



Southern Ozaukee Fire & EMS Board
AGENDA

DATE: Wednesday, March 13, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 5:30 PM

I. CALL TO ORDER

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN DALE MAYR
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE

III. APPROVAL OF MINUTES

A. January 10, 2024 (att)

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

A. Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limit is five minutes.

V. GOVERNANCE

A. Consolidation of SOFD Fleet and Capital Accounts Update (att)

VI. OPERATIONS

A. Review and Action regarding Commercial Fire Inspection Fee Policy (att)

B. SOFD Handbook (update)

C. City of Mequon Space Needs Analysis (update)

VII. FINANCE

A. Ozaukee County EMS ARPA Grant Audit Update (att)

B. SOFD Audit - Baker Tilly Update (att)

C. Review and Action regarding Payment for Ambulance Chassis (att)

D. Review and Action regarding Purchase of Replacement Ambulance (att)

VIII. REVIEW DATE OF NEXT MEETING

A. May 8, 2024

IX. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

March 8, 2024

Please advise the Thiensville Municipal Hall, 250 Elm Street (262-242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, January 10, 2024
LOCATION: 250 Elm Street, Thiensville,
WI

TIME: 5:30 PM

I. CALL TO ORDER

Mayor Nerbun called the meeting to order at 6:00 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN DALE MAYR (ARRIVED 6:45 PM)
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE (NOT PRESENT)

III. APPROVAL OF MINUTES

A. November 8, 2023 (att)

MOTION by President Mobley, **SECONDED** by Citizen Member Streeter to approve the November 8, 2023 Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

A. Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limit is five minutes.

There were no citizens to be heard.

V. GOVERNANCE

A. Adoption of the SOFD Fleet Consolidation and Capital Account Plan (Review and Approve) (att)

Chief Bialk noted that the Village of Thiensville and City of Mequon would donate all equipment and fire capital funds to the Southern Ozaukee Fire and EMS Department. A payment would be made to Thiensville to equalize the contributions.

Jerry Deutsch, 11623 N. Grace Court, Mequon, asked about the value of each piece of equipment. Chief Bialk noted that some of the equipment that has been sold was sold for more than the appraisal amount; some sold for less.

MOTION by President Mobley, **SECONDED** by Alderwoman Schneider to Adopt the SOFD Fleet Consolidation and Capital Account Plan

Ayes: Mayor Nerbun, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Eckert and Citizen Member Chimenti

Naes: None

MOTION CARRIED UNANIMOUSLY.

B. Resolution to Adopt the Second Amendment to the Southern Ozaukee Fire and Emergency Medical Services Agreement (Review and Approve) (att)

MOTION by Citizen Member Chimenti, **SECONDED** by President Mobley to Adopt the Second Amendment to the Southern Ozaukee Fire and Emergency Medical Services Agreement with a change in the effective date to March 31, 2024 and fixing two identified typos. **MOTION CARRIED UNANIMOUSLY.**

VI. FINANCE

A. Ambulance billing update (att)

Chief Bialk noted the number of people transported, the amount billed and collected during 2023.

B. 2023 Budget Review (att)

Chief Bialk noted 86 percent of the \$3.5 million 2023 budget was spent. The Department finished the year in the black.

VII. OPERATIONS

A. Mission, Vision and Values update (att)

Chief Bialk discussed ways the Department has incorporated its Mission, Vision and Values with posters in the fire station, T-shirts and orientation packets for new members. Citizen Member Streeter discussed ways to expand the Department's Mission, Vision and Values into the community.

B. Staffing update (att)

Chief Bialk noted that all shifts, other than 1.3%, were filled during 2023. Citizen Member Streeter noted the community should be made aware that staffing levels have significantly improved since the formation of Southern Ozaukee Fire and EMS Department. Administrator Jones added it is a good opportunity share information with the media regarding the first year of the new Department.

C. Year-End Report - Response Statistics (att)

There was a 6% increase for the Southern Ozaukee Fire and EMS Department in 2023, compared to the combined call volume from the Village of Thiensville and City of Mequon Fire Departments the previous year. Approximately two-thirds of the increase was due to the intercept agreement with the City of Cedarburg. Chief Bialk will provide an update to the Mequon Common Council and Thiensville Village Board.

