



Southern Ozaukee Fire & EMS Board
AGENDA

DATE: Wednesday, November 13, 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. September 11, 2024 (att)

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.

V. FINANCE

A. Q3 Financial Report (att)

VI. OPERATIONS

A. Financial policy update (att)

B. Employee Manual update (att)

C. Review 2024 Work Plan and approve 2025 Work Plan (att)

VII. REVIEW DATE OF NEXT MEETING

A. January 8, 2025

VIII. ADJOURNMENT

Colleen Landisch-Hansen, Village Clerk

November 8, 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, September 11, 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
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Mequon Administrator Will Jones is excused.

President Rosing suggested starting the meeting with the Pledge of Allegiance and a moment of silence in observance of September 11th. The Board recited the Pledge of Allegiance, followed by a moment of silence.

III. APPROVAL OF MINUTES

A. July 10, 2024 (att)

B. August 1, 2024 (att)

MOTION to approve July 10, 2024 and August 1, 2024 minutes by Mayor Nerbun **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9

No: 0
Abstain: 0

IV. ADJOURN TO CLOSED SESSION

MOTION to adjourn to closed session at at 5:35 PM by Trustee Eckert **SECONDED** by Mayor Nerbun. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9
No: 0
Abstain: 0

A. Roll Call Vote

Roll Call Vote

Aye: Mayor Nerbun, Alderman Bach, Alderman Mayr, Citizen Streeter, President Rosing, Administrator Landish-Hansen, Trustee Eckert, Citizen Chimenti, and Trustee Lange.

No: none
MOTION CARRIED UNANIMOUSLY

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.

MOTION to reconvene in open session at 5:58 PM by Citizen Chimenti **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9
No: 0
Abstain: 0

V. RECONVENE IN OPEN SESSION

A. Action Regarding Closed Session Topic
None

VI. FINANCE

A. Review and Approve Ambulance Rate Survey (att)

Chief Bialk introduced the ambulance rate survey, mentioning it was part of the 2025 budget planning.

The survey suggested increasing rates for various services, including BLS non-resident, ALS non-resident, and specialty care transports.

Citizen Streeter suggested in the future also compare rates with local surrounding municipalities.

MOTION to approve Ambulance Rate Survey suggestions by Mayor Nerbun **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9

No: 0

Abstain: 0

B. Review and Approve 2025 Budget (att)

Administrator Landisch-Hansen provided an overview of the 2025 budget.

Administrator Landisch-Hansen shared that the 2025 budget municipal contribution increase of 5.1% utilizes the levy limit exemption of CPI plus 2% allowable to joint fire departments. The presented 2025 budget complies with Wisconsin statute 66.0602 and requires both communities to pass a resolution authorizing this exemption to their respective municipal levies.

Operating revenue and expenditures decreased from last year by \$202,608 to \$3,571,180. This decrease is due to the department not receiving any Ozaukee County ARPA local recovery aid in 2025. The budgeted capital contribution remained flat at \$130,285 for future equipment purchases.

MOTION to approve 2025 Budget with the caveat that it may need to be adjusted if CPI changes by Alderman Mayr **SECONDED** by Alderman Bach. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9

No: 0

Abstain: 0

VII. OPERATIONS

A. 2023 Annual Report (att)

Chief Bialk presented the 2023 annual report.

Chief Bialk highlighted that there were 2900 calls for the year, which was an increase from 2023. This increase is consistent with the year-to-year trend.

The Board discussed posting the report online and considered sharing it with local media for broader awareness.

B. Personnel Handbook Update (att)

Chief Bialk will bring this item back in November for Board review and approval.

VIII. GOVERNANCE

A. Strategic Plan Update (att)

Chief Bialk noted the strategic plan update is delayed until key vacancies are filled with a target date of first quarter 2025.

IX. REVIEW DATE OF NEXT MEETING

A. November 13, 2024

X. ADJOURNMENT

MOTION to adjourn at 6:39 PM by Mayor Nerbun **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

Aye: 9

No: 0

Abstain: 0



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: November 13, 2024
SUBJECT: Q3 Financial Report

Background

One of the SOFD Board's charges is oversight of the \$3.773-million-dollar budget. Over 40% of the SOFD budget is revenue based leaving the remaining 60% paid by the municipalities.

Analysis

Expenses:

The SOFD budget review through Q3 reveals that operating expenses are under budget, with 69% of the annual budget spent. Looking ahead to Q4, two significant expenditures remain: holiday checks for full-time members, estimated at \$50,000, and protective clothing, estimated at \$30,000. Even with these additional costs, the department is projected to finish the year under budget.

Revenue:

Gross billing for ambulance calls is trending higher than 2023. SOFD has billed for ,1540 ambulance runs through Q3 in 2024, compared to 1,460 for the same time frame in 2023. Gross charges for ambulance calls are substantially higher, \$2,220,638, compared to \$1,754,706 in 2023.

Ambulance collections is still less than expected. 2023 collections are currently at 39% of gross charges. Staff is working with the billing company to maximize the revenue collected with a goal of 45%-50% of gross charges.

In July, the City and Village received their portion of the 2% Dues funding from the State of Wisconsin, totaling \$257,332, which was approximately \$20,000 higher than anticipated. Additionally, the fire department received the second installment of a two-part Covid relief payment from the State, amounting to \$238,418.

