

**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, August 8, 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: June 13, 2023
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. Presentation and possible action on 2024 Operating and Capital Budget
8. Schedule for next meeting will be – September 12, 2023
9. Announcements
10. Adjournment

**DATED** this 4<sup>th</sup> day of August 2023.

Eido Walny  
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:**

**JOIN ZOOM MEETING**

**[HTTPS://US02WEB.ZOOM.US/J/82282287977?PWD=WURXNGZ5MFR6MM56D3R3RJLCWW01QT09](https://us02web.zoom.us/j/82282287977?pwd=WURXNGZ5MFR6MM56D3R3RJLCWW01QT09)**

**MEETING ID: 822 8228 7977**

**PASSCODE: 813675**

**IF USING A TELEPHONE TO DIAL IN: 312-626-6799. 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: June 13, 2023

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  
Wanda Montgomery, representing Brown Deer, arrived 8:03 a.m.  
Christine Symchych, representing Fox Point  
Bryan Kennedy, representing Glendale  
David Fritz, representing River Hills  
Ann McKaig, representing Shorewood  
Kevin Buckley, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief  
Toby Carlson, Assistant Chief  
KateLynn Harrigan, Finance Director  
Andy Pederson, Bayside Village Manager  
Tyler Burkhart, Brown Deer Village Manager  
Paul Boening, Whitefish Bay Village Manager  
Nick Padway, Fire Commission

### 2. PERSONS DESIRING TO BE HEARD

### 3. CONSIDERATION OF MINUTES

*It was moved by Mayor Kennedy and seconded by President Symchych to approve the May 9, 2023 Board of Directors minutes as presented. Motion carried.*

### 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 the written report in the packet. The Department provided a spring elected official orientation in conjunction with Bayside Communications Center and North Shore Health Department. The Department was recently awarded a Community Black Grant to assist with abatement costs associated with the Station 82 project. Chief Whitaker stated Staff is working on streamlining the Department's permitting process.

### 5. NSFD COMMISSION CHAIRPERSON'S REPORT

Chair Padway stated the Commission is scheduled to meet this evening and will review the probationary periods of two employees and look to promote one intern to probationary firefighter status.

### 6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN

Finance Director Harrigan stated the financials were in the packet for the period ending May 31. She noted revenue is at 43.0% and expenditures are at 39.96%. Ambulance collection fees continue to trend higher than where estimates would place this amount by approximately \$100,000. Permit fees are ahead of estimates, as well. The Department will see a three-payroll month in July and again in December.

Mayor Kennedy asked if the Department would see permit fees continue to trend high through the year. Finance Director Harrigan stated that it does come in quite high early in the year, the Department will continue to see some revenue from this line item due to some of this work, such as sprinkler permitting is done indoors throughout the year.

Finance Director Harrigan stated Staff continues to monitor the GEMT revenue that has been budgeted for 2023 but has not been disbursed. This revenue is expected to be retroactive to the beginning of the year, but it is being closely monitored. Indications are that it will be disbursed in quarter 4. The Department is anticipating a sizable amount of revenue.

## **7. REVIEW AND CONSIDERATION OF LEGAL COUNSEL REQUEST FOR PROPOSALS**

Chief Whitaker and Finance Director Harrigan outlined the responses from the Request for Legal RFP. The Department received two proposals, one from Buelow Vetter and one from Von Briesen and Roper. Discussion followed.

*It was moved by Mayor Kennedy and seconded by Trustee Fritz to allow staff the flexibility to implement legal counsel, as needed, between Buelow Vetter and Von Briesen and Roper*

President Walny recommended one law firm is chosen and utilized.

*Motion carried 6-1 (Walny).*

## **8. SCHEDULE FOR NEXT MEETING TO BE HELD VIRTUALLY VIA ZOOM**

The next meeting is set for July 11 at 8:00 a.m. via Zoom.

## **9. ANNOUNCEMENTS**

President Montgomery stated the Brown Deer Farmer's Market begins this week and the location has moved to near the Village Hall. Community Vibes will begin on June 21. Mayor Kennedy stated several of their music series will begin next week, as well, along with Movies on the Glen. The first ever event, Touch a Truck, was held on Sunday and was a success. He thanked the Fire Department for their involvement. The City of Glendale will march in the Juneteenth parade and invited all to join. President McKaig stated the Shorewood Farmer's Market will be held in the Estabrook Parkway. The Juneteenth Flag will be raised in Shorewood on Friday. The County's Safe Streets Community meeting will be held on Thursday in Shorewood and was held on Monday in Brown Deer.

## **10. ADJOURNMENT**

*It was moved by Mayor Kennedy and seconded by Trustee Fritz to adjourn. Motion carried at 8:35 a.m.*

Submitted by:  
Kerry Wenzel for  
Eido Walny  
Secretary/Treasurer  
NSFD Board of Directors

# NORTH SHORE FIRE/RESCUE

## Office of the Fire Chief

Robert Whitaker

To: Board of Directors  
Date: August 4, 2023  
Subject: 2024 Operating and Capital Budget

### **Background:**

The North Shore Fire Services Agreement requires the Board of Directors to submit a budget to cover operating and capital expenses to the governing bodies of the seven municipalities no later than October 1 each year.

The annual percentage increase in the total operating and capital budget cannot exceed CPI plus .5%. The enclosed 2024 Budget Document provides detailed explanation on this calculation.

### **2024 Budget**

Finance Director Harrigan manages the process to develop the operating and capital budget and will present the budget information to the Board of Directors on August 8.

As part of the 2023 Budget process, the Department laid out a plan to address challenges related to lack of paramedic licensed applicants in the hiring pool and increasing call volume. The plan presented utilized increased EMS transport revenue to fund three new Firefighter/EMT positions in 2023 that would allow the Department to send current employees to paramedic training. Paramedic training takes approximately one year. Three current employees are in the process of finishing their paramedic training this Fall.

The Department's plan also included hiring three positions per year to staff an additional ambulance. Six total FTEs are needed to staff an additional ambulance. The 2024 budget again uses additional Ambulance Collection revenue to fund three new positions. With the addition of three positions, the ambulance would be able to be staffed during peak call hours/as staff is available. In 2025, the intent is to hire the remaining three staff so the additional ambulance can operate for the full year.

Calls for service have increased 82% since 2008. In that same time period, the Department has had to reduce 15 FTEs, approximately 6% of our workforce, in order to maintain funding for post-employment benefits for retirees while complying with the CPI + .5% municipal increase cap. Scaling back on employees at that time was deemed an acceptable course of action but call volume has increased significantly since 2008 so now the Department plans to ensure appropriate staffing levels to accommodate that increase.

Two of our five front-line ambulances are currently operating at near maximum capacity required to maintain response time goals. Additionally, three of our five fire apparatus are operating at or above maximum capacity required to maintain response time goals, primarily due to the fact they are responding to a high number of EMS calls to support the busiest of our ambulances.

The Department is also challenged in 2024 with an increased Workers Compensation Mod Rate and a reduction in revenue from what was projected as part of the General Emergency Medical Transport (GEMT) Program that was approved in Wisconsin for 2024. One of the strategic goals for 2024 is to evaluate our employee wellness and safety programs to determine if changes are needed to the program to reduce the Workers Compensation Mod Rate in an effort to reduce costs related to Workers Compensation for subsequent years.

**Summary:**

The request of the Board is to review the 2024 Operating and Capital Budget at the August Meeting. The meeting is noticed for possible action to recommend the budget to the seven member communities, however, the deadline for this action is not until October 1.