

**NORTH SHORE FIRE DEPARTMENT
BOARD OF DIRECTORS
AGENDA**

PLEASE TAKE NOTICE that a meeting of the North Shore Fire Department Board of Directors will be held on Tuesday, January 10, 2023, at 8:00 a.m. The Board of Directors will utilize Zoom Video Conferencing to host this meeting. Further details are outlined at the bottom of this agenda. The Board of Directors will consider the following items of business at this meeting:

1. Call to order, roll call
2. Persons desiring to be heard
3. Consideration of minutes: November 30, 2022
4. Fire Chief's report on Department activities relating to Department calls, staffing, appointment/promotion needs, training, community risk reduction activities and upcoming events
5. NSFD Fire Commission Chairperson's report
6. Monthly financial report – KateLynn Harrigan
7. Update from Baird regarding borrowing for Station 82 project – John Mehan
8. Schedule for next meeting to be held virtually via Zoom – February 21, 2023
9. Announcements
10. Adjournment

DATED this 6th day of January 2023.

Bryan Kennedy
Secretary/Treasurer
NSFD Board of Directors

THE BOARD OF DIRECTORS WILL UTILIZE ZOOM VIDEO CONFERENCING SOFTWARE FOR THIS MEETING. TO JOIN THE ZOOM MEETING USING A COMPUTER OR TABLET:

**[HTTPS://US02WEB.ZOOM.US/J/88985688829?PWD=UKLSR254BFQ1RJCXBVDKR1ZERKDOUT09](https://us02web.zoom.us/j/88985688829?pwd=UKLSR254BFQ1RJCXBVDKR1ZERKDOUT09)
PASSCODE: 297434**

IF USING A TELEPHONE TO DIAL IN: 312-626-6799. THE MEETING ID IS: 889 8586 8829. PASSCODE: 297434. CONTACT ADMINISTRATIVE COORDINATOR KERRY WENZEL WITH QUESTIONS. SHE CAN BE REACHED AT KWENZEL@NSFIRE.ORG OR 414-357-0113, EXT. 1152.

UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF ALL PERSONS THROUGH APPROPRIATE AIDS AND SERVICES. CONTACT ADMINISTRATIVE HEADQUARTERS AT 414-357-0113.

IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE AGENCY MAY BE IN ATTENDANCE IN THE ABOVE STATED MEETING TO GATHER INFORMATION; NO ACTION WILL BE TAKEN BY ANY OTHER GOVERNMENTAL BODY EXCEPT BY THE GOVERNING BODY NOTICED ABOVE.

North Shore Fire Department Board of Directors Meeting Minutes: November 30, 2022

Meeting held via Zoom Video Conferencing.

1. CALL TO ORDER

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

Present: Eido Walny, representing Bayside, arrived 8:02 a.m.
Wanda Montgomery, representing Brown Deer
Douglas Frazer, representing Fox Point
Bryan Kennedy, representing Glendale, arrived 8:05 a.m.
David Fritz, representing River Hills
Ann McKaig, representing Shorewood
Kevin Buckley, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
John Maydak, Assistant Chief
Dan Tyk, Battalion Chief
KateLynn Harrigan, Finance Director
Kerry Wenzel, Administrative Coordinator
Andy Pederson, Bayside Village Manager
Tyler Burkhart, Brown Deer Village Manager
Karl Warwick, Glendale City Administrator
Tammy LaBorde, River Hills Village Manager
Rebecca Ewald, Shorewood Village Manger
Becky Rowland, North Shore Health Department Director, arrived 8:05 a.m.
John Mehan, Managing Director, Baird

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by President Buckley and seconded by President Frazer to approve the November 1, 2022 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 informed the group his written report was in the packet. He noted the Department is working through a Joint Hiring Process. Approximately 100 applications were received. Staff interviews are expected to be held in early January.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

No report.

6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN

Finance Director Harrigan presented her monthly financial report for the period ending October 31, 2022. She noted ambulance collection fees and permit fees continue to do well. Permit fees are over the budgeted amount and are anticipated to reach \$300,000 by year end. A few large expenses for this period include Motorola for new radios for new staff vehicles, and Kueny Architects for the work on the Station 82 project.