Fiscal Impact

Currently the 2024 budget is on target to come in with a surplus similar to 2023.

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
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TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: November 13, 2024
SUBJECT: Financial Policies Update

Background

In alignment with the 2024 Workplan, the Southern Ozaukee Fire Department (SOFD) is focused on establishing comprehensive financial policies. While the initial intergovernmental agreement provided a framework for funding and outlined the budget cycle, it did not cover detailed financial procedures.

The new financial policies aim to:

- **Formalize Existing Practices:** Codifying the financial practices that SOFD has already been following.
- **Create a Forward-Looking Blueprint:** Establishing a clear and structured financial framework to guide future operations.

These policies will provide SOFD with consistency in financial decision-making, improve transparency, and support long-term fiscal sustainability.

Analysis

To create financial policies for the Southern Ozaukee Fire Department (SOFD), staff utilized the City of Mequon's recently revised financial policies as a foundational template. The City of Mequon had just completed an extensive eight-month review and rewrite of their financial policies, ensuring they were up-to-date and thoroughly vetted. By adapting Mequon's proven policies, SOFD aimed to establish a solid, reliable framework without starting from scratch.

This approach allows SOFD to benefit from policies that are both practical and tested, ensuring a strong basis for sound financial management practices going forward.

The draft version of the Southern Ozaukee Fire Department (SOFD) financial policies is complete and will be presented to the SOFD Board members at the meeting scheduled for November 13, 2024. Board members are encouraged to review the draft policies and submit any feedback or suggestions to the Fire Chief by December 15, 2024.

Following this review period, a formal assessment of the policies will be prepared for discussion and possible adoption at the January 8, 2025 Board meeting. This process is designed to ensure thorough review and input before finalizing the financial policies that will guide SOFD.

Fiscal Impact

None

Recommendation

None

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: November 13, 2024
SUBJECT: Employee Manual Update / November

Background

As part of the Southern Ozaukee Fire Department's (SOFD) 2024 Workplan, the department is in the process of creating its own Employee Handbook. Previously, SOFD relied on several key documents from the City of Mequon, including:

- The City of Mequon Personnel Code and Employee Handbook
- The City of Mequon Classification and Compensation Study (January 2023)
- An expired CBA between the City of Mequon and the Mequon Fire and EMS Association

Analysis

The SOFD Employee Handbook has been reviewed to ensure it is compliant with all State and Federal laws and is well-suited to the department's needs. It underwent a thorough review process that included:

1. An initial review by the City of Mequon's Human Resources Director.
2. A legal review for compliance with State and Federal laws by labor attorneys at Von Briesen and Roper.
3. A review and input from Attorney and retired Fire Chief Chris Bell.

The document, now in its finalized draft version will be distributed to SOFD Board members at the upcoming meeting on November 13, 2024. Given the manual's length, Board members will have time to review and provide any comments or suggestions. Anyone having suggestion should forward them onto the Fire Chief before December 15, 2024. Formal adoption of the handbook is scheduled for the SOFD Board meeting on January 8, 2025.

Fiscal Impact

None

Recommendation

None

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department



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TO: SOFD Board
FROM: Fire Chief David L Bialk
DATE: November 13, 2023
SUBJECT: Workplan 2024/2025

Background

Historically the fire department has come up with a Workplan for the upcoming year. The Workplan serves as a guide for the following year and should be part of the overall strategic plan. The attached 2024 Workplan shows what was accomplished and what still needs to be completed.

Analysis

Attached is the 2024 Workplan with the areas of accomplishment marked completed. Items still needing to be completed have been moved to the 2025 Workplan along with new initiatives. Many of the new initiatives are suggestions from the Department's consultant, Chris Bell. The uncompleted 2024 items are:

- Creation of a Strategic Plan
- Amend IGA for Building Usage
- Create Employee Handbook – to be completed January 2025
- Create Financial Policies – to be completed January 2025
- Collect Fire Inspection Data for Preplans

Fiscal Impact

None

Recommendation

Follow the work plan.

Fire Chief David L Bialk

David L Bialk

Southern Ozaukee Fire Department

Workplan 2024

Project	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Create Strategic Plan	Active												
Complete Departmental Space Needs Analysis	Active												
Hire 2 Fulltime FF/Paramedic						Active							
Implement Wire Digital Assistant Terminals				Active									
Create Employee Manual	Active												
Collect Fire Inspection Data for Preplans						Active							
Create Financial Polices					Active								
Amend IGA for Building Usage	Active												
Create 2025 Budget								Active					
Operationalize Mission, Vision, and Values	Active												
Provide for Paramedic Schooling	Active												
Amend IGA for Capital Equipment and Finalize Fleet Consolidation	Active												
Commercial Fire Inspection Fee Policy	Active												

Workplan 2025

Project	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Finalize Employee Handbook												
Finalize Financial Polices												
Hire 1 Fulltime FF/Paramedic												
Review Capital Equipment and Funding												
Recruit for and Hire a Deputy Chief												
Provide Management Training for Command Staff												
Create an Acting Battalion Chief Handbook												
Provide Training on EMS Documentation												
Amend IGA for Building Usage												
Create 2026 Budget												
Create Strategic Plan												
Create a Fire Commission Handbook												