



Southern Ozaukee Fire & EMS Board
AGENDA

DATE: Wednesday, May 10, 2023

LOCATION: 11333 N. Cedarburg Road,
Mequon, WI 53092

TIME: 5:30 PM

I. CALL TO ORDER

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON COMMON COUNCIL PRESIDENT DALE MAYR
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER

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

III. APPROVAL OF MINUTES

A. March 8, 2023 (att)

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

V. OPERATIONAL UPDATES

A. Response times and statistics, Quarter 1 (Deputy Chief Zellmann) (att)

B. Update on hiring process for Battalion Chief and two full-time Firefighter/Paramedics
(Chief Bialk)

C. Compensation study for salaried employees (Assistant City Administrator
Schoenemann)

D. Quarter 1 budget review (att)

E. Fleet consolidation (att)

F. Mission, Vision and Values (att)

VI. REVIEW AND APPROVE

A. Amendments to the original Southern Ozaukee Fire & Emergency Medical Services Agreement (att)

B. Approval of grant expenditures (att)

C. Grievance procedure (att)

VII. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

May 5, 2023

Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting. Persons with disabilities requiring accommodation for attendance at this meeting should contact the SOFD office, 262-242-3720, 24 hours in advance of this meeting.



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 prior to the May 2023 Board meeting. 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

1st Quarter 2023

Run Counts by City	EMS	Fire	Fire Alarm	MVA	Intercept	Other	TOTAL
Mequon	433	35	44	9	0	12	533
Thiensville	45	2	9	0	0	1	57
Cedarburg	9	0	0	0	79	1	89
Other	1	5	0	1	1	0	8
Total							687

1st Quarter 2023	Mequon		Thiensville	
Run Type Count	# of Runs	90th %	# of Runs	90th %
Rescue 1	10	10:10	1	06:08
Rescue 2	88	11:24	11	11:40
Rescue 3	66	10:46	5	09:24
Rescue 4	120	11:13	6	08:45
Rescue 5	129	11:34	18	11:56
Rescue NC	20	11:54	4	09:18
Fire Alarm	44	15:48	9	14:14
Fire	35	13:46	2	10:49
MVA	9	10:24	0	N/A
Totals	521		56	

1st Quarter Financial Report

Southern Ozaukee Fire & EMS Department
January 1, 2023 - March 31, 2023



Prepared on
May 4, 2023

Quarterly Statement of Activity Summary

January - March, 2023

	Jan - Mar, 2023	Total
REVENUE		
40000 Permits & Other Fees/Revenue		0.00
40100 Burn Permits	560.00	560.00
40400 Other Fire Prevention Fees		0.00
40410 Community Education CPR	45.00	45.00
Total 40400 Other Fire Prevention Fees	45.00	45.00
40700 Ambulance Fees		0.00
40710 Thiensville EMS Revenue Oct-Dec 2022	-790.42	-790.42
Total 40700 Ambulance Fees	-790.42	-790.42
Total 40000 Permits & Other Fees/Revenue	-185.42	-185.42
43000 Government grants & contracts		0.00
43100 Intergovernmental Revenues		0.00
43200 Municipality Revenue Share		0.00
43210 City of Mequon	338,093.50	338,093.50
43220 Village of Thiensville	123,941.48	123,941.48
Total 43200 Municipality Revenue Share	462,034.98	462,034.98
Total 43100 Intergovernmental Revenues	462,034.98	462,034.98
Total 43000 Government grants & contracts	462,034.98	462,034.98
Total Revenue	461,849.56	461,849.56
GROSS PROFIT	461,849.56	461,849.56
EXPENDITURES		
224100 Payroll Expenses		0.00
670101 Regular Employees-Salary, FT, PT	207,174.93	207,174.93
670150 EMS Call Wages	59,395.64	59,395.64
670151 Fire Call Wages	35,496.54	35,496.54
670160 Station Work Wages	950.00	950.00
670161 Vehicle Inspection Wages	84.67	84.67
670162 Training Wages	24,779.56	24,779.56
670171 On Call Hours Wages	31,573.65	31,573.65
670173 Paramedic POP	55,320.72	55,320.72
670175 Employee on Premise Wages	19,154.65	19,154.65
Total 224100 Payroll Expenses	433,930.36	433,930.36
51000 Contractual Services	16,359.50	16,359.50
51500 Legal Fees	4,365.00	4,365.00
51600 IT Services	6,278.00	6,278.00
51650 Billing Services	0.00	0.00
51700 Advertising/Promotional	501.00	501.00
Total 51000 Contractual Services	27,503.50	27,503.50
54000 Personnel Services		0.00
54100 Dues & Subscriptions	95.00	95.00
54200 Meetings & Conferences	850.42	850.42
54300 Training	3,550.71	3,550.71

	Jan - Mar, 2023	Total
54400 Uniforms	401.00	401.00
54700 Recruitment	1,479.00	1,479.00
Total 54000 Personnel Services	6,376.13	6,376.13
55000 Commodities		0.00
55200 Telephone	1,025.02	1,025.02
55300 Printing/Copy Machine Supplies	159.53	159.53
55400 Postage	281.12	281.12
55500 Miscellaneous	142.00	142.00
55700 Work Supplies	18,096.71	18,096.71
Total 55000 Commodities	19,704.38	19,704.38
56000 Maintenance	383.99	383.99
Equipment Repairs/Small Tools	1,354.60	1,354.60
Vehicle Maintenance (DPW)	3,541.90	3,541.90
Total 56000 Maintenance	5,280.49	5,280.49
57000 Insurance	29,081.00	29,081.00
57300 Workers Compensation Insurance	29,492.00	29,492.00
Total 57000 Insurance	58,573.00	58,573.00
673100 Fringe Benefits		0.00
224101 Deferred Comp	0.00	0.00
224110 Health Insurance	20,047.36	20,047.36
224120 Dental Insurance	-348.72	-348.72
224121 Vision Insurance	-80.00	-80.00
224122 Accident Insurance	3,100.37	3,100.37
224130 Life Insurance	-506.86	-506.86
673101 Social Security	33,495.49	33,495.49
673102 Wisconsin Retirement	85,409.72	85,409.72
Total 673100 Fringe Benefits	141,117.36	141,117.36
Total Expenditures	692,485.22	692,485.22
NET OPERATING REVENUE	-230,635.66	-230,635.66
NET REVENUE	\$ -230,635.66	\$ -230,635.66

