



Southern Ozaukee Fire & EMS Board
AGENDA

DATE: Wednesday, July 12, 2023

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

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

III. 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 limitation is five minutes.

IV. APPROVAL OF MINUTES

A. May 10, 2023 (att)

V. OPERATIONAL UPDATES

A. Response Times and Statistics, Q2 and Comparison to 2022

B. Fleet Consolidation (att)

VI. FINANCE AND PERSONNEL

A. Q2 Budget Review (att)

B. Ozaukee County ARPA Funding

C. Ambulance Billing Update (att)

D. Staffing Update (att)

VII. REVIEW AND APPROVE

A. Compensation Plan (Hold Over from May) (att)

B. MABAS Agreement (att)

C. Proposed Amendments to SOFD Intergovernmental Agreement (att)

VIII. DISCUSSION ITEMS

A. Mission, Vision and Values (att)

IX. INFORMATIONAL ITEM

A. City of Mequon Public Safety Space Needs Analysis Request for Proposal

X. CLOSED SESSION

A. The Commission may convene into closed session pursuant to Wis. Stat. 19.85(1)(e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and/or Wis. Stat. 19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding the petition for an election made by the International Association of Firefighters and potential hearing. (att)

XI. ADJOURNMENT

Colleen Landisch-Hansen, Interim Village Clerk

July 7, 2023

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, 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



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: June 28, 2023
SUBJECT: Fleet Consolidation

Background

As part of the merger of Mequon Fire Department and Thiensville Fire Department the Inter-Governmental Agreement (IGA) called for the consolidation of the two fire department fleets in 2023. Furthermore, it required the development of a consolidated fleet plan and subsequent presentation to the SOFD Board for approval. In the IGA, Section 8. Personal Property and Contributions to the Department (a) calls for:

- Before 12/31/23 SOFD fire department staff shall determine which vehicles shall be kept
- SOFD is to purchase vehicles kept from the respective municipality for its appraised value divided over 10 years at 3% interest
- Before 12/31/23 each municipality shall sign over their vehicles to the SOFD
- Unused vehicles shall be disposed of (sold)

In addition, the IGA stated the cost of labor for vehicle maintenance in 2023 would be the responsibility of the respective communities with parts being paid for by SOFD. Beginning in 2024 and going forward, the entire cost of labor and parts was to be assumed by SOFD.

Analysis

Fleet

The merger between Mequon and Thiensville has led to the elimination of one fire engine, one ladder truck, one tender, two staff vehicles, one boat, and one ambulance. After the SOFD Board meeting in March 2023, the Board authorized staff to begin selling off the excess equipment. The process of selling unneeded equipment continues. The chart below shows the past and current fleet configurations.

The capital expenditures needed for SOFD will be discussed at the working group level going forward as part of the 2024 budget process. The cost of capital equipment necessary going forward will be part of a 20-25-year plan presented to the Board for approval.

Staff have spoken to the insurance carrier for the City of Mequon and the Village of Thiensville and they are ready to assist with the transfer of titles and insurance when the communities are ready to transfer ownership of equipment.

The chart below shows what each community owned prior to the merger and what the current SOFD fleet looks like.

	Pre-Merger		Current SOFD
	Mequon	Thiensville	
Fire engines	3	1	3
Ladder trucks	2	1	2
Brush Truck	1	0	1
Tenders/Tanker	2	1	2
Ambulances	3	2	4
EMS support vehicles	2	1	3
Staff vehicles	4	2	5
Pickup truck	1	0	1
Boats	2	1	2

Maintenance

The City of Mequon currently employs a certified Emergency Vehicle Technician (EVT) who, as the primary fleet mechanic for the Mequon Fire Department, has performed exceptionally well. Moving into 2024, staff feels this relationship should continue with the City of Mequon vehicle maintenance department being the primary maintenance provider for SOFD. The details of the services to be provided will also be discussed at the working group level.

Fiscal Impact

There are several factors to consider in determining when to replace an emergency vehicle—frequency of use, repair and maintenance costs, and replacement cost are just a few. The National Fire Protection Association (NFPA) standards are for a fire apparatus to be in front line service for 15 years and then placed into reserve status for five years and retired after 20 years (NFPA 1901).

