

**OZAUKEE CENTRAL FIRE DEPARTMENT
BOARD MEETING MINUTES
APPROVED 7.28.2025
WEDNESDAY June 18, 2025, 2025**

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

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

Board Members Excused: Barry Jondahl, Andrew Schwartz

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

Others Present: Village of Grafton Trustee Lisa Harbeck, Village of Grafton Trustee Amy Luft, Village of Grafton Trustee Kevin Curtis, Village of Grafton Police and Fire Commission Chair Paul Moroder and Village of Grafton Resident Bill Harbeck.

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 the May 28, 2025 Board Meeting Minutes

Motion by Solymossy, second by Nowlen to approve the May 28, 2025 OCFD Board Meeting Minutes as written. Motion carried.

Business Presented by the Board Chair – Chair Dickmann presented OCFD Board Operating Norms for the Board's consideration and provided an updated Roberts Rules of Order from the Wisconsin League of Municipalities.

Motion by Nowlen, second by Adams to approve OCFD Board Operating Norms. Motion carried.

Memorandum of Understanding with Village of Grafton for Administrative Support for Finance, Accounting, Human Resources and Payroll Services Update – Chair Dickmann shared an update from Administrator Thyges regarding a request by OCFD to request that the Village of Grafton continue human resources and payroll support for OCFD through December of 2026. Administrator Thyges communicated the Village of Grafton's support of OCFD as well as the expectation that OCFD will continue to work to become a completely independent organization. Chief Rice added that he and Administrator Thyges spoke briefly about this request prior to the meeting and agreed to work together with Staff to prepare the request for Village of Grafton Board consideration. It was also noted that the current Grafton Police and Fire Commission would continue to oversee OCFD personnel matters.

Motion by Nosko, second by Kranz to request that the Village of Grafton continue employing members of OCFD and provide human resources and payroll support to OCFD through December of 2026 and to leave in place the MOU's current deadlines as it relates to finance and accounting. Motion carried.

Review of Village of Grafton's Fire Hydrant Rental Fee – Chair Dickmann shared an update from Administrator Thyges that the Village of Grafton Board directed him to prepare a request to the Public Service Commission to transfer the portion of the public fire protection charge currently charged to OCFD to user utility bills.

Treasurer Report

Treasurer Galginaitis reviewed the May financial report

Motion by Adams, second by Solymossy to accept the May 2025 financial reports as presented. Motion carried.

2026 Budget Planning

Treasurer Galginaitis reviewed the draft 2026 OCFD Budget requesting Board feedback primarily as it relates to formatting and whether any information should be included or eliminated. Format was approved and some discussion regarding initial reviews was had.

Discussion regarding the scheduling a 2026 OCFD Budget Workshop as well as the regular July OCFD Board Meeting was had. Several Board members indicated they would have scheduling conflicts with the regular July 16th date and limited availability during the month. Chief Rice recommended using a doodle poll or some other tool to determine Board members' availability and then set a July Budget Workshop date and the July Board Meeting date. Once the results of that poll are in, those meeting dates will be determined.

Fire Station Safety Plan – Assistant Chief Karpinski reviewed the process and progress made in obtaining quotes for a new updated alarm system for the Grafton Station and reported that the goal is to have bids at the July OCFD Board Meeting.

Treasurer Galginaitis reviewed the example of station safety update costs by municipality using the Intergovernmental Agreement operational formula and the cost estimate provided by Zimmerman presented at the May meeting. Treasurer Galginaitis also noted that the Intergovernmental agreement does not call out specifics as it relates to the financing/cost share details for this type of project.

Motion by Solymossy, second by Nowlen to direct Chair Dickmann to gather for a meeting financial representatives from Village of Grafton, Village of Saukville, Town of Grafton and Town of Saukville to plan for the fire station safety plan projects. Motion carried.

OCFD Business Software Update – Business Manager Degnitz that the BS&A contract had been reviewed and redlined by OCFD Attorney Bauer. That redlined agreement was reviewed by BS&A legal and most changes were accepted. Attorney Bauer is reviewing the revised agreement and we hope to have a signed contract by early next week so that work can begin.

No action taken, information only.

Monthly Benchmark Update

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

No action taken, information only.

Fire Chief Update

Chief Rice provided updates as follows:

- Reminder to the Board that the goal is to have two ambulances staffed in Grafton, one in Saukville and one engine staffed at each station 24 hours per day. Chief Rice noted that goal is met most of the time, but not all the time at current staffing levels.
- OCFD is now its own jurisdiction in the Computer Aided Software (CAD) system allowing the department to make updates and changes to the department's coverage area.
- The installment of the new cardiac monitors continues to be successful.
- Crews are working well together filling staffing needs, executing projects, doing inspections and regularly training.
- Paid on call attendance continues to decline.
- One full-time employee is out with an on the job injury.
- Recruitment will be a priority later this summer and some discussion was had regarding the engagement of local businesses to encourage residents to join the department.

Schedule OCFD 2026 Budget Workshop Meeting/Schedule Next Meeting Date/Time/Location

To be determined as a result of polling tool results.

Adjourn

Motion by Nowlen, second by Solymossy, to adjourn at 7:39 pm. Motion carried.