



Southern Ozaukee Fire & EMS Board
AGENDA

DATE: Wednesday, September 11, 2024

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 GREG BACH
MEQUON ALDERMAN DALE MAYR
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT JOHN ROSING
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE

III. APPROVAL OF MINUTES

A. July 10, 2024 (att)

B. August 1, 2024 (att)

IV. ADJOURN TO CLOSED SESSION

A. Roll Call Vote

1. Command Staff Performance. The SOFD Board may convene into closed session pursuant to Wis. State 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons and/or the preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems, and then will reconvene into open session to take such action as it deems appropriate.

V. RECONVENE IN OPEN SESSION

A. Action Regarding Closed Session Topic

VI. FINANCE

A. Review and Approve Ambulance Rate Survey (att)

B. Review and Approve 2025 Budget (att)

VII. OPERATIONS

A. 2023 Annual Report (att)

B. Personnel Handbook Update (att)

VIII. GOVERNANCE

A. Strategic Plan Update (att)

IX. REVIEW DATE OF NEXT MEETING

A. November 13, 2024

X. ADJOURNMENT

Colleen Landisch-Hansen, Village Clerk

September 5, 2024

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, July 10, 2024
LOCATION: 250 Elm Street, Thiensville,
WI
TIME: 5:30 PM

I. CALL TO ORDER

President Rosing called the meeting to order at 5:30 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES
MEQUON ALDERMAN GREG BACH (EXCUSED)
MEQUON ALDERMAN DALE MAYR
MEQUON CITIZEN MEMBER LYNN STREETER

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

III. APPROVAL OF MINUTES

A. May 8, 2024 (att)

MOTION by Mayor Nerbun, **SECONDED** by Alderman Mayr to approve the May 8, 2024, Minutes. **MOTION CARRIED UNANIMOUSLY.**

IV. 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 limit is FIVE minutes.

There were no citizens to be heard.

V. FINANCE

A. Fiscal Year 2023 SOFD Annual Comprehensive Fiscal Report (att)

Wendi Unger of Baker Tilly presented a report on the 2023 SOFD Annual Fiscal Audit.

MOTION by Mayor Nerbun, **SECONDED** by Trustee Eckert to accept the 2023 SOFD Annual Fiscal Audit as presented. **MOTION CARRIED UNANIMOUSLY.**

B. 2024 Budget Report, Second Quarter (att)

Chief Bialk presented the report on the Second Quarter 2024 Southern Ozaukee Fire and EMS Department Budget.

VI. OPERATIONS

A. Recent Incidents

Chief Bialk provided an update on the June 5, 2024, drowning at Village Park in Thiensville.

B. 2023 Year in Review (att)

Chief Bialk provided an overview of 2023 Southern Ozaukee Fire and EMS Department operations. An annual report will be presented later after statistical information is available. Plans for the upcoming year include sending department members to paramedic school and recruitment and retention activities. An ambulance ordered in 2022 will be delivered this fall. Another ambulance has been purchased with a similar wait for delivery. Preliminary discussions on the 2025 budget will begin this month.

C. Handbook Update (att)

Chief Bialk noted the employee handbook has been forwarded to the department's labor attorney for review. Additional discussion can take place at the September board meeting.

D. Thank you to the Thiensville Fire Department Corporation for dive equipment donation (att)

Chief Bialk relayed the Southern Ozaukee Fire and EMS Department's appreciation for a donation of dive equipment from the Thiensville Fire Department Corporation.

VII. GOVERNANCE

A. Strategic Plan Update (att)

Chief Bialk noted there was a recent meeting with the command staff to discuss a strategic plan with plans for a retreat. Citizen Member Streeter detailed plans for a comprehensive effort that would engage the department and community in the development of a five-year strategic plan that aligns with the municipalities the department serves. Ms. Streeter suggested the board discuss the stakeholders who will participate in developing the strategic plan. A group size of between 20 and 40 was suggested. The efforts will draw upon work, such as community stakeholder interviews, that have already been completed.

President Rosing noted both Mequon and Thiensville will concentrate on the upcoming budget during October. Administrator Jones added that two half-day planning retreats during November would be feasible. A list of prospective participants could be reviewed at the September Board meeting. Board members unanimously indicated they were agreeable and committed to moving forward.

VIII. REVIEW DATE OF NEXT MEETING

A. September 11, 2024

IX. MOTION TO ADJOURN TO CLOSED SESSION

A. Command Staff Performance. The SOFD Board may convene into closed session pursuant to Wis. State. 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons and/or the preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems.

MOTION by Mayor Nerbun, **SECONDED** by Trustee Eckert to adjourn to Closed Session at 6:55 PM.

1. Roll Call Vote

Ayes: Mayor Nerbun, Alderman Mayr, Citizen Membe Streeter, President Rosing, Trustee Eckert and Alternate Trustee Lange

Naes: NONE

MOTION CARRIED.

X. MOTION TO RECONVENE IN OPEN SESSION

MOTION by Alderman Mayr, **SECONDED** by Trustee Lange to reconvene in Open Session at 9:14 PM. **MOTION CARRIED UNANIMOUSLY.**

XI. ADJOURNMENT

MOTION by Mayor Nerbun, **SECONDED** by Citizen Member Streeter to adjourn the meeting at 9:15 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant
Village of Thiensville

Signed by,

Colleen Landisch-Hansen
Village Administrator/Village Clerk
Village of Thiensville



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Thursday, August 1, 2024

SPECIAL SESSION

LOCATION: 250 Elm Street, Thiensville,
WI

TIME: 3:00 PM

I. CALL TO ORDER

President Rosing called the meeting to order at 3:00 PM.

II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN
MEQUON ADMINISTRATOR WILL JONES (EXCUSED)
MEQUON ALDERMAN GREG BACH
MEQUON ALDERMAN DALE MAYR
MEQUON CITIZEN MEMBER LYNN STREETER (EXCUSED)

THIENSVILLE PRESIDENT JOHN ROSING
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN
THIENSVILLE TRUSTEE KRISTINA ECKERT
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE

III. ADJOURN TO CLOSED SESSION

A. Roll Call Vote

1. Grievance Appeal Processing and consideration/approval of any agreements between SOFD and a specific employee or employees.

The SOFD Board may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and/or Wis. Stat. § 19.85(1)(f) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial

adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. The purpose of the closed session is to consider any grievance appeals filed before the SOFD Board and any agreements reached or to be reached between SOFD employee or employees.

MOTION by Alderman Bach, **SECONDED** by Alderman Mayr to adjourn to closed session at 3:00 PM.

Ayes: Mayor Nerbun, Alderman Bach, Alderman Mayr, President Rosing, Trustee Eckert and Citizen Member Chimenti.

Nae: None

MOTION CARRIED.

IV. RECONVENE IN OPEN SESSION

MOTION by Alderman Bach, **SECONDED** by Mayor Nerbun to reconvene in Open Session at 4:00 PM. **MOTION CARRIED UNANIMOUSLY.**

A. Action Regarding Closed Session Topic

MOTION by Citizen Member Chimenti, **SECONDED** by Mayor Nerbun to direct and authorize staff and President Rosing to finalize an agreement discussed in Closed Session with Deputy Chief Zellman.

Ayes: Mayor Nerbun, Alderman Bach, Alderman Mayr, Citizen Member Streeter, President Rosing, Trustee Eckert, Citizen Member Chimenti

Naes: None

MOTION CARRIED.

MOTION by Mayor Nerbun, **SECONDED** by Alderman Bach to direct legal counsel to draft a decision consistent with the discussion in Closed Session.

Ayes: Mayor Nerbun, Alderman Bach, Alderman Mayr, Citizen Member Streeter, President Rosing, Citizen Member Chimenti

Naes: Trustee Eckert

MOTION CARRIED.

V. ADJOURNMENT

MOTION by Mayor Nerbun, **SECONDED** by Trustee Eckert to adjourn the Meeting at 4:04 PM. **MOTION CARRIED UNANIMOUSLY.**

Submitted by,

Gary Achterberg
Administrative Assistant
Village of Thiensville

Signed by,

Colleen Landisch-Hansen
Village Administrator/Village Clerk
Village of Thiensville



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: September 11, 2024
SUBJECT: Ambulance Rate Survey

Background

The Southern Ozaukee Fire Department (SOFD) relies heavily on revenue to fund its operations, with ambulance transport fees playing a critical role. In 2023, revenues accounted for 52% of the SOFD budget, and 54% in 2024. A significant portion of these revenues, 76%, comes from ambulance transport fees, making them a key focus during the annual budget review.