Historically Mequon has operated a fire engines for 25 years and ladder trucks and tenders for 30 years. Ambulances have been replaced after 12-15 years of service depending on the mileage and condition. All other staff vehicles are evaluated on an ongoing basis. The replacement schedule is also an item for the working group to discuss.

Recommendation

Staff recommends creating an equipment replacement schedule at the working group level, continuing the relationship with the City of Mequon vehicle maintenance department, and transferring titles of emergency vehicles by the end of September.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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: June 28, 2023
SUBJECT: Budget Review Q2

Background

One of the SOFD Board's charges is oversight of the \$3.278-million-dollar budget. As explained in the Q1 presentation in May, 43% of the SOFD budget comes from the tax levy with the remaining 57% from various types of revenue.

Analysis

A review of the SOFD budget by fire department staff for the year to date at the end of Q2 shows overall operating costs are on target with less than 50% of the budget expended at the end of Q2. However, as expected the revenue side is behind because of the delay in ambulance billing. There is currently less than 1% of non-tax supported revenue collected at the end of Q2. Despite the delay in ambulance billing staff still expects the revenue to reach its goal for 2023.

In the month of July the City and Village will receive a little over \$200,000 as their share of the 2% Dues money from the State of Wisconsin. The other piece of the revenue side is the fire inspection fees which cannot be billed out until all the fire inspections are done at the end of August. The fire inspections fees are expected to bring in between \$40,000 and \$70,000.

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

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: June 28, 2023
SUBJECT: Ambulance Billing Update

Background

As you are aware the billing process for ambulance transports was slow to develop. The inability to begin billing is not unusual in the industry; staff was told it takes between three and six months for all of the pieces to fall into place and that this is not unusual with Medicare. On June 1, 2023, 1,063 EMS calls were transmitted to EMS MC for billing. I received the following email on June 28, 2023:

Good afternoon Chief,

I wanted to let you know that Meghan Bernero from our team reached out to me stating she spoke with you at the State Fire Chiefs Conference this past weekend.

She shared your concerns with our team.

I have assured her that we are doing all that we can to get claims out the door and revenue in the door.

We are still waiting on Medicare to give us permission to submit claims to them. Once that permission is granted we can then submit that same to Medicaid.

Private pay and commercial claims have been going out the door.

Don't hesitate to reach out with any questions you may have.

I do understand that this has been extremely hard on the service.

Thanks!

*Tim Rosin, CADS
Sr Account Manager
EMS Management & Consultants
LifeQuest Billing Services
twrosin@lifequest-services.com
Mobile: 920-251-8818
Office: 888-777-4911 ext. 160*

On June 29, 2023, I received the final notice that the Medicare bills were transmitted. EMS MC says there will still be a 60-90-day lag before we start to see the Medicare revenue begin to come in.

Analysis

The staff and I continue to do everything we can to support the billing process and maximize revenue for SOFD. Deputy Chief Zellmann is holding an EMS report reviewing class for Battalion Chiefs and Acting Battalion Chiefs to assure everything is documented correctly in EMS reports to maximize revenue.

Fiscal Impact

More than half of the SOFD budget is revenue-based and most of that revenue is from EMS billing. The State of Wisconsin 2% Dues payment is expected in July and will provide approximately \$200,000. In order to cover the shortfall up to this point, SOFD has had to rely on assistance from both communities. SOFD has already received the first three quarterly payments in advance from both communities.

Recommendation

Staff will continue to monitor the budget over the coming months to ensure the department stays on budget.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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: June 28, 2023
SUBJECT: Staffing Update

Background

As part of the work plan for 2023, SOFD needed to hire a battalion chief and three full-time firefighter/paramedics. Rick Lemke was hired as a full-time battalion chief effective May 7, 2023. Wesley Riemer and Garrick Gross were hired as fulltime firefighter/paramedics effective 5/22/23 and 6/5/23 respectively off the eligibility list the SOFD Commission approved on March 8, 2023. The third position is still unfilled due to the other three candidates declining the job offer. As you remember Josh Lipp was injured off-duty at the end of December 2022 and is still not cleared by his doctor to return to work.

Analysis

The fire service as a whole continues to find low numbers of certified firefighter/paramedics and many job openings.

