

North Shore Fire Department Board of Directors Meeting Minutes: August 13, 2019

Meeting Location: Shorewood Village Hall, 3630 N. Murray Ave., Shorewood, WI

1. CALL TO ORDER

The meeting was to order at 8:02 a.m.

Present: Sam Dickman, representing Bayside
Wanda Montgomery, representing Brown Deer
Douglas Frazer, representing Fox Point
Bryan Kennedy, representing Glendale
Allison Rozek, representing Shorewood
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
Michael Hall, Brown Deer Village Manager
Rachel Safstrom, Glendale City Administrator
Rebecca Ewald, Shorewood Village Manager

2. PERSONS DESIRING TO BE HEARD

None.

3. CONSIDERATION OF MINUTES

It was moved by Mr. Kennedy and seconded by Ms. Montgomery to approve the June 11, 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 the Station 81 air conditioning replacement project has been completed. Phase 1 for the Station 84 project has commenced. They encountered issues and are experiencing about an one week delay due to an electrical line that was hit when cutting concrete.

Chief Whitaker reviewed the Quarter 2 Key Performance Indicators and noted a slight increase in calls for service this quarter. He added that false alarm calls continue to be a challenge as buildings and alarm systems age.

Chief Whitaker reviewed the Cardiac Arrest Registry to Enhance Survival (CARES) report summary from 2018. He noted the Department performs quite well as compared to Milwaukee County and national participants.

Chief Whitaker stated the Department is anticipating a Workers' Compensation Mod Rate of .95 for the 2020 renewal. The Department has worked hard over the last several years to reduce the rate from a high point in 2013 when it was 1.3.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

No report.

6. MONTHLY FINANCIAL REPORTS – KATELYNN HARRIGAN

Ms. Harrigan stated the Department is 58% through the fiscal year. Revenue is at 59.02% and expenditures are at 58.59%. She noted Highway Fire Call revenues are trending higher than original budget estimates.

7. DISTINGUISHED BUDGET PRESENTATION AWARD

Chief Whitaker recognized Ms. Harrigan and Staff on their work to receive this award and ultimately make our budget process transparent. This award is part of the Department's accreditation process, as well.

8. PRESENTATION AND POSSIBLE ACTION REGARDING PRELIMINARY 2020 OPERATING BUDGET AND 2020-2022 CAPITAL IMPROVEMENT PLAN

Chief Whitaker outlined the 2020 preliminary budget noting it includes a 2.3% municipal increase. Ms. Rozek asked what the allowable increase for the Department would be for 2020. Chief Whitaker stated CPI is projected at 1.8% based on June 30th. The Fire Services Agreement allows CPI + .5%. He added that if the municipal increase is not in line with the labor agreement salary increase, the Department will see a loss in positions and service levels.

Mr. Kennedy noted if the Board waits until September to adopt the budget, the Department will have better projections due to insurance renewals.

Mr. Frazer stated if the Department is looking for borrowing, he suggested talking with Fox Point due to their recent AAA bond rating.

Ms. Harrigan answered Ms. Montgomery's question regarding retirement payouts noting the Department created a Stabilization Fund for this purpose.

Chief Whitaker added the Milwaukee County EMS contract is through 2020. The Department receives approximately \$175,000 based on a formula decided on by the ICC. Additionally, included in the contract is funding for Zoll defibrillator monitors.

9. CONSIDER REQUEST TO SUSPEND LIFT ASSIST FEE BILLING

Chief Whitaker updated the Board on the data for lift assists for the first half of 2019.

It was moved by Mr. Kennedy and seconded by Mr. Frazer to suspend the lift assist fee billing for six months.

Ms. Siegel asked if the Department continues to see an increase in lift assist calls to facilities. Chief Whitaker stated the Department continues to work with facilities, however, has seen a decrease in the number of calls.

Motion carried unanimously.

10. CONSIDER APPROVAL AND RATIFICATION OF CONFLICT WAIVER – PURCHASE OF SHOREWOOD FIRE STATION (DATED JULY 8, 2019) BY ATTORNEY DINEEN

Chief Whitaker stated Attorney Dineen asked that the Board ratify the action.

It was moved by Mr. Kennedy and seconded by Ms. Siegel to ratify and approve the Conflict Waiver for the purchase of the Shorewood station. Motion carried unanimously (Ms. Rozek abstained).

11. REVIEW FIRE STATION 83 REMODEL PROJECT UPDATE AND PROVIDE FEEDBACK TO THE FIRE CHIEF AS REQUESTED, INCLUDING CONSIDERATION OF SHOREWOOD'S PROPOSED FAÇADE DEED RESTRICTION

It was moved by Mr. Kennedy and seconded by Mr. Frazer to direct Chief Whitaker and Attorney Dineen to draft offer to purchase. Motion carried unanimously.

12. CONSIDER APPROVAL OF DIRECTING ATTORNEY DINEEN TO BEGIN DRAFTING OFFER TO PURCHASE THE SHOREWOOD FIRE STATION IN ACCORDANCE WITH THE TERMS OUTLINED IN THE PURCHASE AND SALE MEMORANDUM AGREEMENT APPROVED BY THE BOARD OF DIRECTORS ON JANUARY 15, 2019

Chief Whitaker noted draft plans are set to out for bid this week. It will be a public bidding process. The exterior of the building will be preserved with minor modifications including moving the public entrance from the west side to south side of the building. All Department operations will be on the first level and the second level will include attic space and HVAC systems. The total project is estimated at approximately \$3.9 million. The Shorewood Plan Commission did divide the CSM and the Village Board did approve that action.

Ms. Siegel asked what the total budget is for the project. Chief Whitaker stated it is \$4.7 million. Ms. Siegel asked who would pay the difference. Chief Whitaker stated the MOU describes that the parties will discuss the process. Chief Whitaker asked the Board if there were any concerns with the deed restriction. The Board indicated no concerns. The Board directed Chief Whitaker to make sure it is included in the final sale agreement.

13. ANNOUNCEMENTS

14. DATE AND LOCATION FOR NEXT MEETING

The next meeting will be held on September 10th at Bayside Village Hall.

15. **ADJOURNMENT**

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

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