



## Southern Ozaukee Fire & EMS Board

Date:  
Wednesday, May 14, 2025

### AGENDA

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LOCATION: 250 Elm Street, Thiensville, WI

Time: 5:30 PM

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#### I. CALL TO ORDER

#### II. ROLL CALL

##### Mequon

Mayor Andrew Nerbun

Administrator Will Jones

Alderman Greg Bach

Alderman William Gebhardt

Citizen Lynn Streeter

##### Thiensville

President John Rosing

Trustee Kristina Eckert

Administrator Landisch-Hansen

Citizen Doug Chimenti

Alternate Trustee David Lange

#### III. APPROVAL OF MINUTES

A. March 12, 2025 (att)

#### IV. PERSONAL APPEARANCES AND PUBLIC COMMENT

A. Personal Appearances and Public Comment: Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. The time limit is FIVE minutes.

#### V. WELCOME NEW MEMBER(S)

#### VI. FINANCE

A. Review and Action Regarding 2024 Financial Statement Audit (att)

## **VII. CAPITAL**

- A. Review and Action Regarding Purchase of Replacement Mechanical CPR Devices (att)
- B. Review and Action Regarding Purchase of Battalion Chiefs' Vehicle (att)
- C. Discussion Regarding Ladder Truck Sale Update

## **VIII. OPERATIONS**

- A. Bi-Monthly Update
- B. Review and Action Regarding 2024 SOFD Annual Report (att)
- C. Review and Action Regarding Citizen Letter of Commendation (att)

## **IX. GOVERNANCE**

- A. 2025 Work Plan Update and Action Items
- B. Review and Action Regarding Legal Services Letter of Engagement (att)

## **X. NEXT MEETING**

- A. July 9, 2025

## **XI. ADJOURNMENT**

Colleen Landisch-Hansen, Village Clerk

Please advise the Thiensville Municipal Hall, 250 Elm Street (262-242-3720) at least 24 hours prior to the start of this meeting if you have disabilities and desire special accommodations.



Southern Ozaukee Fire & EMS Board  
MINUTES  
DATE: Wednesday, March 12, 2025  
LOCATION: 250 Elm Street, Thiensville,  
WI  
TIME: 5:30 PM

**I. CALL TO ORDER**

**II. ROLL CALL**

**Mequon**

Mayor Andrew Nerbun  
Alderman Greg Bach  
Citizen Lynn Streeter

Administrator Will Jones  
Alderman Dale Mayr (Excused)

**Thiensville**

President John Rosing  
Administrator Landisch-Hansen  
Alternate Trustee David Lange (Excused)

Trustee Kristina Eckert  
Citizen Doug Chimenti

**III. APPROVAL OF MINUTES**

A. January 8, 2025 (att)

**MOTION** to Approve by Alderman Bach **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

**IV. PERSONAL APPEARANCES AND PUBLIC COMMENT**

A. Personal Appearances and Public Comment: Citizens wishing to address the SOFD Board on any matter not on the agenda may do so at this time. If you desire to be heard

on agenda items, you may be heard when that item is considered on the agenda. The time limit is FIVE minutes.

None

## V. FINANCE

A. Review and Action Regarding the 2024 Financial Statement Audit Prepared by Baker Tilly Kirchow Krause, LLP (att)

Wendi Unger from Baker Tilly Virchow Krause, LLP presented the 2024 financial statement audit.

Ms. Unger highlighted that the audit is in draft form due to the actuarial study for post-employment benefits was not yet completed.

The audit report was positive, the information was materially accurate and followed generally accepted accounting principles.

**MOTION** to Table Until Draft Financial Statements are Finalized by Mayor Nerbun **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

B. Review and Action Regarding Southern Ozaukee Fire & EMS Department Financial Policies (att)

Chief Bialk summarized the final draft of the Southern Ozaukee Fire & EMS Department Financial Policies.

Alderman Bach pointed out that the financial policies can still be amended or changed as needed in the future, but believed this was a great start.

**MOTION** to Approve the Southern Ozaukee Fire & EMS Department Financial Policies by Alderman Bach **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

## VI. PERSONNEL

A. Review and Approve the Southern Ozaukee Fire and EMS Department Employee Manual (att)

Chief Bialk summarized the final draft of the Southern Ozaukee Fire and EMS Department Employee Manual.

Administrator Jones stated that the manual was now in a satisfactory state to adopt and noted that it could also be edited or changed as needed going forward.

**MOTION** to approve the Southern Ozaukee Fire and EMS Department Employee Manual by Citizen Streeter **SECONDED** by Citizen Chimenti. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

## VII. OPERATIONS

A. Cedarburg Joint Response Plan (att)

Chief Bialk summarized the Joint Response Plan and highlighted some specific locations that will benefit from the agreement. Namely, the Ozaukee Ice Center, PWSB soccer field.

President Rosing commented that the Joint Response Plan made sense and thanked the Department for the display of cooperation.

**MOTION** to Approve the Cedarburg Joint Response Plan by Alderman Bach **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

B. Review and Action Regarding Regarding Ladder Truck Fleet and Usage (att)

Chief Bialk explained that the Department had three ladder trucks pre-merger and currently have two. The ladder trucks reach end of service around 2030, at which point the original plan was to reduce to one truck.

Chief Bialk further explained that after looking at the response data it becomes clear that one truck is likely not needed as it had only been on two calls in 2024.

Chief Bialk mentioned that there are plenty of ladder trucks available in the area should more than one be needed. That fact, combined with the fact that selling one truck could still net some value, would support reducing the number of ladder trucks in the department to just one.

Citizen Chimenti asked what determines the end of life time period for the ladder trucks.

Chief Bialk answered that there were certain standards held by the National Fire Protection Association. Trucks older than 25 years are often hard to source replacement parts for as well.

President Rosing inquired on how it is decided which truck is sold and where the funds will go.

Chief Bialk believed that the decision would fall to the fire chief. The funds would be directed to the Capital Fund.

**MOTION** to Approve Chief Bialk to Pursue Sale of one of the the Southern Ozaukee Fire & EMS Department's Ladder Trucks by Alderman Bach **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

#### **Roll Call Vote**

**Aye:** Nerbun, Jones, Bach, Rosing, Streeter, Eckert, Chimenti

**No:** none

**MOTION CARRIED UNANIMOUSLY**

### **VIII. GOVERNANCE**

#### A. 2025 Workplan Update and Action Items (att)

Chief Bialk provided the updates to the 2025 work plan.

The Board discussed the importance of continuous improvement and strategic planning and floated the possibility of making this item a part of every meeting going forward.

Alderman Bach inquired if this plan could be used to inform the 2026 plan in the future.

Chief Bialk replied that it was possible to carry items forward if needed.

#### B. Review and Action Regarding Strategic Planning Update and Stakeholders List (att)

Citizen Streeter described the invitations, interviews, department planning session, packets, and timeline for the Strategic Planning Meeting.

Administrator Landisch-Hansen requested that Director of Public Works and Community Services Andy LaFond be added to the stakeholders list.

Mayor Nerbun suggested adding Brian Sajdak to the stakeholders list as well.

#### **IX. ADJOURN TO CLOSED SESSION**

**MOTION** to Adjourn to Closed Session at 6:34 PM by Mayor Nerbun **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

#### **Roll Call Vote**

**Aye:** Nerbun, Jones, Bach, Rosing, Streeter, Eckert, Chimenti

**No:** none

**MOTION CARRIED UNANIMOUSLY**

A. Review Personnel Evaluation of the Fire Chief: The Board may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then may reconvene into open session to take such action as deemed appropriate.

#### **X. RECONVENE IN OPEN SESSION**

**MOTION** to Reconvene in Open Session at 6:54 PM by Citizen Chimenti **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 6

**No:** 0

**Abstain:** 0

The Board thanked the Chief for his service.