Statement of Financial Position

As of March 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
11100 ORGANIZATION CHECKING	126,512.76
Total Bank Accounts	126,512.76
Accounts Receivable	
13100 Accounts Receivable (A/R)	0.00
Total Accounts Receivable	0.00
Other Current Assets	
11900 Payments to deposit	20.00
Total Other Current Assets	20.00
Total Current Assets	126,532.76
TOTAL ASSETS	\$126,532.76
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21000 Accounts Payable (A/P)	5,950.78
Total Accounts Payable	5,950.78
Credit Cards	
SOFD CREDIT CARD	862.21
Total Credit Cards	862.21
Total Current Liabilities	6,812.99
Total Liabilities	6,812.99
Equity	
30000 Opening balance equity	0.00
30100 Municipal Capital Contributions	21,798.00
31000 Retained Earnings	328,557.43
Net Revenue	-230,635.66
Total Equity	119,719.77
TOTAL LIABILITIES AND EQUITY	\$126,532.76

Budget vs. Actuals: 2023 SOFD Budget - FY23 P&L

	Actual	Budget	over Budget	Total % of Budget
REVENUE				
40000 Permits & Other Fees/Revenue	0.00		0.00	
40100 Burn Permits	740.00	15,725.00	-14,985.00	4.71 %
40300 Building Inspection(Fire Fees)		7,122.00	-7,122.00	
40400 Other Fire Prevention Fees		8,000.00	-8,000.00	
40410 Community Education CPR	45.00		45.00	
Total 40400 Other Fire Prevention Fees	45.00	8,000.00	-7,955.00	0.56 %
40500 Fire Inspections(Annual)		30,000.00	-30,000.00	
40700 Ambulance Fees		1,207,498.00	-1,207,498.00	
40710 Thiensville EMS Revenue Oct-Dec 2022	-790.42		-790.42	
Total 40700 Ambulance Fees	-790.42	1,207,498.00	-1,208,288.42	-0.07 %
40800 False Alarms		2,700.00	-2,700.00	
40900 Accident Fees		8,538.00	-8,538.00	
Total 40000 Permits & Other Fees/Revenue	-5.42	1,279,583.00	-1,279,588.42	-0.00 %
43000 Government grants & contracts				
43100 Intergovernmental Revenues				
43200 Municipality Revenue Share				
43210 City of Mequon	1,014,305.50	1,344,172.00	-329,866.50	75.46 %
43220 Village of Thiensville	123,941.48	247,883.00	-123,941.52	50.00 %
Total 43200 Municipality Revenue Share	1,138,246.98	1,592,055.00	-453,808.02	71.50 %
43250 Other Revenue Share	48,500.00		48,500.00	
43300 CITY OF CEDARBURG	73,000.00		73,000.00	
43310 Paramedic Intercept-Cedarburg		37,500.00	-37,500.00	
Total 43300 CITY OF CEDARBURG	73,000.00	37,500.00	35,500.00	194.67 %
44500 Grants & Aids				
44510 Fire Insurance Dues (2%)		224,847.00	-224,847.00	
44520 EMS Funding Assisting Program		13,238.00	-13,238.00	
44530 ARPA Local Recovery Funds		300,000.00	-300,000.00	
Total 44500 Grants & Aids		538,085.00	-538,085.00	

				Total
	Actual	Budget	over Budget	% of Budget
Total 43100 Intergovernmental Revenues	1,259,746.98	2,167,640.00	-907,893.02	58.12 %
Total 43000 Government grants & contracts	1,259,746.98	2,167,640.00	-907,893.02	58.12 %
Total Revenue	1,259,741.56	3,447,223.00	-2,187,481.44	36.54 %
GROSS PROFIT	1,259,741.56	3,447,223.00	-2,187,481.44	36.54 %
EXPENDITURES				
224100 Payroll Expenses				
670101 Regular Employees-Salary, FT, PT	242,107.88	1,378,994.00	-1,136,886.12	17.56 %
670150 EMS Call Wages	71,818.80	105,600.00	-33,781.20	68.01 %
670151 Fire Call Wages	41,967.62	102,400.00	-60,432.38	40.98 %
670160 Station Work Wages	970.00		970.00	
670161 Vehicle Inspection Wages	112.45	19,500.00	-19,387.55	0.58 %
670162 Training Wages	28,466.67	100,000.00	-71,533.33	28.47 %
670163 FSLA Pay		47,072.00	-47,072.00	
670164 Holiday Pay		71,536.00	-71,536.00	
670171 On Call Hours Wages	37,205.94	38,688.00	-1,482.06	96.17 %
670173 Paramedic POP	66,660.78	281,160.00	-214,499.22	23.71 %
670175 Employee on Premise Wages	22,043.25		22,043.25	
Total 224100 Payroll Expenses	511,353.39	2,144,950.00	-1,633,596.61	23.84 %
51000 Contractual Services	16,359.50		16,359.50	
51500 Legal Fees	4,365.00	14,000.00	-9,635.00	31.18 %
51550 Audit Services		7,100.00	-7,100.00	
51600 IT Services	6,418.00	17,975.00	-11,557.00	35.71 %
51650 Billing Services	0.00	72,450.00	-72,450.00	0.00 %
51700 Advertising/Promotional	801.00		801.00	
Total 51000 Contractual Services	27,943.50	111,525.00	-83,581.50	25.06 %
54000 Personnel Services				
54100 Dues & Subscriptions	145.00	5,050.00	-4,905.00	2.87 %
54200 Meetings & Conferences	850.42	1,000.00	-149.58	85.04 %
54300 Training	1,976.71	36,000.00	-34,023.29	5.49 %
54400 Uniforms	401.00	35,451.00	-35,050.00	1.13 %
54500 Books & Periodicals		1,500.00	-1,500.00	

