



VILLAGE OF THIENSVILLE
Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, November 30, 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
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN BRIAN PARRISH
MEQUON ALDERWOMAN KATHLEEN SCHNEIDER (EXCUSED)

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

III. APPROVAL OF MINUTES

A. October 26, 2022 (att)

MOTION by Alderman Parrish, **SECONDED** by Mayor Nerbun to approve the October 26, 2022, Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. SWEARING IN OF FIRE CHIEF

Thiensville Village Clerk Amy L. Langlois swore in David Bialk as Fire Chief for the Southern Ozaukee Fire & Emergency Services Department (SOFD); term to begin on January 1, 2023.

V. REVIEW AND DISCUSSION ITEMS

A. Operation Accomplishments Since October 26, 2022

Chief Bialk shared department accomplishments since the prior meeting on October 26, 2022. An intercept agreement between SOFD and the Cedarburg Fire Department effective January 1, 2023 is on tonight's agenda.

B. Merger Related Action Items to be Completed Prior to January 1, 2023

Chief Bialk shared action items to be completed by January 1, 2023 and noted that SOFD and Ozaukee County have been working together on the transition to county dispatch. The employee handbook will be completed during the first quarter of 2023.

C. Staffing/Battalion Chief Update

Chief Bialk noted the posting for the open Battalion Chief position resulted in 16 applicants. The Mequon Police & Fire Commission will consider approval of the finalists on Tuesday, December 6, 2022. Chief Bialk will select one with an offer made in December. The SOFD Board will certify candidates for positions after January 1, 2023.

D. Department of Health Flex Grant Award Update

The Flex Grant award totalling \$202,100 between both communities will be used for uniforms, durable medical supplies, partial payment on a new ambulance, monitors, dispatch terminals for ambulances and software for tracking narcotics.

E. Staffing Trendline

Deputy Chief Zellman presented a report on staffing levels that included July, 2022. The departments are currently filling approximately 80% of shifts.

VI. REVIEW AND APPROVE

A. Meeting Schedule Beginning 2023 (att)

The meeting schedule for 2023 is as follows: January 11, March 8, May 10, July 12, September 13 and November 8. Meetings will begin at 5:30 PM and be held at Thiensville Village Hall, 250 Elm Street.

MOTION by Trustee Eckert, **SECONDED** by Mayor Nerbun to approve the 2023 Meeting Schedule, Meeting Dates to Include January 11, March 8, May 10, July 12, September 13 and November 8, 2023. **MOTION CARRIED UNANIMOUSLY.**

B. Letter of Engagement for Attorney Services (att)

The law firm of Wesolowski, Reidenbach & Sajdak, S.C. has been proposed to provide general legal representation to the SOFD.

MOTION by Trustee Eckert, **SECONDED** by Mayor Nerbun to approve Letter of

Engagement for Attorney Services for the Southern Ozaukee Fire & EMS Department with Wesolowski, Reidenbach & Sajdak, S.C. **MOTION CARRIED UNANIMOUSLY.**

C. Subrecipient Agreement between Ozaukee County and SOFD (att)

The proposed Subrecipient Agreement has been reviewed by lawyers for Ozaukee County and SOFD. The Agreement will allow SOFD to begin obtaining funds from the ARPA Grant.

MOTION by Alderman Parrish, **SECONDED** by Mayor Nerbun to approve Subrecipient Agreement between Ozaukee County and SOFD with Attorney Sajdak Clarifying the Language Pertaining to Payroll Record Submission Requirement. **MOTION CARRIED UNANIMOUSLY.**

D. Paramedic Intercept Agreement with the City of Cedarburg Fire Department (att)

The Paramedic Intercept Agreement between the Cedarburg Fire Department and Village of Thiensville split revenue. The new agreement between SOFD and the Cedarburg Fire Department provides a flat rate to SOFD for each call whether or not Cedarburg recovers funds.

MOTION by Administrator Jones, **SECONDED** by Trustee Eckert to authorize Chief Bialk to Execute Paramedic Intercept Services Agreement with the Cedarburg Fire Department. **MOTION CARRIED UNANIMOUSLY.**

E. Approval of SOFD Logo (att)

A new SOFD logo was developed by Mequon Battalion Chief Brandon Boettcher and Thiensville Assistant Chief Joel Deutsch with assistance from local graphic designers and input from numerous members from the Mequon and Thiensville departments. The date established will be moved to the bottom and the department name to the top of the design. The Board thanked Mequon Battalion Chief Boettcher and Thiensville Assistant Chief Deutsch.

MOTION by Administrator Jones, **SECONDED** by Mayor Nerbun to approve SOFD Logo with Date Established at the Bottom and Department Name at the Top of Logo. **MOTION CARRIED UNANIMOUSLY.**

F. Approval of Registration Process and Fee for Mobile Kitchens (att)

The proposed \$20 annual fee for a kitchen permit would apply to mobile kitchen vendors at Taste of Mequon, Thiensville Village Market, food truck events and other similar events.

MOTION by Mayor Nerbun, **SECONDED** by Alderman Parrish to approve Mobile Kitchen Yearly Registration Process and Approve a \$20 Annual Fee. **MOTION CARRIED UNANIMOUSLY.**

G. Approval of Vehicle Usage Agreement Between City of Mequon, Village of Thiensville

and SOFD (att)

Attorney Sajdak noted the proposed Vehicle Usage Agreement formalizes measures already in the Intergovernmental Agreement between the City of Mequon and the Village of Thiensville.

MOTION by Mayor Nerbun, **SECONDED** by Alderman Parrish to approve Vehicle Usage Agreement Between City of Mequon, Village of Thiensville and Southern Ozaukee Fire & EMS Department. **MOTION CARRIED UNANIMOUSLY.**

H. Approval of Work Plan for 2023 (att)

The work plan for 2023 was discussed.

MOTION by Alderman Parrish, **SECONDED** by Trustee Eckert to Approve Work Plan for 2023 With Noted Assignments for Attorney Sajdak to Develop a Building Rental Agreement and Administrator Landisch-Hansen to Develop the 2024 Budget. **MOTION CARRIED UNANIMOUSLY.**

VII. NEXT MEETING DATE/TIME

A. January 11, 2023

The next SOFD meeting will take place at Thiensville Village Hall at 5:30 PM Wednesday, January 11, 2023.

VIII. ADJOURNMENT

MOTION by Mayor Nerbun, **SECONDED** by Alderman Parrish to adjourn the Meeting at 6:34 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