A. Possible Action Regarding Closed Session Topic

None

#### **XI. REVIEW DATE OF NEXT MEETING**

A. May 14, 2025

**XII. ADJOURNMENT**

**MOTION** to Adjourn at 6:55 PM by Mayor Nerbun **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 0

**No:** 0

**Abstain:** 6

[MIN\_SIGNATURES]



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

**TO:** SOFD Board  
**FROM:** Fire Chief David L Bialk  
**DATE:** May 14, 2025  
**SUBJECT:** Purchase of Replacement Mechanical CPR Devices

**Background**

The Southern Ozaukee Fire Department currently operates four automated mechanical CPR devices (AutoPulses), which are critical tools used during cardiac arrest emergencies. These devices are battery-powered, portable, and designed to deliver continuous chest compressions, even during transport. The department's existing units are second-generation models (2009) purchased used in 2018 from an aeromedical company in Switzerland. Now 16 years old, these devices are reaching the end of their service life and require replacement.

**Analysis**

Automated mechanical CPR devices have become essential tools in the field and represent best practices in prehospital cardiac care. However, the department's current units are showing signs of wear, including occasional malfunctions and battery degradation.

The cost to replace a single automated mechanical CPR device is approximately \$21,500. To ensure continued operational readiness, the department would need to replace all four units, resulting in a total cost of \$86,000.

As part of the 2025 State of Wisconsin Budget and the Funding Assistance Program (FAP), the department has been awarded \$95,330. The FAP is supported by the 2023 Wisconsin Act 12 and the state's 2023–25 biennial budget, which increased funding for local emergency services. FAP grants are intended for the purchase of non-disposable, durable equipment—such as mechanical CPR devices, making this acquisition fully eligible under current program guidelines.

**Fiscal Impact**

The total cost of four AutoPulse mechanical CPR devices is \$85,718, as outlined in the attached vendor quote. The fire department currently has \$844,500 available in its capital funds, including the FAP award.

Capital Fund	\$844,500
Ambulance Purchase Q3 2026	(\$365,000)
AutoPulse Purchase	(\$85,718)
Total Capital Funds Remaining	\$393,782

**Recommendation**

Staff recommend the purchase of the four AutoPulse mechanical CPR devices using the FAP award as listed above.

Fire Chief David L Bialk

**David L Bialk**

Southern Ozaukee Fire Department



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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**Resolution #2025001**

**Resolution to Purchase Replacement Mechanical CPR Devices**

**WHEREAS**, the Southern Ozaukee Fire and Emergency Medical Services Department provides 24-hour fire and EMS services 365 days per year; and

**WHEREAS**, the Southern Ozaukee Fire and Emergency Medical Services Department has a plan for scheduled replacement of durable medical equipment; and

**WHEREAS**, the Southern Ozaukee Fire and Emergency Medical Services Department is in need of replacement mechanical CPR devices and has received a quote for \$85,718.20 from the ZOLL Medical Corporation, 269 Mill Road Chelmsford, MA 01824-4105; and

**WHEREAS**, the Southern Ozaukee Fire and Emergency Medical Services Department can use a portion of the 2025 FAP award money to purchase the mechanical CPR devices; and

**WHEREAS**, staff recommends the purchase of the mechanical CPR devices out of the capital equipment fund set aside each year for this purpose;

**NOW, THEREFORE BE IT RESOLVED** by the Board of the Southern Ozaukee Fire and Emergency Medical Services Department that staff is hereby directed to pay for the designated amount out the SOFD Capital Account 30100

City of Mequon

Village of Thiensville

By: \_\_\_\_\_  
Andrew Nerbun      Date  
Mayor

By: \_\_\_\_\_  
John Rosing      Date  
President

Tony Evers  
Governor



**DIVISION OF PUBLIC HEALTH**

1 WEST WILSON STREET  
PO BOX 2659  
MADISON WI 53701-2659

Kirsten L. Johnson  
Secretary

**State of Wisconsin**  
**Department of Health Services**

Telephone: 608-266-1251  
Fax: 608-267-2832  
TTY: 711 or 800-947-3529

March 6, 2025

Southern Ozaukee Fire and Emergency Medical Services Department (6605038)  
11300 North Buntrock Avenue  
Mequon, WI 53092

**RE: Emergency Medical Services Funding Assistance Program Award**

Dear Service Director:

The Wisconsin Department of Health Services, Division of Public Health, Office of Preparedness and Emergency Health Care, EMS Section is pleased to notify you of your Emergency Medical Services Funding Assistance Program award based on your service’s application for state fiscal year 2025 (July 1, 2024-June 30, 2025). Please retain this letter for your records as it contains the breakdown of your award. Payments will be going out via automated clearing house (ACH) payment transferred electronically to the designated account. If you receive this letter and do not see an ACH payment, please check with your municipality as the payment may have been sent directly to the designated municipal payee before being forwarded to your service.

According to Wis. Stat. §§ 256.12(4) and (5), funding is based on two separate calculations.

The first amount fulfills Wis. Stat. § 256.12(4) and includes the base amount of **\$10,000** plus **\$2.98** per capita. An additional **\$10.50** was equally distributed to services reporting population to expend remaining funds that could not be further divided per capita. Your emergency medical responder department or ambulance service may use support and improvement funds for the purchase of ambulance service vehicles or vehicle equipment, emergency medical service supplies or equipment, nondurable or disposable medical supplies or equipment, medications, or emergency medical training for personnel. With the recent statutory change allowing **up to 15%** of this award to purchase nondurable or disposable medical supplies or equipment and medications, a separate line listing 15% percent of your support and improvement award is provided for your reference. Per Wis. Stat. § 256.12(4), support and improvement funds shall supplement existing, budgeted moneys of, or provided to, an ambulance service and may not be used to replace, decrease, or release for alternative purposes the existing, budgeted moneys of, or provided to, the ambulance service provider.

The second amount fulfills Wis. Stat. § 256.12(5) and is determined by dividing \$1,000,000 equally among all qualified services applying for emergency medical services practitioner and emergency medical responder training and examination aid. This allotment can only be used to purchase the training and/or administration of the examination required for licensure and renewal of licensure as an emergency medical technician or for certification and renewal of certification as an emergency medical responder. Services that did not request or are ineligible (i.e. private-for-profit services) for training and examination funds will not have this amount listed.

<b>Support and improvement per § 256.12 (4)</b>	<b>Amount: \$ 95,330.88</b>
• 15% of Support and improvement award	<b>Amount: \$ 14,299.63</b>
<b>Training and examination aid per § 256.12 (5)</b>	<b>Amount: \$ 2,398.08</b>

Per Wis. Stat. § 256.12(4) and § 256.12(5), the department shall require that all recipients of funds submit a financial report on the expenditure of funds received to the department.

Please review the resources located on the [EMS Funding Assistance Program](#) web page and direct any questions regarding the program to [DHSFAP@dhs.wisconsin.gov](mailto:DHSFAP@dhs.wisconsin.gov).