D. Commercial fire inspection fee update (att)

Chief Bialk noted the Department sent refunds for some fire inspection fees after an error was corrected in the initially approved fee schedule. New bills were then issued. Trustee Eckert noted it would be helpful for the Board to discuss similar situations in the future.

E. Paramedic schooling initiative (att)

Chief Bialk reported three SOFD employees are beginning paramedic classes. Another three plan to begin in August. Employees must reimburse the Department if they don't complete the class. Mayor Nerbun praised the program as a way to build from within the Department and provide opportunities to existing employees.

F. Updated workplan 2024 (att)

Chief Bialk noted several updates to the 2024 work plan including paramedic schooling, putting the Mission, Vision and Values statement into operation and finalizing fleet consolidation. Development of a Commercial Fire Inspection Policy will be discussed in March.

G. Thiensville Fire Station usage (att)

Deputy Chief Kurt Zellmann had a discussion with an executive from Bell Ambulance. The company is looking for space in the area to house several ambulances to provide mainly non-emergency hospital-to-hospital transportation. Administrator Landisch-Hansen noted the possibility of the Village renting space was discussed at a Village Board meeting. Trustee Eckert noted the Village could negotiate a one-year lease to gauge how the partnership works and have the flexibility to end it if there are other uses for the space.

VIII. MOTION TO ADJOURN TO CLOSED SESSION

A. Fire Chief Performance Review. The Board may enter into Closed Session pursuant to Wis. Stats. 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility, and then may reconvene into Open Session to take such action as it deems necessary. (att)

MOTION by Citizen Member Chimenti, **SECONDED** by Trustee Eckert to adjourn to Closed Session at 6:39 PM.

1. Roll Call Vote

Ayes: Mayor Nerbun, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Eckert and Citizen Member Chimenti

Naes: None

MOTION CARRIED.

IX. MOTION TO RECONVENE IN OPEN SESSION

A. Motion of Board to Reconvene

MOTION by Citizen Member Chimenti, **SECONDED** by Alderman Mayr to reconvene in Open Session at 7:30 PM. **MOTION CARRIED UNANIMOUSLY.**

B. Review and possible action regarding Closed Session topic

There was no action taken.

X. ADJOURNMENT

MOTION by Citizen Member Chimenti, **SECONDED** by Alderman Mayr to adjourn the Meeting at 7:30 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village Administrator/Interim Clerk



Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042 Fax

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: March 13, 2024
SUBJECT: SOFD Fleet Consolidation and Capital Account Wrap Up

Background

The original Intergovernmental Agreement between Mequon and Thiensville called for the two fleets to be consolidated in 2023 with the remaining equipment to be purchased by SOFD and paid for over a 10-year period. Discussion at the working group level and at the November 8th SOFD Board meeting suggested that an expedited process would be more efficient. On January 10, 2024, the SOFD Board was presented with an amendment to the IGA. The amendment called for the City of Mequon and the Village of Thiensville to donate their equipment and capital assets to SOFD. After the donation, SOFD would make an equalizing payment to Thiensville using the funding formula split.

Analysis

A second amendment to the Intergovernmental Agreement (IGA) between the City of Mequon and Village of Thiensville creating the Southern Ozaukee Fire Department (SOFD) was approved by the Village of Thiensville on February 19. As also approved by the City on February 13, the subject amendment authorized the transfer of all capital assets from the City of Mequon and Village of Thiensville to SOFD, along with available funds in capital equipment replacement funds maintained by both municipalities. Late last week, all capital equipment and available capital funding was summed up and the joint funding formula was applied to equalize the City's and the Village's respective contributions. Using updated figures as well as the previously established cost-sharing formula, the Village of Thiensville is due \$180,938.69, and was paid by SOFD on February 29. See Attached (Merged Fleet and Capital Account Summary)

Fiscal Impact

\$180,938 paid to the Village of Thiensville.

