

**OZAUKEE CENTRAL FIRE DEPARTMENT
BOARD MEETING MINUTES
TUESDAY, JANUARY 7, 2025
*Approved 1.15.2025***

Board President Dickmann called the Board meeting to order at 7:00 am.

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 and Fire Department Business Manager/Secretary Diana Degnitz

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.

Approval of the December 4, 2024 Board Meeting Minutes

Motion by Schwartz, second by Nowlen, to approve the December 4, 2024 OCFD Board Meeting Minutes with correction as noted. Motion carried.

Date was listed as November 7, 2024 in error.

Town of Saukville Response Coverage

Chief Rice outlined the areas of the Town of Saukville previously covered by contracted services with other municipal fire departments. Many citizens were in attendance regarding this topic and the opinion shared by those that spoke was concern regarding response times from the Saukville station of the Ozaukee Central Fire Department rather fire stations from other municipalities located more closely to residences in the area.

Discussion ensued and resulted in agreement to continue discussions as requested and reevaluate should conditions warrant.

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

Review and Approval of Clarification Update to the OCFD Supplemental Handbook.

Deputy Chief Kaslick reviewed the proposed updates noting that clarifications were requested by the Village of Grafton as the employer of OCFD employees for 2025 to ensure proper documentation of payroll and benefit administration. Administrator Thyges confirmed the Village of Grafton's review and approval of the presented updates.

Motion by Solymossy, second by Schwartz, to approve the updates to the OCFD Supplemental Handbook as presented. Motion carried.

Treasurer/Auditor Position (tabled from previous meeting) – Candidate Approval

Chief Rice reviewed the history of the search for an OCFD treasurer/auditor and introduced Mr. Dan Galginaitis, CPA, as the selected candidate for the position. Mr. Galginaitis reviewed his employment

history including, taxation, audit, accounting and management and stated that he would like to assist the OCFD in creating a sound foundation to build the department.

Motion by Kranz, second by Solymossy to approve OCFD contracting with Mr. Dan Galginaitis as per the agreement presented. Motion carried.

It was also directed by President Dickmann to add a Treasurer/Auditor Update item to all future OCFD Board Meeting Agendas.

Review and approval of Mutual Aid Box Alarm System (MABAS) Agreement

Chief Rice stated that this agreement was necessary for OCFD's participation in the MABAS Program. Mr. Adams asked that the pronouns used in the agreement be updated if possible.

Motion by Jondahl, second by Nowlen, to approve the Mutual Aid Box Alarm System (MABAS) Agreement as presented with updates as requested if possible. Motion carried.

Review and Approval of Grafton Fire Station Lease Agreement/Review and Approval of Saukville Station Lease Agreement

(Agenda items 9 and 10 taken together by President Dickmann in agreement by the Board)

Administrator Thyges answered questions regarding the agreement and both he and Administrator Wagner confirmed that the differences in language between the two agreements were due to different language provided by different insurance companies.

Administrator Thyges recommended that a separate agreement be written and reviewed in reference to the Grafton Training Tower property at a later time.

Motion by Nolen, second by Solymossy, to approve both the Grafton Fire Station Lease and Saukville Fire Station Lease Agreements as presented. Motion carried.

Review and Approval of MOU for Village of Grafton Mechanic and Vehicular Maintenance Services to the OCFD

Administrator Thyges reviewed the document. Some discussion was had regarding staff time and materials and documentation of repair and maintenance requests. Administrator Thyges agreed that the agreement could be updated to include the utilization of the online maintenance reporting system currently being utilized by OCFD and the Department of Public Works.

Motion by Adams, second by Schwartz, to approve the Memorandum of Understanding for Village of Grafton Mechanic and Vehicular Maintenance Services to the OCFD with the change in system utilization as discussed. Motion carried.

OCFD Capital Improvement Planning

Chief Rice reviewed a fire department capital improvement planning document prepared in May of 2023. Chief Rice stated that this outline including the equipment in both the Grafton and Saukville stations along with planned replacement timing for each. Chief Rice added that there will be planning and much additional discussion and review of OCFD Capital, and he was presenting this document to create a starting point for the future.

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

Fire Chief Update

Chief Rice provided updates as follows:

- Computer Aided Dispatch (CAD) System - Ozaukee County is working to implement changes to the Computer Aided Dispatch (CAD) System necessary make updates to coverage areas of the OCFD. The system provider, Pro Phoenix has provided an initial estimate to OCFD for the updates in the amount of \$15,000.
- Staffing – two new employees from outside the organization and two former part-time OCFD employees began the onboarding process on Monday, January 6, 2025. Additionally, promotions have been put into place and Chief Rice commended both Village of Grafton and OCFD staff in the handling of personnel management through the process of establishing OCFD members as Village of Grafton employees.
- OCFD Fire Commission – Chief Rice restated that as OCFD members are Village of Grafton employees in 2025, the Village of Grafton Police and Fire Commission has authority over those employees. The appointed OCFD Fire Commission members will likely be engaged mid-late 2025 to begin the transition as OCFD becomes the employer.
- OCFD Agendas/Meetings – Chief Rice asked that the Board consider adding a “Persons Requesting to be Heard” standard OCFD agenda item and to set a regular day and time monthly for future Board meetings. Business Manager Degnitz added that currently OCFD Meeting Agendas are publicly noticed to the municipal clerks in OCFD communities and are posted on the Village of Grafton website. OCFD is working to build an independent website at which time all packet materials, agendas and minutes will be posted.
- OCFD Logo – Chief Rice shared that branded vehicles, uniforms etc. featuring the OCFD logo will be transitioned slowly and with careful consideration of costs and requirements by state and federal agencies. Chief Rice added that the current Grafton and Saukville Fire Department logos are very similar and that the OCFD logo follows the same design which will make the transition smoother.

Intergovernmental Agreement Review and Questions

None at this time.

Schedule Next Meeting Date/Time/Location

Regularly scheduled OCFD Board meetings will be held on the third Wednesday of each month at 6:30 pm. The location will be the Saukville Police Station until changed.

The next OCFD Board meeting was scheduled for Wednesday, January 15, 2025 at 6:30 pm to be held at the Saukville Police Department.

Adjourn

Motion by Solymossy, second by Schwartz, to adjourn at 9:14 am. Motion carried.