



Southern Ozaukee Fire & EMS Board  
AGENDA

DATE: Wednesday, May 8, 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 ALDERMAN GREG BACH  
MEQUON CITIZEN MEMBER LYNN STREETER

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

**III. NEW BOARD MEMBERS WELCOME**

**IV. APPROVAL OF MINUTES**

A. March 13, 2024 (att)

**V. 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.

**VI. GOVERNANCE**

A. Review and Approve Acceptance of \$5,570 donation from Thiensville Fire Department Corporation (att)

B. Discussion of memorandum dated April 10, 2024, from Chief David Bialk regarding private ambulance use of the Thiensville Fire Department building (att)

## **VII. OPERATIONS**

- A. Update regarding purchase of replacement ambulance (att)
- B. Update regarding City of Mequon Public Safety Building

## **VIII. FINANCE**

- A. Update regarding Ozaukee County EMS ARPA Grant money (att)
- B. Update regarding Fiscal Year 2023 SOFD Annual Comprehensive Fiscal Report (att)

## **IX. REVIEW DATE OF NEXT MEETING**

- A. July 10, 2024

## **X. MOTION TO ADJOURN TO CLOSED SESSION**

A. The SOFD Board may convene into Closed Session pursuant to Wis. Stat. 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons and/or the preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems. Command Staff Performance.

- 1. Roll Call Vote

## **XI. MOTION TO RECONVENE IN OPEN SESSION**

- A. Vote of Board to Reconvene
- B. Review and possible action regarding Closed Session topic

## **XII. ADJOURNMENT**

Colleen Landisch-Hansen, Interim Village Clerk

May 3, 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, March 13, 2024  
LOCATION: 250 Elm Street, Thiensville,  
WI

TIME: 5:30 PM

## I. CALL TO ORDER

Mayor Nerbun called the meeting to order at 5:30 PM.

## II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN  
MEQUON ADMINISTRATOR WILL JONES  
MEQUON ALDERMAN DALE MAYR (EXCUSED)  
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 (EXCUSED)

## III. APPROVAL OF MINUTES

A. January 10, 2024 (att)

**MOTION** by President Mobley, **SECONDED** by Alderwoman Schneider to approve the January 10, 2024 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. Consolidation of SOFD Fleet and Capital Accounts Update (att)

Chief Bialk outlined changes to the Intergovernmental Agreement approved early in 2024 that called for both communities to donate their fleet and committed Fire Department capital reserves to SOFD. The Thiensville Village Board and Mequon Common Council have approved the Second Amendment to the Intergovernmental Agreement, which outlined the method of consolidating the SOFD Fleet and Capital Accounts. Thiensville received \$180,938.69 under the approved joint funding formula to equalize the contributions from Mequon and Thiensville.

Jerry Deutsch, 11223 N. Grace Court, Mequon, asked where the funds came from for the payment to Thiensville. Mayor Nerbun replied it came from the sale of capital equipment.

### VI. OPERATIONS

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

Chief Bialk noted a new commercial fire inspection fee schedule was created after the new department was formed. A discussion ensued regarding the appropriate wording for entities exempt from inspection fees. Attorney Sadjak suggested wording the policy to apply to tax-supported government-owned properties. Administrator Jones added the policy can be amended if the Board sees a need after it is implemented. President Mobley clarified that the action being considered applies solely to fire inspection services and not other SOFD fees. The exemption to the inspection fee will apply to facilities owned by the City of Mequon and the Village of Thiensville, the Mequon-Thiensville School District, the Frank L. Weyenberg Library and the Milwaukee Area Technical College campus in Mequon.

**MOTION** by Alderwoman Schneider, **SECONDED** by Citizen Member Streeter to approve Commercial Fire Inspection Fee Policy with a change to the second paragraph to read "Except where the property is leased to a non-governmental entity, tax-supported government-owned properties" with the named entities deleting "post offices." **MOTION CARRIED UNANIMOUSLY.**

#### B. SOFD Handbook (update)

Mequon Assistant City Administrator Justin Schoenemann provided an update on the SOFD Handbook. Mr. Schoenemann and Citizen Member Chimenti met and discussed specific items for inclusion. Progress on the SOFD Handbook is ongoing.

#### C. City of Mequon Space Needs Analysis (update)

Chief Bialk provided an update of the City of Mequon Space Needs Analysis. The firm FGMA was selected to conduct the analysis in Mequon. Information was collected from City officials

and a preliminary report was presented in January. President Mobley asked if space in Thiensville was included in the study. Administrator Jones added the Mequon Common Council will have a strategic planning meeting on Thursday, May 2, 2024, prior to the May 8, 2024 SOFD Board meeting. Chief Bialk can provide an update at that meeting. There potentially could be joint discussions between the Common Council and Village Board related to future facility planning. President Mobley noted that Thiensville is considering leasing space to Bell Ambulance and potential SOFD space needs could have an impact. A written report from Chief Bialk on the impact of leasing space to Bell Ambulance would be helpful. Citizen Member Streeter added the SOFD Board at some point needs to discuss when to approach a strategic plan for SOFD.