				Total
	Actual	Budget	over Budget	% of Budget
54600 Preemployment Examinations		7,745.00	-7,745.00	
54700 Recruitment	1,479.00	4,500.00	-3,021.00	32.87 %
Total 54000 Personnel Services	4,852.13	91,246.00	-86,393.87	5.32 %
55000 Commodities				
55100 Office Supplies	315.49	1,650.00	-1,334.51	19.12 %
55200 Telephone	2,140.05	12,535.00	-10,394.95	17.07 %
55300 Printing/Copy Machine Supplies	159.53	3,280.00	-3,120.47	4.86 %
55400 Postage	281.12	400.00	-118.88	70.28 %
55500 Miscellaneous	142.00		142.00	
55700 Work Supplies	28,503.15	89,500.00	-60,996.85	31.85 %
Total 55000 Commodities	31,541.34	107,365.00	-75,823.66	29.38 %
55450 Bank Fees	40.00		40.00	
56000 Maintenance	383.99		383.99	
Building Maintenance		1,800.00	-1,800.00	
Equipment Repairs/Small Tools	1,354.60	40,000.00	-38,645.40	3.39 %
Fuel	78.74	16,813.00	-16,734.26	0.47 %
Hoses		2,500.00	-2,500.00	
Radio Maintenance		4,000.00	-4,000.00	
Truck Maintenance		40,000.00	-40,000.00	
Vehicle Maintenance (DPW)	3,428.78		3,428.78	
Total 56000 Maintenance	5,246.11	105,113.00	-99,866.89	4.99 %
57000 Insurance	29,081.00		29,081.00	
57100 Liability insurance		33,051.00	-33,051.00	
57200 Vehicle Insurance		20,765.00	-20,765.00	
57300 Workers Compensation Insurance	29,492.00	46,224.00	-16,732.00	63.80 %
57400 Property Insurance		1,000.00	-1,000.00	
57500 EAP		2,040.00	-2,040.00	
Total 57000 Insurance	58,573.00	103,080.00	-44,507.00	56.82 %
673100 Fringe Benefits				
224101 Deferred Comp	0.00		0.00	
224110 Health Insurance	35,600.28	228,625.00	-193,024.72	15.57 %

				Total
	Actual	Budget	over Budget	% of Budget
224120 Dental Insurance	199.20	10,086.00	-9,886.80	1.98 %
224121 Vison Insurance	0.00		0.00	
224122 Accident Insurance	3,151.29		3,151.29	
224130 Life Insurance	-6.53	5,389.00	-5,395.53	-0.12 %
673101 Social Security	39,328.13		39,328.13	
673102 Wisconsin Retirement	92,873.86	207,149.00	-114,275.14	44.83 %
673103 FICA		164,089.00	-164,089.00	
Total 673100 Fringe Benefits	171,146.23	615,338.00	-444,191.77	27.81 %
Total Expenditures	810,695.70	3,278,617.00	-2,467,921.30	24.73 %
NET OPERATING REVENUE	449,045.86	168,606.00	280,439.86	266.33 %
OTHER EXPENDITURES				
59100 Contingency		168,606.00	-168,606.00	
Total Other Expenditures	0.00	168,606.00	-168,606.00	0.00%
NET OTHER REVENUE	0.00	-168,606.00	168,606.00	0.00 %
NET REVENUE	\$449,045.86	\$0.00	\$449,045.86	0.00%

Check Detail

January - March, 2023

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
11100 ORGANIZATION CHECKING						
01/10/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-104.16
				Delta Dental WI Premium		104.16
01/11/2023	Bill Payment (Check)	28	Assessment Technologies of Wisconsin, LLC		C	-812.50
						-812.50
01/11/2023	Check	1002	Laura Cecil	2nd Semester Paramedic Reimbursement	R	-3,289.14
				2nd Semester Paramedic- Reimbursement		3,289.14
01/17/2023	Bill Payment (Check)	27	Element-Ann Arbor		R	-2,720.00
						-2,720.00
01/24/2023	Expenditure		ETF	Group Insurance ETFPay WS2GPCXXXXX7160	R	-8,119.56
				Group Insurance ETFPay WS2GPCXXXXX7160		8,119.56
01/25/2023	Check	7	Village of Thiensville	Voided-incorrect amount. reissued	R	0.00
				Ambulance Billing Reimbursement- December 2022		0.00
01/25/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-104.16

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
				Delta Dental WI Premium		104.16
01/25/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-40.00
				Delta Dental WI Premium		40.00
01/25/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-29.28
				Delta Dental WI Premium		29.28
01/25/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-83.92
				Delta Dental WI Premium		83.92
01/26/2023	Check	5	Wisconsin Department of Transportation	Duplicate Registration License Plate 15971	R	-2.00
				Replacement Registration		2.00
01/26/2023	Check	6	R&R Insurance	Southern Ozaukee Fire & EMS	R	-29,424.50
				Invoice 2765037 Crime Insurance-1/1/23-1/1/26		785.00
				Invoice 2767649 Workers Comp-Q1		14,747.00
				Invoice 2767650		13,892.50
02/05/2023	Check	3	Village of Thiensville	EMS Revenue: November & December 2022	R	-2,354.15
				EMS Revenue Thiensville-November 2022		-1,159.67

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
				EMS Revenue Thiensville-December 2022		-1,194.48
02/05/2023	Check	4	Village of Thiensville	EMS Revenue: Received January 2023 from 2022	R	-3,941.52
				Thiensville EMS Revenue Received January 2023 for 2022		-3,941.52
02/16/2023	Check	2	JOIN THE FIRE SERVICE	Inv #1158 Jan, Feb and FT/PM Recruitment Campaign(Jan 2023)	R	-1,479.00
				Recruitment Services		1,479.00
02/17/2023	Expenditure		ETF	Group Insurance ETFPay WS2GPCXXXXX8558	R	-8,119.56
				Group Insurance ETFPay WS2GPCXXXXX8558		8,119.56
02/17/2023	Expenditure			WI DEPT REVENUE TAXPAYMNT XXXXX3616	R	-2,431.60
				WI DEPT REVENUE TAXPAYMNT XXXXX3616		2,431.60
02/21/2023	Expenditure		Delta Dental	Dental Preventive Plan- Emp Pay	R	-104.16
				Dental Preventive Plan- Emp Pay		104.16
02/21/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-83.92
				Delta Dental WI Premium		83.92

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
02/21/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-29.28
				Delta Dental WI Premium		29.28
02/21/2023	Expenditure		Delta Dental	Delta Dental WI Premium	R	-40.00
				Delta Dental WI Premium		40.00
02/23/2023	Check	1	JILL WELLMAN	REIMBURSEMENT	R	-154.10
				POSTAGE		14.10
				QUICKBOOKS 2/5/23 PAYMENT		140.00
02/23/2023	Bill Payment (Check)	9	MEQUON COPY MASTER		R	-37.93
						-37.93
02/23/2023	Bill Payment (Check)	10	GENERAL FIRE EQUIPMENT		R	-1,520.70
						-1,520.70
02/23/2023	Bill Payment (Check)	11	PROPHOENIX CORPORATI		R	-1,250.38
						-1,250.38
02/23/2023	Bill Payment (Check)	12	DASH MEDICAL GLOVES		R	-284.48
						-284.48
02/23/2023	Bill Payment (Check)	13	SECURIAN FINANCIAL GROUP, INC		R	-1,660.14
						-1,660.14