Recommendation

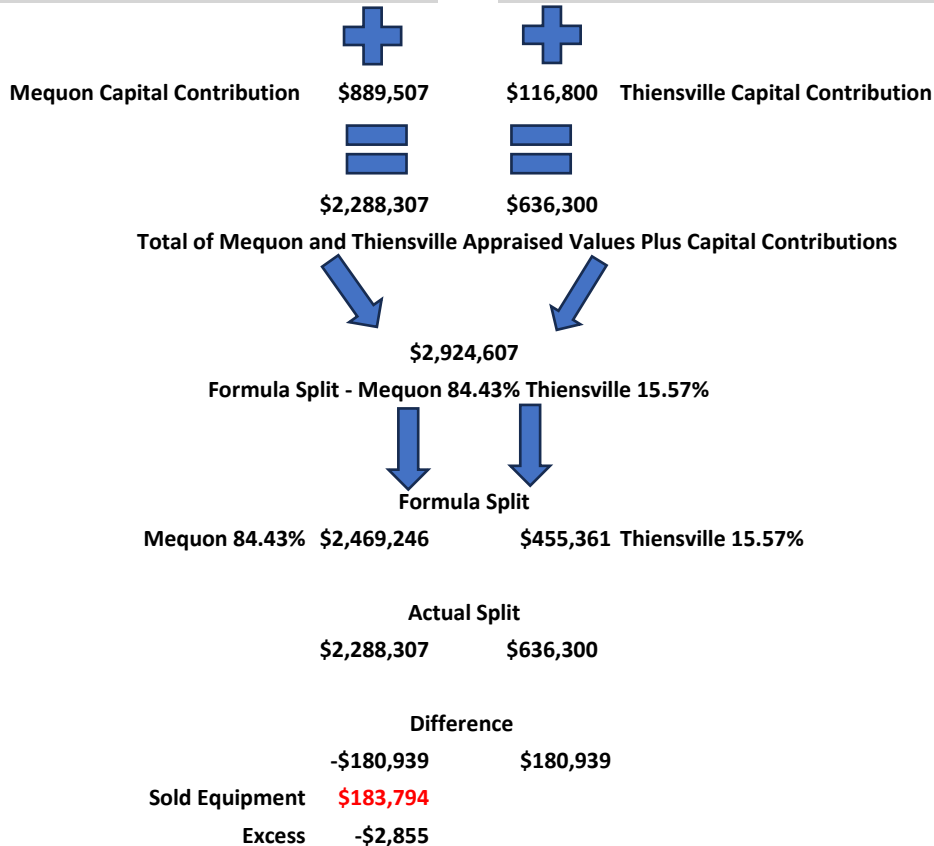
None

Merged Fleet and Capital Account Summary

Mequon Equipment Appraisal		
1997	100' Aerial, 2000 GPM, 475 Gal. Water	\$50,000
2006	100' Tower Ladder, 1500 GPM	\$360,000
2011	3500 Gallon Tender	\$105,000
1990	3500 Gallon Tender	\$24,000
1999	Brush Truck (re-purposed)	\$20,000
2000	Fire Engine 1750 GPM, 1000 Gal. Water	\$52,000
2008	Fire Engine, 1500 GPM, 1000 Gal. Water	\$125,000
2015	Fire Engine, 1500 GPM, 1000 Gal. Water	\$275,000
2009	Utility vehicle	\$7,500
2016	Chief's vehicle	\$35,000
2017	Deputy Chief's vehicle	\$26,000
2012	Utility Vehicle/Spare First Responder	\$14,000
2012	Utility Vehicle/Spare First Responder	\$12,500
2009	Ambulance	\$18,000
2014	Ambulance	\$52,000
2016	Ambulance	\$67,500
2021	First Responder Vehicle	\$30,500
2021	First Responder/Paramedic Interceptor	\$30,000
2003	24 volt electric	\$2,500
2010	16' Rigid Hull Boat, 2010 40HP motor	\$12,800
2020	12' inflatable boat, 2011 20HP motor	\$2,000
2021	Utility Pick-up Truck	\$40,000
2016	Special Operations Equipment Truck	\$37,500
Mequon Total		\$1,398,800

Actual Sale Price of Equipment Sold			
1997 M	100' Aerial, 2000 GPM, 475 Gal. Water		\$45,000
1990 M	3500 Gallon Tender		\$48,500
2000 M	Fire Engine 1750 GPM, 1000 Gal. Water		\$66,000
2012 M	Utility Vehicle/Spare First Responder		\$5,700
2012 M	Utility Vehicle/Spare First Responder		\$6,325
1984 T	Boston Whaler		\$4,850
2003 M	24 volt electric		\$2,673
M & T	Misc. equip. Hose, Nozzles, Hand tools		\$4,746
Total			\$183,794

