

**OZAUKEE CENTRAL FIRE DEPARTMENT  
BOARD MEETING MINUTES  
Wednesday December 17, 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, 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, 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 November 19, 2025, Board Meeting Minutes**

Motion by Schwartz, second by Kranz to approve the November 19, 2025 Board Meeting Minutes as presented. Motion carried.

**Business Presented by the Board President** – President Dickmann read a letter from a resident recognizing a crew led by Lt. Preston Smith. *(letter included with minutes archive)*

President Dickmann also reviewed an email sent from her to the elected officials and village administrators in the communities included in the OCFD Intergovernmental Agreement requesting ongoing meetings beginning in January 2026 to discuss the future of OCFD. *(email communication included with minutes archive)*

**Review and Possible Action on Village of Grafton 2024 Operating Fund Balance** *(tabled at the 11.19.2025 meeting)* Chief Rice stated that Grafton Finance Director Paul Styduhar was unable to attend the meeting this evening and advised that the Village of Grafton Interim Administrator Clint Gridley is working through issues related to the Fund Balance. Trustee Schwartz stated that his understanding is that this topic will be on the agenda of the next Village of Grafton Board meeting.

No action taken.

**Review and Possible Action on Village of Grafton Request Regarding 2024 ARPA Funds Audit** *(tabled at the 11.19.2025 meeting)*

No action taken.

**Approval of DNR Lease** *(tabled at the 11.19.2025 meeting)*

President Dickmann stated that members of the Board had received information related to this topic and confirmed that the Village of Saukville would not be moving forward with the approval of the DNR Lease proposal.

No action taken, the project is no longer viable.

#### **Approval of OCFD Travel and Credit Card Policies**

Treasurer Galginaitis stated the Travel and Credit Card Policies had been corrected and updated per the direction given at the November OCFD Board Meeting and they are before the Board now for final review and approval. Treasurer Galginaitis reviewed each of the policies and stated that these policies have been followed by OCFD since the beginning of the year but were not brought forward for final approval until compatibility with OCFD's new finance software package was included.

Motion by Schwartz, second by Kranz to approve the OCFD Travel Policy Credit Card Policies as presented retroactive to January 1, 2025.

Questions were asked and answered related to annual approvals of fee schedules and reimbursement rates with the decision made to review all fees and rate schedules one time annually.

Motion carried.

#### **Approval of OCFD Investment, Capital, Contributed Capital and Budget Policies**

Chief Rice stated that these policies were drafted using the Village of Grafton's existing documents and modified for OCFD.

Motion by Nowlen, second by Solymossy to approve the OCFD Investment, Capital, Contributed Capital and Budget Policies as presented retroactive to January 1, 2025.

Treasurer Galginaitis again reiterated that these policies were largely modeled after the Village of Grafton's but were reviewed, edited and modified for OCFD and OCFD's financial software. Questions were asked and answered.

Motion carried.

#### **Approval of OCFD Purchasing Manual**

Chief Rice stated again that the document was also prepared using the Village of Grafton version as a guide.

Motion by Schwartz, second by Solymossy to approve the OCFD Purchasing Manual as presented retroactive to January 1, 2025. Motion carried.

Treasurer Galginaitis reiterated that the purchasing procedures outlined in the manual are currently being followed and highlighted some of the modifications made to the original Grafton policy specific to OCFD.

Motion carried.

#### **Approval of Aurora Clinical Practice Agreement for Emergency Medical Service Providers**

Chief Rice summarized that this agreement is being brought forward by Aurora in Grafton and that the Village of Grafton is signing the same document due to the unique employment situation between OCFD and the Village. Assistant Chief Karpinski explained that this agreement allows members of OCFD to attend and be provided training through the hospital.

Motion by Kranz, second by Schartz to approve the Aurora Clinical Practice Agreement for Emergency Medical Service Providers.

Questions related to the liability insurance requirement the agreement requires were asked and coverage was confirmed by Asst. Chief Karpinski.

Motion carried.

### **Adopt 2026 OCFD Wage Scale**

Chief Rice stated that the adoption of the 2026 Wage Scale is a continuation of the policy and wage plan approved in October of 2024.

Deputy Chief Kaslick reviewed the 2026 OCFD Wage Scale information provided.

Motion by Solymossy, second by Schwartz to adopt the 2026 OCFD Wage Scale as presented.

Discussion regarding the budgeting for the 2026 Wage Scale as well as employee recruitment, retention, and potential social media opportunities were reviewed.

Motion carried.