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
02/23/2023	Bill Payment (Check)	14	STREICHER'S	159031	R	-179.94
						-179.94
02/23/2023	Bill Payment (Check)	15	ZOLL MEDICAL CORP		R	-1,350.05
						-1,350.05
02/23/2023	Bill Payment (Check)	16	EMERGENCY MEDICAL PRODUCTS		R	-105.70
						-105.70
02/23/2023	Bill Payment (Check)	17	HENRY SCHEIN, INC		R	-28.53
						-28.53
02/23/2023	Bill Payment (Check)	18	WEST BEND ELEVATOR, INC		R	-502.50
						-502.50
02/23/2023	Bill Payment (Check)	19	AIRGAS USA, LLC		R	-478.01
						-478.01
02/23/2023	Bill Payment (Check)	20	RENNERT'S FIRE EQUIPMENT SERVICE, INC		R	-288.99
						-288.99
02/23/2023	Bill Payment (Check)	21	WAUKESHA COUNTY TECH		R	-96.57
						-96.57
02/23/2023	Bill Payment (Check)	22	LINCOLN CONTRACTORS		R	-32.07
						-32.07
02/23/2023	Bill Payment (Check)	23	ADVANCE AUTO PARTS		R	-29.85

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
						-29.85
02/23/2023	Bill Payment (Check)	24	RELIANT FIRE APPARATUS		R	-540.56
						-540.56
02/23/2023	Bill Payment (Check)	25	WESOLOWSKI, REIDENBACH & SAJDAK, S.C.		R	-1,026.00
						-1,026.00
02/23/2023	Bill Payment (Check)	26	ACE HARDWARE		R	-10.79
						-10.79
02/27/2023	Expenditure			EMPLOYE TRUST FU WRS REMIT 5520000	R	-11,466.69
				EMPLOYE TRUST FU WRS REMIT 5520000		11,466.69
02/28/2023	Check	1026	JOEL DEUTSCH	REIMBURSEMENT- LEADERSHIP COURSE	R	-50.00
				REIMBURSEMENT- LEADERSHIP COURSE		50.00
03/06/2023	Check	1011	Bank First	Voided - SOFD Opening Deposit	R	0.00
				SOFD Opening Deposit Billing Account		0.00
03/13/2023	Check	1012	von Briesen & Roper	Inv # 418055	R	-3,339.00
				Legal Services		3,339.00
03/13/2023	Expenditure			ALADTECINC PURCHASE SOUTHERN OZAUKE	R	-6,138.00

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
				ALADTECINC PURCHASE SOUTHERN OZAUKE		6,138.00
03/20/2023	Expenditure		AMAZON CAPITAL	CHECK 99572117- CLEANING PRODUCTS FOR LIVING QUARTERS	R	-60.48
				CHECK 99572117- CLEANING PRODUCTS FOR LIVING QUARTERS		60.48
03/22/2023	Check	1013	IMAGE TREND INC	Inv # 141092	R	-14,812.00
				SaaS, CAD, Site to Site Transfers		14,812.00
03/23/2023	Bill Payment (Check)	1017	R&R Insurance		R	-31,826.35
						-31,826.35
03/23/2023	Bill Payment (Check)	1014	EMERGENCY MEDICAL PRODUCTS		R	-1,085.98
						-1,085.98
03/23/2023	Bill Payment (Check)	1018	RELIANT FIRE APPARATUS		C	-335.68
						-335.68
03/23/2023	Bill Payment (Check)	1015	EMERGENCY SERVICES MARKETING CORP., INC.		C	-735.00
						-735.00
03/23/2023	Bill Payment (Check)	1016	Municipal Property Insurance Company		R	-511.00
						-511.00

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
03/24/2023	Expenditure		ETF	Group Insurance ETFPay WS2GPCXXXXX5791	R	-8,119.56
				Group Insurance ETFPay WS2GPCXXXXX5791		8,119.56
03/24/2023	Expenditure		AT&T MOBILITY	ATT Payment 911554003GLB2L	R	-1,025.02
				ATT Payment 911554003GLB2L		1,025.02
03/24/2023	Expenditure		CORO MEDICAL	CLIA LABORATORY PROGRAM 0000	R	-180.00
				CLIA LABORATORY PROGRAM 0000		180.00
03/28/2023	Check	1025	JILL WELLMAN	REIMBURSEMENT	C	-63.00
				POSTAGE-ROLL OF STAMPS		63.00
03/28/2023	Bill Payment (Check)	1021	BRAKE & EQUIPMENT	22602	C	-478.70
						-478.70
03/28/2023	Bill Payment (Check)		EMERGENCY MEDICAL PRODUCTS		C	-3,556.17
						-3,556.17
03/28/2023	Bill Payment (Check)	1024	GOODYEAR TIRE & RUBBER CO.	185315-0001	C	-1,354.60
						-1,354.60
03/28/2023	Bill Payment (Check)	1019	ACE HARDWARE		C	-32.39
						-32.39
03/28/2023	Bill Payment (Check)	1023	GENERAL FIRE EQUIPMENT		C	-10.00

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
						-10.00
03/28/2023	Bill Payment (Check)	1027	MACQUEEN EMERGENCY		C	-370.90
						-370.90
03/28/2023	Bill Payment (Check)	1020	AIRGAS USA, LLC		C	-228.08
						-228.08
03/28/2023	Bill Payment (Check)	1028	WAUKESHA COUNTY TECH		C	-115.00
						-115.00
03/28/2023	Expenditure		CINTAS	Cintas WEB PAY Cintas	R	-1,646.44
				Cintas WEB PAY Cintas		1,646.44
03/31/2023	Expenditure			EMPLOYEE TRUST FU WRS REMIT 5520000- FEB W/	R	-21,062.08
				EMPLOYEE TRUST FU WRS REMIT 5520000- FEB W/		21,062.08



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

TO: SOFD Commission
FROM: Fire Chief David L Bialk
DATE: May 1, 2023
SUBJECT: Budget Review Q1

Background

The 2023 SOFD budget is \$3.278 million dollars and was developed to rely heavily on revenue. Approximately 43% of the budget comes from the tax levy with the remaining 57% from various types of revenue. As part of the budget development process every possible revenue source was explored. This included new revenue sources only available to newly created entities.

We completed a market survey of like communities to compare revenue sources. While analyzing the results of the survey, we found ambulance transport fees for both Mequon and Thiensville were below the market average. The fees for SOFD were raised to the 50th percentile of the market survey. The same was done for annual fire inspection fees, fire alarm and suppression inspection fees, permits, false alarm fees, and accident recovery fees. The SOFD also took advantage of the Ozaukee County ARPA funding for paramedics, adding \$300,000 to the budget.

