

**OZAUKEE CENTRAL FIRE DEPARTMENT
BOARD MEETING MINUTES
APPROVED – April 16, 2025
WEDNESDAY March 19, 2025**

Board President Dickmann called the Board meeting to order at 6:30 pm.

Board Members Present: Barb Dickmann, Jim Nowlen, Barry Jondahl, Andrew Schwartz, Steven Solymossy, Zachary Kranz, Topher Adams and Marcia Nosko

Staff/Officials Present: Saukville Village Administrator Dawn Wagner, Grafton Village Administrator Jesse Thyges, Fire Chief William Rice, Assistant Fire Chief Matthew Karpinski, Deputy Fire Chief Bobby Kaslick, Fire Department Business Manager/Secretary Diana Degnitz and OCFD Treasurer Dan Galginaitis

Others Present: Village Trustee Lisa Harbeck, Village Trustee Jim Miller, Village of Grafton Director of Administrative Services Paul Styduhar and other members of the community

Pledge of Allegiance and opening prayer led by President Dickmann

Secretary Degnitz noted that the notice had been distributed to the village and town clerks.

Persons Requesting to be Heard – Bob Chernow, 2020 Lakeshore Road shared concerns he had regarding the process of consolidating the Saukville and Grafton Fire Departments and possible non-compliant practices. Mr. Chernow also recommended the Board consider collaborating with other consolidated departments regarding financial software and processes.

Approval of the February 19, 2025 Board Meeting Minutes

Motion by Schwartz, second by Nowlen, to approve the February 19, 2025 OCFD Board Meeting Minutes. Motion carried.

Acting Pay – Deputy Chief Kaslick introduced the Acting Pay plan explaining that the OCFD would like to offer an additional one dollar per hour to a qualified non-officer assigned by the Fire Chief or other designee to act in the capacity of a shift Lieutenant or Captain.

Motion by Solymossy, seconded by Nosko to approve Acting Pay as presented. Motion carried.

Sale of Surplus Equipment – Chief Rice explained that in previous years the Fire Department Association has volunteered to sort through and catalog any outdated, damaged, replaced or no longer used equipment of value. The members of the association would then assist fire department staff in disposition of the items and proceeds received from the sale of any items benefit the association. Chief Rice asked that this partnership continue.

Motion by Kranz, second by Solymossy to approve the Sale of Surplus fire department equipment with the proceeds from any sales going to the Fire Department Association.

OCFD Board Member Email Addresses – Assistant Chief Karpinski offered OCFD email addresses to members of the Board. Administrator Thyges recommended that Board members consider an email address separate from their personal accounts in consideration of public records rules.

Motion by Schwartz, second by Kranz to provide OCFD email addresses to any Board members requesting them. Motion carried.

OCFD Business Software - Business Manager Degnitz reviewed the results of research done by OCFD regarding business software packages for consideration in preparation for the time human resources and finance support from the Village of Grafton ends. Questions were asked and answered and discussion ensued.

No action taken, information only.

Memorandum of Understanding with Village of Grafton for Finance and Human Resources Support – tabled at the 2.19.2025 meeting. Administrator Thyges reviewed the memorandum highlighting those items that are critically time-sensitive in OCFD obtaining independence by the end of 2025. Most of the critical items are payroll and human resource management related.

Administrator Thyges went on to explain that in the interest of the Village of Grafton's ongoing commitment to support the OCFD as the organization works to become a completely separate entity, he would like to modify the language on page four, under "Term". Administrator Thyges proposed *"The term of this MOU shall commence on January 1, 2025 and shall be revisited no later than September 20, 2025 for any necessary amendments."*

Ms. Nosko added that on page one under "Recitals", point number two needed to include all four of the municipalities included in the intergovernmental agreement. Administrator Thyges, Administrator Wagner and OCFD Board members agreed. Administrator Thyges proposed the second item under "Recitals" on page one should read: *"WHEREAS, OCFD is an intergovernmental entity which exists for the purpose of providing fire and emergency medical services in and around the Village of Grafton, the Village of Saukville, the Town of Grafton and the Town of Saukville;"*

Motion by Solymossy, second by Kranz to approve the Memorandum of Understanding with Village of Grafton for Finance and Human Resources Support with the language on page four, under "Term" be changed to *"The term of this MOU shall commence on January 1, 2025 and shall be revisited no later than September 20, 2025 for any necessary amendments."* and the the second item under "Recitals" on page one be changed to: *"WHEREAS, OCFD is an intergovernmental entity which exists for the purpose of providing fire and emergency medical services in and around the Village of Grafton, the Village of Saukville, the Town of Grafton and the Town of Saukville;"*. Motion carried.

Fire Station Safety Plan – President Dickmann stated that she contacted John Sabinash at Zimmerman Architectural Consulting after the last OCFD Board Meeting to request an updated fire station proposal specific to life safety costs. The information received was reviewed and discussed. Chief Rice was directed to contact Mr. Sabinash to review the presented proposal with OCFD staff for clarification, updates and any necessary changes. Chief Rice will present the results of that review to the OCFD Board at an upcoming meeting.

There was no formal action as this was for information only.

Benchmark Reporting Update

Deputy Chief Kaslick reviewed Grafton Fire Department benchmark statistics from February 2025.

There was no formal action as this was for information only.

Treasurer Update

Treasurer Galginaitis reviewed the February 2025 financials.

Motion by Solymossy, second by Nowlen to approve the February 2025 OCFD Financial Reports as presented. Motion carried.

Fire Chief Update

Chief Rice provided updates as follows:

- OCFD Kick-Off/Recognition Event being held Thursday March 20, 2025 at Grafton High School
- Chief Rice and Treasurer Galginaitis continue work on the OCFD Capital Improvement Plan with the planned purchase of cardiac monitors to occur in the very near future and two ambulances from the Grafton Station have scheduled refurbishments and one from the Saukville station is scheduled to be replaced as soon as manufacturer timelines allow
- The collaboration between the Saukville Station and Grafton Station and all members continues to grow and be extremely well-coordinated
- Representatives from the Town of Grafton and Town of Saukville are working to adopt Fire Codes modeled after and as similar as possible to the Village of Grafton Fire Code
- Chief Rice is researching possible candidates for OCFD general legal counsel for consultation

Intergovernmental Agreement Review and Questions – Administrator Thyres stated that he will be bringing forward updates to the existing OCFD Municipal Agreement for OCFD Board review and action at the next scheduled meeting.

Schedule Next Meeting Date/Time/Location

The next OCFD Board meeting is scheduled for Wednesday, April 16, 2025 at 6:30 pm to be held at the Saukville Fire Station Training Room.

Adjourn

Motion by Adams, second by Nosko, to adjourn at 8:27 pm. Motion carried.