Analysis

A recent rate survey from our ambulance billing company (see attached) showed the SOFD was on average \$50-\$100 lower on some ambulance transport fees when compared to other local fire departments.

Fiscal Impact

With modest increases recommended by our billing company it is expected to generate another \$8,000 to \$12,000 a year.

Recommendation

Staff recommends raising the rates to suggested amounts listed in the attached fee schedule to be effective November 1, 2024.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

Southern Ozaukee Fire and Emergency Medical Services Department 2024 Rate Survey

Service	City of Brookfield Fire Department	City of Cudahy Fire Department	City of Jefferson Fire Department	City of Johnson Creek Fire Department	City of South Milwaukee Fire Department	City of West Allis Fire Department	Hartland Fire Department	City of Waukesha Fire Department	Southern Ozaukee and Emergency Medical Services Department	Average	Recommended Rate
Description											
BLS - Resident	\$ 1,200	\$ 900	\$ 1,700	\$ 1,400	\$ 926	\$ 947	\$ 1,200	\$ 2,100	\$ 1,200	\$ 1,297	\$ 1,300
BLS - Non Resident	\$ 1,400	\$ 900	\$ 1,700	\$ 1,400	\$ 982	\$ 947	\$ 1,300	\$ 2,100	\$ 1,400	\$ 1,341	\$ 1,400
ALS - Resident	\$ 1,550	\$ 1,100	\$ 2,000	\$ 1,400	\$ 1,090	\$ 1,058	\$ 1,500	\$ 2,200	\$ 1,500	\$ 1,487	\$ 1,500
ALS - Non Resident	\$ 1,750	\$ 1,100	\$ 2,000	\$ 1,400	\$ 1,204	\$ 1,058	\$ 1,600	\$ 2,200	\$ 1,500	\$ 1,539	\$ 1,550
ALS2 - Resident	\$ 1,550	\$ 1,200	\$ 2,100	\$ 1,700	\$ 1,179	\$ 1,252	\$ 1,800	\$ 2,400	\$ 1,700	\$ 1,648	\$ 1,700
ALS2 - Non Resident	\$ 1,750	\$ 1,200	\$ 2,100	\$ 1,700	\$ 1,358	\$ 1,252	\$ 1,900	\$ 2,400	\$ 1,800	\$ 1,708	\$ 1,800
SCT - Resident	NA	NA	\$ 2,300	NA	NA	NA	NA	NA	\$ 1,900	\$ 2,100	\$ 2,100
SCT - Non Resident	NA	NA	\$ 2,300	NA	NA	NA	NA	NA	\$ 2,000	\$ 2,100	\$ 2,100
BLS On Scene Care - Resident	\$ 500	\$ 250	\$ 800	\$ 550	\$ 232	\$ 69	\$ 450	\$ 300	\$ 325	\$ 394	\$ 400
BLS On Scene Care - Non Resident	\$ 500	\$ 350	\$ 800	\$ 550	\$ 296	\$ 209	\$ 550	\$ 300	\$ 350	\$ 444	\$ 450
ALS On Scene Care - Resident	\$ 800	\$ 250	\$ 1,300	\$ 1,300	\$ 488	\$ 244	\$ 1,000	\$ 300	\$ 600	\$ 710	\$ 700
ALS On Scene Care - Non Resident	\$ 875	\$ 350	\$ 1,300	\$ 1,300	\$ 554	\$ 244	\$ 1,100	\$ 300	\$ 700	\$ 753	\$ 750
Mileage - Resident	\$ 27	\$ 22	\$ 27	\$ 27	\$ 20	\$ 23	\$ 24	\$ 25	\$ 25	\$ 24	\$ 25
Mileage - Non Resident	\$ 27	\$ 22	\$ 27	\$ 27	\$ 20	\$ 23	\$ 24	\$ 25	\$ 26	\$ 24	\$ 26

NC = Service does not have this charge
Recommendations include bundled prices

Authorization of Recommended Rates / Date

EMS|MC

Printed Name / Title



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: September 11, 2024
SUBJECT: 2025 Budget

Executive Summary 2025 SOFD Budget

The budget team has worked hard to balance the needs of the still evolving SOFD with the resources available. The 2025 budget brought with it some challenges. The \$324,000 in Ozaukee County ARPA money ends at the end of 2024. This loss of ARPA revenue was anticipated and planned for by budgeting a contingency in 2023 and 2024. This created the \$236,000 surplus at the end of 2023 and most likely about the same by the end of 2024. The delay in ambulance billing experienced in the beginning of 2023 is still plaguing the revenue side of the budget thus creating some of the challenges for the budget team.

In total, the SOFD budget request is for \$91,316 or a 5.1% increase in the budget. The State of Wisconsin statues allow for merged fire departments to raise taxes the CPI + 2% on the levy part of the budget. This equates to a \$77,097 increase for the City of Mequon and a \$14,382 increase for the Village of Thiensville. The 2025 budget also includes a capital contribution totaling \$130,285 and adds one fulltime firefighter/paramedic.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

Southern Ozaukee Fire & EMS
 2025 Budget
 All Funds
 Summary of Revenues & Expenditures

Summary of Revenues

Source	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2025 Budget
Intergovernmental Charges for Services			
City of Mequon	\$ 1,352,374	\$ 1,401,723	1,478,821
Village of Thiensville	247,883	258,496	272,714
City of Mequon Capital Allocation	118,202	110,000	110,000
Village of Thiensville Capital Allocation	21,798	20,285	20,285
Total Intergovernmental Charges for Services	<u>\$ 1,740,257</u>	<u>\$ 1,790,504</u>	<u>\$ 1,881,819</u>
Non-Property Tax Revenue:			
Intergovernmental Revenue	\$ 625,294	\$ 630,238	\$ 356,358
Regulation & Compliance	69,276	96,360	70,200
Public Charges for Services	1,582,313	1,374,971	1,354,971
Commercial Revenues	2,192	12,000	58,117
Miscellaneous Revenues	232,533	-	-
Other Financing Sources	183,226	-	-
Total Non-Property Tax Revenue:	<u>\$ 2,694,834</u>	<u>\$ 2,113,569</u>	<u>\$ 1,839,646</u>
Total Revenue	<u>\$ 4,435,091</u>	<u>\$ 3,904,073</u>	<u>\$ 3,721,465</u>

Summary of Expenditures

Department	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2025 Budget
Salaries & Wages	\$ 1,987,206	\$ 2,389,995	\$ 2,257,485
Fringe Benefits	518,642	548,104	669,236
Personnel Services	56,525	91,983	78,200
Contractual Services	111,792	131,248	155,798
Commodities	228,172	114,826	109,700
Equipment Maintenance	121,364	178,596	171,664
Property & Liability Insurance	119,037	119,036	129,097
Unclassified - Transfers	-	200,000	-
Capital Projects Fund	180,939	-	-
Total Expenditures	<u>\$ 3,323,677</u>	<u>\$ 3,773,788</u>	<u>\$ 3,571,180</u>
Beginning Operating Fund Balance			\$ 236,082
Annual Income / (Loss)			-
Ending Operating Fund Balance			<u>\$ 236,082</u>

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Summary of Revenues and Expenditures

Summary of Revenues

Source	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget
Intergovernmental Charges for Services					
City of Mequon	\$ 1,352,374	\$ 1,401,723	\$ 1,051,292	\$ 1,401,723	1,478,821
Village of Thiensville	247,883	258,496	193,872	258,496	272,714
Total Intergovernmental Charges for Services	<u>\$ 1,600,257</u>	<u>\$ 1,660,219</u>	<u>\$ 1,245,164</u>	<u>\$ 1,660,219</u>	<u>\$ 1,751,534</u>
Non-Property Tax Revenue:					
Intergovernmental Revenue	\$ 625,294	\$ 630,238	\$ 481,595	\$ 737,370	\$ 356,358
Regulation & Compliance	69,276	96,360	25,038	65,500	70,200
Public Charges for Services	1,582,313	1,374,971	566,859	1,358,971	1,354,971
Commercial Revenues	2,192	12,000	36,447	50,000	38,117
Miscellaneous Revenues	232,533	-	16,225	2,918	-
Total Non-Property Tax Revenue:	<u>\$ 2,511,608</u>	<u>\$ 2,113,569</u>	<u>\$ 1,126,164</u>	<u>\$ 2,214,759</u>	<u>\$ 1,819,646</u>
Total Revenue	<u>\$ 4,111,865</u>	<u>\$ 3,773,788</u>	<u>\$ 2,371,328</u>	<u>\$ 3,874,978</u>	<u>\$ 3,571,180</u>