Sincerely,

Mark Mandler  
EMS Section Manager  
Office of Preparedness and Emergency Health Care  
Wisconsin Department of Health Services



**ZOLL Medical Corporation**

269 Mill Road  
 Chelmsford, MA 01824-4105  
 Federal ID# 04-2711626

Phone: (800) 348-9011  
 Fax: (978) 421-0015  
 Email: esales@zoll.com

Quote No: Q-108620 Version: 3

Southern Ozaukee Fire Department  
 250 Elm Street  
 Thiensville, WI 53092

ZOLL Customer No: 104642  
 Amy Boll

Quote No: Q-108620  
 Version: 3

Issued Date: April 25, 2025  
 Expiration Date: June 30, 2025

Terms: NET 30 DAYS

FOB: Destination  
 Freight: Free Freight

Prepared by: Austin Schiro  
 EMS CPR Territory Manager  
 austin.schiro@zoll.com

Item	Contract Reference	Part Number	Description	Qty	List Price	Adj. Price	Total Price
1	1537133	8700-001003-01	<b>AutoPulse NXT Starter Kit - EMS</b>  Includes: AutoPulse NXT Platform, AutoPulse NXT Charger, AutoPulse NXT Lithium Batteries (2), AutoPulse NXT Bands (3 pack), AutoPulse NXT QuickCase, AutoPulse NXT Shoulder Restraint	2	\$23,204.00	\$22,739.92	\$45,479.84
2	1537133	8700-001070-01	<b>AutoPulse NXT Platform</b>  Includes: AutoPulse NXT Platform, 1 year factory warranty.	2	\$17,286.00	\$16,940.28	\$33,880.56
3	1537133	8700-001012-01	<b>AutoPulse NXT Lithium Battery</b>	8	\$1,542.00	\$1,252.44	\$10,019.52
4	1537133	8700-001090-01	<b>AutoPulse NXT Bands (3 Pack)</b>	2	\$399.00	\$312.62	\$625.24
5	1537133	8700-001018-01	<b>AutoPulse NXT QuickCase</b>	2	\$813.00	\$773.22	\$1,546.44
6	1537133	8700-001017-01	<b>AutoPulse NXT Shoulder Restraint</b>	2	\$90.00	\$83.30	\$166.60
7		8700-9901-61	<b>ZOLL AutoPulse Trade-In Allowance</b>  See Trade Unit Considerations.	4		(\$1,500.00)	(\$6,000.00)

Subtotal: \$85,718.20

**Total: \$85,718.20**

Contract Reference	Description
1537133	Reflects NASPO Oklahoma Statewide SW0300 contract Pricing. Notwithstanding anything to the contrary herein, the terms and conditions set forth in NASPO Oklahoma Statewide SW0300 shall apply to the customer's purchase of the products set forth on this quote.

**Trade Unit Considerations**



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: [esales@zoll.com](mailto:esales@zoll.com)

Southern Ozaukee Fire Department  
Quote No: Q-108620 Version: 3

Trade-In values valid through June 30, 2025 if all equipment purchased is in good operational and cosmetic condition and includes all standard accessories. Trade-In values are dependent on the quantity and configuration of the ZOLL devices listed on this quotation. Customer assumes responsibility for shipping trade-in equipment at the quantities listed on the trade line items in this quotation to ZOLL's Chelmsford Headquarters within 60 days of receipt of new equipment. Customer agrees to pay cash value for trade-in equipment not shipped to ZOLL on a timely basis.

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <https://www.zoll.com/terms-and-conditions-of-sale>, for software products can be found at <https://www.zoll.com/software-legal>, and for ExpertCare Service Plans can be found at <https://www.zoll.com/ExpertCare-Service-Terms>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

1. Delivery will be made upon availability.
2. This Quote expires on June 30, 2025. Pricing is subject to change after this date.
3. Applicable tax, shipping & handling will be added at the time of invoicing.
4. All purchase orders are subject to credit approval before being accepted by ZOLL.
5. To place an order, please forward the purchase order with a copy of this quotation to [esales@zoll.com](mailto:esales@zoll.com) or via fax to 978-421-0015.
6. All discounts from list price are contingent upon payment within the agreed upon terms.
7. Place your future accessory orders online by visiting the ZOLL web store.



**ZOLL Medical Corporation**

269 Mill Road  
Chelmsford, MA 01824-4105  
Federal ID# 04-2711626

Phone: (800) 348-9011  
Fax: (978) 421-0015  
Email: esales@zoll.com

Southern Ozaukee Fire Department  
Quote No: Q-108620 Version: 3

**Order Information (to be completed by the customer)**

- Tax Exempt Entity (Tax Exempt Certificate must be provided to ZOLL)
- Taxable Entity (Applicable tax will be applied at time of invoice)

BILL TO ADDRESS	SHIP TO ADDRESS
Name/Department:	Name/Department:
Address:	Address:
City / State / Zip Code:	City / State / Zip Code:

Is a Purchase Order (PO) required for the purchase and/or payment of the products listed on this quotation?

- Yes      PO Number: \_\_\_\_\_      PO Amount: \_\_\_\_\_  
(A copy of the Purchase Order must be included with this Quote when returned to ZOLL)
- No      (Please complete the below section when submitting this order)

For organizations that do not require a PO, ZOLL requires written execution of this order. The person signing below represents and warrants that she or he has the authority to bind the party for which he or she is signing to the terms and prices in this quotation.

**Southern Ozaukee Fire Department**

Authorized Signature:

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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**TO:** SOFD Board

**FROM:** Fire Chief David L Bialk

**DATE:** May 14, 2025

**SUBJECT:** Purchase of Replacement Battalion Chiefs' Vehicle

### **Background**

Since the merger of the City of Mequon and Village of Thiensville Fire Departments, the Southern Ozaukee Fire Department has staffed a Battalion Chief 24 hours a day to respond to fire and EMS incidents. The current Battalion Chief vehicle, a 2014 Ford Expedition with 60,000 miles, is experiencing several ongoing maintenance issues, including front-end and brake problems.

This vehicle serves multiple critical roles beyond its original intent, functioning as a backup paramedic intercept unit, a rapid response vehicle for fire, EMS, and water rescue calls, and a mobile command post equipped with computer-aided dispatch technology. To accommodate this expanded functionality, the rear seat was removed to make space for additional equipment and supplies.

These additional responsibilities—assigned since the departmental merger—have placed significant strain on the vehicle, which was originally intended to serve solely as a Chief/Command vehicle.

### **Analysis**

The fire department follows a scheduled replacement plan for capital equipment and vehicles. While the current Battalion Chief vehicle, a 2014 Ford Expedition—meets the age criteria for replacement, its relatively low mileage makes immediate replacement difficult to justify. However, the department also operates a 2009 Chevy Tahoe as a first responder/staff vehicle, which has accumulated 109,000 miles and is nearing the end of its serviceable life.

Staff proposes replacing the current Battalion Chief vehicle with a new unit specifically designed to meet the operational demands of the Battalion Chief role. The existing 2014 Expedition would then be reassigned to replace the ageing 2009 Tahoe. In this reduced-capacity role, it is anticipated that the 2014 vehicle's service life can be extended, thereby maximizing the department's investment and maintaining operational readiness.

Another factor to consider is the ongoing impact of COVID-19-related supply chain disruptions. Vehicle manufacturers have significantly limited the number of government-fleet vehicles available, creating a backlog. Currently, manufacturers offer government pricing only during a short ordering window—typically limited to a two-week period annually.

**Fiscal Impact**

The total cost for the purchase and outfitting of a new Battalion Chief vehicle shall not exceed \$85,000. Once the new vehicle is acquired and the current Battalion Chief vehicle is repurposed, the 2009 Chevy Tahoe will be declared surplus and listed for auction on the department’s designated surplus site.

Capital Fund	\$844,500
Ambulance Purchase Q3 2026	(\$365,000)
AutoPulse Purchase	(\$85,718)
Battalion Chief Vehicle	(\$85,000)
Total Capital Funds Remaining	\$308,782

**Recommendation**

Approve the purchase of a new Battalion Chief vehicle, including all installed equipment, for an amount not to exceed \$85,000 before December 31, 2025. If the purchase cannot be completed, if the cost exceeds the approved amount, or if the vehicle is unavailable, staff will return to the Board in 2026 with a revised request.