Analysis

A review of the SOFD budget by fire department staff and Thiensville Administer Landisch for Q1 shows personnel costs and operating costs are on target. The two anomalies are the cost of insurance, particularly Workers' Compensation insurance and the lack of any revenue from ambulance billing.

The calculation for Workers' Compensation insurance which Mequon and Thiensville had been using for years was incorrect. Workers' Compensation is calculated differently for "volunteer" fire departments and "career" fire departments. A volunteer fire department is calculated on the population of the community. A career fire department is calculated on the total amount of payroll. The State of Wisconsin who oversees Workers' Compensation has a rule that if the community has one full-time employee for the fire department, then the entire Workers' Compensation is calculated on total payroll. Mequon has been underpaying for Workers' Compensation since the first full-time chief was hired in 1968. Similarly, Thiensville was underpaying since they promoted their first full-time employee in 2017. When the SOFD budget was created in August of 2022, the insurance premiums from the legacy budget years were carried over into the new 2023 budget. It wasn't until November of 2022 when the insurance was out for bid that the oversight was found. As a result, what was expected to be

about a \$50,000 bill turned out to be a \$110,000 bill.

The other issue is with ambulance billing. To date, the SOFD has not yet sent out an ambulance bill for a patient transport. The current challenge is getting IRS and Medicare approval to begin billing. Also, the billing company used by both Mequon and Thiensville in 2022 was bought out by another company in 2023 which has slowed the process. The billing company stated that waiting for Medicare approval is not unusual and provided assurance that every transport made since January 1, 2023, will be billed out appropriately. At the end of Q1 ambulance transports were right where they were predicted to be and on target to meet our ambulance revenue targets.

The Cedarburg Fire Department paramedic oversight agreement was not part of the 2023 budget considerations during planning in 2022. This agreement will generate at least \$73,000 in additional revenue in 2023 alone.

Fiscal Impact

Currently the 2023 budget is on target to come in where it was expected to.

Recommendation

Staff will continue to monitor the budget monthly to ensure the budget is on track.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



Southern Ozaukee Fire and
Emergency Medical Services Department
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Mequon, WI 53092
(262) 242-2530
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TO: SOFD Commission
FROM: Fire Chief David L Bialk
DATE: May 1, 2023
SUBJECT: Fleet Consolidation, Mequon/Thiensville

Background

As part of the merger between Mequon and Thiensville the Inter-Governmental Agreement (IGA) called for the consolidation of the two fleets during 2023. Furthermore, it required the development of a consolidated fleet plan and subsequent presentation to the SOFD Board for approval. In preparation for developing the consolidated fleet plan, an accurate accounting of capital equipment was necessary. In March of 2022 the Gerlach Companies Inc. (Auctioneers/Appraisers) were commissioned to perform an appraisal of each fleet owned by Mequon and Thiensville respectively. The report was submitted to the SOFD in May of 2022. (See attachment)

Analysis

Before the merger the City of Mequon's fleet consisted of:

3	Fire engines
2	Ladder trucks
2	Tenders
3	Ambulances
2	EMS support vehicles
4	Staff vehicles
1	Pickup truck
2	Boats

Before the merger the Village of Thiensville's fleet consisted of:

1	Fire engines
1	Ladder trucks
1	Tenders
2	Ambulances
1	EMS support vehicles
2	Staff vehicles
1	Boat

The consolidated fleet for SOFD will consist of:

3	Fire engines
2	Ladder trucks
2	Tenders
4	Ambulances
3	EMS support vehicles
4	Staff vehicles
1	Pickup truck
2	Boats

The consolidation will lead to the elimination of a fire engine, a ladder truck, a tender, two staff vehicles, one boat, and one ambulance. After the SOFD Board meeting in March of 2023 the board authorized staff to begin selling off the excess equipment. So far, two staff vehicles have been sold off for \$12,000, one boat for \$4,850, and a 1990 tender for \$48,500. For reference, the original purchase price for the 1990 tanker was \$85,000. The next step is to sell off the remaining fire engine and ladder truck before June of this year.

Fiscal Impact

Eliminating excess equipment alone will result in replacement cost savings of approximately \$3.3 million dollars. In addition, the number of lower mile vehicles in the fleet will likely aid in keeping maintenance costs low. Even though the SOFD was able to consolidate the fleet there are still needs within the current fleet. Fire trucks have a 15-to-30-year life span depending on use and upgrades in technology; some vehicles in the current fleet are nearing or beyond the 20-year mark. At the next SOFD Board meeting in July staff will present the Board with a 20-year replacement schedule and cost for maintenance of the fleet.

Recommendation

Staff recommends continuing with the sale of equipment and expediting the transfer of titles to SOFD. According to the IGA, the deadline for the transfer of titles is December 31, 2023. Staff recommends a goal date of July 1, 2023, for the transfer of titles.

For legal reasons each community holds insurance on the vehicles they own. In addition, SOFD also holds insurance on the same vehicles. In other words, the equipment is over-insured; signing the titles of the vehicles over to SOFD before the end of year would create some savings in insurance premiums.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

Fire					Sold
961	1997	Pierce Quint	100' Aerial, 2000 GPM, 475 Gal. Water	Going to be sold	23-May
561	2007	Pierce Dash	105' Aerial, 2000 GPM, 475 Gal. Water		
960	2006	Pierce	100' Tower Ladder, 1500 GPM		
966	2011	Pierce/ International	3500 Gallon Tender		
967	1990	Ford LTS-9000	3500 Gallon Tender	Sold	\$48,500
953	1998	Ford F-350	Brush Truck (re-purposed)		
563	1999	Pierce Lance	Fire Engine 1750 GPM 500 Gal. Water		
963	2000	Pierce Lance	Fire Engine 1750 GPM, 1000 Gal. Water	Going to be sold	
562	1997	Pierce Quantum	Fire Engine, 2000 GPM, 2500 Gal Water	Repurposed as Tender	23-May
962	2008	Pierce Impel	Water		
			Fire Engine, 1500 GPM, 1000 Gal.		
964	2015	Pierce Impel	Water		

Staff					
956	2009	Chevrolet Tahoe	Battalion Chief's vehicle		
970	2016	Chevrolet Tahoe	Chief's vehicle		
554	2014	Ford Expedition	Command Vehicle		
971	2017	Jeep Grand Cherokee	Deputy Chief's vehicle		
556	2010	Chevy Tahoe	Utility Vehicle		
954	2012	Jeep Grand Cherokee	Utility Vehicle/Spare First Responder	Sold	\$5,700
954-A	2012	Jeep Grand Cherokee	Utility Vehicle/Spare First Responder	Sold	\$6,325

