

## North Shore Fire Department Board of Directors Meeting Minutes: May 10, 2022

Meeting held virtually via Zoom Video Conferencing.

### 1. CALL TO ORDER

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

Present: Eido Walny, representing Bayside  
Wanda Montgomery, representing Brown Deer  
Douglas Frazer, representing Fox Point  
Bryan Kennedy, representing Glendale  
Steve Anderson, 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  
Kerry Wenzel, Administrative Coordinator  
Tyler Burkart, Brown Deer Village Manager  
Rebecca Ewald, Shorewood Village Manager  
Paul Boening, Whitefish Bay Village Manager  
Nick Padway, Fire Commission Chair  
Wendi Unger, Partner, Bakery Tilly

### 2. ELECTION OF OFFICERS

President Montgomery stated the typical rotation for Board Officers would include a representative from Brown Deer as President, Shorewood as Vice President, and Secretary/Treasurer as River Hills.

President Montgomery stated she is willing to move into President. President McKaig confirmed she is willing to move into the Vice President role. River Hills has deferred this term, and Mayor Kennedy stated he will accept the nomination for Secretary/Treasurer.

*It was moved by Mayor Kennedy and seconded by President Anderson to approve slate 2022-23 Board Officers as presented. Motion carried.*

### 3. PERSONS DESIRING TO BE HEARD

### 4. CONSIDERATION OF MINUTES

*It was moved by Mayor Kennedy and seconded by President Walny to approve the March 8, 2022, Board of Directors minutes as presented. Motion carried.*

### 5. 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 Department hired nine recruit candidates who started employment last week. There were 13 vacancies so this will fill many of those open position. The hiring market continues to remain a challenge.

Chief Whitaker outlined the first quarter response statistics including outlining response times. The Department is meeting with Bayside Communication Center staff to address the call processing time concerns. They have a relatively new staff, and the Department is hoping to see improvement in the next quarter.

Chief Whitaker explained the Unit Hour Utilization for all apparatus including the Engine 84/Ambulance 84. The data shows the reliability of that unit is too low. It is currently showing .14, and Staff would like it to be .1 or lower. Staff is looking at options for how the Department can improve the reliability of that crew.

Chief Whitaker explained the change in Ascension hospitals which has resulted in more transports to the Milwaukee location versus the Mequon location. Chief Whitaker will draft a letter with the Board's concerns regarding this change.

President McKaig asked if there was any communication regarding this change, and if so, she asked that it be shared with the group. If Ascension haven't shared this change in writing, she also requested that it be shared in that format.

## **6. NSFD COMMISSION CHAIRPERSON'S REPORT**

The Commission met in April to review the probationary status of two Heavy Equipment Operators. The Commission also reviewed the background reports for the recruit candidates and approved their hiring for May 2, 2022. The Commission also met in March to review the probationary status of four firefighters and extended the probationary period of one Firefighter due to an injury sustained early in his probationary period.

President Montgomery asked if the Department has a projection of retirements for the next several months. Chief Whitaker stated the Department currently has three vacancies and anticipates approximately four more by the end of 2022. The Department does have some Intern Firefighters that may be a good fit for a fall academy.

President McKaig stated she did attend the League of Wisconsin Municipalities Urban Alliance and the concern regarding recruitment for first responder staff is a constant concern among many municipalities.

Mayor Kennedy asked if the vacancies may be producing a significant amount of overtime. Chief Whitaker stated the offset for pay/benefits can be supported by overtime for a period. Staff anticipates a slowing of projected vacancies beginning in 2023.

## **7. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN**

Finance Director Harrigan stated the Department is 33% through the fiscal year. Revenue is at 34.43% and expenditures are at 31.70%. She detailed the overtime expenses did peak in April and noted that May and June will continue to be high until recruits are placed in shift.

She noted the Budget calendar was included the packet. The Department anticipates making the budget presentation at the August Board meeting.

**8. PRESENTATION OF 2021 AUDIT REPORT – WENDI UNGER, PARTNER, BAKER TILLY**

Ms. Unger reviewed the Executive Summary of the 2021 Audit of Financial Statements. She is pleased to note the Department no longer has any material weaknesses presented and congratulated Finance Director Harrigan for her work over the last several years in preparation for the audit.

President Anderson asked what the Board will do with the fund balance. Finance Director Harrigan stated some of the general fund balance is anticipated to be used for the Station 82 project. President Anderson asked if the end of year surplus will be projected this year and beyond. Finance Director Harrigan stated she will do her best and ending the year with a surplus is always the goal.

President Montgomery thanked Finance Director Harrigan for her work and assistance.

**9. CONSIDERATION AND APPROVAL OF TRUCK 83 REPAIRS**

Chief Whitaker stated the repair to Truck 83 is an unexpected repair; the diesel engine has failed. The options are to repair or replace the engine. The amount is outside of Chief Whitaker's approval which is why the approval is before the Board. The quotes are included in the packet. The repair timeline is projected at seven weeks.

President Walny asked if the Department has had issues with the Detroit Diesel in the past. Chief Whitaker stated the Department has started to move toward Cummins Engines as a vendor.

*It was moved by Mayor Kennedy and seconded by President Walny to approve the rebuilding of Truck 83's engine for \$54,246.61 from Interstate Power. Motion carried unanimously.*

**10. REVIEW STATION 82 PROJECT SUBMISSION TO THE CITY OF GLENDALE PLANNING COMMISSION**

Chief Whitaker stated the project is at the final stages and are value engineering the Station 82 project. Chief Whitaker stated the Department continues to work with the City of Glendale on financing for the project.

Mayor Kennedy stated he is seeing a 20% increase in construction costs and cautioned the Board that we may see bids at or higher than the budgeted amount.

**11. CONSIDERATION AND APPROVAL OF EMS AGREEMENT WITH MILWAUKEE COUNTY**

Chief Whitaker stated this was presented from the county last month and this agreement should give municipalities an increase in revenue. The increase in funding will not be included in the 2023 budget at this time due to the uncertainty of its future.

*It was moved by Mayor Kennedy and seconded by President Frazer to approve Amendment 3 to the Intergovernmental Agreement for Emergency Medical Services between Milwaukee County and the North Shore Fire Department and authorize Chief Whitaker to sign the Amendment. Motion carried unanimously.*

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

The Board is set to meet on June 14, 2022 at 8:00 a.m. via Zoom.

Mayor Kennedy stated the ICC meeting will be held at the City of Glendale on June 13, 2022. If there is a need regarding anything at the Glendale station, it may be a good opportunity to have the group together. Chief Whitaker will talk to Kuney and will keep the Board advised if there is a change.

**13. ANNOUNCEMENTS**

President Walny noted the Bayside Communications Center is now at full staff for the first time since inception and is hopeful it can continue.

President Frazer stated this concludes his service as President of the Board and he thanked Chief Whitaker and Finance Director Harrigan for their guidance. The Board thanked him for his service as Board President.

President Montgomery stated the Village of Brown Deer celebrated Arbor Day by planting a tree in memory of former police officer, Jill Zeise who passed away in 2021 from breast cancer.

President McKaig announced Heather Worth was sworn into duty as Shorewood's newest police chief.

**14. ADJOURNMENT**

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

Submitted by:  
Kerry Wenzel for  
Bryan Kennedy  
Secretary/Treasurer  
NSFD Board of Directors