7. CONSIDERATION OF RESOLUTION 22-03: A RESOLUTION RECOMMENDING APPROVAL OF RESOLUTIONS CONFIRMING THE MEMBER MUNICIPALITIES OBLIGATION TO CONTRIBUTE TO THE NORTH SHORE FIRE DEPARTMENT’S BUDGET TO PAY THE DEBT SERVICE ON BONDS ISSUED BY THE CITY OF GLENDALE

Chief Whitaker presented Resolution 22-03 which will confirm the obligation to contribute to the NSFD Budget for the Station 82 project. It will need to be adopted by the NSFD Board as well as all member municipalities. Finance Director Harrigan outlined the process for the agreement to pay debt service on this project.

President Walny asked what happens if funding is not approved and/or if the terms of financing are not acceptable to the NSFD Board. Finance Director Harrigan stated they do not anticipate the financing changing significantly and as long as it is not significantly higher than presented, the project will move forward. However, if there was a drastic jump in interest rates, at that point everyone would have the opportunity to review before accepting final borrowing. Mr. Mehan, Baird, stated they monitor the market daily and if it turns to change the financing dramatically, there could be discussions, but there would need to be a point to move forward in the transaction. He added, outside of a dramatic change to the numbers provided, the group would move forward with the transaction. President Walny stated he is not worried about slight fluctuations and was reassured of the process.

It was moved by President Walny and seconded by Mayor Kennedy to adopt Resolution 22-03: A Resolution recommending approval of resolutions confirming the member municipalities obligation to contribute to the North Shore Fire Department’s budget to pay the debt service on bonds issued by the City of Glendale. Motion carried unanimously.

8. CONSIDERATION OF RESOLUTION 22-04: A RESOLUTION APPROVING A “SINGLE OR MULTI YEAR CAPITAL” BUDGET FOR FIRE STATION 82 PROJECT

Chief Whitaker stated Resolution 22-04 is for the total project to be approved at an amount of \$17,681,433 including interest and borrowing costs for financing.

It was moved by President Frazer and seconded by President McKaig to adopt Resolution 22-04: A Resolution approving a “Single or Multi Year Capital” budget for Fire Station 82 project. Motion carried unanimously.

9. CONSIDERATION OF RESOLUTION 22-05: GLENDALE STATION CAPITAL 2022 CONTRIBUTION OF THE NORTH SHORE FIRE DEPARTMENT

Chief Whitaker stated Resolution 22-05 provides \$616,690 from the operating fund to the Station 82 project.

It was moved by Trustee Fritz and seconded by President Walny to approve Resolution 22-05: Glendale Station Capital 2022 contribution of the North Shore Fire Department. Motion carried unanimously.

10. CONSIDERATION AND APPROVAL OF CONSTRUCTION CONTRACT WITH SCHERER CONSTRUCTION CONTINGENT ON APPROVAL OF PROJECT FINANCING

Chief Whitaker stated the low bid for the combined project was Scherer Construction. The Department has done background of the company and is comfortable with their work and reputation.

It was moved by President Frazer and seconded by President McKaig to approve the construction contract with Scherer Construction, contingent upon project financing as outlined on page 59 of the meeting packet. Motion carried unanimously.

11. A PROCLAMATION TO CONGRATULATE ASSISTANT CHIEF JOHN MAYDAK UPON HIS RETIREMENT FROM THE NORTH SHORE FIRE DEPARTMENT

Chief Whitaker presented the proclamation to congratulate Assistant Chief Maydak on his retirement at the end of the year. The Board thanked him for his many years of valuable service.

It was moved by Mayor Kennedy and seconded by President McKaig to adopt the Proclamation to congratulate Assistant Chief John Maydak upon his retirement from the North Shore Fire Department. Motion carried unanimously.

12. SCHEDULE FOR NEXT MEETING TO BE HELD VIRTUALLY VIA ZOOM

The Board will plan to meet on January 10, 2023 via Zoom. Chief Whitaker stated he and Becky Rowland will be available to join municipal meetings to assist in presenting the project and Health Department agreement.

13. ANNOUNCEMENTS

President Montgomery stated Urban Beets has opened on Brown Deer Road as well as Café Corazon on Bradley Road. Mayor Kennedy stated that Chick Fil A is still seeing a backup on Port Washington Road and The King Crab Shack has opened recently, as well. He added several buildings continue construction at Bayshore. Trustee Fritz stated River Hills did approve the referendum in November to support an increase in the tax levy. President McKaig stated Finance Director Emanuelson will be leaving the Village this week for a job closer to home. She added she is looking at cohosting a training on consolidation. Mayor Kennedy stated there is legislation in the works to offer aid to consolidation efforts.

14. ADJOURNMENT

It was moved by President Montgomery and seconded by President Buckley to adjourn. Motion carried at 8:44 a.m.