Fire Chief David L Bialk

**David L Bialk**

Southern Ozaukee Fire Department



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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**Resolution #2025002**

**Resolution to Purchase Replacement Battalion Chief Vehicle**

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department provides 24-hour fire and EMS services 365 days per year; and

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department has a plan for scheduled replacement of capital equipment; and

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department is in need of replacement an emergency response vehicle serving the Battalion Chief position 24 hours a day; and

WHEREAS, the Southern Ozaukee Fire and Emergency Medical Services Department can use money set aside for the purchase of capital equipment from the capital equipment account; and

WHEREAS, staff recommends the replacement of the Battalion Chief vehicle out of the capital equipment fund set aside each year for this purpose;

NOW, THEREFORE BE IT RESOLVED by the Board of the Southern Ozaukee Fire and Emergency Medical Services Department that staff is hereby directed to purchase a Battalion Chief vehicle through the government purchasing plan for an amount not exceed \$85,000 out the SOFD Capital Account 30100.

City of Mequon

Village of Thiensville

By: \_\_\_\_\_  
Andrew Nerbun      Date  
Mayor

By: \_\_\_\_\_  
John Rosing      Date  
President



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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**TO:** SOFD Board  
**FROM:** Fire Chief David L Bialk  
**DATE:** May 14, 2025  
**SUBJECT:** Ladder Truck Sale Update

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### **Background**

The Southern Ozaukee Fire Department (SOFD) currently operates two ladder trucks. Prior to the merger of the Mequon and Thiensville fire departments, Mequon maintained two ladder trucks and Thiensville operated one. Following the merger, one ladder truck was sold, reducing the fleet, and at the March SOFD Board meeting, the Board approved the sale of one of the remaining ladder trucks as part of an effort to right-size and streamline the department's apparatus fleet.

### **Analysis**

Staff has engaged with the largest fire apparatus broker in the United States regarding the sale of the ladder truck. The broker has offered two options: an outright purchase of the truck for \$273,000, or to sell the truck on behalf of SOFD in order to potentially secure a higher return. Under the consignment option, the broker would charge a 7% commission on any sale amount up to \$350,000, and a 5% commission on any amount above \$350,000. Staff is currently reviewing the proposed sales agreement to determine the most advantageous approach for maximizing the value of the asset.

### **Fiscal Impact**

None at this time

### **Recommendation**

None

Fire Chief David L Bialk

*David L Bialk*

Southern Ozaukee Fire Department



**Southern Ozaukee Fire and EMS Department**  
*2024 Annual Report*



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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March 21, 2025

President Rosing  
Members of the SOFD Board

Please find attached the Southern Ozaukee Fire and Emergency Medical Services Department's 2024 Annual Report. This report provides a detailed overview of our department's activities, achievements, and operational highlights throughout the year.

In 2024, the Southern Ozaukee Fire Department responded to a total of 3,366 fire and emergency medical calls, marking an 12% increase from 2023. This does not include an additional 582 paramedic intercepts to the City of Cedarburg. December was the busiest month, with 361 calls for service in Mequon and Thiensville. This increase underscores the growing demand for our services and the continued commitment of our department to ensure the safety of our community.

Looking forward to 2025, the Southern Ozaukee Fire and EMS Department will continue its efforts to deliver the highest level of service to the community while maintaining a strong focus on the safety of both residents and department members. We will continue to prioritize resource efficiency and operational readiness to meet the growing needs of our communities.

We appreciate your continued support and look forward to another year of collaboration.

Respectfully submitted,

*David L Bialk*

David Bialk, Fire Chief

# 2024 Annual Report

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## **-OUR MISSION-**

The Southern Ozaukee Fire and Emergency Medical Services Department exists to ensure the safety of our communities through fire suppression, response to medical emergencies, professional training and public education. We serve our communities to protect the people, property, and environment. We provide our citizens with reassurance, aid and comfort when they are vulnerable.

## **-OUR VISION-**

The Southern Ozaukee Fire and Emergency Medical Services Department will continuously strive to be a trusted community service that is recognized for meeting the needs of our citizens, while being good stewards of our resources. We will be known as a modern department with a professionally trained team that attains best practice standards and ensures a high level of readiness. We will innovate and continuously have an eye to the future. We will accomplish our vision of a strong combination department by investing in our people, with a workforce of committed career and volunteer team members. We will forge strong partnerships to ensure the safety of the communities we serve.

## **-OUR VALUES-**

Our culture reflects our shared values, and we have pride in all that we do.

### **Integrity**

We live in accordance with our values, demonstrating sound ethical principles and being honest with ourselves and others.

### **Trust**

We believe that reliability and the strength of our relationships is core to our being. Trust fosters respect and provides safety and earns loyalty.

### **Empathy**

We seek to understand the thoughts, feelings and perspectives of others from their point of view. We show compassion for those who feel vulnerable or suffer a loss.

### **Grit**

We exhibit courage, resolve and a selfless devotion to duty.

### **Excellence**

We are professional and exceptional in our skills, continuously striving to improve.

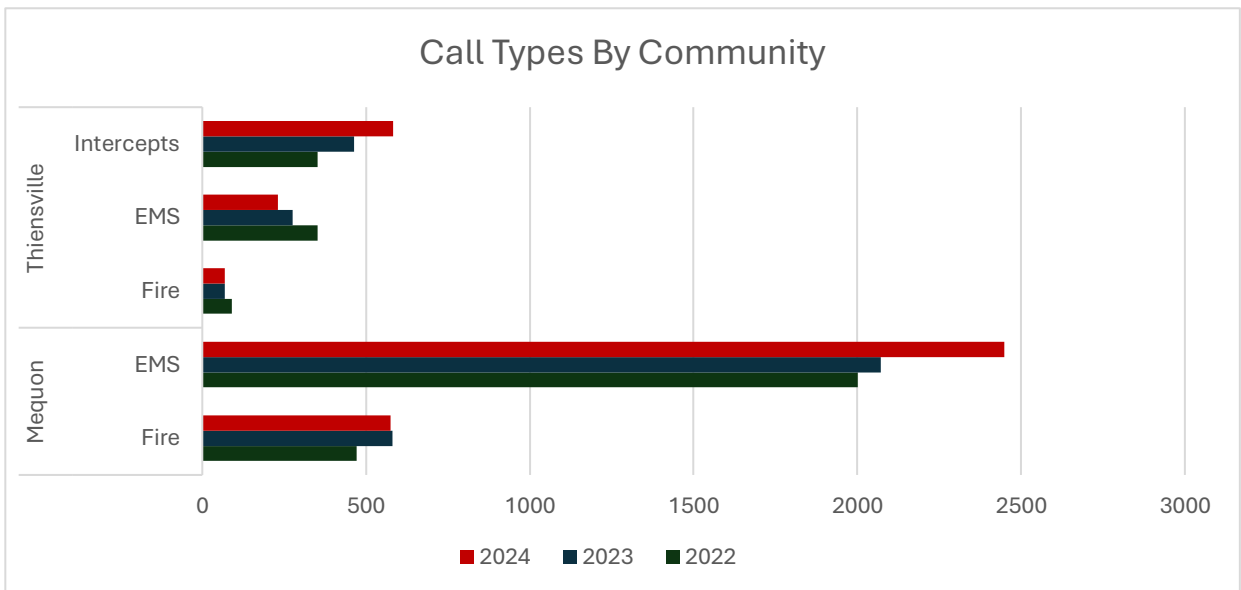
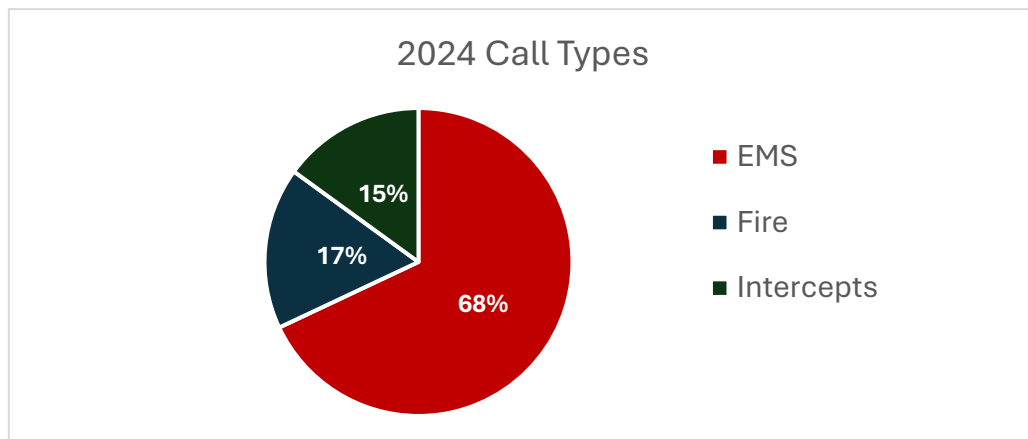
### **Stewardship**

