

North Shore Fire Department Board of Directors Meeting Minutes: March 9, 2021

Meeting held via Zoom 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
Rebecca Ewald, representing Shorewood
Julie Siegel, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
Andrew Harris, Assistant Chief
John Maydak, Assistant Chief
Toby Carlson, Battalion 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
Paul Boening, Whitefish Bay Village Manager
Greg Sikora, Local 1440
Tami Olszewski, Ehlers

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by Mr. Kennedy and seconded by Mr. Kingwill to approve the February 9, 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 presented his written report.

He outlined the 2020 Annual Report and the key performance indicators. In 2020, the Department responded to 8,949 incidents, which was a drop by about 500 calls over the prior year. The decrease in call volume can be attributed to a slower time during the early stages of the pandemic, as well as a change in mutual aid responses into the City of Milwaukee. Response times were down, primarily related to additional questioning for COVID responses at the dispatch center. The Department saw a significant increase in cardiac arrests.

Chief Whitaker outlined the 2021 Strategic Plan. The Goals and Objectives were presented in fall as part of the budget process.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN

Ms. Harrigan presented the monthly financial report noting a current surplus. The YTD ambulance collections are running lower compared to 2020. The Department saw a significant amount of write-offs due to the billing agency change. The Department anticipates an increase in receivables from collections due to this. Ms. Harrigan believes the Department will recover to meet budgeted estimates by year end.

The Department is down six positions; Staff continues to monitor overtime expenses.

Ms. Harrigan added that approximately \$42,000 was paid for final expenses related to the Station 84 project.

7. 2020 TD AMERITRADE INVESTMENT RESULTS – TAMI OLSZEWSKI, EHLERS

Ms. Olszewski stated the Department's portfolio is performing well. She noted previously the Department has invested in LGIP which is a variable rate. She added the Book Yield is at 1.458 which is ahead of market rates. Income return for the prior 12 months was approximately 1.450%.

8. 2021 ACCREDITATION RECOMMENDATIONS

Chief Whitaker presented the recommendation summary for the 2021-2026 accreditation period. He noted this is the second time the Department completed this process. The Department was pleased to have a unanimous decision by the Commission for the reaccreditation. Chief Whitaker outlined the nine recommendations brought forward by the Peer Team.

Ms. Montgomery asked if there will be any additional criteria for future considerations, such as dealing with a pandemic. Chief Whitaker stated they have asked for continuity plans and Staff is looking at this. He added every five years there is an overhaul of criteria. Chief Whitaker stated the cost of accreditation is about \$10,000, and there has been support from the North Shore Fire/Rescue Foundation.

Ms. Siegel asked if there are discussions regarding having one dispatch center per county. Chief Whitaker stated leadership is unsure where it will land, but at the State level, there seems to be a push to fund one center per county.

9. DISCUSSION AND APPROVAL OF RULES AND REGULATIONS CHANGES

Chief Whitaker stated this a cleanup for the document. The presented changes were outlined in red.

It was moved by Mr. Kennedy and seconded by Mr. Kingwill to approve the presented changes to the North Shore Fire Department Rules and Regulations. Motion carried unanimously.

10. DISCUSSION AND APPROVAL OF FIRE CAPTAIN JOB DESCRIPTION CHANGES

Chief Whitaker outlined the one change to the job description. The change is necessary and it includes the National Fire Academy Incident Safety Officer course. All captains currently have completed this course. Chief Whitaker stated Staff has worked with Local 1440 and they are aware of the change.

It was moved by Ms. Montgomery and seconded by Mr. Kennedy to approve the presented changes to the Fire Captain job description. Motion carried unanimously.

11. ANNOUNCEMENTS

Chief Whitaker is watching the Federal legislation relating to any COVID funding that may be available.

12. DATE AND LOCATION FOR NEXT MEETING

The Board is set to meet on April 13 at 8:00 a.m. via Zoom.

13. ADJOURNMENT

It was moved by Mr. Kennedy and seconded by Ms. Montgomery to adjourn. Motion carried unanimously at 8:49 a.m.

Kerry Wenzel for
Wanda Montgomery
Secretary/Treasurer
NSFD Board of Directors