**OCFD Business Software Update** – Business Manager/Secretary Degnitz stated that on-site training with BS&A happened December 8 – 10<sup>th</sup> and the software went live at noon on Tuesday December 16<sup>th</sup>. Degnitz stated that Treasurer Galginaitis has been instrumental in working with BS&A and ensuring that OCFD Financial records are accurate and reflected appropriately in the new software. Degnitz concluded that software is functioning properly and BS&A staff has been responsive and extremely helpful in our set up. Treasurer Galginaitis added that because the new software is live already, OCFD end of year financial statements will be processed by OCFD and while the Village of Grafton will still be providing support, OCFD will be processing cash, accruals and journal entries independently as well.

No action taken, information only.

### **Monthly Benchmark Update**

Deputy Chief Kaslick reviewed Grafton Fire Department benchmark statistics from November 2025 highlighting the significant weather events in the month and the resulting calls. Vice President Jondahl asked that Dep. Chief Kaslick provide him with information regarding calls to I43 by municipality.

No action taken, information only.

### **Fire Station Safety Plan Update**

Asst. Chief Karpinski also stated that the door access security/DEA compliance project is complete in and operational in both the Grafton and Saukville stations.

Asst. Chief Karpinski stated that there have been some delays in the alarm system plan review, but necessary modifications have been made and final plans have been approved. Asst. Chief Karpinski added that the final timeline is being confirmed and work will begin soon acknowledging that due to unforeseen delays, the project is currently about two months behind originally planned but is moving forward now.

No action taken, information only.

### **Fire Chief Update**

Chief Rice provided updates as follows:

- The Grafton Christmas Parade was held on Saturday December 6, 2025, after a one-week weather delay and was well-attended by OCFD members.
- Vacation and holidays have created some staffing and coverage challenges, but members both full and part time are doing what they can.
- There was a ventilation system fire in the Village of Saukville on Monday, December 15, 2025, and because fire operations went very well the fire was contained quickly limiting damage.
- The last few months have been challenging for members and staff with reporting on and questions regarding the 2026 OCFD Budget, but department operations continue.

Assistant Chief Karpinski announced that the OCFD, in conjunction with Medical Director Dr. Steven Zils and Aurora-Grafton will be starting a Field Blood Program. This program will be the first of its kind of Ozaukee County and OCFD will be only sixth agency in Wisconsin to provide this medical service. Asst. Chief Karpinski went on to explain that he was anticipating a first quarter 2026 start and he is planning a community blood drive to introduce the program locally. Additional discussion and suggestions made for communication of the program. Asst. Chief Karpinski added that additional information will be provided to the Board as it becomes available.

No action taken, information only.

### **Treasurer Report**

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

- Balance sheet now includes prepaid expenses.
- Income statement summarizing 2025 budget vs actual shows an adjusted amount for ambulance revenue of \$500,000 from the original \$672,000 reflecting the \$236,000 being held by the Village of Grafton as review of operating fund balance is ongoing.
- Projected expenses for 2025 include those paid in December 2025 and January 2026 for goods and services received in 2025.

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

### **Approval of Leasehold Improvements Paid with Operating Funds**

Treasurer Galginaitis summarized that the new Alarm System for the Grafton station and the new Door Access System for both the Grafton and Saukville stations were approved in 2025 and are capital expenditures. Treasurer Galginaitis stated that capital expenditures are paid for out of the Capital Fund; however, given the nature of these expenditures which are now part of the leased fire stations owned by the Village of Grafton and Village of Saukville and not the OCFD, he recommends these projects are paid from the Operating Fund.

Motion by Solymossy, second by Nosko to approve the payment of costs for the Alarm System and Door Access System projects out of the Operating fund for these capital expenditures totaling \$143,400.00. Motion carried.

### **Approval of OCFD Auditor**

Treasurer Galginaitis stated that per the intergovernmental agreement, the OCFD is required to have a financial audit annually. Treasurer Galginaitis contacted Baker Tilly and CLA for quotes to perform the audits and based on information collected is recommending CLA.

Motion by Solymossy, second by Nowlen to approve CLA for the OCFD audit of financial statements for 2025, 2026 and 2027. Motion carried.

Questions regarding a possible conflict of interest with the Village of Saukville were asked and answered with confirmation that no conflict exists.

### **2026 OCFD Budget Status Review**

President Dickmann read a Resolution passed by the Village of Grafton Board on December 15, 2025 regarding their contribution to the 2026 OCFD Budget. *(resolution included with minutes archive)*  
President Dickmann also reiterated that her hope is to gather the representatives from each of the municipalities in the Intergovernmental Agreement in January to begin discussions on a path forward for OCFD.

### **Schedule Next Meeting Date/Time/Location**

Next meeting will be Wednesday January 21, 2026 at 6:30 pm at the Grafton Fire Station Training Room.

### **Adjourn**

Motion by Solymossy, second by Nowlen to adjourn at 8:35pm. Motion carried.