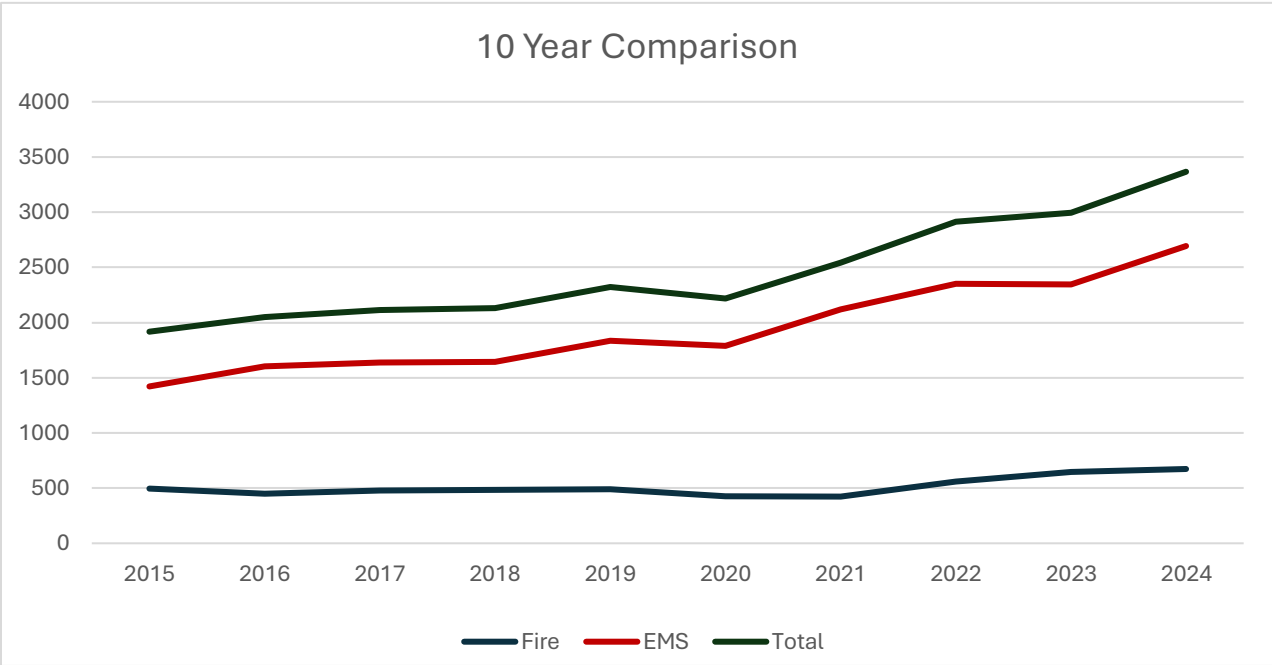
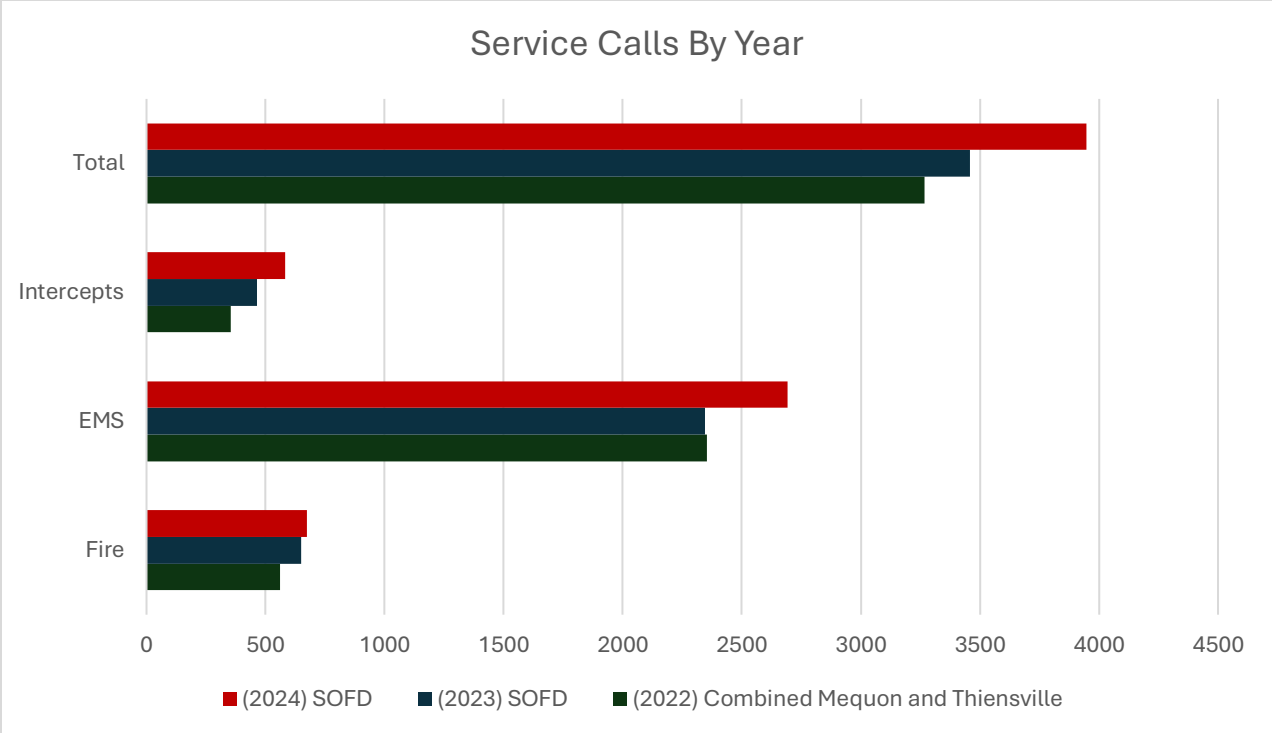
We are responsible in our use of financial and human resources.