Submitted by:
Kerry Wenzel for

Bryan Kennedy
Secretary/Treasurer
NSFD Board of Directors

From: [Robert Whitaker](#)
To: [Paul Lange](#); [Dakota Hwilka](#)
Cc: [Bryan Calvert](#); [Toby Carlson](#); [Daniel Tyk](#); [Scott Kreuzer](#); [Kerry Wenzel](#)
Subject: FW: Compliment
Date: Wednesday, December 7, 2022 9:25:57 AM

Hi Paul and Dakota,

Please see the note below from the daughter of one of your recent patients. Thank you for taking time to assist this family!! This note will be forwarded on to the Board and Commission also.

Robert

Robert Whitaker • Fire/Rescue Chief
North Shore Fire/Rescue • Administration

4401 W. River Ln. • Brown Deer, WI 53223
P: 414-357-0113
rwhitaker@nsfire.org

From: Wendy Beaster <wbeaster@gmail.com>
Sent: Tuesday, December 6, 2022 2:01 PM
To: Robert Whitaker <Rwhitaker@nsfire.org>
Subject: Compliment

Hello Chief,

My hopes is that I am emailing the correct person and that you oversee Station 83 in Shorewood.

On November 13th, my 91 year old mother came to visit from out of State. This trip had been months in the planning and was supposed to happen in August but due to two hospitalizations followed by rehab, she wasn't able to come until the 13th. I hired a private pay CNA and arranged for a strong male friend of the family to be here to help her up our 21 stairs. We knew this would be difficult but tried to stay positive. She made it up 3 stairs and her legs lost all strength. I promised her we would not let her fall and were able to ease her down to the ground and she laid prone on the flight of stairs. Mom was very sad and afraid and wondered "what next?"

My husband called 911 and within minutes, Paul and Dakota from Station 83 arrived. From the moment they met my mom, they put her at ease. Asking her questions, checking her vitals and talking her through rolling over onto her back. She was afraid but they constantly re-assured her she was safe and they wouldn't let anything happen to her. As her daughter, I was also emotional and instantly felt things would be okay once Paul and Dakota arrived. They got her rolled over and then lifted her to a sitting position where they re-checked her vitals and explained what they would do next. They put her in a chair, strapped her in and all the way up the 21 stairs re-assured her and talked to her.

They did their job that day and did it extremely well. They worked as a team to keep my mom safe. They did more than their job, more than just getting her from point A to point B, they were kind, compassionate and careful. They treated her as if she was a family member that they loved. That meant the world to her and to me.

I just wanted you to hear this feedback about your wonderful team members.

Warm regards,
Wendy

CAUTION: This email originated from outside of the North Shore Consolidated O365 Email System (Bayside, Glendale, Shorewood and North Shore Fire & Rescue). Do not click links or open attachments unless you recognize the sender and know the content is safe.

Strategic Goal #1	Provide service that meets or exceeds the communities' expectations as North Shore Fire/Rescue's contribution towards public safety's overall mission of keeping communities safe.	Assigned
Objective 1A	Complete a post-implementation evaluation of Emergency Medical Dispatch Protocols and identify operational changes that can be implemented to improve service delivery and efficiency.	Operations Division - EMS
Objective 1B	Evaluate the long-term needs of the organization with the Service and Operations Committee to determine appropriate staffing and response units taking into consideration the high increase in call volume and EMD data.	Chief
Objective 1C	Determine whether a Mobile Integrated Healthcare – Community Paramedic is an appropriate/necessary position for the Department.	Chief
Objective 1D	Integrate a Case Worker position being developed in the North Shore Health Department to reduced impact of high utilizer patients on the 911 response system.	Chief
Objective 1E	Increase frequency of training opportunities with Bayside Communications Center Staff.	Operations Division
Objective 1F	Evaluate accreditation recommendation #7 regarding the need to create a system to formally document the appraisal of the wellness/fitness programs.	Accreditation Manager
Objective 1G	Evaluate accreditation recommendation #4 the need to review the organizational structure to consolidate the human-resources related functions and centralize the human resources manager position.	Chief
Objective 1H	Transition Accreditation Manager position to Assistant Chief - Support Services	Accreditation Manager