The challenge of having very few applicants and many job openings will continue to plague the fire service for some time. SOFD planned to hire one full-time firefighter/paramedic this year and three additional firefighter/paramedics in 2024. As far as the one full-time firefighter/paramedic for 2023 the fire department had to choose between advertising for one full-time firefighter/paramedic and leaving the position vacant while filling it with POC members. The department chose the latter.

Scheduling going into the summer has been challenging, requiring more than 100 hours of overtime to ensure adequate staffing. After overtime, there were only 68 open hours for the month of June out of 5,040 total hours.

To help bridge the gap in shift coverage effective July 7th, 2023, Captain Deutsch is moving from eight-hour days to the 48/96-hour shifts for better resource utilization.

Staff is continually looking at different ways to address staffing challenges with a focus on long-term solutions. One such solution would be to take current employees who want to become full-time and work out an agreement whereby SOFD could sponsor the employee in paramedic class. The department would only sponsor employees when there is a vacant full-time position. Upon successful completion the sponsored employee would move into the vacant position. The sponsored employee would be responsible for reimbursing the department if the terms of the agreement are violated. This idea still needs to be vetted through the labor attorney and there

would need to be funding for this to work. Staff will work to develop a draft plan to submit to the labor attorney.

Fiscal Impact

Not hiring the third full-time firefighter/paramedic has very little impact on the budget since the hiring was not additional funding, but rather reallocation of existing funds. The moving of Captain Deutsch to the 48/96-hour shift does result in some personnel cost savings.

Recommendation

Staff continues to look for interested members of the community to fill the POC ranks and will continue to monitor the budget expenditures to assure the budget comes in on target.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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: June 28, 2023
SUBJECT: Compensation Plan

Background

In 2022, the City of Mequon completed a classification and compensation study for the entire City that included the fire department. The results of the study were reviewed with the SOFD Board at their May 10, 2023, Board meeting. Below are the recommendations from the final report from GovHR USA. Correspondingly, the 2023 Compensation Plan increases all classified pay ranges by 3%.

Analysis

SOUTHERN OZAUKEE FIRE & EMS DEPARTMENT, WISCONSIN FY2023 EMPLOYEE PAY PLAN

Pay Grade	2023 Pay Ranges					Position Score	POSITION
	Minimum	Q1	Midpoint	Q3	Maximum		
2	\$47,586	\$51,750	\$55,914	\$60,077	\$64,241	350-400	Administrative Assistant
3	\$79,451	\$87,396	\$95,341	\$103,287	\$111,232	625-675	Battalion Chief
4	\$84,975	\$93,473	\$101,970	\$110,468	\$118,965	680-730	Deputy Chief
5	\$ 101,970	\$ 112,167	\$ 122,364	\$ 132,561	\$ 142,758	735-785	Fire Chief

Fiscal Impact

When the SOFD budget was drafted in 2022 a 3% increase was built in for the non-represented employees' salaries so the compensation plan will be budget-neutral for 2023.

Recommendation

Adopt the resolution for the 2023 SOFD pay plan and the Board can adjust the pay ranges as part of the yearly budget review process.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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: June 28, 2023
SUBJECT: MABAS Agreement

Background

The Mutual Aid Box Alarm System (MABAS) is how fire departments make requests to each other for assistance. Both Mequon and Thiensville belonged to MABAS before the merger. The cost for joining MABAS is nothing and it protects the department from being charged by other departments who render aid.

Analysis

MABAS has worked well for the past 15 years in Ozaukee County and there is no need to change the way mutual aid is given or received. The greatest advantage to MABAS is that resources are almost unlimited. Departments from all over Wisconsin and even Illinois could respond if needed for a major incident.

Fiscal Impact

None

Recommendation

Staff recommends signing the agreement and executing the document.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

BOARD OF DIRECTORS
—
SOUTHERN OZAUKEE FIRE AND
EMERGENCY MEDICAL SERVICES DEPARTMENT

A RESOLUTION APPROVING THE
MUTUAL AID BOX ALARM SYSTEM (“MABAS”) AGREEMENT

RECITALS

1. The City of Mequon and Village of Thiensville provides fire and/or emergency medical services through the Southern Ozaukee Fire and Emergency Medical Services Department (“SOFD”) in accordance with Chapters 146 and 213 of the Wisconsin Statutes.
2. Whenever an emergency in the City of Mequon and/or Village of Thiensville takes place, or another community requests the SOFD to provide mutual aid in such an event, SOFD could act swiftly to mitigate the incident.
3. The SOFD Board of Directors has reviewed the “Mutual Aid Box Alarm System Agreement” (the “Agreement”) and has determined that it would be in the best interest of the City of Mequon, Village of Thiensville, and SOFD to participate in the Agreement for the provision of fire and/or emergency medical services.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Board of Directors of the Southern Ozaukee Fire and Emergency Medical Services Department, that:

