

## 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