



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, November 13, 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
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 (EXCUSED)

III. APPROVAL OF MINUTES

A. September 11, 2024 (att)

MOTION to approve with corrections to vote count by Alderman Mayr **SECONDED** by Mayor Nerbun. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

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.

None

V. FINANCE

A. Q3 Financial Report (att)

Reference attached file "Q3 2024 Financial Report"

Chief Bialk presented the third quarter financial report, noting that expenditures as of the end of September were 69% of the total budget, with some significant expenses still to come.

There is a surplus expected at the end of the year of about \$236,000 which is in line with the 2023 surplus amount. There is an additional \$238,000 of unbudgeted revenue as part of a COVID relief payment from the State of Wisconsin.

Administrator Jones suggested that the surplus be transferred to the Department's Capital Fund to help with expected capital needs for the Department in the long term.

Administrator Landisch-Hansen inquired if the 42-46% ambulance revenue is on trend with historical receipts. Chief Bialk stated that it has historically been around 50% and that the gross charges in 2024 were higher because of more ambulance transports as compared to past years.

Citizen Member Chimenti asked about the amount listed under miscellaneous expenses. Chief Bialk explained that this amount actually belongs in capital expenses. The misclassification came due to the way QuickBooks recorded the data. It is noted that QuickBooks is not the best tool for government finance and an alternate solution is being discussed for this purpose in 2025.

VI. OPERATIONS

A. Financial policy update (att)

Reference attached file "SOFD Financial Policies Update"

Chief Bialk introduced the Draft Financial Policies Update and explained that it was created using the City of Mequon's financial policies as a template.

Items listed to discuss at the January meeting include how much should be kept as reserve fund balance, capital borrowing approach, purchasing policy, and the possibility of buying a new ambulance in 2025.

Chief Bialk requested feedback from the Board members by December 15.

Administrator Landisch-Hansen suggested having the auditors review the draft when the preliminary audit for the Department is done. Due to working with several other joint fire departments the auditors could have useful suggestions regarding thresholds.

President Rosing asked where more information could be gotten regarding the pros and cons of owning Department buildings versus leasing them. Board members discussed reaching out to other merged departments in the area for this information.

Administrator Jones noted that health insurance premiums have increased significantly over the past two years. There has been a focus on salaries and benefits in order to keep staffing at a high level.

Administrator Jones also noted that the initial Intergovernmental agreement was a five year term ending in 2027 and suggested that the Department wait until that term is completed before making any large capital commitments.

B. Employee Manual update (att)

Reference attached file "SOFD Employee Manual Update"

Chief Bialk presented the draft employee manual and noted that the Mequon Personnel Police Handbook was used as a template.

Chief Bialk shared that the draft had been reviewed by the Human Resources and Legal teams. Consultant Chris Bell suggested that the Board create administrative directives which would not be included in the manual and would allow for more flexibility when it comes to things like paid holidays.

Chief Bialk emphasized the importance of reviewing the manual and providing feedback by December 15.

The Board members discussed the need to prioritize the employee manual over the financial policies due to the upcoming holiday season.

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

Reference files "2024.2025 SOFD Workplan Memo", "SOFD Workplan 2024", "SOFD Workplan 2025"

Administrator Jones noted that there are carryover items, but that is to be expected given the staffing challenges in 2024.

VII. REVIEW DATE OF NEXT MEETING

A. January 8, 2025

Trustee Eckert will be unable to attend January 8 meeting.

VIII. ADJOURNMENT

MOTION to adjourn at 6:08 PM by Alderman Bach **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

Submitted by,

Ben Honeck
Deputy clerk

Signed by,

Colleen Landisch-Hansen
Village Administrator/Clerk

[MIN_SIGNATURES]