1. That the Mutual Aid Box Alarm System Agreement submitted for consideration and approval is hereby approved.
2. That the SOFD Board President and Secretary are authorized and directed to execute the Mutual Aid Box Alarm System Agreement the form presented and submit it to the Mutual Aid Box Alarm System Executive Board.

Date Approved: _____
Andrew Nerbun, President

I certify that the foregoing resolution was adopted by the Board of Directors of the Southern Ozaukee Fire and Emergency Medical Services Department at a meeting held on the ____ day of July, 2023.

Colleen J. Landisch-Hansen, Secretary

EXHIBIT B

SOUTHERN OZAUKEE FIRE & EMS DEPARTMENT PROPOSED INTERGOVERNMENTAL AGREEMENT AMENDMENTS

Blacklined Paragraphs

(Note: Deleted Text is ~~Struck-through~~; Added Text is **Bolded & Double-Underlined**)

1. Section 4(a)(i):

The Board shall have ~~five~~**seven** members. The members shall be the Thiensville Village President, a Thiensville Trustee nominated by the Thiensville Village President and confirmed by the Thiensville Village Board, **a Thiensville resident nominated by the Thiensville Village President and confirmed by the Thiensville Village Board**, the Mequon Mayor, the President of the Mequon Common Council and ~~one~~**two** other Mequon residents nominated by the Mequon Mayor and confirmed by the Mequon Common Council. The administrators of Mequon and Thiensville shall be *ex officio*, non-voting members of the Board.

2. Section 4(a)(iii)

~~Members of the Board shall be appointed on or before June 30, 2022.~~

3. 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 administrator. Such administrator may designate another staff person to prepare agendas, **meeting packets**, and minutes.

4. Section 4(d):

Quorum. A quorum shall consist of ~~three~~**four** voting members of the Board, including any alternates serving in the stead of other members; however, at least one voting member from each municipality must be present to constitute a quorum. A quorum shall be required to conduct a meeting, to transact business and to take any action on any agenda item.

5. 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.

6. 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.**

7. Section 5(a):

Commission Members and Terms of Office. The ~~five~~**seven** members of the Board shall serve as the members of the Commission. Vacancies on the Commission shall be filled by appointment for any unexpired term by the appointing authority in the same manner as original appointments are made. The administrators of Mequon and Thiensville shall be *ex officio*, non-voting members of the Commission.

8. Section 5(b)(iv):

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

9. Section 5(c):

Quorum. A quorum shall consist of ~~three~~**four** voting members of the Commission, including any alternates serving in the stead of other members; however, at least one voting member from each municipality must be present to constitute a quorum. A quorum shall be required to conduct a meeting, to transact business and to take any action on any agenda item.

10. 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.

11. 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.~~

12. 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.**

13. 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.

14. Section 11:

Capital Improvement Budgets. The Board may recommend a proposed Capital Improvement Budget to the governing bodies of the municipalities at any time. The Board may only recommend a Capital Improvement Budget with the approval of at least ~~four~~**five** members of the Board. The proposed Capital Improvement Budget shall contain an explanation of the Board's reasons for recommending the Capital Improvement Budget. No expenditures shall be made or contracted for by the Board or any employee with respect to any Capital Improvement Expenditure in the proposed Capital Improvement Budget until approved by the governing bodies of the municipalities. After such approval, the Board is authorized to enter into contracts and make expenditures deemed necessary by the Board for the Capital Improvement Expenses described in the Capital Improvement Budget as and when determined by the Board (unless otherwise specified in the approval of the governing bodies of the municipalities) and in amounts not in excess of the approved Capital Improvement Budget.

15. 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.~~

16. Section 14(g):

Amendments. Amendments to this Agreement may be proposed by any member of the Board. The amendment shall be submitted to the Board at least 30 days prior to the meeting of the Board at which such amendment is to be considered. The approval of at least ~~four~~**five** members of the Board shall be required to recommend any amendment to the governing body of the municipalities. The agreement of the governing bodies of the municipalities shall be required to approve any amendments to this Agreement, except that the Initial Plan may be amended by the Board as provided in this Agreement.