EMS					
951	2009	Ford E-350	Ambulance	Going to be sold 2024	24-Jul
952	2014	Ford E-350	Ambulance	Going to be sold 2024	24-Jul
950	2016	Ford E-350	Ambulance		
551	2004	Chevy C4500, Medtec	Ambulance		
552	2004	Chevy C4500, Medtec	Ambulance		
958-A	2021	Jeep Grand Cherokee	First Responder Vehicle		
958	2021	Jeep Grand Cherokee	First Responder/Paramedic Interceptor		
555	2019	Chevy Tahoe	Paramedic Interceptor		

Special Equipment					
Golf Cart	2003	Cushman Commander	24 volt electric		23-May
Boat	2010	Rescue One	16' Rigid Hull Boat, 2010 40HP motor		
Boat	2020	Inmar	12' inflatable boat, 2011 20HP motor		
957	2021	Chevy Silverado 2500	Utility Pick-up Truck		
955	2016	Ford Step Van	Special Operations Equipment Truck		
TFD Boat	1984	Boston Whaler		Sold	\$4,850
UTV	2007	Kubota RTV900	UTV		



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

TO: SOFD Commission
FROM: Fire Chief David L Bialk
DATE: May 1, 2023
SUBJECT: Mission, Vision, and Values

Background

At the March 8, 2023, SOFD Board meeting I presented some examples of how other organizations share their mission, vision, and values. The Board requested I return to the membership for additional input on the Mission, Vision, and Values for the SOFD. I contacted Lynn Streeter, a former member of the Future of Our Fire Department Committee (FOOFD) and newly-appointed alternate member of the SOFD Board. She has extensive experience in enterprise-wide strategic planning, clinical program growth and development, service line leadership and project management. Lynn retired as the Executive Director of Strategic Planning and Business Development from Froedtert Health and the Medical College of Wisconsin. Her leadership as a key member of the FOOFD committee combined with her strategic planning experience made her the ideal choice to lead a workshop to create the Mission, Vision, and Values of the SOFD.

Analysis

Lynn led a workshop on Monday, May 1, 2023, attended by 30 members of the SOFD. The membership was broken into small groups and with Lynn's guidance worked for well over two hours to build the foundation for the SOFD Mission, Vision and Values. The results of the workshop are attached. Lynn has volunteered again to work with staff to take the ideas that were developed in the workshop and draft them into mission, vision, and value statements.

During the mission statement activity, the group was asked to write at least four words to describe why the SOFD exists. Below are the statement "fragments" compiled by the group during the workshop. These are the core ideas that will be used to draft a mission statement.

Mission Statement Fragments

- We exist to be a positive influence in the community while inspiring future responders by providing a respectful service
- Remain calm during a stressful situation and provide peace of mind before, during, and after the incident
- To maintain quality of life

- Exists to collaborate with other municipal services to ensure the safety of the community, its members, and visitors
- Ensure the safety of community members by fire suppression, training, public education, quick response to emergencies as well as working with surrounding departments to mitigate large-scale incidents
- Exists to provide loss prevention to citizen's property and prevent loss of life as well as mitigate serious emergencies to reduce damage and casualties
- To minimize or eliminate emergencies while protecting life property and providing education throughout employment
- To serve the public by providing exemplary patient care with highly trained individuals and quick response times that will benefit the community and people we serve
- To train and improve public safety through intervention and education
- Fulfilling a service to the community by hiring highly trained individuals

During the vision statement activity, the group was asked to design a magazine cover of what the SOFD would look like in ten years if we were on the cover of a national publication. Below is a compilation of ideas from the exercise. The ideas were then grouped into three main categories.

Team

Highly trained and educated team
 Partner with local colleges
 Improved recruitment, retention, and training
 Diversity and inclusivity within the department and command staff
 Fair and equitable promotional process
 Established opportunities for professional growth and advancement
 Have a team that is empathetic towards patients
 Maintain physical and mental fitness

Equipment

Training burn tower
 State of the art stations
 CAD Integration
 Dictation equipment for writing reports
 A modern fleet and advanced equipment that is sustainably funded

Operations/Logistics

Maintain staffing levels of a ratio consistent with national standards for responders per community members
 Meet national standards response times
 Providing an effective response force to the majority of emergencies within the community
 Proactive community paramedicine, fire prevention, and inspection programs
 Fiscally responsible
 Maintain a combination department

All-hazards department
Progressive patient treatment protocols and department guidelines/policies
Improved patient outcomes
Exceptional inter-agency cooperation and partnerships
Strategic planning

During the values activity, the group was asked to write down no more than six values they believed were important to SOFD. The words were then put onto posterboard, and members were asked to vote for the values they felt to be most important. Below are the results.

Values

<u>Value</u>	<u>Total Votes</u>
Empathy	31
Integrity	27
Ownership	27
Trust	22
Pride	22
Compassion	21
Accountability	20
Grit	16
Teamwork	15
Stewardship	14
Transparency	14
Excellence	14
Dedication	14
Professionalism	10
Diversity	8
Respect	6
Inclusivity	4
Selflessness	3
Ambition	1
Mentoring	1

Fiscal Impact

None

Recommendation

Staff recommends the Board continues to support the ongoing effort to develop the Mission, Vision, and Values for SOFD.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

SOFD AGREEMENT AMENDMENTS

Blacklined Paragraphs

(Note: Added Text is Double Underlined; Deleted Text is ~~Struck through~~)

2. Section 4(c)(v):

The Secretary shall be responsible for preparing agendas, meeting packets, and minutes for meetings of the Board. The Secretary shall be the Thiensville ~~A~~administrator. Such ~~A~~administrator may designate another staff person to prepare agendas, meeting packets, and minutes.

3. Section 4(e)(v):

Section 4(e)(v) of the Agreement is amended to read as follows: Minutes of the meetings and actions of the Board shall be submitted to the governing body of each municipality. The minutes shall show the vote ~~of each member~~ upon each question. The minutes shall also show if a member is absent or fails to vote on any question.

4. Section 4(f):

Voting Requirements. Except as otherwise specifically set forth in this Agreement, the affirmative vote of a majority of the voting members of the Board (including any alternates serving in the stead of other members) at which a quorum is present shall constitute the action of the Board provided that at least one member from each municipality has voted in the affirmative.

5. Section 5(b)(iv):

The Secretary, or their designee, shall be responsible for preparing agendas, meeting packets and minutes for meetings of the Commission.