## VII. FINANCE

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

Chief Bialk provided an update on the site visit review of the Ozaukee County ARPA grant. President Mobley asked about revenue from ambulance billing. Chief Bialk noted that bills are going out and revenue is being received regularly.

### B. SOFD Audit - Baker Tilly Update (att)

Chief Bialk provided an update on the upcoming audit.

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

**MOTION** by President Mobley, **SECONDED** by Alderwoman Schneider to authorize \$35,967 Payment to Life Line Emergency Vehicles for Ambulance Chassis. (Resolution 2024001)

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

**Naes:** None

**MOTION CARRIED.**

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

Chief Bialk noted it will take approximately two years for delivery of a replacement ambulance. The price includes a \$55,356 Stryker Power-Load cot system.

**MOTION** by Citizen Member Chimenti, **SECONDED** by Trustee Eckert to purchase a replacement ambulance from Life Line Emergency Vehicles for \$365,144. (Resolution 2024002)

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

**Naes:** None  
**MOTION CARRIED.**

### **VIII. REVIEW DATE OF NEXT MEETING**

A. May 8, 2024

Trustee Eckert asked about the recent donation of dive equipment. It will be accepted by the Board at the May 8, 2024 meeting.

Trustee Eckert requested details on the most-recent fatal fire. Chief Bialk provided an update. Mayor Nerbun suggested placing updates of major events on the agenda in the future. Trustee Eckert suggested the SOFD appoint a public information officer.

Citizen Member Streeter suggested sharing photos from a recent stair-climb photo with the local newspaper.

### **IX. ADJOURNMENT**

**MOTION** by Citizen Member Chimenti, **SECONDED** by Trustee Eckert to adjourn the Meeting at 7:02 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg  
Administrative Assistant  
Village of Thiensville

Signed by,

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



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

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TO: SOFD Board  
FROM: Fire Chief David L Bialk  
Date: May 8, 2024  
Subject: Acceptance of Donation from Thiensville Fire Department Corporation

#### Background

The Thiensville Volunteer Fire Department Corporation has historically been a fund-raising arm for the Thiensville Fire Department. When the Village of Thiensville and Mequon Fire Department merged, the Thiensville Fire Corporation decided to become a philanthropic organization for the community at-large. At that time, they also indicated they would entertain requests for donation from the Southern Ozaukee Fire Department. Battalion Chief Lemke reached out to the corporation in November of 2023 and made a request for some new dive equipment for the SOFD Dive Team.

#### Analysis

The corporation was approached with a list of equipment totaling \$5,570, which included a diving suit specifically designed for female divers. In the past, female divers had to fit into the larger men's diving suits. At the February 20, 2024 meeting, the Thiensville Fire Corporation approved the request for new dive gear. (See attached Quote)

#### Fiscal Impact

According to the Intergovernmental Agreement between Thiensville and Mequon Section 12(j) any donation made to SOFD requires SOFD Board approval. Staff is seeking SOFD Board approval for acceptance of the donation from the Thiensville Fire Department Corporation of dive equipment in the amount of \$5,570.52.

#### Recommendation

Staff recommends accepting the donation of equipment from the Thiensville Fire Department Corporation.



N87W16459 APPLETON AVENUE  
 MENOMONEE FALLS Wisconsin 53051  
 (262) 251-8283

# Invoice - Quote

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**SOUTHERN OZAUKEE FIRE DEPARTMENT-17935494**  
 11300 BUNTROCK ROAD  
 MEQUON, WI 53092  
 (262) 302-0655

**Quote#: 51306**  
 11-04-2023 - 08:59:16 PM  
 Sales Person: Michael-3552532

Qty	Unit Price	Description	PC	Tax	Type	Ext.Price
3	315.00	Tank Steel HP80 - Gun Metal Gray X7-80/E7-80	M	No	Product	945.00
1	2649.00	Public Safety TLS Select Sizes (L) 111920-L/111920-L Size:L	M	No	Product	2649.00
1	849.24	MK19 EVO/G260 12.255.010/4048336418249	M	No	Product	849.24
1	1127.28	Hydros Pro w/Air2 Mens - Black 21.730.440/4048336358347 Size:LSize:BLACK	M	No	Product	1127.28

Terms: Net 30  
 Delivery Terms: Pick up at Underwater Connection  
 Contact Info: Mike or John

Sub Total \$5570.52  
 Taxable Amount \$0.00  
 Sales Tax \$0.00  
 Total after tax \$5570.52  
**Total Amount \$5570.52**

**Quote Notes**

prices valid until manufacturers release new price lists

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**TO:** Village President Van Mobley  
**FROM:** Fire Chief David L Bialk  
**DATE:** 4/10/2024  
**SUBJECT:** Fire Chiefs' Opinion of Leasing of Thiensville Fire Station

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At the March 13, 2024 SOFD Board Meeting I was asked by Village President Van Mobley to give my opinion on the leasing of the Thiensville fire station to a private ambulance company.

Before I share my opinion, it should be noted that the use of the Thiensville fire station in the operation of SOFD going forward is still undecided. Building utilization is part of the SOFD 2024 workplan and is written into the original IGA between the communities. Looking at the current SOFD staffing model with a focus on maximizing current resources, the fire station on Buntrock is working the best. However, there has been no determination on what role the Thiensville fire station will play for SOFD in the future.