EXHIBIT A

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 May 20, 2022 (“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 the 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(a)(i) of the Agreement is amended to read as follows: The Board shall have seven members. The members shall be the Thiensville Village President, a Thiensville Trustee nominated by the Thiensville Village President and confirmed by the Thiensville Village Board, a Thiensville resident nominated by the Thiensville Village President and confirmed by the Thiensville Village Board, the Mequon Mayor, the President of the Mequon Common Council and two other Mequon residents nominated by the Mequon Mayor and confirmed by the Mequon

Common Council. The administrators of Mequon and Thiensville shall be *ex officio*, non-voting members of the Board.

3. Section 4(a)(iii) of the Agreement is deleted.

4. 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.

5. Section 4(d) of the Agreement is amended to read as follows: Quorum. A quorum shall consist of four voting members of the Board, including any alternates serving in the stead of other members; however, at least one voting member from each municipality must be present to constitute a quorum. A quorum shall be required to conduct a meeting, to transact business and to take any action on any agenda item.

6. 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.

7. 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.

8. Section 5(a) of the Agreement is amended to read as follows: Commission Members and Terms of Office. The seven members of the Board shall serve as the members of the Commission. Vacancies on the Commission shall be filled by appointment for any unexpired term by the appointing authority in the same manner as original appointments are made. The administrators of Mequon and Thiensville shall be *ex officio*, non-voting members of the Commission.

9. 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.

10. Section 5(c) of the Agreement is amended to read as follows: Quorum. A quorum shall consist of four voting members of the Commission, including any alternates serving in the stead of other members; however, at least one voting member from each municipality must be present to constitute a quorum. A quorum shall be required to conduct a meeting, to transact business and to take any action on any agenda item.

11. 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.

12. 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.

13. Section 5(e) 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.

14. 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.

15. Section 11 of the Agreement is amended to read as follows: Capital Improvement Budgets. The Board may recommend a proposed Capital Improvement Budget to the governing bodies of the municipalities at any time. The Board may only recommend a Capital Improvement Budget with the approval of at least five members of the Board. The proposed Capital Improvement Budget shall contain an explanation of the Board's reasons for recommending the Capital Improvement Budget. No expenditures shall be made or contracted for by the Board or any employee with respect to any Capital Improvement Expenditure in the proposed Capital Improvement Budget until approved by the governing bodies of the municipalities. After such approval, the Board is authorized to enter into contracts and make expenditures deemed necessary by the Board for the Capital Improvement Expenses described in the Capital Improvement Budget as and when determined by the Board (unless otherwise specified in the approval of the governing bodies of the municipalities) and in amounts not in excess of the approved Capital Improvement Budget.

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

17. Section 14(g) of the Agreement is amended to read as follows: Amendments. Amendments to this Agreement may be proposed by any member of the Board. The amendment shall be submitted to the Board at least 30 days prior to the meeting of the Board at which such amendment is to be considered. The approval of at least five members of the Board shall be required to recommend any amendment to the governing body of the municipalities. The agreement of the governing bodies of the municipalities shall be required to approve any amendments to this Agreement, except that the Initial Plan may be amended by the Board as provided in this Agreement.

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 Board
FROM: Fire Chief David L Bialk
DATE: June 28, 2023
SUBJECT: Mission, Vision, & Values

Background

The Board of Directors of the Southern Ozaukee Fire and Emergency Medical Services Department is engaged in a process to define the Mission, Vision and Values of the newly formed organization. A key element of that process is obtaining the voice of our strategic partners and those we serve. Key stakeholders were identified by Board leadership and the Fire Chief. Following a letter of invitation from the Chief, key stakeholders were interviewed. These nine structured interviews, conducted by Fire Chief David Bialk and SOFD Board Member Lynn Streeter, each lasted for approximately 45 minutes. A summary of the interview findings follows.

Analysis

**Southern Ozaukee Fire and Emergency Medical Services Department
Mission, Vision and Values
Stakeholder Interview Findings
June 2023**

As you think about the mission of the SOFD and why it exists, what are the key elements that are important to you and those you serve?