Thiensville Equipment Appraisal			
\$250,000	105' Aerial, 2000 GPM, 475 Gal. Water		2007
\$58,000	Fire Engine 1750 GPM 500 Gal. Water		1999
\$50,000	Fire Engine, 2000 GPM, 2500 Gal Water		1997
\$22,000	Battalion Chief's Command Vehicle		2014
\$15,000	Utility Vehicle		2010
\$35,000	Ambulance		2004
\$35,000	Ambulance		2004
\$36,000	Paramedic Interceptor Med 9		2019
\$12,000			1984
\$6,500	UTV		2007
\$519,500	Thiensville Total		





**Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042 Fax**

TO: SOFD Board
FROM: Deputy Chief Kurt Zellmann
Date: March 13, 2024
Subject: Commercial Fire Inspection Fee Policy

Background

In 2023 the SOFD sent out fire inspection fee invoices to all inspectable commercial properties in the City of Mequon and Village of Thiensville after performing the statutorily required annual fire inspections. Both the City of Mequon Fire Department and the Village of Thiensville Fire Department previously performed fire inspections of all commercial properties in their respective communities, but no charges for inspections were previously levied by either agency. As a result of a dispute related to the application of the fire inspection fees to Mequon-Thiensville School District properties, the SOFD Board has directed SOFD staff to examine the need for a policy related to the application of fire inspection fees to any commercial property.

Analysis

After consulting with SOFD council and examining the circumstances of the ability of SOFD to legally impose fees on the community served, it appears that the proper course of action is to have each served community create or modify an existing ordinance to direct SOFD to conduct fire inspections of commercial properties and each community may then set inclusion or exemption criteria for properties in their community.

This approach recognizes each community as a unique entity and allows for the creation of policy that best serves the needs of each community SOFD serves. While the two communities served may be united at this point in their approach to the inclusion or exemption of commercial properties that are billed or not billed related to the inspection fees, it is a distinct possibility that this could change in the future or that current SOFD practices could create a stumbling block to the addition of other communities to the SOFD service area. Utilizing the approach that the SOFD is an agent of the served communities and is authorized by served communities to carry out each communities polices related to fire inspections and other areas such as permits is the most prudent approach to this set of challenges.

While there is current agreement between Mequon and Thiensville related to Fire Inspection Fee's there are other areas where the two communities approach processes differently and SOFD provides different approaches to issues in each community to meet the communities existing practices. Some examples are Burn Permits, Fireworks Permits, Fire Alarm Billing practices, Building, Electrical and Plumbing permits, and the designated agents for plan approval related to building and fire protection projects. Each community currently has different codes related to fire protection and despite the State of WI attempting to achieve a uniform Fire Code in WI, Thiensville was granted additional code protections for their community by Wisconsin Act 270 in 2013.

The North Shore Fire Department (NSFD) has utilized this approach for their delivery of services to the seven communities served by NSFD. Although in NSFD served communities, NSFD is not the entity creating or delivering the bills for service. NSFD reports on actions taken by NSFD to each individual community and then the individual communities generate invoices based on their particular set of rules, fees, and exemptions. The individual communities then decide how the collected fees are utilized and or returned to NSFD as payment.

Fiscal Impact

Related to Fees, minimal.

Recommendation

The City of Mequon and The Village of Thiensville author and codify and ordinance(s) that address the levying of fire inspection fees, the inclusion or exclusion criteria for any fees, the process for collection of fees, the time frames for payment and any associated penalties related to non-payment of associated fees.

SOFD staff at the direction of the SOFD Board is willing to work with individual community representatives to assist in authoring any ordinance(s) related to fire inspection fees and other permit or response related fees.

Supporting Documents

11.07.2023 Email between Attorney Brian Sajdak and Deputy Chief Zellmann.

Southern Ozaukee Fire Department

Standard Operating Guideline		Date 3/5/24
Board - 02	Fire Inspection Fees - DRAFT	Page 1 of 1

Purpose

This Guideline is to direct SOFD actions related to levying and collection of Fire Inspection Fees of properties that qualify for inspection by SOFD.

