he has been working with a reporter on a similar question and was able to provide him with a contact from Milwaukee County.

Ms. Siegel asked if the county is conducting post-mortem testing. Ms. Christiansen stated some cases they are and others may be dependent on the circumstances around the fatality.

8. CONSIDERATION OF A PURCHASE OF A WATER TENDER

Chief Whitaker stated this purchase is funded through the Single/Multi-Year Capital Agreement and would be a replacement of a 1994 Tender. Two bids were received, and the recommendation is to approve the contract with Midwest Fire for \$249,924. Attorney Dineen did review the contract and changes were agreed to except for a request to change the legal jurisdiction from Minnesota to Wisconsin. Attorney Dineen did feel it was a policy decision for the Department. After further research, Staff is comfortable leaving the legal jurisdiction in Minnesota.

It was moved by Ms. Rozek and seconded by Ms. Montgomery to approve the tender purchase with Midwest Fire. Motion carried unanimously.

9. DISCUSSION AND POSSIBLE ACTION REGARDING THE INTERGOVERNMENTAL COOPERATION AGREEMENT FOR SUPPLIES IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY

Ms. Harrigan stated this document is in a preliminary draft format. This Agreement was developed because the purchasing power of many government entities is greater than the purchasing power of one entity. The Department is considered a Tier 1 entity, a highest entity in need of supplies. Attorney Dineen has reviewed this Agreement. There may be changes made to the final version of the Agreement, but the modifications are expected to be minor.

It was moved by Mr. Kennedy and seconded by Ms. Rozek to authorize Chief Whitaker to sign the Final Agreement as long as changes are minor and the final contract is reviewed by Attorney Dineen. Motion carried unanimously.

Chief Whitaker added West Allis Fire Department has had an integral part of the logistics of PPE to all of Milwaukee County agencies including Fire, Law Enforcement, and Municipal and they have done a tremendous job.

10. THANK YOU TO PRESIDENT SAM DICKMAN

Chief Whitaker thanked Mr. Dickman for his many years of service to the Department. He was elected in 1999 and has served as President of the Board for five years, Vice-President for four years and Secretary-Treasurer for two years. Mr. Dickman thanked his colleagues noting serving on the Board has been one of his highlights of Public Service. He urged the Board to continue the strong relationship among communities and wished everyone the best.

Chief Whitaker added we will invite Mr. Dickman to a future meeting to receive a gift from the Department.

11. ANNOUNCEMENTS

12. DATE AND LOCATION FOR NEXT MEETING

The next meeting will be held on May 12, 2020.

13. ADJOURNMENT

It was moved by Ms. Siegel and seconded by Mr. Kennedy to adjourn. Motion carried unanimously at 9:01 a.m.

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