



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, May 10, 2023
LOCATION: 11333 N. Cedarburg Road,
Mequon, WI 53092
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 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)

MOTION by Alderwoman Schneider, **SECONDED** by Trustee Eckert to approve the March 8, 2023 Minutes with a change to Item VII. C. to change "prior to the May 2023 Board meeting" to "soon." **MOTION CARRIED UNANIMOUSLY.**

IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

There were no residents present for public comment.

V. OPERATIONAL UPDATES

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

Deputy Chief Zellmann presented information on the number of runs by municipality during the first quarter of 2023. Deputy Chief Zellmann will compile information on how the first quarter call volume and response times compare to the prior year. The median response time will be included along with the response time for the top 90 percent.

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

Chief Bialk noted the new battalion chief started on May 9, 2023. Two of the three full-time firefighters who were offered jobs have accepted; the third individual has not yet responded. Another individual who was offered a job turned down the position.

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

Assistant City Administrator Schoenemann noted Mequon engaged Gov HR in 2022 to conduct a compensation study, which included the fire department. There were no recommendations for title changes or changes of positions between hourly and salary. Positions included in the study were Chief, Deputy Chief, Battalion Chiefs and Administrative Assistant. The Fire Chief plans to present a compensation plan that will list the positions that were part of the study as well as the Captain position, firefighters/paramedics, which were not a part of the compensation study.

Administrator Jones shared that the Mequon Common Council reviewed the data and adopted the salary schedule in April.

President Mobley asked if a lot of people have been leaving. Assistant City Administrator Schoenemann noted there are approximately 115 employees and individuals leave for a variety of reasons, including retirement, relocation and family situations.

Alderman Mayr noted that having competitive pay helps with the retention of experienced employees.

Mayor Nerbun would like a report on turnover annually.

D. Quarter 1 budget review (att)

Chief Bialk noted that forms must be completed related to beginning billing for ambulance revenue. Discussions are ongoing with Ozaukee County related to obtaining committed ARPA funds for the department.

Alderwoman Schneider asked why nothing is due to the billing service. Chief Bialk replied that the billing service earns a percentage of the revenue and nothing is owed until bills are generated.

Administrator Jones noted that ambulance revenue is key to remaining in a strong financial position for the remainder of the year.

Assistance from members of Wisconsin's congressional delegation might be useful in getting necessary federal approvals. Alderwoman Schneider noted that elected officials, who have been encouraging consolidation, need to hear that issues related to billing will affect other start-up departments. The second-quarter financial report will be presented at the July 2023 meeting.

E. Fleet consolidation (att)

Chief Bialk noted the department plans to sell an engine, a ladder truck, a tender, two staff vehicles, a boat and an ambulance. Some vehicles already have been sold.

F. Mission, Vision and Values (att)

Lynn Streeter, a former member of the Future of Our Fire Department Committee and an alternate member of the SOFD Board, led a workshop to create the Mission, Vision and Values of the SOFD, on May 1, 2023. It was attended by 32 members of SOFD. The ideas gathered at the meeting will be used to draft a draft mission statement for feedback. Discussion regarding the solicitation of community stakeholders took place. President Mobley and Mayor Nerbun will develop a list of community stakeholders and send a joint letter asking for their participation. Mayor Nerbun suggested board members provide Chief Bialk with ideas for the stakeholder group within a week.

VI. REVIEW AND APPROVE

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

Administrator Landisch-Hansen noted there has been discussion about adding members to the SOFD Board to have seven voting members. Trustee Eckert noted she would like a citizen member from Thiensville, rather than an elected official. Mayor Nerbun and President Mobley added they are in favor of adding a citizen member from each community.

MOTION by Trustee Eckert, **SECONDED** by Alderman Mayr to approve amendments to the original Southern Ozaukee Fire & Emergency Services Agreement and giving direction to the Board attorney to draft language expanding the SOFD Board and Commission to seven members with at least one member from each community who is not an elected official of the Thiensville Board of Trustees or Mequon Common Council. **MOTION CARRIED UNANIMOUSLY.**

B. Approval of grant expenditures (att)

The Chief is seeking retroactive approval of EMS Flex Grant purchases.

MOTION by President Mobley, **SECONDED** by Alderwoman Schneider to approve grant expenditures.

Ayes: Mayor Nerbun, Alderman Mayr, Alderwoman Schneider, President Mobley and Trustee Eckert

Naes: None

MOTION CARRIED UNANIMOUSLY.

C. Grievance procedure (att)

Chief Bialk noted the SOFD Board's labor attorney recommended adopting a grievance procedure that will be part of the employee handbook. Trustee Eckert suggested the Impartial Hearing Officer should be a mutual decision of both communities.

MOTION by Alderman Mayr, **SECONDED** by Alderwoman Schneider to approve the Grievance Procedure with an amendment that the Impartial Hearing Officer will be jointly selected by the Mequon City Administrator and Thiensville Village Administrator. **MOTION CARRIED UNANIMOUSLY.**

VII. ADJOURNMENT

MOTION by Trustee Eckert, **SECONDED** by Alderman Mayr to adjourn the meeting at 7:15 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Village of Thiensville
Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village of Thiensville
Administrator/Interim Clerk