Background

From its inception, the SOFD has levied a fire inspection fee to commercial property owners based on the total square footage of an inspectable property. The fee rate for the inspection services rendered by the SOFD is determined by the SOFD Board and is published in the SOFD Fee Schedule. The invoices for the inspection fees are created by SOFD each year after the completion of a property's inspection.

Guideline

The SOFD is an agent of the communities contracted with and served by the organization (The City of Mequon & The Village of Thiensville). As such, SOFD recognizes that the communities served can and do have terms, purposes and intents that differ between unique communities. The SOFD will follow the terms for application and administration as directed by each specific community.

The applicability of the terms of the billing procedure and the inclusion or exemption of specific properties related to the billing procedure shall be at the sole discretion of the community in which the property resides. All commercial properties shall be inspected by SOFD as required by State of WI statutes requiring annual fire inspections, irregardless of the assessment of a fire inspection fee or not.

SOFD shall produce reports related to the Fire Inspection Fee's as requested by the SOFD board.

Disputes

Parties presenting a dispute related to the Fire Inspection Fee shall be directed to fill out a Fire Inspection Fee Dispute Form.

Upon receipt of a completed dispute form, the SOFD shall investigate the circumstances and verify the square footage of an inspectable property to ensure that any calculation related to the fee and the recorded building square footage is correct. A report shall be created documenting the results of the dispute and a copy of same shall be provided to the reporting party. It shall be the reporting party's responsibility to update any databases outside of SOFD related to changes in recorded building square footage. The result of any change in rates for the property based on the investigation shall be presented to the SOFD Board at the next scheduled meeting for resolution related to any change in fees and the applicability of refunds or additional charges.

From: [Brian Sajdak](#)
To: [Kurt Zellmann](#)
Subject: Re: SOFD Fire Inspection Billing
Date: Tuesday, November 7, 2023 11:35:30 AM

Kurt:

Sorry for the delay. SOFD is not a municipal entity, so it would not adopt code provisions. The policy approval (e.g., adoption of the fee schedule) is the authorizing language in this case. Think of it like a private ambulance service — they adopt fee schedules, but there is no code provision that allows them to charge what they charge (leaving aside medicare issues). Where having a code provision might help is where the owner does not pay — typically the City has the authority to impose a special charge for services against the property where the City is not paid for a service performed. This charge becomes a lien on the property. I'd have to look at it further, but I think you might be able to do an ordinance that would allow unpaid SOFD inspection fees to be “collected” by the City in this way.

Brian

On Nov 1, 2023, at 4:01 PM, Kurt Zellmann <kzellmann@ci.mequon.wi.us> wrote:

Hello Attorney Sajdak,

I have a question related to the Fire Inspection Fee that the SOFD instituted this year.

As you recall the SOFD Board decided to implement a per square foot charge for each commercial property inspected in the City of Mequon and Village of Thiensville.

Recently the MTSD School District protested this fee. Chief Bialk and Administrator Jones apparently met on the subject after receiving a protest from the school district. Chief Bialk and Administrator Jones have decided to amend the practice of billing all inspectable properties and provide an exemption from the fee for any tax supported entity that is inspected by SOFD.

This change would exempt any City if Mequon, Village of Thiensville, MTSD and MATC property from being billed by SOFD for inspection services.

I have been directed by Chief Bialk to draft verbiage that institutes this change.

The issue I am concerned about is that there currently doesn't seem to be any verbiage describing a policy of any sort related to Inspection Billing. The only verbiage that I am aware of is the SOFD fee schedule that outlines the charges per square foot. There is no authorizing or policy language that I can find related to this fee.

Second, related to other fess such as EMS and Crash Billing the authorizing language

appears in each communities ordinances, yet neither community has appeared to authorize SOFD to bill for Fire Inspections.

How should this issue be approached? Will each community need an ordinance allowing SOFD to collect the inspection fee? Then is the Policy for who and how the charges are applied an SOFD Policy? Or is there some other arrangement that should be instituted?

I am hoping to have an answer to advise the SOFD board as to how to implement this suggested change and codify the Inspection charge policy.

Thank you for your time and assistance.