Summary of Expenditures

Department	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget
Salaries & Wages	\$ 1,987,206	\$ 2,389,995	\$ 1,355,519	\$ 2,033,279	\$ 2,257,485
Fringe Benefits	518,642	548,104	290,819	461,258	669,236
Personnel Services	56,525	91,983	30,818	81,801	78,200
Contractual Services	111,792	131,248	158,233	210,963	155,798
Commodities	228,172	114,826	55,332	98,037	109,700
Equipment Maintenance	121,364	178,596	128,867	175,254	171,664
Property & Liability Insurance	119,037	119,036	97,409	186,262	129,097
Unclassified - Transfers	-	200,000	-	-	-
Total General Fund Expenditures	<u>\$ 3,142,738</u>	<u>\$ 3,773,788</u>	<u>\$ 2,116,997</u>	<u>\$ 3,246,853</u>	<u>\$ 3,571,180</u>

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Detailed Revenues (continued)

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Intergovernmental Charges for Services						
43210 City of Mequon	\$ 1,352,374	\$ 1,401,723	\$ 1,051,292	\$ 1,401,723	\$ 1,478,821	5.50%
43220 Village of Thiensville	247,883	258,496	193,872	258,496	272,714	5.50%
Total Intergovernmental Charges for Services	1,600,257	1,660,219	1,245,164	1,660,219	1,751,534	5.50%
Intergovernmental Revenue						
Cedarburg Overwatch Program	73,000	67,000	67,000	67,000	62,000	-7.46%
Grants & Aids						
44530 ARPA Local Recovery Funds	300,000	300,000	324,000	324,000	-	-100.00%
44510 Fire Insurance Dues (2%)	234,936	250,000	18,915	257,332	277,000	10.80%
44520 EMS Funding Assistance Program	17,358	13,238	-	17,358	17,358	31.12%
###-###-###-### HSRA Grant	-	-	71,680	71,680	-	0.00%
Total Intergovernmental Revenues	625,294	630,238	481,595	737,370	356,358	-43.46%

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Regulation & Compliance						
Permits						
40100 Burn Permits	\$ 7,880	\$ 10,000	\$ 5,340	\$ 8,000	\$ 8,000	-20.00%
40300 Fire Fees (plan review, sprinkler, hydro testing)	1,200	7,122	2,518	4,000	4,000	-43.84%
40500 Fire Inspections	17,500	60,000	-	22,000	22,000	-63.33%
40400 Other Fire Prevention Fees	17,200	8,000	1,700	8,000	10,700	33.75%
Total Permits	43,780	85,122	9,558	42,000	44,700	-47.49%
Other						
40900 Accident Fees	\$ 18,196	\$ 8,538	\$ 11,180	\$ 16,000	\$ 18,000	110.82%
40800 False Alarms	7,300	2,700	4,300	7,500	7,500	177.78%
Total Other	25,496	11,238	15,480	23,500	25,500	126.91%
Total Regulation & Compliance	69,276	96,360	25,038	65,500	70,200	-27.15%

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Public Charges for Services						
Protection-Persons & Property						
40700 Ambulance Revenue	\$ 1,542,363	\$ 1,354,971	\$ 564,559	\$ 1,354,971	\$ 1,354,971	0.00%
43310 Paramedic Intercept (Cedarburg)	39,950	20,000	2,300	4,000	-	-100.00%
Total Protection-Persons & Property	1,582,313	1,374,971	566,859	1,358,971	1,354,971	-1.45%
Total Public Charges for Services	1,582,313	1,374,971	566,859	1,358,971	1,354,971	-1.45%

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Detailed Revenues (continued)

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Commercial Revenues						
Interest Income						
###-##-###-### Investment Interest	2,192	12,000	36,447	50,000	38,117	217.64%
Total Interest Income	2,192	12,000	36,447	50,000	38,117	217.64%
Total Commercial Revenues	2,192	12,000	36,447	50,000	38,117	217.64%
Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Miscellaneous Revenue						
Other Income						
###-##-###-### Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
###-##-###-### Other Income	232,533	-	16,225	2,918	-	0.00%
Total Miscellaneous Revenue	232,533	-	16,225	2,918	-	0.00%
Total General Fund Revenue	\$ 4,111,865	\$ 3,773,788	\$ 2,371,328	\$ 3,874,978	\$ 3,571,180	-5.37%

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Detailed Expenditures (continued)

**Protection Property & Persons
 Fire & EMS**

		8/31/2024				SOFD 2025 Budget	Budget % Change
Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected			
Personnel							
670101	Salaries	\$ 1,115,640	\$ 1,414,057	\$ 830,849	\$ 1,246,274	\$ 1,437,894	1.69%
670173	Paramedic POC	161,650	157,034	103,437	155,156	76,438	-51.32%
670150	EMS Responder	299,578	437,903	148,097	222,146	349,047	-20.29%
670151	Fire Call Pay	181,180	105,472	125,646	188,469	145,024	37.50%
670171	First Responder On Call Pay	134,513	156,029	88,542	132,813	129,582	-16.95%
670162	Training Pay	82,894	100,000	47,517	71,276	100,000	0.00%
670161	Vehicle Checks	11,751	19,500	11,431	17,147	19,500	0.00%
	Total Salaries and Wages	1,987,206	2,389,995	1,355,519	2,033,279	2,257,485	-5.54%
Fringe Benefits							
673101	FICA	196,751	183,982	99,454	149,181	172,698	-6.13%
673201	Health/Dental Insurance	111,698	149,913	73,315	109,973	218,844	45.98%
673203	Life Insurance/Disability Insurance	2,842	2,253	1,248	1,872	1,985	-11.90%
637102	Wisconsin Retirement	207,351	211,956	116,802	200,232	275,709	30.08%
	Total Fringe Benefits	518,642	548,104	290,819	461,258	669,236	22.10%
Personnel Services							
54100	Dues & Subscriptions	\$ 770	\$ 5,050	\$ 150	\$ 5,050	\$ 2,000	-60.40%
54200	Meetings & Conferences	1,762	2,300	856	2,300	2,200	-4.35%
54300	Training	13,150	35,000	24,061	33,000	33,000	-5.71%
54400	Uniforms	33,011	35,451	1,969	35,451	35,000	-1.27%
54600	Preemployment Examinations	3,393	7,745	3,262	4,500	4,500	-41.90%
54700	Recruitment	2,580	4,937	-	-	-	-100.00%
54500	Books and Periodicals	1,859	1,500	520	1,500	1,500	0.00%
	Total Personnel Services	56,525	91,983	30,818	81,801	78,200	-14.98%
Contractual Services							
51500	Legal Services	\$ 42,206	\$ 14,000	\$ 62,072	\$ 65,000	\$ 10,000	-28.57%
51550	Financial Services	6,665	7,100	19,512	19,512	17,500	146.48%
51600	IT Services	24,583	24,000	21,507	24,000	25,000	4.17%
51650	Billing Services	37,942	81,298	34,989	81,298	81,298	0.00%
51700	Advertising	396	4,850	-	1,000	1,000	-79.38%
51900	Equipment Testing	-	-	20,153	20,153	21,000	100.00%
	Total Contractual Services	111,792	131,248	158,233	210,963	155,798	18.70%

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Detailed Expenditures (continued)

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Commodities						
55100 Office Supplies	\$ 396	\$ 1,650	\$ 440	\$ 1,200	\$ 1,200	-27.27%
55200 Telecommunications	14,259	12,535	6,516	12,535	14,500	15.68%
55300 Printing/Copy Machine Supplies	1,240	3,280	325	1,500	1,500	-54.27%
55400 Postage	365	501	35	500	500	-0.20%
55500 Miscellaneous	15,401	-	15	15	-	0.00%
55700 Work Supplies	196,511	96,860	48,001	82,287	92,000	-5.02%
Total Commodities	228,172	114,826	55,332	98,037	109,700	-4.46%
Total Fire & EMS	2,902,337	3,276,156	1,890,721	2,885,337	3,270,419	-0.18%

