

North Shore Fire Department Board of Directors Meeting Minutes: October 12, 2021

Meeting held at:

**North Shore Fire Department Station 82
5901 N. Milwaukee River Pkwy.
Glendale, WI 53209**

1. CALL TO ORDER

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

Present: Andy Pederson, representing Bayside
Wanda Montgomery, representing Brown Deer
Douglas Frazer, representing Fox Point
Bryan Kennedy, representing Glendale
Peter Kingwill, representing River Hills
Ann McKaig, representing Shorewood
Kevin Buckley, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
Andrew Harris, Assistant Chief
John Maydak, Assistant Chief
Daniel Tyk, Battalion Chief, arrived 8:01 a.m.
KateLynn Harrigan, Finance Director
Kerry Wenzel, Administrative Coordinator
Chris Swartz, Brown Deer Village Manager, interim
Rachel Safstrom, Glendale City Administrator
Rebecca Ewald, Shorewood Village Manager
Paul Boening, Whitefish Bay Village Manager

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by Mayor Kennedy and seconded by President Montgomery to approve the September 14, 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 reviewed his written report. He added that Milwaukee County Executive has put in approximately \$1.5 million into the County budget for additional EMS funding. There may be a push from the City of Milwaukee for a larger portion, but contractually, they are required to give approximately \$139,000 in 2022. There are ways to distribute this additional funding including using the formula.

Call volume is up approximately 10% over two years. There is an increase in calls to the City of Milwaukee, as well as within the North Shore. Milwaukee Fire Department has two proposals in their budget to expand their service, which will slow our shared services call volume. However, solutions may take 6-12 months to completely implement.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

No report.

6. MONTHLY FINANCIAL REPORT AND QUARTERLY PROJECTIONS – KATELYNN HARRIGAN

Finance Director Harrigan stated the Department is 75% through the fiscal year. She noted revenue is at 76.02% and expenditures are at 73.34%. Ambulance conveyance fees are exceeding year-to-date projections by about 5%. Permit fees are also doing well and are estimated to exceed the budget by approximately \$40,000.

The Department will continue to operate with a surplus until December's three payroll month. Staff is expecting about four retirements by the end of the year. Mayor Kennedy asked with overtime running high due to open positions, how is the moral of staff. Chief Whitaker responded and stated members have anticipated these vacancies; however, weekend and holiday vacancies are harder to fill. He added, in early 2022 the Department does not anticipate as much overtime due to vacancies during the less popular vacation season. Chief Whitaker answered President McKaig's question confirming the Department is continuing recruitment efforts. He added there is a much smaller pool of qualified candidates and North Shore competes for these individuals with several other area agencies. President Montgomery asked what the retention is for new hiring candidates. Chief Whitaker stated the Department is seeing a 70-80% retention rate. Most employees who leave are leaving for employment near their home, such as Fox Valley, Racine or Kenosha areas.

7. CONSIDERATION OF EMPLOYEE HANDBOOK LANGUAGE CHANGES

Finance Director Harrigan presented the proposed changes to the Employee Handbook. She stated these changes are recommended by the Personnel Committee.

It was moved by Mayor Kennedy and seconded by President McKaig to approve changes to the Employee Handbook as presented.

President Montgomery asked what happens to the funds if the retiree passes away before they are used. Finance Director Harrigan stated North Shore Bank would manage those funds, but the agreement is written so those funds are available to the spouse or family member.

Motion carried unanimously.

8. CONSIDERATION OF RESOLUTION 21-05: RESOLUTION AUTHORIZING NORTH SHORE FIRE DEPARTMENT TRUST AGREEMENT WITH NORTH SHORE BANK

Finance Director Harrigan presented the information for Resolution 21-05 noting this is the agreement to administer the HRA with North Shore Bank. She added the agreement has been reviewed by Attorney Dineen and he provided comment.

It was moved by Mayor Kennedy and seconded by President Frazer to adopt Resolution 21-05 and authorize Chief Whitaker to sign the Agreement.

President McKaig asked how the Department determined the criteria between the three entities considered. Finance Director Harrigan stated Associated Bank does not have an account available for this purpose and Diversified Benefit Services is not able to give the retiree full control of their funds. President Frazer added he has an HRA with North Shore Bank and he is satisfied with their service.

Motion carried unanimously.

9. CONSIDERATION OF STATION 82 PROJECT

President Frazer stated he believes he heard consensus from the Board for Option A at the last meeting. He added the meeting was held at Station 82 today to provide the option for a tour if warranted.

Chief Whitaker stated Staff continues to look at additional options including the Badger Bounceback program. He stated there is approximately \$50 million available and the North Shore Health Department may qualify for some of that funding. From a timing perspective, that may need to happen quickly if it is to be considered.

President McKaig stated she received feedback from her Board in support of Option A. President Buckley stated Option A is acceptable to Whitefish Bay.

Chief Whitaker stated Staff will work on the architect RFP and anticipates it being completed this week. He noted Option A did not include space for the Health Department but could design the project to include it as an alternate to the bid.

10. ADJOURN INTO CLOSED SESSION

It was moved by President Frazer and seconded by Mayor Kennedy adjourn into closed session under the following:

Provisions of Section 19.85(1)(g), Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advise concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved; (Notice of Claim from Shawn Dzik).

Provisions of Section 19.85(1)(e), Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive bargaining reasons allow a closed session; (Collective Bargaining Agreement between the North Shore Fire Department and the North Shore Professional Fire Fighters Association International Association of Fire Fighters Local 1440)

Motion carried unanimously by roll call vote at 8:53 a.m.

11. RECONVENE IN OPEN SESSION PURSUANT TO SECTION 19.85(2) FOR POSSIBLE ACTION ON CLOSED SESSION MATTERS UNDER ITEM 10

It was moved by President Frazer and seconded by President Montgomery reconvene into open session pursuant to Section 19.85(2) for possible action on closed session matters under Item 10. Motion carried unanimously 9:03 a.m.

It was moved by President Frazer seconded by Mayor Kennedy to authorize Chief Whitaker to deny the claim from Shawn Dzik. Motion carried unanimously.

It was moved by President Frazer and seconded by President Montgomery to adopt the Collective Bargaining Agreement as presented. Motion carried unanimously.

12. DATE AND LOCATION FOR NEXT MEETING

The Board is set to meet on November 9, 2021, at 8:00 a.m. via Zoom.

13. ANNOUNCEMENTS

14. ADJOURNMENT

It was moved by President Frazer and seconded by President Buckley to adjourn. Motion carried unanimously at 9:05 a.m.

Submitted by:
Kerry Wenzel for
Ann McKaig
Secretary/Treasurer
NSFD Board of Directors