Sincerely,

Deputy Fire Chief Kurt W. Zellmann
Southern Ozaukee Fire & EMS
11300 N Buntrock Avenue
Mequon, WI 53092
email: kzellmann@ci.mequon.wi.us
Department Main 262-242-2530
Office Direct 262-242-8787
Department Cell 414-254-0369 (*Texts Accepted*)



Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042 Fax

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: March 13, 2024
SUBJECT: Ozaukee County EMS ARPA Grant Audit

Background

In October of 2021, the Ozaukee County Sheriff approached the Ozaukee Fire Chiefs about using Ozaukee County ARPA money as a grant program to hire additional paramedics. It took a year for the original plan to be approved by the County Board and subsequently to develop a process for applying for grant money. Both Mequon and Thiensville used the promise of money to hire personnel in 2022, however, the County did not have a mechanism in place for reimbursement until 2023. In August of 2023 the SOFD submitted for reimbursement on behalf of Mequon and Thiensville for the 2022 allotment and the first two quarters of 2023.

In September of 2023, the Ozaukee County Board changed the original amount of money allocated for the SOFD from \$750,000 to \$648,000. At the October Ozaukee County Board meeting, the Board hired an outside audit firm to review the project money already spent.

On October 6, 2023, the City of Mequon received a check for half of the approved \$648,000 to reimburse the City of Mequon and the Village of Thiensville for money related to personnel costs expensed in 2022. Of the \$324,000 received, \$52,569 went to the Village of Thiensville and \$29,836 went to the City of Mequon; the remaining \$241,595 went to the SOFD for 2023 personnel costs.

Analysis

After the site visit the auditor had a few suggestions for tracking the money in 2024 which the department immediately instituted to facilitate the 2024 fiscal year site visit. The auditor said SOFD passed the 2023 audit, and that the department will be receiving the next \$324,000 check in April of 2024.

Fiscal Impact

None

Recommendation

None



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(262) 242-2530
(262) 242-5042 Fax

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: March 13, 2024
SUBJECT: SOFD Audit / Baker Tilly

Background

A fiscal audit of Southern Ozaukee Fire Department (Fiscal Year 2023) was added to the 2024 budget. Baker Tilly was contracted to conduct the audit. Since early December, SOFD staff has been working to fulfil Baker Tilly’s requests for documents (see attached *List of Items Needed*). The audit will not take place until sometime in March, however, Fire Department staff has already made changes to the accounting practices based on several virtual meetings with the auditing firm.

The general ledger and account summaries have been changed to better reflect government accounting practices. An additional layer of control has been placed on the general accounting entries.

Fire Department administrative staff still collates and calculates payroll, then forwards it on to the City of Mequon Finance Department for processing and payment. The City of Mequon staff has been an excellent source of information and support in our inaugural year of operation. Additionally, SOFD has relied heavily on input from the City of Mequon Finance Department during the information-gathering phase of the upcoming audit.

Analysis

The Fire Department staff is looking forward to the upcoming audit and plans to adopt recommended practices to create greater efficiency.