6. Section 5(d)(i):

Meetings of the Commission shall be held ~~not less frequently than once in each calendar quarter and otherwise~~ at the call of the President or upon the written request of at least two members of the Commission, as designated by the President, at the Mequon City Hall, the Thiensville Village Hall or one of the fire stations; however, in the absence of any specific designation, meetings shall be held at the Mequon City Hall if the President of the Commission is a Mequon appointee or at the Thiensville Village Hall if the President of the Commission is a Thiensville appointee.

7. Section 5(d)(ii):

The chair shall establish the agendas for all such meetings after consultation with the Department's command staff or, if the command staff is the subject of the Commission's meeting, the Board's attorney ~~the attorney and personnel advisor for the municipality for which the President serves as chief elected official.~~

8. Section 5(e):

Voting Requirements. The affirmative vote of a majority of the voting members of the Commission at which a quorum is present shall constitute the action of the Commission provided that at least one member from each municipality has voted in the affirmative.

9. Section 6(g)

In lieu of an employee, the Department may, with approval of the Board, enter into an agreement with another entity (including one of the municipalities) to perform the duties identified above.

10. Section 12(e):

~~On January 1 and July 1 of each year, the Department shall compute the amount of revenue received by the Department from Service Fees during the preceding six month period and shall credit the amount of such revenues against the amounts due from the municipalities in accordance with the ratio of expense sharing in effect for such preceding six month period.~~

FIRST AMENDMENT TO THE SOUTHERN OZAUKEE
FIRE AND EMERGENCY MEDICAL SERVICES AGREEMENT

THIS FIRST AMENDMENT TO THE SOUTHERN OZAUKEE FIRE AND EMERGENCY MEDICAL SERVICES AGREEMENT (“Amendment”) is made by the Village of Thiensville (“Thiensville”) and the City of Mequon (“Mequon”) pursuant to the provisions of Wisconsin Statutes Sections 61.65 and 66.0301. This Amendment is dated as of and shall bind the municipalities upon execution after adoption by the governing body of each municipality of a resolution approving this Agreement and authorizing its execution (the “Effective Date”).

RECITALS

A. The municipalities, having determined that their communities will benefit from unified, integrated fire and emergency medical services, entered into the Southern Ozaukee Fire and Emergency Medical Services Agreement effective _ (“Agreement”).

B. The Agreement called for operation of the Thiensville and Mequon Fire Departments under joint command since July 1, 2022, before fully integrating into a joint department on January 1, 2023.

C. Following the first six months of experience, the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”) Board identified various changes to Agreement that would clarify or improve the terms of the operations of the Department, and recommended that the municipalities amend the Agreement to reflect the same.

D. The municipalities desire to follow the recommendation of the SOFD Board to amend the Agreement as provided for in this Amendment.

AGREEMENTS

Based upon the forgoing recitals, and in consideration of the following mutual covenants and conditions, the municipalities agree:

1. Except as provided in this Amendment, all terms and conditions of the Agreement not inconsistent with the terms of this Amendment remain in full force and effect. All capitalized or defined terms in the Agreement shall have the same meaning in this Amendment.

2. Section 4(c)(v) of the Agreement is amended to read as follows: The Secretary shall be responsible for preparing agendas, meeting packets, and minutes for meetings of the Board. The Secretary shall be the Thiensville Administrator. Such Administrator may designate another staff person to prepare agendas, meeting packets, and minutes.

3. Section 4(e)(v) of the Agreement is amended to read as follows: Minutes of the meetings and actions of the Board shall be submitted to the governing body of each municipality.

The minutes shall show the vote upon each question. The minutes shall also show if a member is absent or fails to vote on any question.

4. Section 4(f) of the Agreement is amended to read as follows: Voting Requirements. Except as otherwise specifically set forth in this Agreement, the affirmative vote of a majority of the voting members of the Board (including any alternates serving in the stead of other members) at which a quorum is present shall constitute the action of the Board provided that at least one member from each municipality has voted in the affirmative.

5. Section 5(b)(iv) is created and added to the Agreement as follows: The Secretary, or their designee, shall be responsible for preparing agendas, meeting packets and minutes for meetings of the Commission.

6. Section 5(d)(i) of the Agreement is amended to read as follows: Meetings of the Commission shall be held at the call of the President or upon the written request of at least two members of the Commission, as designated by the President, at the Mequon City Hall, the Thiensville Village Hall or one of the fire stations; however, in the absence of any specific designation, meetings shall be held at the Mequon City Hall if the President of the Commission is a Mequon appointee or at the Thiensville Village Hall if the President of the Commission is a Thiensville appointee.

7. Section 5(d)(ii) of the Agreement is amended to read as follows: The chair shall establish the agendas for all such meetings after consultation with the Department's command staff or, if the command staff is the subject of the Commission's meeting, the Board's attorney.

8. Section 5(d) of the Agreement is amended to read as follows: The affirmative vote of a majority of the voting members of the Commission at which a quorum is present shall constitute the action of the Commission provided that at least one member from each municipality has voted in the affirmative.

9. Section 6(g) is created and added to the Agreement as follows: In lieu of an employee, the Department may, with approval of the Board, enter into an agreement with another entity (including one of the municipalities) to perform the duties identified above.

10. Section 12(e) of the Agreement is deleted.

CITY OF MEQUON

VILLAGE OF THIENSVILLE

By: _____
Andrew Nerbun
Mayor

By: _____
Van Mobley
President

Date signed:



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

TO: SOFD Commission
FROM: Fire Chief David L Bialk
DATE: May 1, 2023
SUBJECT: Approval of Grant Expenditures

Background

Every year the City of Mequon and the Village of Thiensville receive money from the State of Wisconsin under the Funding Assistance Program (FAP). In 2022, the Mequon Fire Department and Thiensville Fire Department each received a one-time increase in FAP funding in the amount of \$12,195. The amount was much higher than in the past because the State used ARPA funds to offset the increased burden on EMS agencies caused by the pandemic. Also, in 2022, the State of Wisconsin offered yet another ARPA-funded grant opportunity for EMS agencies—the EMS Flex Grant. Prior to the merger and while each had their own EMS system, the Mequon Fire Department and Thiensville Fire Department both applied for the EMS Flex Grant. The money was awarded in late 2022 with \$134,275 awarded to Mequon and \$67,735 awarded to Thiensville. SOFD staff opted to use the combined awards to purchase equipment that would both standardize and modernize the existing EMS operation. Specifically, staff chose to purchase two new cardiac monitors and a power load cot for the ambulance.

Zoll X-Series Cardiac Monitor (2) \$90,700
Stryker Cot, Upgrades, Power Load \$61,862

One of the cardiac monitors was purchased in late 2022 by Mequon Fire Department for \$45,350. The second monitor was purchased in 2023 by SOFD for \$45,350. The Stryker Power Load Patient Transport Cot has not yet been purchased.