**Protection Property & Persons
 Equipment Maintenance**

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Maintenance						
56000 Maintenance						
56400 Equipment Repairs/Small Tools	\$ 12,588	\$ 40,000	\$ 5,480	\$ 40,000	\$ 40,000	0.00%
56200 Truck/Vehicle Parts & Supplies	21,872	40,000	49,428	49,428	40,000	0.00%
56600 Radio Maintenance	153	4,000	-	-	-	-100.00%
56500 Hoses	-	2,500	-	-	-	-100.00%
56260 Vehicle Maintenance Labor (DPW)	54,502	52,618	54,826	54,826	58,664	11.49%
56300 Fuel	31,220	37,678	18,916	30,000	32,000	-15.07%
56100 Building Maintenance	1,029	1,800	217	1,000	1,000	-44.44%
Total Maintenance	121,364	178,596	128,867	175,254	171,664	-3.88%
Total Equipment Maintenance	121,364	178,596	128,867	175,254	171,664	-3.88%

Southern Ozaukee Fire EMS
 2024 Budget
 General Fund
 Detailed Expenditures (continued)

**Protection Property & Persons
 Property & Liability Insurance**

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Insurance						
57100 General Liability Insurance	\$ 40,971	\$ 33,051	\$ 30,152	\$ 60,304	\$ 43,566	31.82%
57400 Property Insurance	-	511	2,556	2,556	2,582	405.20%
57200 Vehicle Insurance	19,084	20,765	14,187	28,374	21,596	4.00%
57300 Workers Compensation Insurance	58,982	58,982	44,514	89,028	55,354	-6.15%
###-###-#-### Cyber Crime Insurance	-	1,754	-	-	-	-100.00%
###-###-###-### Accident	-	3,188	-	-	-	-100.00%
###-###-###-### Crime	-	785	-	-	-	-100.00%
57500 EAP	-	-	6,000	6,000	6,000	100.00%
Total Insurance	<u>119,037</u>	<u>119,036</u>	<u>97,409</u>	<u>186,262</u>	<u>129,097</u>	8.45%
Total Property & Liability Insurance	<u>119,037</u>	<u>119,036</u>	<u>97,409</u>	<u>186,262</u>	<u>129,097</u>	8.45%

**Protection Property & Persons
 Unclassified**

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Unclassified						
###-###-###-### Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
###-###-###-### Contingency	-	200,000	-	-	-	-100.00%
Total Unclassified	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	-100.00%
Total General Fund Expenditures	<u>\$ 3,142,738</u>	<u>\$ 3,773,788</u>	<u>\$ 2,116,997</u>	<u>\$ 3,246,853</u>	<u>\$ 3,571,180</u>	-5.37%

Southern Ozaukee Fire EMS
 2024 Budget
 Capital Projects Fund
 Summary of Revenues and Expenditures

Summary of Revenues

Source	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget
Intergovernmental Charges for Services					
City of Mequon Capital Allocation	118,202	110,000	110,000	110,000	110,000
Village of Thiensville Capital Allocation	21,798	20,285	20,285	20,285	20,285
Total Intergovernmental Charges for Services	<u>140,000</u>	<u>130,285</u>	<u>130,285</u>	<u>130,285</u>	<u>130,285</u>
Commercial Revenues	-	-	-	-	20,000
Other Financing Sources	183,226	-	4,569	4,569	-
Total Revenue	<u>\$ 323,226</u>	<u>\$ 130,285</u>	<u>\$ 134,854</u>	<u>\$ 134,854</u>	<u>\$ 150,285</u>

Summary of Expenditures

Department	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget
Fire Department	180,939	-	-	-	-
Unclassified	-	-	-	-	-
Total Capital Equipment Expenditures	<u>\$ 180,939</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Southern Ozaukee Fire EMS
 2024 Budget
 Capital Projects Fund
 Detailed Revenues

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Intergovernmental Charges for Services						
###-###-###-###-### City of Mequon Capital Allocation	\$ 118,202	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	0.00%
###-###-###-###-### Village of Thiensville Capital Allocation	21,798	20,285	20,285	20,285	20,285	0.00%
Total Intergovernmental Charges for Services	140,000	130,285	130,285	130,285	130,285	0.00%
Commercial Revenues						
Interest Income						
###-###-###-###-### Investment Interest	-	-	-	-	20,000	100.00%
Total Interest Income	-	-	-	-	20,000	100.00%
Total Commercial Revenues	-	-	-	-	20,000	100.00%
Other Financing Sources						
###-###-###-###-### Sale of Property	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
###-###-###-###-### Sale of Vehicles	183,226	-	4,569	4,569	-	0.00%
###-###-###-###-### Sale of Equipment	-	-	-	-	-	0.00%
###-###-###-###-### Transfer from Other Funds	-	-	-	-	-	0.00%
Total Other Financing Sources	183,226	-	4,569	4,569	-	0.00%
Total Capital Projects Revenue	\$ 323,226	\$ 130,285	\$ 134,854	\$ 134,854	\$ 130,285	0.00%

Southern Ozaukee Fire EMS
 2024 Budget
 Capital Projects Fund
 Detailed Expenditures

Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Fire Department						
###-###-###-### Office Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
###-###-###-### Vehicles	-	-	-	-	-	0.00%
###-###-###-### Equipment	-	-	-	-	-	0.00%
###-###-###-### Radios	-	-	-	-	-	0.00%
###-###-###-### Fire Apparatus	-	-	-	-	-	0.00%
###-###-###-### Other	180,939	-	-	-	-	0.00%
Total Fire Department - Capital	180,939	-	-	-	-	0.00%
Unclassified						
###-###-###-### Contingency	-	-	-	-	-	0
Total Unclassified - Capital	-	-	-	-	-	0.00%
Account Name	SOFD 2023 Actual	SOFD 2024 Budget	SOFD 2024 YTD	SOFD 2024 Projected	SOFD 2025 Budget	Budget % Change
Other Financing Uses						
###-###-###-### Transfer to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Financing Uses	-	-	-	-	-	0.00%
Total Capital Fund Expenditures	\$ 180,939	\$ -	\$ -	\$ -	\$ -	0.00%

Southern Ozaukee Fire & EMS
 2025 Budget
 Municipal Contributions

	SOFD 2024 Budget	SOFD 2025 Budget			
<u>General Fund</u>					
Department Generated Revenues (Credit)	\$ (2,113,569)	\$ (1,819,646)			
Total Expenditures	<u>\$ 3,773,788</u>	<u>\$ 3,571,180</u>			
Net Operations - Assessed to Levy	<u>\$ 1,660,219</u>	<u>\$ 1,751,534</u>	\$ 91,316		
<u>Capital Projects Fund</u>					
Department Generated Revenues (Credit)	\$ -	\$ 20,000			
Municipal Capital Contributions	<u>\$ 130,285</u>	<u>\$ 130,285</u>			
Total Municipal Contributions	\$ 1,790,504	\$ 1,881,819			
Projected Increase from Prior Year		\$ 91,316	5.10%		
Allowable Levy Limit Adjustment		\$ 91,316	Estimated CPI as of 7/31/2024	3.100%	
	<i>Eligible</i>	\$ 0	Plus: 2.0%	<u>2.00%</u>	
				5.10%	



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: September 11, 2024
SUBJECT: 2023 Annual Report

Background

Every year the fire department publishes an annual report listing accomplishments and statistics from the previous year.

Analysis

The annual report is used to look for trends in calls for service and to guide strategic planning.
(See Attach 2023 Annual Report)

Fiscal Impact

None

Recommendation

None

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



**Southern Ozaukee Fire and
Emergency Medical Services Department
2023 Annual Report**



Southern Ozaukee Fire and
Emergency Medical Services Department
11300 N. Buntrock Avenue
Mequon, WI 53092
(262) 242-2530
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SOFD Board
City of Mequon Common Council Members
Village of Thiensville Trustees

The Southern Ozaukee Fire Department (SOFD) established on January 1, 2023, represents the merger of the former Mequon Fire Department and the Thiensville Fire Department. The merger brings together a rich history of service and dedication to the community. The Mequon Fire Department served the community for 89 years, having been established in 1933, while the Thiensville Fire Department has an even longer history, operating for 165 years since its formation in 1857.