Fiscal Impact

None

Recommendation

None

Southern Ozaukee Fire & EMS

List of Items Needed

December 31, 2023

1. List of board members for 2023 – names, email addresses and phone numbers.
2. Board minutes for board meetings from 1/1/23 – current. Please continue to send as available through 2024.
3. Copy of the IGA with Village of Thiensville and City of Mequon.
4. Copy of document (if not in IGA) that shows the amounts owed by the City and Village for 2023.
5. Copy of your agreement with EMS MC (Lifequest).
6. Copy of any lease agreements (i.e. copier, buildings etc.)
7. Copy of any subscription based IT arrangements for a period in excess of one year (i.e. Records management software)
8. Copy of the employee manual that you used for the 2023 benefits offered to the departments employees.
9. Copy of the quickbook chart of accounts (balance sheet and income statement).
10. Is the payroll for the department done under the City of Mequon name or the departments name? If the departments name, please provide the following:
 - a. 2023 W-3
 - b. 2023 W-2's for all department employees
 - c. 2023 941's – all 4 quarters
 - d. 2023 monthly WRS filings/remittances
11. Copy of any employment agreements for Chief, Accountant etc.
12. Copy of bank statements for the checking and money market accounts for all 12 months of 2023 and January of 2024.
13. Copy of bank reconciliation for the checking and money market accounts for December 2023.
14. Copy of the ambulance receivable listing as of December 31, 2023 – this would come from your billing company and would include amount owed by customer and then an aging of those amounts owed.
15. Copy of all 12 months credit card statements with supporting receipts if applicable for 2023.
16. City receivable that we discussed on call – need to know what they paid for for the fire department and what revenue they offset against those payments to get to zero owed. Need detail because this activity (if incurred during 2023) should be recorded in the department statements.
17. Complete listing of all fleet items – including detailed description, year of purchase and cost. Also, need the each items useful life (for depreciation reasons).
18. Need listing of all equipment owned by the department in excess of \$1,000 in cost – including detailed description, year of purchase and cost (i.e. cots, turn out gear, SCABA etc.). Also, need each items useful life (for depreciation reasons).
19. Schedule of ambulance fees for 2023.
20. Details on ARPA local recovery funds of \$286,786.02 received during 2023. Who from? What used for?
21. Final trial balance as of December 31, 2023 – balance sheet, income statement – actual and budget. This should be after ALL 2023 activity is recorded and bank reconciliations completed.
22. Final general ledger detail for all accounts for 2023.
23. Detailed payroll data for the department for the first payroll ran in 2024 (this will be used for accrual entry).
24. Check register out of quickbooks from January 1, 2024 – time of audit.

25. Cash receipts register out of quickbooks from January 1, 2024 - time of audit.
26. Name and address of all attorney's used in 2023 – we will send legal update letters as part of audit process.
27. Name and address of bank used for the checking and money market accounts.
28. Name and title of authorized signers on the checking and money market accounts – we will confirm December 31, 2023 balances with the bank.
29. Please complete the attached related party questionnaire and return to us.
30. Please complete the accounts payable and payroll internal control documents attached and return to us.
31. Copy of 2023 budget document.
32. Copy of 2024 budget document.
33. Listing of any type of inventory – ambulance supplies, office supplies – item description, quantity, cost – as of 12/31/23 – let's discuss how big of a \$ this may be before you put time into this item.
34. Listing as of 12/31/23 of # of days owed to employees for vacation pay and sick pay. Would think there would be something in the payroll system that tracks this.
35. Prepare a credit card memo – see a sample attached – tailor as applicable to the department.



Southern Ozaukee Fire and
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11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042 Fax

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: March 13, 2024
SUBJECT: Payment for Ambulance Chassis

Background

In July 2022, the Mequon Fire Department placed an order for a replacement ambulance knowing the build time was more than two years because of supply chain issues created by Covid-19. At the time of placing the order, the City of Mequon and Village of Thiensville were actively engaged in merging the two fire departments. Despite the impending merger, the ambulance still needed to be purchased regardless of whether there was a merger. SOFD was notified in December that when the ambulance chassis arrives at the ambulance manufacturer, the Fire Department would have to purchase the chassis in order for the manufacturer to hold it because of the shortage of chassis due to high demand.

Analysis

The cost of the ambulance ordered in 2022 was \$301,969. Life Line Ambulance has notified SOFD that the chassis has arrived at their manufacturing facility and is asking for payment. Using some State of Wisconsin Funding Assistance Program (FAP) money, and State of Wisconsin Flex Grant award (ARPA) money, the City of Mequon and Village of Thiensville have been making payments since late 2023. These payments to Life Line Emergency Vehicles have been applied to the \$71,227 price of the chassis. There is an outstanding balance of \$35,967 to complete the purchase of the chassis.

Fiscal Impact

Paying off the chassis will reduce the final bill to \$230,742 when the ambulance is delivered later this year or early next year.

Recommendation

Staff recommends approving a payment to Life Line Emergency Vehicles in the amount of \$35,967.



Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
(262) 242-5042 Fax

Resolution #2024001

Resolution to Purchase Ambulance Chassis

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department provides 24-hour fire and EMS services 365 days per year; and

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department has a plan for scheduled replacement of fire and EMS vehicles; and

WHEREAS, the City of Mequon and Village of Thiensville has prepaid part of the \$71,227 cost chassis purchase of a new ambulance; and

WHEREAS, there is still and outstanding amount of \$35,967 owed to Life Line Emergency Vehicles of Sumner, Iowa to prepay for the chassis of the Ford Ambulance; and

WHEREAS, staff recommends the prepayment of chassis out of the capital equipment fund set aside each year for this purpose;

NOW, THEREFORE BE IT RESOLVED by the Board of the Southern Ozaukee Fire and Emergency Medical Services Department that staff is hereby directed to pay for the remainder of the chassis out of the Fire Equipment Capital Account 30100.

