

North Shore Fire Department Board of Directors Meeting Minutes: September 14, 2021

Meeting held virtually via Zoom Video Conferencing.

1. CALL TO ORDER

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

Present: Eido Walny, representing Bayside
Wanda Montgomery, representing Brown Deer
Douglas Frazer, representing Fox Point
Bryan Kennedy, representing Glendale
Peter Kingwill, representing River Hills, joined 8:08 a.m.
Ann McKaig, representing Shorewood
Kevin Buckley, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
Andrew Harris, Assistant Chief
John Maydak, Assistant Chief
Daniel Tyk, Battalion Chief
KateLynn Harrigan, Finance Director
Kerry Wenzel, Administrative Coordinator
Andy Pederson, Bayside Village Manager
Rachel Safstrom, Glendale City Administrator
Tammy LaBorde, River Hills Village Manager
Paul Boening, Whitefish Bay Village Manager
Liane Scharnott, Bayside Communications Center
Nick Padway, Fire Commission Chair
Chris Miller, NSFD Heavy Equipment Operator

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by President Frazer and seconded by President Montgomery to approve the August 10, 2021 Board of Directors minutes as presented. 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 reviewed his written report. He also reported Staff is working with Bayside Communications Center to update protocols. The Department received a \$82,000 FEMA grant for radios and a thermal imaging camera. The Department will provide a 10% match for this grant.

President McKaig stated she would be interested in developing a policy or guidelines for supporting public events. Chief Whitaker stated Staff will begin working on a policy.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

Chair Padway stated the Commission met briefly and approved protocols for promotion of Assistant Chief and Battalion Chief. The Commission also reviewed performance evaluations of five recruits. Four recruits were removed from probation, and one probationary period was extended for six months. Chair Padway stated he also met with Chief Whitaker to review recent resignations. He noted many are resigning to accept positions outside of the fire service or resignations where candidates move back to their hometown.

Chair Padway stated the Commission is in support of a budget item that provides compensation or scholarships for the intern and recruitment programs.

6. PRESENTATION OF NEXTGEN 911 – LIANE SCHARNOTT, BAYSIDE COMMUNICATIONS CENTER

Director Sharnott reviewed the information provided in the packet. Bayside Communications Center is the first center in Milwaukee count to roll out text to 911. This is part of the larger NextGen 911 upgrade.

7. MONTHLY FINANCIAL REPORT AND QUARTERLY PROJECTIONS – KATELYNN HARRIGAN

Finance Director Harrigan stated the Department is 66.67% through the fiscal year. She noted the YTD amount for ambulance conveyance fees is slightly ahead of projections. She anticipates the Department will hold a surplus through the end of the year; however, year-end payroll expenses will increase due to a three-payroll month in December.

Chief Whitaker responded to Trustee Kingwill's question noting there was a change in the specification for the water tender which resulted in the need for apparatus to be updated.

8. PRESENTATION AND POSSIBLE ACTION ON 2022 OPERATING AND 2022-2024 CAPITAL BUDGET

Finance Director Harrigan reviewed her updated memorandum and noted the changes from last month's estimates. The health insurance renewal came in at 2%. This resulted in a savings of approximately \$26,000. A line item was added for recruitment expenses to incentivize intern recruitment and assist in the Department's diversity initiatives.

The municipal increase is presented at 2.5%.

President Frazer asked Chief Whitaker to further discuss diversity initiatives. Chief Whitaker stated a challenge with diversification is that even the pool of applicants has limited diversity. Milwaukee Fire Department has a program that offers salary to recruits while they are receiving education. Chief Whitaker stated these funds would be scholarship or education funding to support candidates.

It was moved by President Frazer and seconded by President McKaig to approve the 2022 Operating Budget and 2022-2024 Capital Budget as presented.

President McKaig commended staff for making the commitment to diversity initiatives and noted it is important to pair the initiatives around the Department's culture plan.

Motion carried unanimously.

9. CONSIDERATION OF RESOLUTION 21-03: IN THE MATTER OF RECOMMENDING THE GOVERNING BODIES OF THE MEMBER MUNICIPALITIES OF THE NORTH SHORE FIRE DEPARTMENT PASS A RESOLUTION ALLOWING AN OPTION FOR THE MEMBER MUNICIPALITIES OF THE NORTH SHORE FIRE DEPARTMENT AN EXEMPTION TO THE LEVY LIMITS FOR CHARGES FOR THE NORTH SHORE FIRE DEPARTMENT PURSUANT TO 2005 WISCONSIN ACT 484

Chief Whitaker stated even if your municipality does not utilize the exemption, your municipality does need to adopt it to allow others.

It was moved by Mayor Kennedy and seconded by President Kingwill to adopt Resolution 21-03. Motion carried unanimously.

10. CONSIDERATION OF RESOLUTION 21-04: A RESOLUTION RECOMMENDING THE 2022 FEES FOR SERVICE SCHEDULE

Chief Whitaker stated the 2022 Fees for Service schedule does not have any recommended fee adjustments from 2021. Chief Whitaker stated the Department anticipates seeing an increase in Medicaid funding which was included in the budget.

It was moved by President Frazer and seconded by Mayor Kennedy to adopt Resolution 21-04. Motion carried unanimously.

11. PRESENTATION REGARDING GLENDALE FIRE STATION 82

Chief Whitaker presented the information that was provided in the packet. He added that a decision is not on the agenda for action today, but he is hoping for a decision by the Board by October or November to plan for a 2022 spring project.

President Frazer stated he supported Option A and supports also hosting the North Shore Health Department. Mayor Kennedy supports the Health Department inclusion, as well. He would like to see a bigger conversation of joining police departments.

President Montgomery stated she did meet with Chief Whitaker, and she will meet with her staff and Board. She agreed Option A would be best for long-term, but Brown Deer would need to work through fiscal obligations. President Walny agreed with Mayor Kennedy's comments. He would like to focus on the project being a Fire Station, adding he would like to see options for future Health Department inclusion as to not impose a delay on this project. He stated the Fire Department needs are more immediate and adding additional issues will take time to work through.

Trustee Kingwill agreed and would like to see the focus on the Fire Department and Health Department. He believes the potential police consolidation is a larger and more sensitive topic. President Buckley agreed and would support Option A and agreed having the Health Department could be a good idea but would like to see more information. He believes acting sooner rather than later would be beneficial. President McKaig stated she is in support of relocating the Health Department to a joint building with the Fire Department and believes doing so would provide a better service model.

Mayor Kennedy added he doesn't believe a police discussion should be tied to this project, but if the Board decides to renovate or build a fire station, it will ultimately just be a fire station for the extended

future. If the Board doesn't plan for any additional expansion on this project, those future options would not be available. He added agreeing on a building or design that would allow for future options and flexibility with the Health Department or potential consolidated police, would be beneficial.

President Frazer stated he heard a consensus on support for Option A and added the Board will take further action at the October or November meeting.

12. DATE AND LOCATION FOR NEXT MEETING

The Board is set to meet on October 12, 2021 at 8:00 a.m.

13. ANNOUNCEMENTS

14. ADJOURNMENT

It was moved by President Frazer and seconded by Mayor Kennedy to adjourn. Motion carried unanimously at 9:10 a.m.

Submitted by:
Kerry Wenzel for
Ann McKaig
Secretary/Treasurer
NSFD Board of Directors