While both departments have a strong legacy of commitment to public safety, merging these two long-standing institutions into the SOFD creates a unified organization with enhanced resources and capabilities. This merger allows for better allocation of personnel, equipment, and expertise, which ultimately leads to improved service delivery and response times for the community.

In 2023 the SOFD responded to 2,995 fire and emergency medical calls, and 464 paramedic intercepts. November was the busiest month with 339 calls for service.

As we move forward, the Southern Ozaukee Fire Department is committed to advancing our operations and making the most of the diverse skills and experiences of our team. With a combination of full-time and paid-on-call personnel, we bring together a variety of backgrounds and expertise that enhances our ability to serve the community effectively.

Looking ahead to 2024 our focus remains on continually improving our services and ensuring that we operate with the highest standards. We strive to provide the highest level of care in the most efficient manner possible, utilizing our resources wisely while maintaining a strong emphasis on safety. Our ongoing dedication to excellence ensures that we are well-positioned to meet the needs of the Mequon and Thiensville communities, both now and in the future.

Respectfully submitted,
David L Bialk
David Bialk, Fire Chief

2023 Annual Report
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OUR MISSION

The Southern Ozaukee Fire and Emergency Medical Services Department exists to ensure the safety of our communities through fire suppression, response to medical emergencies, professional training and public education. We serve our communities to protect the people, property, and environment. We provide our citizens with reassurance, aid and comfort when they are vulnerable.

OUR VISION

The Southern Ozaukee Fire and Emergency Medical Services Department will continuously strive to be a trusted community service that is recognized for meeting the needs of our citizens, while being good stewards of our resources. We will be known as a modern department with a professionally trained team that attains best practice standards and ensures a high level of readiness. We will innovate and continuously have an eye to the future. We will accomplish our vision of a strong combination department by investing in our people, with a workforce of committed career and volunteer team members. We will forge strong partnerships to ensure the safety of the communities we serve.

OUR VALUES

Our culture reflects our shared values, and we have pride in all that we do.

Integrity

We live in accordance with our values, demonstrating sound ethical principles and being honest with ourselves and others.

Trust

We believe that reliability and the strength of our relationships is core to our being. Trust fosters respect and provides safety and earns loyalty.

Empathy

We seek to understand the thoughts, feelings and perspectives of others from their point of view. We show compassion for those who feel vulnerable or suffer a loss.

Grit

We exhibit courage, resolve and a selfless devotion to duty.

Excellence

We are professional and exceptional in our skills, continuously striving to improve.

Stewardship

We are responsible in our use of financial and human resources.

COMMUNITY RISK REDUCTION REPORT

FIRE INSPECTIONS

The goal of the Southern Ozaukee Fire Department Community Risk Reduction Bureau is to develop and maintain partnerships with community members and business owners to keep the community safe through education and fire safety.

The Southern Ozaukee Fire Department is mandated by state statute to inspect all public buildings and places of employment once a year.

Chapter SPS 314 (13)(b)

1. `General.' The Chief of the Fire Department shall be responsible for having all public buildings and places of employment within the territory of the Fire Department inspected for the purpose of ascertaining and causing to be corrected any conditions liable to cause fire, or any violations of any law or ordinance relating to fire hazards or to the prevention of fires.
2. `Determining the buildings that are to be inspected.' The Fire Chief shall be responsible for determining those public buildings and places of employment that are to be inspected, for each municipality for which the fire department has responsibility.
3. `Scheduling of inspections.' Fire prevention inspections shall be conducted at least once per calendar year, or more often if ordered by the Fire Chief, in all territory served by the Fire Department.

Fire Inspections are performed by on-duty personnel. In 2023, SOFD performed 1,049 Fire Inspections between both communities and corrected 558 fire safety violations.

Creating a safe environment for people to live and work in is a goal of every fire department. Education is one way of improving safety. Annual fire inspections provide an opportunity to promote goodwill and education about the fire department's role with business owners and employees. This contact reaffirms their joint responsibility for fire prevention. The inspection program also provides firefighters the opportunity to gain firsthand knowledge of building layouts, contents, and construction in the communities.

COMMUNITY OUTREACH

SOFD's public outreach initiatives are crucial for fostering community safety awareness and preparedness. Through engaging opportunities such as fire station tours, school presentations, and community events, we educate the public about fire prevention, emergency response procedures, and Cardiopulmonary Resuscitation. By actively interacting in the community, it allows us to not only disseminate vital information but also establish trust and collaboration, ultimately creating a safer environment for all residents and visitors to the Mequon and Thiensville area.

In 2023, some of the notable events the Southern Ozaukee Fire Department participated in are the Taste of Mequon where department staff taught hands-only CPR. The department partnered with the Thiensville Police Department for Safety Town and Bike Safety Day. At Safety Town, members taught children about how to prevent fires, respond in emergencies, and safely evacuate if needed. At Bike Safety Day members worked to instill responsible habits, such as wearing helmets and following traffic rules. Bike Safety Day promotes safe and enjoyable cycling experiences while reducing accidents, injuries, and empowers children to make informed decisions while fostering a culture of safety and resilience from a young age.

The Fire Department also attended many neighborhood block parties where members spoke about our equipment, our department, fire safety tips. Members also used the opportunity to recruit community members for the fire department.

RECRUITMENT AND TRAINING REPORT

Recruitment

Seven new paid-on-call members were hired in 2023. Changes to recruitment in 2023 included discontinuation of using an outside recruitment company and focusing recruitment on Mequon/Thiensville residents regardless of certifications, and only hiring non-resident applicants if they already have a fire or EMS certification.

In the last four months of 2023 after discontinued use of the outside recruitment company, nine people contacted the department with interest in employment.

Recruitment goals for 2024:

- Increase advertising of POC positions in high traffic Mequon businesses.

- Increase recruitment in the high school, sponsoring EMT during senior year.

Training

The SOFD trains its members using the Vocational Technical College System, in-house, online education, conferences, and a variety of seminars. The department provides weekly training on Monday evenings and Tuesday mornings. This training is offered 36 weeks of the year. Average attendance is 20 members per week. Additionally, monthly Dive and Technical Rescue trainings are offered to members who wish to participate in special operations. The fire department offers over 225 hours of training to its members every year. All members completed training on mandatory Bloodborne Pathogens Policy, proper lifting, use of personal protective equipment, TB awareness, decontamination procedures and sexual harassment.

Annual ice rescue training was conducted in January for all department personnel. All new members went through new member orientation. Orientation is used to ensure all new members understand SOFD policy and procedures for how to use department specific equipment. Orientations are scheduled throughout the year as needed. All department members were recertified in CPR and AED; this is a biennial certification as it expires every two years.

The department views training as the foundation for operating efficiently and safely during all department events. The schedule is modified as needed to accommodate members and community needs. The fire department conducts in-house skills assessments called 911 Emergencies, focusing on high risk/low frequency events. Four times a year, emergency medical technicians and paramedics must demonstrate competencies in eight high-risk, low-frequency skill stations. The 911 Emergencies model is a pass/fail assessment that all EMS providers must pass to be eligible to work on the ambulance or first responder vehicle.

EQUIPMENT REPORT

SOFD utilizes a combined fleet of vehicles previously owned by the former Mequon and Thiensville Fire Departments. The department members hold the equipment in high regard and understand the utility of adequately stocked and functional equipment. Vehicle checks are completed weekly to ensure functionality and ready equipment to best serve our communities. Department members check equipment on a rotating basis and Officers are responsible for ensuring checks are completed and any defects/deficits are corrected in a timely manner.