Strategic Goal #2	Develop and maintain partnerships within the community as a means to educate the public on how to keep their communities safe and receive feedback on the service provided by North Shore Fire/Rescue.	Assigned
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Objective 2A	Update Department's Strategic Plan for 2023-2025	Chief
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Objective 2B	Plan a spring Elected Official Orientation in conjunction with North Shore Health Department and Bayside Communications Department	Chief
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Strategic Goal #3	Ensure North Shore Fire/Rescue is a fiscally sound organization.	Assigned
Objective 3A	Receive GFOA Distinguished Budget Presentation Award	Finance
Objective 3B	Recieve GFOA Annual Comprehensive Financial Report Certificate	Finance
Objective 3C	Update the Department's Long Range Financial Plan	Finance

Strategic Goal #4	Recruit and maintain well trained and educated employees dedicated to providing service to the North Shore Communities.	Assigned
Objective 4A	Pursue new diversity training for employees that is firefighter specific to assist in adjusting to changes in the workforce as well as societal changes and working with patients.	Chief
Objective 4B	Using new EMS revenue from GEMT, develop a rotational plan and work schedule that allows for continuous hiring of three firefighter/EMT positions to the organization to ensure three members are able to attend paramedic school each year. It is believed a plan of this nature will allow the Department to expand its diversity efforts and ensure that the most highly qualified, best fit candidates are being hired by the Department.	Chief
Objective 4C	Forward looking, implement a single rank of Lieutenant within the organization.	Chief
Objective 4D	Continue to evaluate the most appropriate wellness exam options for North Shore Fire/Rescue members.	Finance

Strategic Goal #5 Infrastructure	Facilities, apparatus and equipment will be maintained and replaced to the efficiencies and limits of available resource allocations.	Assigned
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Objective 5A	Manage construction of Fire Station #82 within budget and timeline.	Support Services
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City of Glendale

North Shore Fire Department and Health Department

Financing Plan

Issuer	City of Glendale
Debt	General Obligations
Issue Size	\$8,765,000 (est.)
Maturity Dates	March 1, 2025-43
First Interest	March 1, 2024 (September 1, 2023)
Bond Rating	Moody's "A1" (anticipated,) Outlook Negative
Insurance	To be Qualified

Factors to be considered

Timing for release of Glendale 2021 final audit
Award of NSFD construction contract – February 17th, 2023 (no later than)
Review and assignment of bond rating by Moody's
Filing history of City financial information
Bond sizing, interest rate couponing, use of bond premium
Market appetite

Initial/Interim Funding

Note Anticipation Note
\$8,765,000 (+/-)
Privately placed by Baird with banks
Award by City January 23rd
Settlement/Funds transferred February 8th
Six-month maturity with three-month call

Definitive Funding

Go Refunding Bond
\$8,765,000 (+/-)
Parameter sale – Baird purchaser
Award/Lock interest rates week of February 13th
Settlement/Funds transferred March 15th
Twenty-year maturities with ten-year call option



**Tentative Financing Timetable – Note and Refunding Bonds
As of January 3, 2023**

<u>January 2023</u>							<u>February 2023</u>							<u>March 2023</u>							<u>April 2023</u>							<u>May 2023</u>						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				

Week of January 2, 2023	Baird prepares Note Term Sheet.
Tuesday, January 3, 2023.....	Official Statement Disclosure Questionnaire forwarded to the City.
Week of January 9, 2023	Baird markets Note with banks.
Tuesday, January 10, 2023	Requested information returned to Baird for preparation of the Preliminary Official Statement (“POS”).
Friday, January 13, 2023	Draft POS to Support Banker/Banker for review. Draft POS sent to Moody’s Investors Service (“Moody’s”).
Wednesday, January 18, 2023.....	Comments due from Support Banker and Banker. Draft POS sent to City and Bond Counsel for review.
On or around Thursday, January 19, 2023.....	Bids received from banks for the Note Placement. Bond Counsel prepares award resolution.
Monday, January 23, 2023.....	City Council awards Private Placement. City Council adopts Parameters Resolution for Refunding Bonds.
Tuesday, January 24, 2023	Comments received from the City and Bond Counsel. POS draft sent to bond insurance companies.
Monday, January 30 th - Tuesday, January 31 st , 2023..	Moody’s conference call scheduled. Due diligence call with Baird.
Wednesday, February 8, 2023	Moody’s rating report received. Bond insurance quotes due to Baird. Settlement date for Note.
On or about Friday, February 10, 2023	POS distributed.
Thursday, February 16, 2023	Authorized Officers to sign Approving Certificate for Refunding Bonds. North Shore Fire Department & City approve sale. Final debt schedules provided to municipalities. North Shore Fire Department signs construction contract.
Wednesday, March 15, 2023	Settlement Date for Refunding Bonds.
Monday, May 8, 2023.....	Note redeemed.
