



VILLAGE OF THIENSVILLE
Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, August 3, 2022

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 (EXCUSED)
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. July 13, 2022 (att)

MOTION by Alderwoman Schneider, **SECONDED** by Trustee Eckert to approve the July 13, 2022, Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. BUSINESS

A. Review and Approve -- Resolution of Inclusion Under the Wisconsin Retirement System

Chief Bialk noted the governing body must approve a resolution for inclusion in the Wisconsin Retirement System.

MOTION by Alderman Parrish, **SECONDED** by Alderwoman Schneider to Authorize President Mobley to Sign the Resolution of Inclusion Under the Wisconsin Retirement System. **MOTION CARRIED UNANIMOUSLY.**

B. Review and Discussion -- Operational Accomplishments Since July 13, 2022

Chief Bialk noted several accomplishments since the meeting on July 13, 2022, including a combined staffing schedule and the sharing of consumable supplies. Even with the shared resources, there are challenges with adequate staffing. Trustee Eckert asked if this is unusual. Chief Bialk replied that summer always poses staffing challenges. Alderman Parrish noted this is the time to set the right staffing levels. Ozaukee County has been dispatching all cellular 911 calls since July 1, 2022.

C. Review and Discussion -- Merger Related Action Items to be Completed Prior to January 1, 2023

There are still many more items to complete prior to January 1, 2023. Administrator Jones suggested prioritizing the remaining steps and identifying those that must be completed by January 1, 2023, and items that can be held over.

1. Proposed 2023 Budget

Administrator Jones noted staff has met three times since the July 13, 2022, Board meeting to begin work on the 2023 budget. A first draft of a proposed budget is being presented tonight. Staff plans to recommend a budget to the Board that can be adopted by Labor Day.

Administrator Landisch-Hansen presented the preliminary Southern Ozaukee Fire & EMS Department budget. The budget includes the addition of three staff, which would be funded with ARPA dollars. By consolidating departments, there are efficiencies that have resulted in decreases in some line items. The preliminary budget plan is just under the initial \$3.1 million forecast.

On the revenue side, the proposed fees are included in the preliminary budget. Projected revenues generated by the Department are \$1.855 million. This does not include contributions from either community supported by levy dollars. The biggest increase is ambulance revenue. The revenues include the \$300,000 in ARPA EMS Grant funding that has been approved by Ozaukee County.

Administrator Jones noted that staff will continue discussions on the budget and anticipates recommending a budget to the Board at the next meeting in two weeks. The staff have focused on the operating budget to this point and it will discuss the capital budget at an upcoming meeting. The budget that will be recommended at the next Board meeting will include capital expenditures.

Administrator Landisch-Hansen added that the new Department is allowed a levy limit exemption that was discussed by City Attorney Brian Sadjak at the July 13, 2022, Board meeting. Administrator Jones and President Mobley added that the municipalities are sensitive to potential levy increases.

D. Review and Discussion -- Revenues and Fees

Administrator Jones noted that proposed revenue is mostly driven by ambulance and response fees. Chief Bialk added there are different levels of ambulance fees depending on the level of service and whether the patient is a resident. LifeQuest, the company that does ambulance billing for Mequon, compiled a study of ambulance fees that included recommendations of rate increases. The recommended rates proposed by LifeQuest will be built into the fee schedule. Administrator Jones added that staff plans to bring back a proposed fee schedule for consideration at the next meeting.

Chief Bialk presented other proposed fees, including sprinkler inspections, alarm tests, fireworks permits and standby fees. Mequon currently conducts inspections on its own, while Thiensville uses a third party. The new Department will conduct all such inspections in both municipalities and collect that revenue. Chief Bialk recommended establishing a fee for ambulance stand-by services for events such as a Concordia University football game, Gathering on the Green or Lionfest.

Other proposed fees include inspections of new construction, re-inspections to determine if violations have been corrected, inspections outside of normal hours, final occupancy inspections, tent inspections, temporary heat inspections for new construction and certification of evacuation plans for CBRFs and group homes. Administrator Jones noted that many of these fees will not impact the typical resident. President Mobley added the intent of the inspections is public safety; these fees are designed to cover costs, not generate revenue.

Chief Bialk also discussed square-foot charges for annual fire inspections. President Mobley noted that the fees as proposed charged disproportionately more for inspections of smaller buildings and suggested that the fee better reflect the size of the building being inspected. Alderman Parrish suggested the fee be based on price per square foot.

Trustee Eckert asked if a \$20 inspection fee is enough to cover the effort involved in collecting it. A fee of \$50 would be acceptable to business owners. Chief Bialk noted that property owners' insurance rates could go down in the future because the addition of full-time staff will result in a better fire protection rating. Alderwoman Schneider noted she favors charging an inspection fee per square foot.

E. Update -- Ozaukee County ARPA Funding

Deputy Chief Zellman and Administrator Landisch-Hansen attended the Ozaukee County Board meeting on August 3, 2022. The ARPA funding was approved without discussion. The Southern Ozaukee County Fire & EMS Department is on track to receive \$750,000 over 30 months. Funds will be disbursed after payroll records are submitted for the new positions. Up to \$300,000 annually will be reimbursed. A sustainability plan must be submitted to the Ozaukee County Board by May 2023.

President Mobley noted that the Southern Ozaukee Fire & EMS Department will be covering approximately half the population of Ozaukee County and its allotment does not correspond. Administrator Landisch-Hansen noted that there may be additional funds available after the sustainability plan is submitted. Administrator Jones added that moving ahead with filling staff positions will put the new department in a strong place to qualify for

additional funding. Details about when the initial distribution of funds will occur is being reviewed by the County. Administrator Jones noted that it makes sense to begin the hiring process as soon as possible. It will be beneficial to hiring the best available candidates.

F. Update -- Thiensville Fire Department Foundation

John Kukla, President of the Thiensville Fire Department Corp., noted that their next meeting will be August 16, 2022. Mr. Kukla will return at a later meeting after the Corporation has an opportunity to discuss how it wants to proceed.

G. Next Meeting Date/Time

1. August 17, 2022, at 5:30 PM

V. ADJOURNMENT

MOTION by Alderwoman Schneider, **SECONDED** by Trustee Eckert to adjourn the meeting at 7:35 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Village of Thiensville
Administrative Assistant

Signed by,

Amy L. Langlois
Village of Thiensville
Village Clerk/Deputy Treasurer