City of Mequon

Village of Thiensville

By: _____
Andrew Nerbun Date
Mayor

By: _____
Van Mobley Date
President



Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
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TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: March 13, 2024
SUBJECT: Purchase of Replacement Ambulance

Background

Since the merger of the City of Mequon and Village of Thiensville Fire Departments the Southern Ozaukee Fire Department has maintained a fleet of five ambulances. The department currently only needs four ambulances, however, given the age and high mileage of the current fleet, a decision was made to maintain five until the new one arrives. When the new ambulance arrives, an assessment will be done on the current fleet to sell off the ambulance least suitable for daily operations. The following list shows the year, make, and mileage of each ambulance:

- 2004 Chevy Ambulance 552 20 years old / 62,303 miles
- 2004 Chevy Ambulance 551 20 years old / 58,348 miles
- 2009 Ford Ambulance 951 15 years old / 129,025 miles
- 2014 Ford Ambulance 952 10 years old / 120,167 miles
- 2017 Ford Ambulance 950 7 years old / 101,566 miles

The goal of the SOFD is to maintain a fleet of four ambulances and rotate ambulances out after 12 years of service. A new ambulance was ordered by the Mequon Fire Department in July of 2022 with an expected delivery date of late 2024 or early 2025. Given the lead time is still two years to build an ambulance, another ambulance needs to be ordered now so a predictable replacement schedule can be established.

Analysis

A specification for a new ambulance was developed using the existing ambulances as a template. The Fire Department specifications were sent out to three different vendors for quotes and three quotes were returned ranging from \$365,000 to \$386,000.

All of the quotes included a \$55,356 Stryker Power-Load cot system. Three of the current SOFD ambulances have a Power-Load system on them. The Power-Load system supports the loading and unloading of the cot (patient moving device) in and out of the ambulance, reducing the potential for back injuries. Adding the Power-Load system to this new ambulance would make all the vehicles the same with interchangeable equipment.

The delivery dates for a new ambulance also vary considerably, anywhere from the Spring of 2026 to the Fall of 2026.

The following quotes were received:
Horton Emergency Vehicles - \$388,415
Osage Ambulances - \$388,186
Lifeline Emergency Vehicles - \$365,144

Fiscal Impact

Using staff's recommendation of purchasing from Lifeline Emergency Vehicles, the cost of the vehicle would be \$365,144. There will be some value to selling one of the older ambulances, however it is too difficult to predict income from the sale given how long it will take to build a new ambulance.

Recommendation

Staff recommends purchasing the replacement ambulance from Lifeline Emergency Vehicles for \$365,144. There is currently \$1,210,762 in the SOFD capital fund.



Southern Ozaukee Fire and
Emergency Medical Services Department
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Resolution #2024002

Resolution to Purchase a Replacement Ambulance

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department provides 24-hour fire and EMS services 365 days per year; and

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department has a plan for scheduled replacement of fire and EMS vehicles; and

WHEREAS, staff requested bids on a replacement vehicle, specifically a 2026 Ford Ambulance; and

WHEREAS, Life Line Emergency Vehicles of Sumner, Iowa provided the lowest bid for the replacement of the Ford Ambulance in the Amount of \$362,482; and General Fire for the installation of two way radios for \$4,000; and

WHEREAS, staff recommends the purchase of the vehicle from funds set aside each year for this purpose;

NOW, THEREFORE BE IT RESOLVED by the Board of the Southern Ozaukee Fire and Emergency Medical Services that staff is hereby directed to enter into an agreement to purchase a 2026 Ford Ambulance from Life Line Emergency Vehicles of Sumner, Iowa at their bid of \$362,482. Funds for this purchases will be from the Fire Equipment Capital Account 30100.

City of Mequon

Village of Thiensville

By: _____
Andrew Nerbun Date
Mayor

By: _____
Van Mobley Date
President