

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

Meeting held virtually via Zoom Video Conferencing.

1. CALL TO ORDER

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

Present: Eido Walny, representing Bayside
Douglas Frazer, representing Fox Point
Bryan Kennedy, representing Glendale
Peter Kingwill, representing River Hills
Ann McKaig, representing Shorewood, joined 8:06 a.m.
Kevin Buckley, representing Whitefish Bay

Also Present: Robert Whitaker, Fire Chief
Andrew Harris, Assistant Chief
John Maydak, Assistant Chief
Toby Carlson, Battalion Chief
Dan Tyk, Battalion Chief, joined 8:12 a.m.
KateLynn Harrigan, Finance Director
Kerry Wenzel, Administrative Coordinator
Andy Pederson, Bayside Village Manager
Rachel Safstrom, Glendale City Administrator
Paul Boening, Whitefish Bay Village Manager
Nick Padway, Fire Commission Chair
Peter Ziegelbauer, Local 1440, joined 8:25 a.m.

2. PERSONS DESIRING TO BE HEARD

3. CONSIDERATION OF MINUTES

It was moved by Mayor Kennedy and seconded by Trustee Kingwill to approve the October 12, 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 acknowledged Assistant Chief Harris for receiving the 24th Assembly District Responder of the Year.

Chief Whitaker stated at yesterday's ICC meeting Mayor Pavlic acknowledged some challenges with the IT vendor for CAD systems. He may be addressing it at the December ICC meeting. Mayor Kennedy asked for a few talking points related specifically to North Shore so members are prepared for that discussion.

5. NSFD COMMISSION CHAIRPERSON'S REPORT

Chair Padway indicated the Commission recently promoted Battalion Chief Toby Carlson to Assistant Chief upon the retirement of Assistant Chief Harris. There were two additional Fire Captains, Eric Riechert and Bryan Calvert, that were promoted to Battalion Chief upon those position vacancies, as well.

An Assessment Center was performed for EMS and Fire Lieutenant candidates. The Commission will meet on Wednesday for those interviews and to create the promotion lists for the respective positions.

6. MONTHLY FINANCIAL REPORT – KATELYNN HARRIGAN

Finance Director Harrigan stated the Department is 84% through the fiscal year. The Department is ahead of year end estimates for ambulance collections. Permit fees continue to do well and are over budgeted projections. The Department received confirmation we have been awarded a public assistance grant for approximately \$106,000.

Finance Director Harrigan also provided detail regarding operating with a large number of open positions. She anticipates from the analysis that the Department will be ahead at year end by approximately \$57,000.

7. CONSIDERATION AND POSSIBLE ACTION ON CONTRACT FOR AUDIT SERVICES

Finance Director Harrigan stated the recommendations from GFOA are to review audit contracts on a five-year basis. In October the Department sent an RFP for audit services and received three proposals. She outlined each proposal.

Mayor Kennedy asked if it would be helpful to the Department for a new firm, or if the comfort level is with Baker Tilly. Finance Director Harrigan stated there is benefit to work with Baker Tilly as they have an understanding of the Department and our municipalities but is open to what the Board wishes. She understands there would be a learning curve to work with a new firm.

President Walny believes if there is something specifically the Department wants to see in a firm, he is open to the switch. He added, switching just to switch, didn't make sense to him. Trustee Kingwill and President Buckley agreed. President McKaig stated she would defer to her peers. President Frazer stated the numbers don't show that the Department needs to switch but is happy either way. He added he would support staying with Baker Tilly.

Chief Whitaker stated he hears there is comfort from the Board to stay with Baker Tilly. Mayor Kennedy stated he would vote no for Baker Tilly as he believes learning from others is what helps growth.

It was moved by President Frazer and seconded by Trustee Kingwill to direct the Board to enter into the contract for audit services with Baker Tilly. Motion carried (Walny, Frazer, Kingwill, McKaig, Buckley in favor. Kennedy against.).

8. CONSIDERATION AND POSSIBLE ACTION ON CONTRACT FOR PURCHASE OF AMBULANCE

Chief Whitaker stated the Department received three bids for the 2022 ambulance purchase. It is anticipated that the Department will receive the vehicle in 2023.

It was moved by Trustee Kingwill and seconded by Mayor Kennedy to approve purchase of the Foster Coach ambulance as presented and authorize Chief Whitaker to sign the contract. Motion carried unanimously.

9. RED FLAG ANNUAL UPDATE

Chief Whitaker presented his report noting there have been no issues of identity theft identified. No action is required.

10. CONSIDERATION AND POSSIBLE ACTION ON CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FIRE STATION 82 IN GLENDALE

Chief Whitaker outlined the proposals and noted Staff recommendation is to work with Kueny Architects.

Mayor Kennedy confirmed that two bids did not include cost proposals. He added would support Kueny Architects only if it is the entire package and supports of the Health Department and master site plan. President McKaig stated she is in support, as well. President Buckley asked if we should reach out to the submissions that did not include cost proposals. Chief Whitaker stated Staff did not due to not wanting to create an unfair bidding process. President Frazer supports Mayor Kennedy's plan to include the health department and law enforcement master site plan.

It was moved by Mayor Kennedy and seconded by President Frazer to accept the bid from Kueny Architects for design services to include the fire department, health department and law enforcement master site plan. Motion carried (Frazer, Kennedy, Kingwill, McKaig, Buckley in favor. Walny voted Present).

11. CONSIDERATION AND POSSIBLE ACTION ON JOINT PURCHASE WITH VILLAGE OF BAYSIDE FOR EMERGENCY PRO QA DISPATCH SOFTWARE AND SERVICES FROM PRIORITY DISPATCH

Chief Whitaker presented the Surrounding counties are using it, as well as City of Milwaukee and Wauwatosa.

Mayor Kennedy stated at the next ICC meeting there will be a discussion regarding ProPhoenix and asked how this would work into that discussion. Chief Whitaker stated this software does interface with ProPhoenix.

It was moved by President Frazer and seconded by Mayor Kennedy to approve the joint purchase with the Village of Bayside for the emergency PRO QA dispatch software. Motion carried unanimously.

12. DATE AND LOCATION FOR NEXT MEETING

The Board is set to meet on December 14, 2021 at 8:00 a.m. via Zoom.

13. ANNOUNCEMENTS

President Frazer thanked Assistant Chief Harris for his many years of service to the North Shore. Assistant Chief Harris thanked the Board Directors and Chief Whitaker adding it has been his honor and privilege to serve, starting first with the Village of Brown Deer and then the entire North Shore. Trustee Kingwill thanked Assistant Chief Harris and noted he is a valuable asset. The Board wished him the very best in retirement.

14. ADJOURNMENT

It was moved by President Frazer and seconded by President Walny adjourn. Motion carried unanimously at 8:47 a.m.

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