

OZAUKEE CENTRAL FIRE DEPARTMENT BOARD MEETING MINUTES

Wednesday November 19, 2025

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

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

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

Others Present: Village of Grafton Trustee Lisa Harbeck, Village of Grafton Trustee Kevin Curtis, Village of Grafton Trustee Sarah Scarpace, Village of Grafton Police and Fire Commissioner Paul Moroder, OCFD Legal Counsel Michael Bauer of Hopp Neumann Humke and other members of the public

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 – none

Approval of October 15, 2025, Board Meeting Minutes

Motion by Schwartz, second by Nowlen to approve the October 15, 2025 Board Meeting Minutes as presented. Motion carried.

Business Presented by the Board President – none

Approval of Memorandum of Understanding with Village of Grafton for Human Resources/Payroll

Chief Rice stated that the MOU had previously been approved and was simply back before the OCFD Board to approve a final draft including some minor clerical errors and points of clarification. OCFD staff and legal counsel have reviewed the agreement and support its approval. Additional questions were asked and answered.

Motion by Solymossy, second by Schwartz to approve the Memorandum of Understanding with Village of Grafton for Human Resources/Payroll. Motion carried.

Review and Possible Action on Village of Grafton Request Regarding 2024 ARPA Funds Audit

Chief Rice stated that Treasurer Galginaitis has reviewed the request with Director Styduhar. Director Styduhar added that an audit of the expenses related to the ARPA funds received by the Village of Grafton from both Federal and County exceeded the allowable threshold and required an audit. Director Styduhar requested that OCFD split the associated costs of \$5,775. Questions were asked and answered.

President Dickmann was asked by Jondahl to bring forward item 9 – Review and Possible Action on Village of Grafton 2024 Operating Fund Balance as it was directly related to item 8 – Review and Possible Action on Village of Grafton Request Regarding 2024 ARPA Funds Audit. President Dickmann approved that request.

Review and Possible Action on Village of Grafton 2024 Operating Fund Balance

Director Styduhar stated that a meeting of Village of Grafton staff is set for Monday, November 24, 2025 to review the results of the independent audit. Directory Styduhar also explained that there were several issues resulting in the extended time period to finalize the audit.

Motion by Solymossy, second by Nowlen to table the Review and Possible Action on Village of Grafton Request Regarding 2024 ARPA Funds Audit. Motion carried, aye – 7, nay – 1 (Schwartz). Motion carried.

Motion by Schwartz, second by Solymossy to table the Review and Possible Action on Village of Grafton 2024 Operating Fund Balance. Motion carried.

Approval of DNR Lease (tabled at the 10.15.2025 meeting)

Asst. Chief Karpinski stated that he is working with the Village of Saukville to review the proposed agreement and that the process is moving in a positive direction. Schwartz asked if the delays would cause the DNR to rescind their offer and Asst. Chief Karpinski stated that he did not think that would be the case and that he would do what he could to negate that possibility.

Motion by Nowlen, second by Jondahl to table the Approval of DNR Lease. Motion carried.

Approval of OCFD Travel and Credit Card Policies

Treasurer Galginaitis stated that the MOU with the Village of Grafton requires that the OCFD have financial policies. The Travel and Credit Card Policies are ready for approval by the Board with additional financial policy drafts coming forward in December. Questions were asked and answered and changes were requested.

Motion by Solymossy, second by Schwartz to approve the OCFD Travel and Credit Card Policy with the following changes:

- Item #1: strike *“listed in # 2”* and replace with *“listed below in Travel Reimbursement Cost Table*
- Item #2: strike
- Item #3: to read *“employee would be eligible for the maximum daily allowance in the table”* and *“the employee must be out of town”*
- Table would be created and added as an attachment to the OCFD Travel Policy

Motion carried.

OCFD Fee Schedule for 2025 Update

Deputy Chief Kaslick summarized the information included on the memo included in the meeting packet. Questions were asked and answered.

Motion by Solymossy, second by Kranz to approve a motion to waive all fire inspection and permit fees for calendar year 2025, with the intent to revisit in 2026. Motion carried.

OCFD Business Software Update –. Business Manager/Secretary Degnitz stated OCFD staff including Treasurer Galginaitis meets weekly and is in regular contact with our BS&A implementation team. OCFD will, barring any unforeseen circumstance, implement a January 1, 2026 go live date and planned training for December 2025 is on track.