My opinion on the leasing of the Thiensville fire station to a private ambulance company is just that, it is my opinion, and I would not stand in the way of the Village of Thiensville recovering cost or benefiting from the use of their property.

I have two concerns with allowing a private ambulance company to lease the building for their operation, namely the impact on SOFD recruitment and retention and the quality of service delivery to our citizens.

SOFD still relies heavily on paid-on-call (community members, volunteers) to support our operation. In my experience, people who join a paid-on-call department do so either to gain training and experience in preparation for a full-time career or because they have a desire to serve their community. Volunteerism within the fire service in general and locally has dwindled, leaving mostly younger people who join for the training and experience.

Paid-on-call members of SOFD are paid \$3.00 per hour to be on-call. Only when there is a call for service does their hourly rate increase to anywhere from \$26 up to \$36 per hour. There is no guarantee how much beyond the \$3.00 per hour an on-call member will make during any given shift. Many of these members also work more than one job in order to make ends meet. The result of working more than one job is that many members have limited time off from work. If there was an opportunity to work fewer hours but still in the local community and be guaranteed more pay, that may be appealing for many of our members. The concern is that an exodus of our current staff could have a significant impact on the operation.

Private ambulance companies are also very successful in promoting themselves to the public and care facilities. The concern is that a care facility or individual may, for a number of reasons, choose to call a private ambulance rather than 911. Private ambulances are not dedicated to the community where they are based out of, which may mean a patient could wait longer for an ambulance than if 911 was utilized. This could negatively impact patient care. In the long-term the department could also see a noticeable reduction in revenue, a significant portion of the SOFD budget.



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TO: SOFD Board  
FROM: Fire Chief David L Bialk  
Date: May 8, 2024  
Subject: Purchase of Replacement Ambulance Update

#### Background

At the March 13, 2024 SOFD Board Meeting, the Board approved the purchase of a replacement ambulance for the fire department. According to the Intergovernmental Agreement between Thiensville and Mequon, Section 11 states any capital improvement purchase must also have the approval of both communities.

#### Analysis

The request to approve the ambulance purchase was taken to the Mequon Common Council and Thiensville Village Board on April 9 and April 15, 2024, respectively, where it passed in both communities.

#### Fiscal Impact

The cost of the replacement ambulance is \$365,144 for the Southern Ozaukee Fire Department.

#### Recommendation

None



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**TO:** SOFD Board  
**FROM:** Fire Chief David L Bialk  
**DATE:** May 8, 2024  
**SUBJECT:** Ozaukee County EMS ARPA Grant Money Update

### **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 allocated for 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 expenditures related to personnel costs 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 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 stated SOFD passed the 2023 audit, and that the department would be receiving the next \$324,000 check in April of 2024. SOFD did receive this check on April 8, 2024.

### **Fiscal Impact**

None

### **Recommendation**

None



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**TO:** SOFD Board

**FROM:** Fire Chief David L Bialk

**DATE:** May 8, 2024

**SUBJECT:** Fiscal Year 2023 SOFD Annual Comprehensive Fiscal Report Update

**Background**

A financial audit of Southern Ozaukee Fire Department (Fiscal Year 2023) was added to the 2024 budget. Baker Tilly was contracted to conduct the audit which was performed the first week of April over the course of four days. Since the audit, there has been a follow-up meeting to discuss open issues with CPA Wendi Unger, a partner at Baker Tilly. Fire department staff has already made changes to 2024 accounting practices and internal controls at the suggestion of the auditors.

**Analysis**

Attached is a letter which provides the status of the 2023 audit from Baker Tilly.

**Fiscal Impact**

None

**Recommendation**

None

Date: April 29, 2024

To: Southern Ozaukee Fire and Emergency

Medical Services Department (SOFD) Board and Management

From: Wendi Unger, CPA, Partner at Baker Tilly US, LLP (BT)

Subject: Status of 2023 Audit

In anticipation of your May board meeting this memo serves as a high level summary of the status of the 2023 audit process and related audited financial statements.

The BT audit and SOFD management teams met virtually on April 12, 2024 to discuss various topics. One topic was the timing of completion of the audit process. We continue to operate with a level of urgency however, we are inserting your first year audit engagement into a time we did not have large pockets of open time. As we move forward we will have a designated time slot for your audit and assuming all information available at the time scheduled this extended process will not happen.

As of the date of this memo we are waiting for internal control related documentation/walk through information for journal entries, ambulance billing and financial close. We continue to work through remaining open audit areas and are near ready to prepare audited financial statements.

A first year audit is extremely labor intensive and time consuming as you can imagine. File building and documentation of organization and related controls takes time. However, subsequent years audits should go much quicker.

We want to recognize the attention that your team has given to this process and thank them for their understanding and patience. We would look for the audited statements to be in a draft format and in your hands for review by mid to end of May.

Please feel free to reach out to me with any questions. My direct line is 414.777.5423 and my email address is [wendi.unger@bakertilly.com](mailto:wendi.unger@bakertilly.com).