## -RESPONSE STATISTICS-

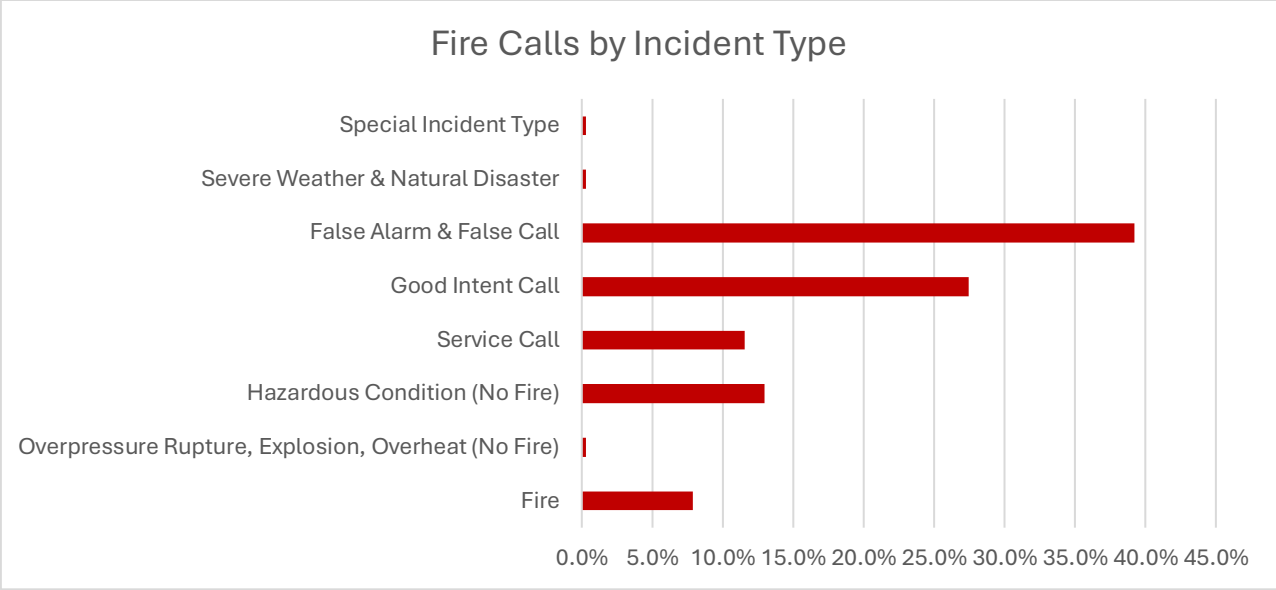
In 2024, the Southern Ozaukee Fire and EMS Department responded to a total of 3,948 calls for service, marking a 14% increase from the previous year. These calls encompassed emergency medical services, fire-related incidents, mutual aid requests from neighboring communities, and paramedic intercepts.

The department's workforce in 2024 comprised of 77 members, including a full-time Fire Chief, a part-time Administrative Assistant, a full-time Deputy Chief, three full-time Battalion Chiefs, seven full-time Firefighter/Paramedics, and 65 Paid-On-Call Members. The full-time Battalion Chiefs and Firefighter/Paramedics operate on 48-hour rotating shifts, working closely with the Paid-On-Call members. Together, they ensure continuous staffing of two ambulances, two first responder vehicles, and a Chief Officer Vehicle around the clock, guaranteeing a prompt response to emergency situations in our communities. In addition to their regular duties, the department's dedicated personnel are always ready to respond to larger incidents, offering their expertise and assistance as needed, regardless of the time of day.





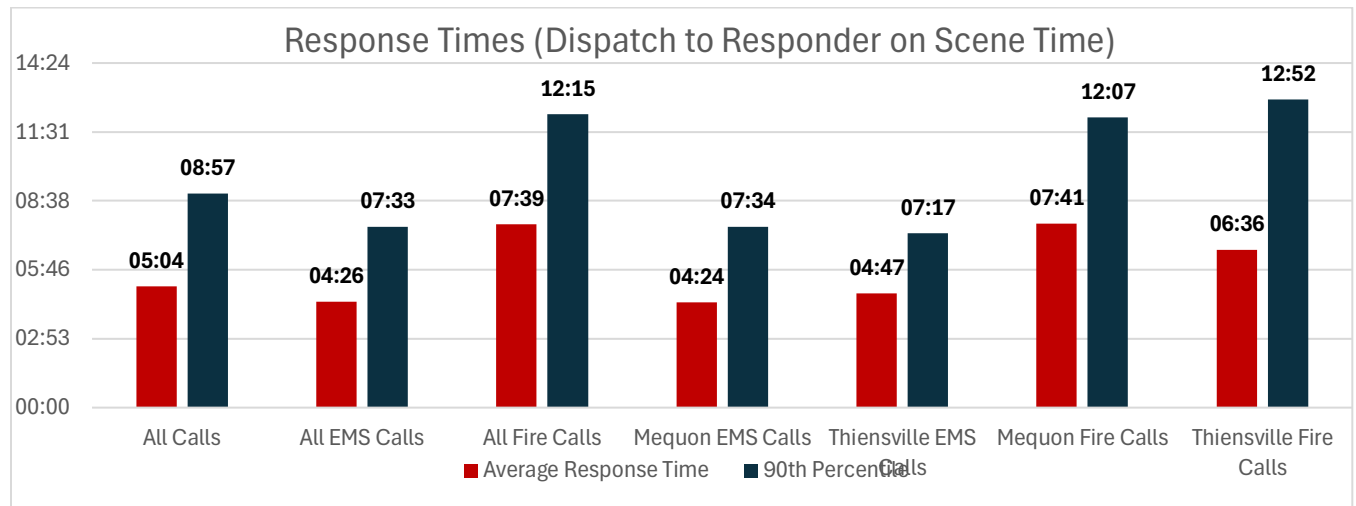
**\*\* Intercepts not included in 10 Year Comparison Data.**



In 2024, alongside paramedic intercepts with Cedarburg, the Southern Ozaukee Fire and EMS Department was called upon 43 times by neighboring communities to provide fire and EMS support outside of our service area. These requests were facilitated through the Mutual Aid Box Alarm System (MABAS), which allows fire departments to request individual resources or multiple units simultaneously based on the needs of the incident. MABAS utilizes predefined resource groups tailored to specific types of emergencies, ensuring a coordinated and efficient response. Each year, all participating departments review and adjust their MABAS cards to maintain balanced and effective responses to critical and large-scale incidents.

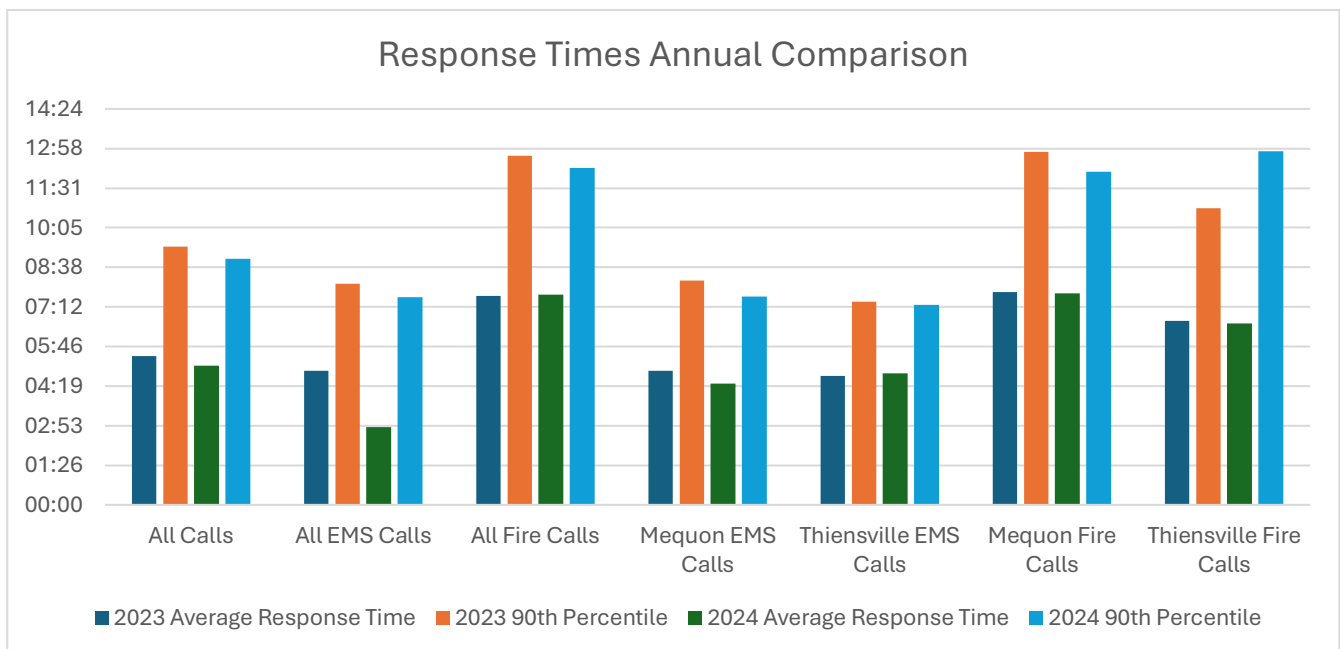
<b>Mutual Aid Requests by Community</b>	
<b>Community</b>	<b>Number of Requests</b>
Germantown	12
Port Washington	11
Cedarburg	6
Grafton	5
Menomonee Falls	3
Northshore	2
Milwaukee	2
Waterford	1
Waubeka	1

Response time data is tracked and analyzed each year to ensure the Southern Ozaukee Fire and Emergency Medical Services Department (SOFD) provides rapid and efficient service to the community. When comparing the data from 2023 to 2024, it is evident that, despite no changes being made to the daily staffing matrix, SOFD members demonstrated improved overall response times for incidents in Mequon and Thiensville. This reflects the department's ongoing commitment to enhancing operational efficiency and optimizing service delivery.