Current Fire Department Vehicle Fleet

Unit	Year	Make	Type	Age
960	2006	Pierce	100' Tower Ladder, 1500 GPM	17
966	2011	Pierce/International	3500 Gallon Tender	12
959	1999	Ford F-350	Brush Truck (Re-Purposed)	24
962	2008	Pierce Impel	Fire Engine, 1500 GPM, 1000 Gal. Water	15
964	2015	Pierce Impel	Fire Engine, 1500 GPM, 1000 Gal. Water	8
956	2009	Chevrolet Tahoe	Utility Vehicle	14
970	2016	Chevrolet Tahoe	Chief's Vehicle	7
971	2017	Jeep Grand Cherokee	Deputy Chief's Vehicle	6
951	2009	Ford E-350	Ambulance	14
952	2014	Ford F-350	Ambulance	9
950	2016	Ford F-350	Ambulance	7
958-A	2021	Jeep Grand Cherokee	First Responder Vehicle	2
958	2021	Jeep Grand Cherokee	First Responder Vehicle	2
Boat	2010	Rescue One	16' Rigid Hull Boat, 2010 40HP Motor	13
Boat	2020	Inmar	12' Inflatable Boat, 2011 20HP Motor	3
957	2021	Chevy Silverado 2500	Utility Pick-up Truck	2
955	2016	Ford Step Van	Special Operations Equipment Truck	7
561	2007	Pierce Dash	105' Aerial, 2000 GPM, 475 Gal. Water	16
563	1999	Pierce Lance	Fire Engine, 1750 GPM, 500 Gal. Water	24
562	1997	Pierce Quantum	Fire Engine, 2000 GPM, 2500 Gal. Water	26
554	2014	Ford Expedition	Battalion Chief's Command Vehicle	9
556	2010	Chevy Tahoe	Utility Vehicle	13
551	2004	Chevy C4500, Medtec	Ambulance	19
552	2004	Chevy C4500, Medtec	Ambulance	19
555	2019	Chevy Tahoe	Paramedic Interceptor, Med 9	4
UTV	2007	Kubota RTV900	UTV	16

As part of the merger in 2023 the SOFD sold off some of its rolling stock.

Vehicles Sold in 2023

Unit	Year	Make	Type	Sale Value
961	1997	Pierce Quint	100' Aerial, 2000 GPM, 475 Gal. Water	\$45,000
967	1990	Ford LTS 9000	3500 Gallon Tender	\$48,500
963	2000	Pierce Lance	Fire Engine 1750 GPM, 1000 Gal. Water	\$66,000
954	2012	Jeep Grand Cherokee	Utility Vehicle/Spare First Responder	\$5,700
954-A	2012	Jeep Grand Cherokee	Utility Vehicle \ Spare First Responder	\$6,325
Boat	1984	Boston Whaler	Boat	\$4,850
Golf Cart	2003	Cushman Commander	24V Electric Golf Cart	\$2,673

Along with the vehicle fleet, SOFD uses various advanced medical devices. Some available equipment includes a Hamilton T1 Ventilator, Butterfly IQ Ultrasound Device, Autopulse Automated CPR Device, Zoll X Series Monitors, Sapphire IV Pump, and McGrath Video Laryngoscopes. All of these specialized devices assist our advanced level providers in delivering high-quality care to our communities.

SPECIAL OPERATIONS TEAMS REPORT

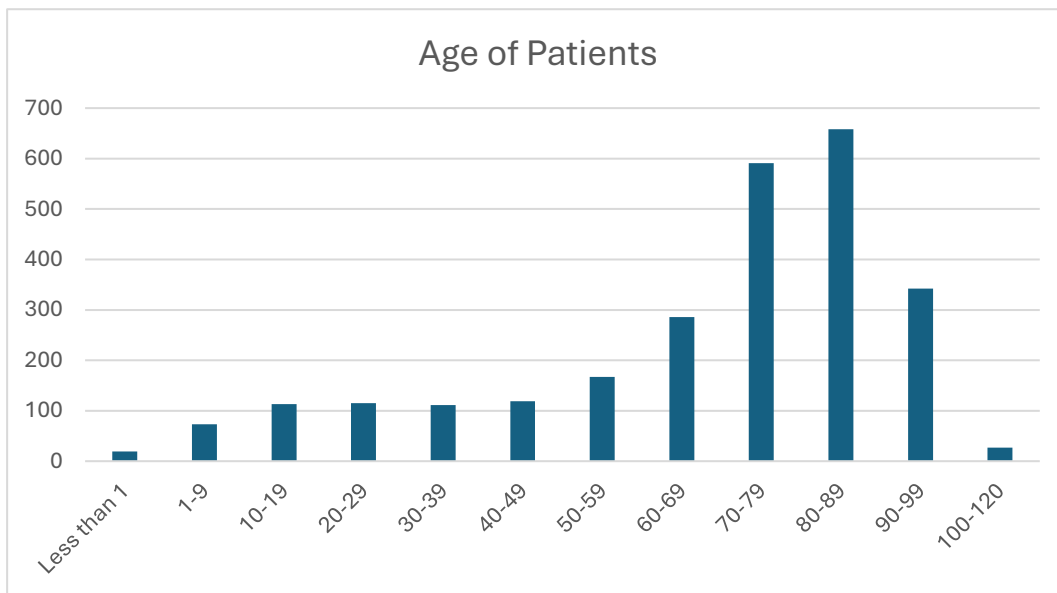
The department has two special operation teams: the Dive Team and the Technical Rescue Team. The dive team and the technical rescue team each train for three hours a month to ensure all equipment is functional and members are proficient when there is a call for service. The dive team cooperates with other departments in Ozaukee County and the surrounding area to ensure an adequate number of trained personnel are available in the event of an incident. In 2023, the Dive Team conducted pool dives, open water dives and ice dives. Pool dives are used during the winter months where the team can focus on basic SCUBA skills and equipment maintenance. In the winter months, the team will also conduct ice dives in local waters to work on thin ice and use special equipment to replicate rescuing people who have fallen through the ice. During the summer months, the dive team practices in the Milwaukee River and in local quarries and ponds. The dive team added one diver to the team in 2023. The dive team consists of seven divers and four shore support members.

The technical rescue team trains in many different environments to address emergencies that involve high-angle rescue, low-angle rescue, trench rescue, building collapse, and confined spaces. During the team's monthly training, many different scenarios are replicated to ensure each member is proficient in any rescue they may be called to. Hands-on training along with reviewing past incidents is key to ensuring each member knows the equipment and understands the team's capabilities.

EMERGENCY MEDICAL SERVICES REPORT

The Southern Ozaukee Fire Department's Bureau of EMS oversees the provision of prehospital medical care by the department's EMTs and Paramedics. Along with merging two highly-skilled departments in 2023, we also increased our EMS licensure level within the State of Wisconsin to Critical Care Paramedic. This allows us to provide the best possible care to the residents we serve as this is the highest available licensure level for EMS in the State. SOFD currently employs six Critical Care Paramedics, one Registered Nurse working within the paramedic scope of practice, 20 Paramedics, 9 Advanced Emergency Medical Technicians, and 33 Emergency Medical Technician Basics through Paid-on-Call and Full-Time positions.

In 2023, SOFD responded to 3,459 total calls. Emergency medical calls largely make up that statistic, accounting for 76% of the total call volume. This includes EMS calls in SOFD's primary service area of Mequon and Thiensville. SOFD prides itself on EMS training conducted by senior department members and medical professionals from the area to maintain a high level of skilled professionals.



*Includes patients transports with SOFD employed Personnel during Paramedic Intercepts

Hospital Destinations for Transported Patients in 2023

Columbia St. Mary's Ozaukee	901
Aurora Medical Center Grafton	610
Froedtert Neighborhood Hospital Mequon	122
Children's Hospital of Wisconsin	71
Froedtert Hospital	68
Froedtert Menomonee Falls	28
Clement J. Zablocki VA Medical Center	8
Aurora Sinai Medical Center	2
Aurora St. Luke's Medical Center	5
Columbia St. Mary's Milwaukee	5
Froedtert West Bend	2
No Transport/Other	802
Total	2,624

*Includes patients transports with SOFD employed Personnel during Paramedic Intercepts

Fall Trends in Assisted Living Facilities

Throughout 2023, SOFD responded to 516 calls for EMS at four assisted living facilities in Mequon and Thiensville. This makes up 22% of total EMS call volume. Within this group of calls, 38% were dispatched for a fall or lift assist.

Falls are a leading cause within the elderly population due to a multitude of reasons such as polypharmacy, chronic medical conditions, muscle weakness and gait instability, and use of walking aids such as walkers or canes. Falls can lead to a decreased quality of life, decreased ability to function, and serious injury and death¹. There are strategies to prevent falls such as education and fall risk assessment that can be implemented during an EMS encounter. Simple techniques such as educating to utilize shoes or grips on socks while walking on slippery surfaces, reminders to use walking aids even for short walks, and environmental changes such as removing a rug have the potential to decrease falls within the community. A goal of the EMS Bureau for 2024 is to develop and implement ways to work collaboratively with assisted living facilities in the area to minimize these occurrences within our community.

¹The Falls Management Program: A Quality Improvement Initiative for Nursing Facilities. AHRQ. (2017, December).