Analysis

Historically any capital purchase in Mequon over \$25,000 required Common Council approval. Similarly, any capital purchase in Thiensville over \$1,000 required Village Board approval. These items were discussed at the November 2022 SOFD Board meeting, but no formal approval was given at that time.

As part of the fire department's work plan for 2023, a financial policy for SOFD needs to be created and adopted. The financial policy will give clarity to future spending.

Fiscal Impact

There is no fiscal impact to the operational budget for the SOFD as these grants were structured in a way that they can not be used to offset the cost of day-to-day operations.

Recommendation

Staff recommends that in the interim until an SOFD financial policy is approved, the Board adopt the \$25,000 capital purchase limit used by the City of Mequon. Additionally, staff recommends that the Board retroactively approve the purchase of both cardiac monitors which each exceeded \$25,000. Furthermore, staff recommends the Board approve the purchase of the Stryker cot in the amount of \$61,862.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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TO: SOFD Commission
FROM: Fire Chief David L Bialk
DATE: May 1, 2023
SUBJECT: Grievance Procedure

Background

As part of the fire department's work plan for 2023 an employee handbook needs to be created. Before the creation of the SOFD the Board and staff agreed the current City of Mequon handbook, policy, and procedures would be used until a new SOFD handbook could be created, reviewed, and approved. However, some recent events have highlighted the need for aggrieved members to have a clear path to protest their concerns.

Analysis

Staff has worked with the Mequon Assistant City Administrator and the SOFD labor attorney to create a grievance procedure that complies with the Wisconsin State Statute Section 66.0509. The grievance procedure is attached for review. If the grievance procedure is approved, it will become part of the new SOFD handbook. (see attached)

Fiscal Impact

None

Recommendation

Staff recommends adopting the grievance procedure for the SOFD handbook.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

GRIEVANCE PROCEDURE

Purpose

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination.

Definitions

- “Days” as used in this policy is defined as calendar day, inclusive of the day of the act that occurs or is to occur.
- “Employee Termination” as used in this policy section, shall not include the following:
 1. Layoffs;
 2. Workforce reduction activities;
 3. Job transfers or demotions;
 4. Voluntary termination including, without limitation, quitting or resignation;
 5. Job abandonment;
 6. End of employment due to disability, lack of qualification or licensure or other inability to perform job duties;
 7. End of employment and/or completion of assignment of temporary, contract or part time employees;
 8. Retirement;
 9. Death; or
 10. Any other cessation of employment not involving involuntary termination.
- “Employee discipline” as used in this policy shall include any employment action that results in disciplinary action, which typically involves any one of four (4) actions: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.

“Employee discipline,” as used in this policy, shall not include the following:

1. Plans of correction or performance improvement;
2. Performance evaluations or reviews;
3. Documentation of employee acts and/or omissions in an employment file;

4. Administrative suspension with pay pending investigation of alleged misconduct or nonperformance;
5. Non-disciplinary wage, benefit or salary adjustments;
6. Other non-material employment actions;
7. Counseling meetings or discussions or other pre-disciplinary action; or
8. Demotion for reasons other than discipline, transfer or change in assignment.
9. Matters governed under the exclusive authority of the SOFD Commission including disciplinary suspensions, disciplinary reductions in rank, and disciplinary terminations of subordinates.
10. Matters where a specific ordinance or contract provides a process for resolution of the dispute.

The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

Time Limits

Unless mutually agreed to in writing by the Employee and the SOFD in advance of the expiration of the timeline, the timelines provided in this policy must be strictly adhered to. Failure of the Employee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied. The Employee may, as the Employee's sole remedy, if a response is not provided within the designated timeframes, advance a grievance to the next step of the process. The Assistant City Administrator (or designee) may advance a grievance to the next step at the request of the employee.

Procedure

- A. Informal Grievance Resolution: The employee must discuss any grievance related to discipline or workplace safety with the employee's supervisor who issued the discipline or is responsible for the workplace safety issue prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five (5) days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.
- B. Formal Grievance Submission: The employee must file a written grievance with the City of Mequon Assistant City Administrator (or designee) within ten (10) days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:
 1. Name of Grievant;
 2. A statement of the pertinent facts surrounding the nature of the grievance;

3. The date the alleged incident occurred;
 4. The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
 5. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and
 6. The specific requested remedy.
- C. Administrative Response: The Assistant City Administrator (or designee) will meet with the grievant within fifteen (15) days of receipt of the written grievance. The Administration will provide a written response within fifteen (15) days of the meeting. The Administration's written response to the grievance must contain:
1. A statement of the date the meeting between the Administration and grievant was held;
 2. A decision as to whether the grievance is sustained or denied; and
 3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
- D. Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Assistant City Administrator (or designee) within five (5) days of the issuance of the Administrative Response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary unless a hearing is required under the procedures established by the SOFD in a different applicable policy. The Administration will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the SOFD. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the SOFD.

Standard of Review: The IHO will adhere to specific guidelines set forth by the SOFD regarding hearing procedures. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. The grievant shall bear the burden of proof and production of evidence. A decision will not have been arbitrary or capricious if it was made in the best interest of the SOFD. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration.

Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) days of the hearing date or the date of submission of written documents.

The Impartial Hearing Officer's written response to the grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
 2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
 3. A statement outlining the timeline to appeal the decision as defined in this policy to the SOFD Board.
 4. The IHO must sustain or deny the decision of the Administration. The IHO has no authority to modify the Administration's decision and may not grant in whole or in part the specific request of the grievant.
- E. Review by the SOFD Board: The non-prevailing party may file a written request for review of the IHO's decision by the SOFD Board within ten (10) days of receipt of the Impartial Hearing Officer Response.

The SOFD Board shall not take additional testimony or evidence; it may only decide whether the IHO reached an arbitrary or capricious decision using the standard set forth above based on the information presented to the IHO. The SOFD Board will review the record and make a decision. A written decision will be made within thirty (30) days of the filing of the appeal.

The SOFD Board's written decision regarding the grievance must contain:

1. A decision as to whether the grievance is sustained, denied or modified.

The SOFD Board shall decide the matter by a majority vote and the decision of the SOFD Board is final and binding and is not subject to further review.

F. General Requirements:

1. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.

If at any step in the process the SOFD reverses the decision or action that gives rise to the grievance, or the SOFD and the Employee reach some other agreement, the grievance process shall be deemed resolved and the grievance process concluded with prejudice.