**-SIGNIFICANT CALLS FOR SERVICE-**

**January 16, 2024**, SOFD was called to a house fire at 11733 N Wauwatosa Rd, where the garage was fully involved upon arrival. The incident was further complicated by hoarding conditions.



Tragically, despite lifesaving efforts, one resident died, and another was found deceased within the residence. Multiple neighboring fire departments provided mutual aid during the response.

**April 26, 2024**, SOFD, in coordination with the Cedarburg and Grafton Fire Departments, extinguished a detached garage fire at 112 N Highland Ave.

**May 29, 2024**, SOFD responded to a vehicle vs. motorcycle collision near Port Washington Rd and Corporate Parkway. One individual was transported to the hospital, and another was found deceased at the scene.

**June 5, 2024**, SOFD was dispatched to the Milwaukee River to assist in a rescue operation for a person who entered the water to rescue his dog. Due to dangerous water conditions, the victim was not located during the initial search. The search continued for several days, and the victim was later found deceased. This operation involved several area fire departments, the Wisconsin DNR, and Ozaukee County Emergency Management.

**June 5, 2024**, SOFD, with help from the Sauville Fire Department, extinguished a detached garage fire at 1317 W River Forest Dr.

**August 5, 2024**, SOFD responded to a fire behind a wall at a tavern at 5208 W County Line Rd. The fire was quickly located and extinguished, with mutual aid from the North Shore Fire Department.

**August 23, 2024**, SOFD was called to a medical emergency at 12400 N Ville Du Parc Dr, where a 64-year-old male was resuscitated on a golf course. Multiple bystanders performed CPR, and the patient was successfully revived and transported to the hospital.

**September 11, 2024**, SOFD responded to a house fire at 11752 N Solar Ave, where a dog was rescued, and a basement fire was extinguished. Mutual aid was provided by the North Shore Fire Department, Cedarburg Fire Department, Grafton Fire Department, and Germantown Fire Department.

**September 30, 2024**, SOFD extinguished a house fire at 11020 N River Rd, with support from several surrounding fire departments.

**These incidents showcase the dedication and professionalism of our department, as well as the collaborative efforts with neighboring agencies to ensure the safety and well-being of our community.**

## **-COMMUNITY RISK REDUCTION REPORT-**

Education and public relations play a crucial role in enhancing safety awareness and preparing the community to properly mitigate and respond to emergencies. The Southern Ozaukee Fire and

EMS Department (SOFD) is committed to fostering safety education, particularly among children and young community members. Through activities such as fire department tours, visits to schools with fire apparatus, school rides, and other public relations events, SOFD works to engage and inform the public. In 2024, the department proudly conducted 13 school tours.

Below is a list of some of the public relations events SOFD participated in throughout 2024.

<b>Taste of Mequon</b>	<b>Gathering on the Green</b>	<b>Winter Frolic at the Mequon Nature Preserve</b>
<b>LionFest</b>	<b>Chinooks First Responder Night</b>	<b>National Night Out</b>
<b>Fun Before the Fourth</b>	<b>Trinity Freistadt Parade</b>	<b>Safety Town</b>
<b>Christmas Tree Lighting</b>	<b>Fire Department Pancake Breakfast</b>	<b>Winterfest</b>
<b>Friendship Circle Bike Ride</b>	<b>Lac du Cours Community Day</b>	<b>AED Training at North Shore Soccer Club</b>
<b>Nightmare on Elm Street</b>	<b>Trunk or Treat</b>	<b>Turkey Trot</b>

In addition to community teaching, SOFD also takes a proactive approach to community risk reduction by completing fire inspections of all commercial businesses and multifamily dwellings yearly.

## Fire Inspections Completed in 2024

**1,118**

### -RECRUITMENT AND TRAINING REPORT-

Each week, with the exception of the third week of each month, the Southern Ozaukee Fire and EMS Department (SOFD) conducts both EMS and fire training. The department places great value on continuous training to ensure the highest level of service to the community. In 2024, SOFD

personnel had the opportunity to train for several weeks on a community structure located at 115 W Freistadt Rd in Thiensville before its demolition. Training on actual structures offers valuable hands-on experience, simulating real-life scenarios and providing practical job training.

EMS training covers a wide range of topics, including medical, cardiovascular, airway management, trauma, and operational procedures. By focusing on best practices in EMS, SOFD ensures its team is equipped to deliver exceptional care to the community in times of need.

## Number of Weekly EMS Training Hours in 2024 by SOFD Members

**1,158**

SOFD sponsors members to complete certification courses at local technical colleges. Throughout 2024, 14 people attended courses sponsored by the department and obtained 17 certifications. Certification courses include Emergency Medical Technician-Basic, Firefighter 1, Firefighter 2, Inspector, Fire and EMS Instructor 1, Fire and EMS Instructor 2, and Rapid Intervention Team.

The Southern Ozaukee Fire and EMS Department (SOFD) maintains two specialized operations teams: a Dive Team and a Technical Rescue Team. These teams collaborate with the fire departments of Grafton and Port Washington, conducting monthly training exercises. These specialized teams are crucial for efficient rescue operations and incident management, particularly in situations involving the challenging terrains of Mequon and Thiensville, including the bluffs and the Milwaukee River.

In addition to training department personnel, SOFD serves as a certified training site for CPR through the American Heart Association. Bystander CPR has been shown to save lives and improve the chances of successful resuscitation by maintaining circulation after a cardiac arrest. When more individuals are trained in CPR, they are more prepared and willing to intervene during a critical incident, providing vital support while first responders are in route.

Every two years, SOFD provides CPR training for all department members, as well as for the Mequon Police Department, City of Mequon and Village of Thiensville employees. Additionally, SOFD offers community CPR courses for businesses, schools, churches, and other groups interested in enhancing community safety. These efforts aim to increase the availability of CPR-trained individuals, improving the response to cardiac arrest incidents and ultimately helping to save lives.