Guidelines Updates

Periodically, community EMS professionals including two members from SOFD meet with the Medical Director, Dr. Jason Staszko, to complete a thorough review of the medical guidelines. These updates are done to follow best medical practice and to continuously improve care available for the community. Guidelines are introduced to EMS providers through several trainings and reviewed regularly. Some guideline updates introduced in 2023 include:

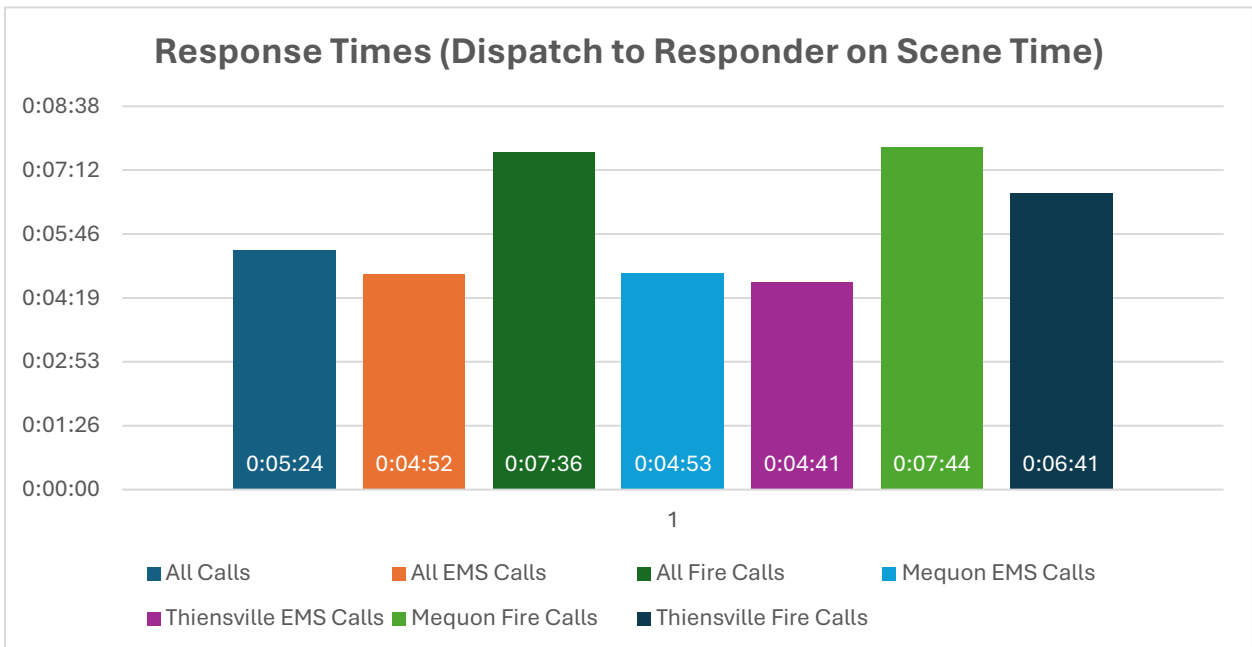
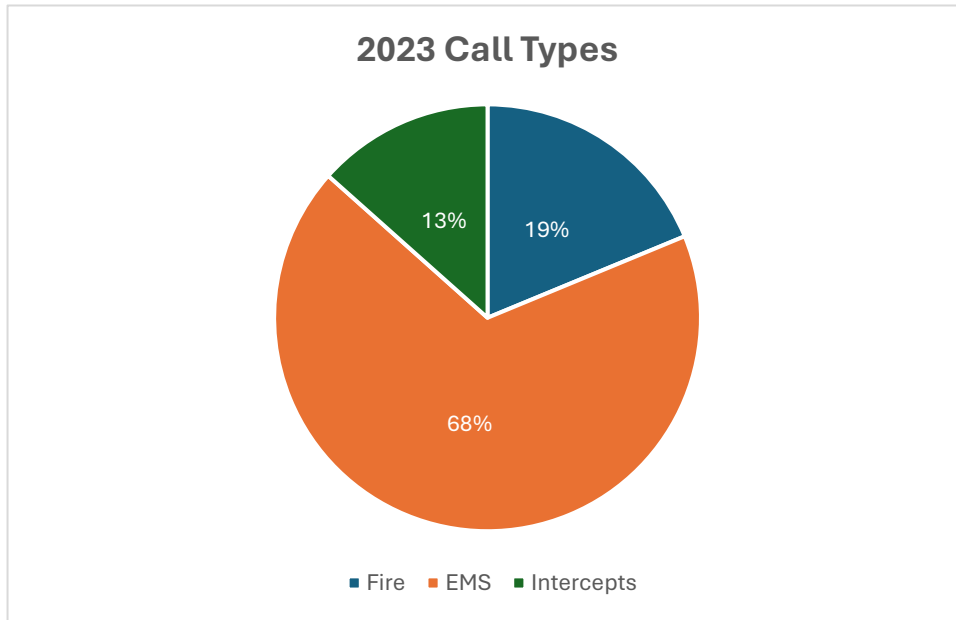
- High-Risk Refusal Sign-off Procedure
- Addition of the medication Droperidol
- Additional indications for use of the medications TXA and Ketamine
- Adding the medication Ondansetron to the Advanced EMT Scope of Practice
- New Protocols for Pediatric BRUE, Tracheostomy Management, Exchange, and Suctioning, Pediatric Bronchiolitis, Pediatric Croup, Dive/SCUBA Injuries, PICC Access
- Updates to Cardiac Arrhythmia Guidelines
- Addition of the medication Racemic Epinephrine
- Updated to the Medication Assisted Airway Guideline

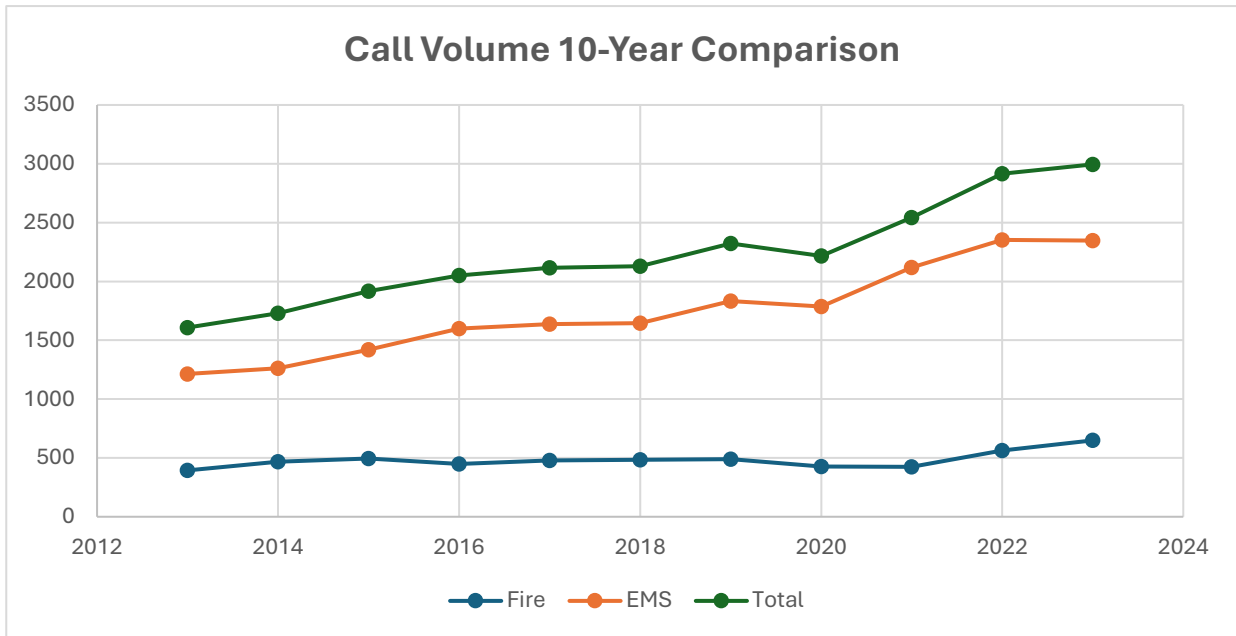
Paramedic Intercept and Oversight Agreement

In January 2023, SOFD entered into an agreement with the Cedarburg Fire Department (CFD) to provide paramedic intercept services. For high acuity calls, a paramedic is automatically dispatched by Ozaukee County Dispatch and is available to respond at the request of CFD for initially lower acuity calls that are determined to require Advanced Life Support. Throughout 2023 SOFD responded to 464 calls for paramedic intercept. After arriving on scene, the SOFD paramedic can assess and treat the individual if necessary or provide guidance to on-scene crews. Additionally, the SOFD paramedic can also transport in the CFD ambulance should the patient circumstance deem necessary. Paramedic intercepts have proven to be an asset to the Cedarburg community by providing ALS services in an efficient manner.

