



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, March 8, 2023

LOCATION: 250 Elm Street, Thiensville,
WI

TIME: 5:30 PM

I. CALL TO ORDER

President Mobley called the meeting to order at 5:30 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN BRIAN PARRISH
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT

III. APPROVAL OF MINUTES

A. January 11, 2023 (att)

MOTION by Alderwoman Schneider, **SECONDED** by Mayor Nerbun to approve the January 11, 2023 Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

V. OPERATIONAL UPDATES

A. Accomplishments Since 1/11/23

1. Thiensville Response Times: 2022 YTD vs. 2023 YTD

Chief Bialk noted there is a small sample size of calls. More detailed information should be available for the May 2023 meeting.

2. Full-Time Firefighter/Paramedic Recruitment Process

Two full-time firefighter/paramedic positions were posted in January 2023. There were 29 applicants with four of them being internal candidates. There are 10 interviews scheduled on March 23, 2023.

3. Ozaukee County ARPA Funding

Chief Zellmann and Administrator Landisch-Hansen are working on the necessary documents for submission to the County.

4. Shift Schedule Coverage

Chief Bialk noted that the amount of unfilled scheduled time has improved significantly.

5. Medicare Billing

Chief Bialk noted the Department is waiting for approval from Medicare to begin billing. The calls can be billed retroactive to January 1, 2023.

Alderman Parrish asked to see a financial report at future meetings. Administrator Jones noted a quarterly report can be provided. The first report will be sent to members by email after the first quarter period.

VI. REVIEW AND APPROVE

A. Proposed Amendments to SOFD Intergovernmental Agreement (att)

Administrator Jones noted that the Board approved staff-generated amendments to the Intergovernmental Agreement in January. They were sent to members 30 days prior to consideration at this meeting. Any proposed amendment to the IGA requires a super-majority approval of the Board. If approved, the amendments would go to the Village Board and Common Council for final approval. Mayor Nerbun suggested some smaller changes could be addressed in a side document rather than the IGA. Members discussed if a proposed amendment that applies to the SOFD Board requiring at least one vote from a representative of each community should also apply to personnel matters considered by the SOFD Commission. Administrator Jones noted that provision can be adopted in the future.

MOTION by Mayor Nerbun, **SECONDED** by Alderwoman Schneider to adopt Proposed Amendments to Intergovernmental Agreement as presented.

Ayes: Mayor Nerbun, Alderman Parrish, Alderwoman Schneider and President Mobley
Naes: Trustee Eckert
MOTION CARRIED

B. Standard Operating Guideline - Daily Supervision of Fire Chief (att)

President Mobley noted that one individual should be able to make a decision, rather than having two individuals who may have differing views, resulting in the inability to take action. It is also important to preserve the elected nature of the ultimate decision-maker. Administrator Jones noted a policy question was raised on this topic when potential amendments to the IGA were discussed at the January meeting. The City Attorney recommended creating a Standard Operating Guideline. Members agreed that daily supervision should not have to flow through the Board. Administrator Jones noted the matters that typically would be resolved by day-to-day oversight, would not rise to a Board level.

Mayor Nerbun proposed adding a provision that if the two administrators could not agree, the decision would be made by the Chairman of the SOFD Board.

MOTION by Alderman Parrish, **SECONDED** by Alderwoman Schneider to Approve Standard Operating Guideline - Daily Supervision of Fire Chief with the inclusion of Mayor Nerbun's addition. **MOTION CARRIED UNANIMOUSLY.**

C. Paramedic Overwatch Program with the City of Cedarburg (att)

Chief Bialk noted SOFD and Cedarburg have discussed paramedic oversight. The proposed contract involves supervision of paramedics, providing narcotics and review of EMS reports. Cedarburg will pay SOFD \$73,000 in the first year, then decline by \$5,000 each following year. The reductions are contingent on Cedarburg hiring additional paramedics. In addition, SOFD earns a fee for each response. The Cedarburg Common Council is scheduled to act on the agreement in March 2023.

MOTION by Alderwoman Schneider, **SECONDED** by Mayor Nerbun to approve Paramedic Oversight Agreement with the City of Cedarburg. **MOTION CARRIED UNANIMOUSLY.**

D. Agreement for Commercial Building Fire Alarm and Fire Suppression System Plan Review Services (att)

Chief Bialk noted a third party is handling plan review services for fire alarm and fire suppression plans. Administrator Jones noted the Mequon Common Council is scheduled to act on the agreement on March 14, 2023. This is an alternative option if developers choose not to use the state review process.

MOTION by Alderman Parrish, **SECONDED** by Trustee Eckert to approve Agreement for Commercial Building Fire Alarm and Fire Suppression System Plan Review Services. **MOTION CARRIED UNANIMOUSLY.**

VII. DISCUSSION ITEMS

A. Mission, Vision and Values (att)

Chief Bialk provided examples of statements about the Department's mission, vision and values. Alderman Parrish thanked Chief Bialk for his efforts and added he would be interested in the input of others in the Department. Alderman Parrish suggested adding language related to paid-on-call department members. President Mobley recommended adding a statement that paid-on-call members are an important part of the Department and should be included in the vision statement. Mayor Nerbun suggested the vision statement should mention a high degree of readiness. Chief Bialk will incorporate suggestions from the Board, solicit input from members of the Department and work with Alderwoman Schneider and Trustee Eckert to develop a draft for consideration by the Board meeting in May 2023. Alderman Parrish added the statement should include language related to the importance of community engagement.

B. Fleet & Equipment Consolidation

Chief Bialk provided a list of all equipment owned and a proposal of items to sell. Based on an appraised values from 2022, there is \$1,260,300 of Mequon equipment and \$507,500 of Thiensville equipment that SOFD would acquire. The IGA requires that the communities be paid back over 10 years. Sale of equipment not utilized by the Department should occur as soon as possible.

C. Employee Handbook

Chief Bialk noted the employee handbook will be completed soon. The Department is using Mequon's allocations for time off until the handbook is approved.

D. Facilities Plan

President Mobley noted that some currently unused Fire Department space in Thiensville Village Hall could be used for other purposes. Chief Bialk added there will be additional garage space after equipment is sold. Chief Bialk is working from Thiensville Village Hall on Thursdays. President Mobley noted a community-outreach presence at Village Hall is important when events, including the weekly Village Market, take place.

VIII. ADJOURNMENT

MOTION by Alderwoman Schneider, **SECONDED** by Trustee Eckert to adjourn the meeting at 6:58 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Village of Thiensville

Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village of Thiensville
Administrator/Interim Village Clerk