- Provide citizens with a level of trust, reassurance and comfort at a time of crisis
- Recognize that our firefighters are selfless in their actions
- Exceptional medical care
- Compassionate care
- Open communication
- Collaboration in and partnership among entities
- Safety of our citizens, property and environment
- Reliability and efficiency as evident in response times (answering the call)
- Community education
- Pro-active preparedness

What does our Department do well?

- Respond quickly and effectively
- Strong clinical assessment skills and good communication
- Attentive to those served

- Phenomenal training
- Annual inspections
- Community education and outreach
- Enough responders are deployed
- Know our facilities well
- High level of professionalism
- Strong sense of pride in our community
- Instills confidence
- Strong support to other departments and communities

Are there areas where you see an opportunity for improvement or for us to work better together?

- Continue collaboration with other partnering entities e.g., police and other fire departments
- Continue to foster a positive work environment for our hybrid staff
- Staff training will always be an ongoing priority
- Joint training between police and fire
- Opportunities to provide education, such as emergency preparedness, to the staff of community organizations e.g., senior living facilities
- Continue community education and outreach activities
- Talk about the SOFD performance; it enhances business and community awareness
- Look to implement new technology that would enhance both direct service and communications

As you look ten years into the future, if the SOFD was the top performing department (for a community like ours) in the nation, what would we look like?

- Our culture reflects our values and we have pride in what we do
- Our hybrid staffing model has been rebalanced to ensure the right people are available at the right time
- We have strong leadership
- We have invested in our people
- State of the art training facilities
- Best practice policies are in place
- Technology supports the sharing of information
- State of the art facilities support how we function
- State of the art equipment
- All members of the SOFD are professional, skilled and courteous
- The SOFD is well integrated and recognized by the community
- We meet or exceed best practice measures
- We are able to make data driven decisions
- We have strong partnerships and outstanding communications with other entities
- We innovate and continuously have an eye to the future
- We use our resources effectively and are fiscally sound

If you think about the values that you would want to see displayed by every member of the SOFD in everything we do, what three words come to mind (not rank ordered)?

- Integrity
- Respect
- Trustworthy
- Compassionate
- Professional
- Dignity
- Empathy
- Precise
- Inclusivity
- Efficient
- Caring
- Collaboration
- Ethical
- Honor
- Courage
- Pride
- Honesty
- Devotion to duty

Key Stakeholders

Matt Monaco, Executive Director, NewCastle Place (joined by leaders from Nursing, Human Resources, Independent Living, Health Center and Plant Operations)

Emily Sprtel, Executive Director, Willowbrook Place (joined by leaders from Nursing and Plant Operations)

John Joyce, President and Andrew Sandler, Director EMS Service Line, Ascension Columbia St. Mary's Ozaukee

Jarek Barney, Director Ambulatory Services, Children's Wisconsin Mequon (joined by leaders from Primary Care and Specialty Care)

Tina Schwantes, Executive Director, MT Chamber of Commerce and Mike McDonald, Spectrum Investments (and Chamber President)

Chief Curt Kleppin, Thiensville Police Department

Chief Patrick Pryor, Mequon Police Department

Chief Jeffrey Vahsholtz, Cedarburg Fire Department

Sheriff Christy Knowles and Communications Dispatch Manager Heather Boesch, Ozaukee County Sheriff's Office

Fiscal Impact

None

Recommendation

Continue to support the effort of Mission, Vision, and Values committee.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

WESOLOWSKI, REIDENBACH & SAJDAK, S.C.
ATTORNEYS AT LAW
11402 WEST CHURCH STREET
FRANKLIN, WISCONSIN 53132

TO: SOFD Board
FROM: Brian C. Sajdak
DATE: July 7, 2023
RE: Closed Session for IAFF Petition for Election

Background

The Board may enter into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or Wis. Stat. § 19.85(1)(g) for the purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or may be involved. These provisions would allow the Board to enter into closed session for the purpose of obtaining advice from the Board's attorney with respect to the strategy the Board desires to adopt in addressing the petition for an election made by the International Association of Fire Fighters and a potential hearing related to the same.

Recommendation

Should the Board decide that it wishes to enter closed session, an appropriate motion would be a motion to enter closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of conducting other specified public business, whenever competitive or bargaining reasons require a closed session and/or Wis. Stat. § 19.85(1)(g) for the purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or may be involved.