In April 2023, SOFD entered into an agreement with Cedarburg Fire Department to oversee the creation of their paramedic services program. Each CFD paramedic is credentialed and licensed under SOFD's license. When a CFD paramedic has a question or would like to complete an ALS intervention, they can call the on-duty SOFD Battalion Chief for guidance. The Battalion Chief of EMS completes training with CFD paramedics. Additionally, when ALS transports are completed, the CFD paramedic completes reports in SOFD's reporting system for review and QI/QA by the Battalion Chief of EMS.

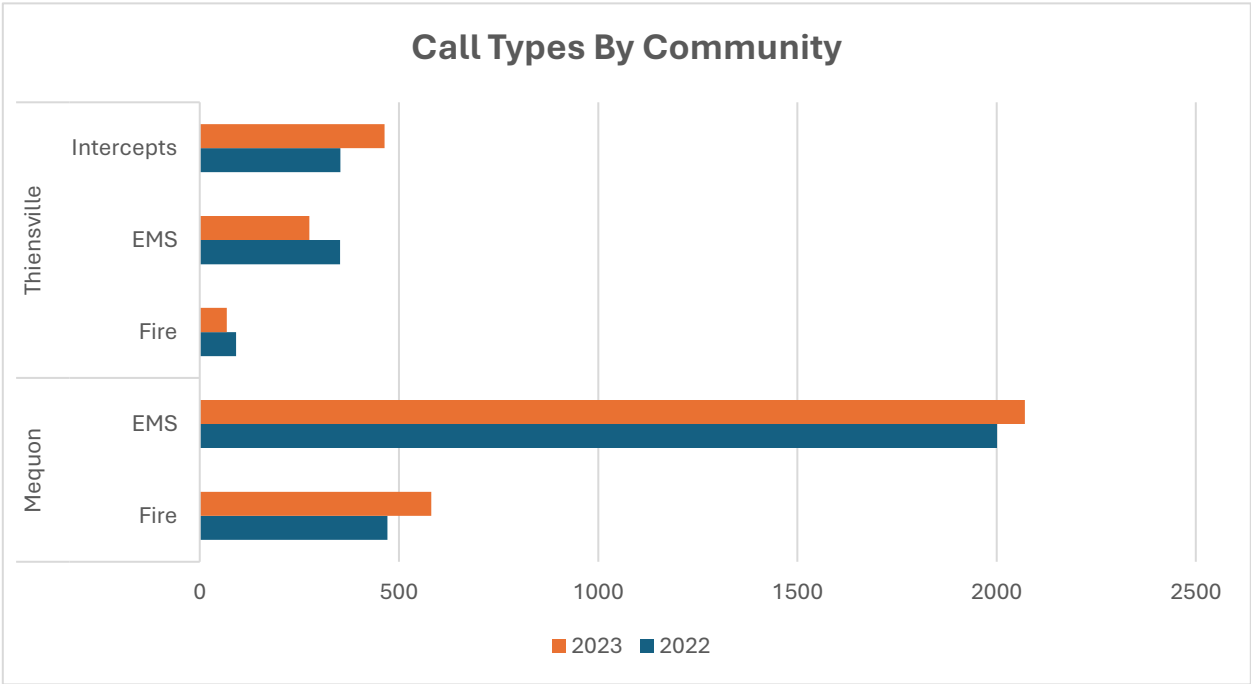
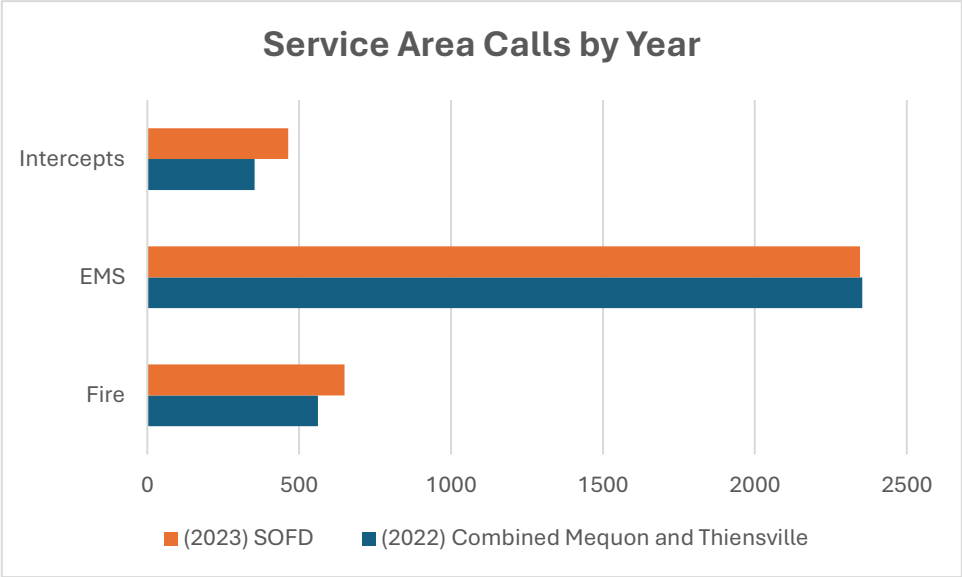
DEPARTMENT STATISTICS





10-Year Comparison	Fire	EMS	Total
2013	394	1,214	1,608
2014	469	1,261	1,730
2015	496	1,421	1,917
2016	450	1,600	2,050
2017	479	1,637	2,116
2018	483	1,646	2,129
2019	489	1,834	2,323
2020	428	1,788	2,216
2021	423	2,120	2,543
2022	562	2,353	2,915
2023	649	2,346	2,995

*2022 and 2023 includes data from both Mequon and Thiensville. 2013-2021 include Mequon data only. Intercepts are not included in data set.





Southern Ozaukee Fire and
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(262) 242-5042 Fax

TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: September 11, 2024
SUBJECT: Personnel Handbook Update

Background

As part of the Southern Ozaukee Fire Department's (SOFD) 2024 Workplan, a personnel handbook is being developed. Currently, SOFD is using the City of Mequon Personnel Code, Employee Handbook, and the expired Collective Bargaining Agreement between the City of Mequon and the Mequon Fire and EMS Association until a new handbook can be drafted.

Analysis

The SOFD Personnel Handbook has been reviewed by the fire department's labor attorneys at Von Briesen and Roper to check for compliance with all state and federal Laws. It was then given to Attorney and retired Fire Chief Chris Bell for his review and input. Chris's expertise as a former fire chief is particularly helpful in crafting a document that can be used someday if the current association becomes a collective bargaining unit. Chris has responded with some suggestions and edits for the document. Those suggestions and edits are currently being incorporated into the handbook before its final review by staff and subsequent adoption by the Board at the November 2024 Board meeting.

Fiscal Impact

None

Recommendation

None

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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Emergency Medical Services Department
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TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: September 11, 2024
SUBJECT: Strategic Plan Update

Background

Part of the Southern Ozaukee Fire Department's (SOFD) 2024 Workplan includes the development of a strategic plan. On May 28, Fire Chief David Bialk met with Lynn Streeter and Doug Chimenti, both experienced in strategic planning to discuss the process and create a timeline for SOFD's strategic plan. On June 3, Lynn Streeter met with Administrator Jones while Chief Bialk met with Administrator Landisch-Hanson to discuss the outline for the planning process. On June 17, a working group of fire staff and Board members met to develop an outline and timeline for the strategic plan. The outline and timeline were presented and approved at the SOFD's July 10 meeting.

Analysis

Since the SOFD Board meeting in July there has been some personnel changes within the command staff requiring a reconsideration of the timeline for developing a strategic plan. Given the importance of having a stable leadership team to guide the process, it makes sense to wait until a new leadership group is established. This approach ensures that the strategic plan will be developed with the full input and support of the SOFD leadership.

Fiscal Impact

None

Recommendation

Staff recommends delaying the strategic planning process until all command staff vacancies are filled.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department