No action taken, information only.

Monthly Benchmark Update

Deputy Chief Kaslick reviewed Grafton Fire Department benchmark statistics from October 2025 highlighting the OCFD is on track to reach a total of approximately 2,500 calls for service.

No action taken, information only.

Fire Station Safety Plan Update

Assistant Chief Karpinski stated that there have been some delays in the alarm system plan review, but those have since been resolved and we are looking at beginning after the Thanksgiving holiday and being completed in mid-January 2026. Asst. Chief Karpinski stated the door access security/DEA compliance project is complete in the Grafton station and work has begun in the Saukville station.

No action taken, information only.

Fire Chief Update

Chief Rice provided updates as follows:

- Chief Rice provided a handout summarizing the OCFD Non-Budgeted Challenges (*document will be archived with the meeting minutes*)
- Ozaukee County Fire Chiefs are working to prepare a comprehensive Paramedic Intercept Program document
- The Grafton Christmas Parade is being held November 29th and the OCFD will have heavy participation in the event and hosts a member family celebration after the parade to which Chief Rice invited OCFD Board members to attend
- The open Lieutenant position primarily assigned to the Saukville station has been filled by Olivia Riegel, a full-time member of OCFD currently. Lt. Riegel's position will likely be filled soon and Chief Rice will provide an update on that process when available

No action taken, information only.

Treasurer Report

Treasurer Galginaitis reviewed the financial reports provided highlighting the Budget vs Actual and Projected for 2025 figures. Highlights included:

- Projected revenue for 2025 has not changed
- Ambulance fees for October 2025 were received from the Village of Grafton, with previous month's fees totaling approximately \$230,000 have not been received
- Interest income is expected to be about \$10,000 over projected
- The proceeds from the sale of the Saukville engine in the amount of \$31,500 have been received and deposited in the Capital Account
- Projected expenses through the end of the year include OCFD funded building projects (alarm system and door access system) as well as BS&A software totaling approximately \$134,000

Motion by Nowlen, second by Jondahl to accept the October 2025 financial reports as presented.
Motion carried.

2026 OCFD Budget Status Review

President Dickmann reviewed the status of the 2026 OCFD Budget highlighting that three of the four participating municipalities have approved the budget with the Village of Grafton and Town of Saukville having confirmed approval in their budget meetings and the Village of Saukville likely confirming final approval soon. President Dickmann added that the Town of Grafton did not approve the 2026 OCFD budget at their September 10, 2025 meeting.

Discussion regarding the implications and consequences of the OCFD Approved Budget not moving forward were discussed.

Deputy Chief Kaslick shared that he had attended the Budget Hearing held by the Town of Grafton on Wednesday November 12, 2025 and shared excerpts from the documents provided at the meeting with the OCFD Board. Dep. Chief Kaslick reported that the Town of Grafton budget presented at the Budget Hearing was approved at the Town of Grafton Board of Supervisors meeting held later that same night. *(Meeting Minutes from the November 12, 2025 were not posted on the Town of Grafton website as of this meeting.)*

Motion by Jondahl, second by Nowlen to invoice each of the four municipalities participating in the OCFD Intergovernmental Agreement per the 2026 OCFD Budget approved August 20, 2025 as presented.

Per Attorney Bauer, without the Town of Grafton taking any formal action or providing any communication to the OCFD, OCFD's best information is the Town of Grafton's 2026 Budget approved at their November 12, 2025 Budget Hearing.

Motion brought forward again by Jondahl, second by Nowlen to invoice each of the four municipalities participating in the OCFD Intergovernmental Agreement per the 2026 OCFD Budget approved August 20, 2025 as presented. Roll call vote: Solymossy-aye, Kranz-aye, Nosko-aye, Adams-aye, Jondahl-aye, Dickmann-aye, Nowlen-aye, Schwartz-aye. Motion carried.

Schedule Next Meeting Date/Time/Location

Next meeting will be Wednesday December 17, 2025 at 6:30 pm at the Grafton Fire Station Training Room.

Adjourn

Motion by Adams, second by Jondahl to adjourn at 8:35 pm. Motion carried.