



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, September 13, 2023

LOCATION: 250 Elm Street, Thiensville,
WI

TIME: 5:30 PM

I. CALL TO ORDER

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

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN DALE MAYR
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT VAN MOBLEY
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT (EXCUSED)
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE

Trustee Eckert was excused. Thiensville Alternate Trustee Lange was present. Alderwoman Schneider arrived at 5:33 PM.

III. APPROVAL OF MINUTES

A. July 12, 2023 (att)

MOTION by Trustee Lange, **SECONDED** by Alderman Mayr to approve the July 12, 2023 Minutes.

Citizen Member Streeter suggested changing the last sentence in Item VIII A to: "Findings were shared with the members of the SOFD on July 10 and 11 with an acknowledgement that they should be proud of the opinions that the community members have of the department."

MOTION by Citizen Member Streeter, **SECONDED** by Alderman Mayr to make the suggested change as a friendly amendment. **MOTION, AS AMENDED, CARRIED UNANIMOUSLY.**

IV. INTRODUCTION OF NEW SOFD BOARD MEMBERS

New members Lynn Streeter and Douglas Chimenti were introduced.

V. PERSONAL APPEARANCES AND PUBLIC COMMENT

A. Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limitation is FIVE minutes.

Chief Bialk shared a photo of two Department members who participated in a stair climb at Lambeau Field in Green Bay wearing full turnout gear.

VI. OPERATIONAL UPDATES

A. Response Times and Statistics (att)

Deputy Chief Zellman presented data on response times.

B. Fleet Consolidation (att)

Chief Bialk provided an update about vehicles that have been sold and those still on the market. The Chief recommends that the mechanic for the City of Mequon serve as mechanic for the SOFD fleet when that responsibility transitions.

C. Staffing Update (att)

Chief Bialk provided an update about member participation in training programs. The consolidation of the Mequon and Thiensville departments has been beneficial for covering available shifts.

VII. FINANCE AND PERSONNEL

A. Ozaukee County ARPA Funding (att)

Chief Bialk noted that after continuing discussion with the County, SOFD should receive \$648,000 in ARPA funding. Approximately half should be received in early October. The remainder is scheduled to be distributed April 1, 2024. The funds are being used for the hiring of full-time paramedics.

VIII. REVIEW AND APPROVE

A. Ambulance Billing Update (att)

Chief Bialk noted a rate survey of eight other fire departments indicates SOFD's rates are approximately in the middle. The proposed ambulance rates would take effect October 1, 2023. The Department will study the number of calls for lift assists and the number from care facilities for a potential future discussion regarding fees.

MOTION by Alderman Mayr, **SECONDED** by Alderwoman Schneider to approve Ambulance Billing Fee Schedule.

Ayes: Mayor Nerbun, Alderman Mayr, Alderwoman Schneider, Citizen Member Streeter, Trustee Lange and Citizen Member Chimenti

Naes: President Mobley

MOTION CARRIED.

B. 2024 Budget (att)

Chief Bialk noted that he, Administrator Landisch-Hansen and Administrator Jones met to study revenues, including ARPA funding, and expenses and drafted a budget with a 4.2% tax increase, which is approximately \$57,000 for Mequon and \$10,000 for Thiensville.

Administrator Landisch-Hansen added the budget includes the just-approved ambulance fees and \$300,000 from the ARPA grant. It accounts for adding one new firefighter/paramedic. The operating contribution for Mequon is about \$1.4 million and \$258,000 for Thiensville. The capital contribution for Mequon is \$110,000 and \$20,285 for Thiensville. The non-property tax revenue is a little over \$2 million, most of which is ambulance revenue. Total revenue for the Department is budgeted to be \$3.9 million in 2024. Operating expenditures are \$3.773 million. Capital Projects Fund is budgeted at \$130,000.

MOTION by Alderwoman Schneider, **SECONDED** by Citizen Member Streeter to Approve the 2024 Southern Ozaukee Fire & EMS Department Budget.

Ayes: Mayor Nerbun, Alderman Mayr, Alderwoman Schneider, Citizen Member Streeter, President Mobley, Trustee Lange, Citizen Member Chimenti

Naes: None

MOTION CARRIED UNANIMOUSLY.

IX. DISCUSSION ITEMS

A. Mission, Vision and Values (att)

Chief Bialk noted Citizen Member Streeter has contributed a lot of work to developing the Mission, Vision and Values document, which was presented to the Board. Citizen Member Streeter added the Board has committed to developing Mission, Vision and Values as the

basis of a new organization and to guide strategic planning.

Citizen Member Chimenti praised the effort and noted the document is clear and concise. It will guide members and new recruits. It provides the community with information about the Department's Mission, Vision and Values.

President Mobley suggested adding the word "aid" to the Mission Statement so the last sentence would read: "We provide our citizens with reassurance, aid and comfort when they are vulnerable." Other members agreed with the change.

Chief Bialk asked Board members for guidance about operationalizing the Mission, Vision and Values, including making signs, even though the document will not be formally considered for adoption until the November 2023 meeting. Board members had no objection.

B. November Meeting - Review Work Plan for 2023, Vision 2024

Chief Bialk reviewed the completed and open items on the 2023 work plan. A preview of 2024 items includes the strategic plan, employee handbook, financial policy, space needs and building rentals.

X. INFORMATIONAL ITEMS

A. Government Finance Review - Collaboration Between Finance Officers and Fire Chiefs (att)

Administrator Jones discussed an article related to 10 Steps to Better Collaboration Between Finance Officers and Fire Chiefs.

XI. ANY OTHER MISCELLANEOUS BUSINESS BY MEMBERS AS MAY BE BROUGHT BEFORE THE BOARD

There will be a swearing-in ceremony for new staff at 6:00 PM on October 16, 2023. The next Board meeting will be at 5:30 PM on November 8, 2023.

XII. ADJOURNMENT

MOTION by President Mobley, **SECONDED** by Alderman Mayr to adjourn the meeting at 7:09 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Village of Thiensville
Administrative Assistant

Signed by,

Colleen Landisch-Hansen
Village of Thiensville
Administrator and Interim Clerk