

North Shore Fire Department Board of Directors Meeting Minutes: June 11, 2019

Meeting Location: Whitefish Bay Village Hall, 5300 N. Marlborough Dr., Whitefish Bay, WI

1. CALL TO ORDER

The meeting was to order at 7:30 a.m.

Present: Sam Dickman, representing Bayside
Wanda Montgomery, representing Brown Deer
Scott Botcher, representing Fox Point
Bryan Kennedy, representing Glendale
Julie Siegel, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
Andrew Harris, Assistant Chief
KateLynn Harrigan, Finance Director
Kerry Wenzel, Administrative Coordinator
Andy Pederson, Bayside Village Manager
Rachel Safstrom, Glendale City Administrator
Nick Padway, Fire Commission

2. PERSONS DESIRING TO BE HEARD

None.

3. CONSIDERATION OF MINUTES

A correction was made to item 13 in the minutes, to properly identify Ms. Montgomery.

It was moved by Mr. Botcher and seconded by Ms. Siegel to approve the May 14, 2019 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 stated work began on Station 84 on June 10. The Shorewood Fire Station project is in the design phase and gathering price estimates. The contract for the replacement of the AC unit at Station 81 will be signed later this week. The unit is original to the building.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

The Commission recently promoted Adam Janotta to HEO and approved the protocols for the Fire Lieutenant and EMS Lieutenant promotional processes. The Commission also amended the rules related to the Intern position after the Board changed the Job Description requirements for the position last month. The Commission is reviewing the use of the psychological assessments and are considering utilizing an assessment of this nature during the hiring process. Mr. Kennedy asked if there are any civil

right or discrimination issues related to these types of assessments. Mr. Padway stated currently Staff utilizes these assessments to determine strengths/weaknesses and can help mentor candidates through their first year in a new position. The results of the assessment do not deny any promotions. The Commission is looking at adding an assessment for new hires and it is not the intent to create any lawsuits. The trend in public service shows these assessments are being used as part of the hiring process. The commission will bring back information after further research is conducted. Mr. Padway answered Mr. Dickman's question stating the Department has used Dr. Bauman for over 20 years. Recently Dr. Bauman split from his company, Humber, Mundie, McClary and has developed a new organization, Ascend Talent Strategies.

6. MONTHLY FINANCIAL REPORTS – KATELYNN HARRIGAN

Ms. Harrigan stated the Department is currently monitoring overtime expenses and are anticipating a slight decrease now that new recruits have been placed on shift. However, the Department is currently down five positions. Staff continues to closely monitor these line items. Station 84 expenses are anticipated to begin mid-June.

7. 2018 AUDIT PRESENTATION – BAKER TILLY VIRCHOW KRAUSE, STEVE HENKE, CPA SENIOR MANAGER

Mr. Henke presented the 2018 audit with an unmodified, clean opinion. Discussion regarding the Department's OPEB liability increase of approximately \$342,000 related to the life insurance fund liability.

8. ANNOUNCEMENTS

Congratulations to Mr. Kennedy on his election to the MMSD Board. Ms. Montgomery invited everyone to Brown Deer's Community Vibes on June 19. She added that yesterday the League of Women voters celebrated the ratification of the 19th Amendment.

9. DATE AND LOCATION FOR NEXT MEETING

The next meeting will be held on July 9th at Shorewood Village Hall. It was agreed to hold the meetings at 8:00 a.m.

10. ADJOURNMENT

It was moved by Mr. Kennedy and seconded by Ms. Montgomery to adjourn. Motion carried unanimously at 7:56 a.m.

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