### **-EQUIPMENT REPORT-**

The Southern Ozaukee Fire and EMS Department (SOFD) operates a combined fleet of vehicles inherited from the former Mequon and Thiensville Fire Departments. The department members place great value on these vehicles and equipment, recognizing their essential role in effectively

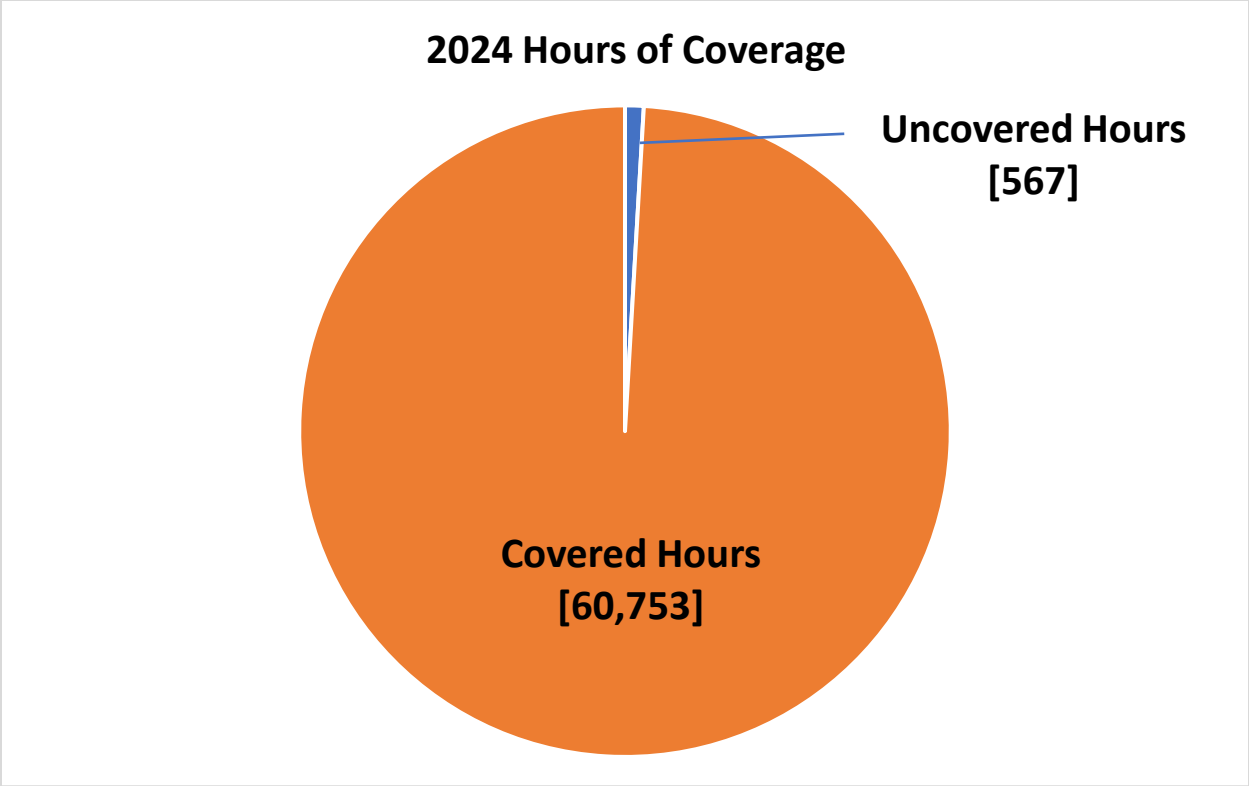
serving the community. To maintain readiness, weekly vehicle checks are conducted to ensure that all equipment is functional and fully stocked. Department members are assigned to check the equipment on a rotating basis, with Lieutenants overseeing the process to ensure checks are completed and any issues or deficiencies are addressed promptly. This proactive approach helps ensure that the department is always prepared to respond to emergencies with fully operational equipment.

### Current Fire Department Vehicle Fleet

Unit	Year	Make	Type	Age
960	2006	Pierce	100' Tower Ladder, 1500 GPM	18
966	2011	Pierce/International	3500 Gallon Tender	13
959	1999	Ford F-350	Brush Truck (Re-Purposed)	25
962	2008	Pierce Impel	Fire Engine, 1500 GPM, 1000 Gal. Water	16
964	2015	Pierce Impel	Fire Engine, 1500 GPM, 1000 Gal. Water	9
956	2009	Chevrolet Tahoe	Utility Vehicle	15
970	2016	Chevrolet Tahoe	Chief's Vehicle	8
971	2017	Jeep Grand Cherokee	Deputy Chief's Vehicle	7
951	2009	Ford E-350	Ambulance	15
952	2014	Ford F-350	Ambulance	10
950	2016	Ford F-350	Ambulance	8
953	2024	Ford F-550	Ambulance	1
958-A	2021	Jeep Grand Cherokee	First Responder Vehicle	3
958	2021	Jeep Grand Cherokee	First Responder	3
Boat	2010	Rescue One	16' Rigid Hull Boat, 2010 40HP Motor	14
Boat	2020	Inmar	12' Inflatable Boat, 2011 20HP Motor	4
957	2021	Chevy Silverado 2500	Utility Pick-up Truck	3
955	2016	Ford Step Van	Special Operations Equipment Truck	8
561	2007	Pierce Dash	105' Aerial, 2000 GPM, 475 Gal. Water	17
563	1999	Pierce Lance	Fire Engine, 1750 GPM, 500 Gal. Water	25
562	1997	Pierce Quantum	Fire Engine, 2000 GPM, 2500 Gal. Water	27
554	2014	Ford Expedition	Battalion Chief's Command Vehicle	10
556	2010	Chevy Tahoe	Utility Vehicle	14
551	2004	Chevy C4500, Medtec	Ambulance	20
552	2004	Chevy C4500, Medtec	Ambulance	20
555	2019	Chevy Tahoe	Paramedic Interceptor, Med 9	5
UTV	2007	Kubota RTV900	UTV	17

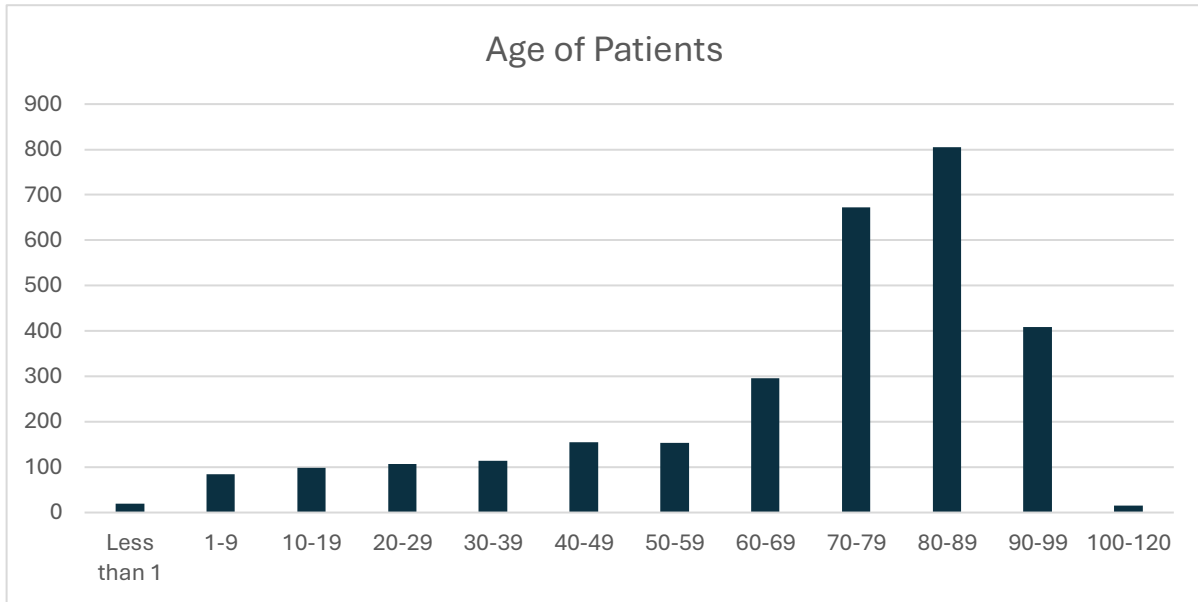
In 2024, SOFD put a new ambulance into service, fully equipped with equipment necessary to provide high-quality ALS care to the public. Available life-saving equipment includes Hamilton T1 Ventilator, Butterfly IQ Ultrasound Device, Autopulse Automated CPR Device, Sapphire IV Pump, and McGrath Video Laryngoscope.

**-YEAR END/STAFFING REPORT-**

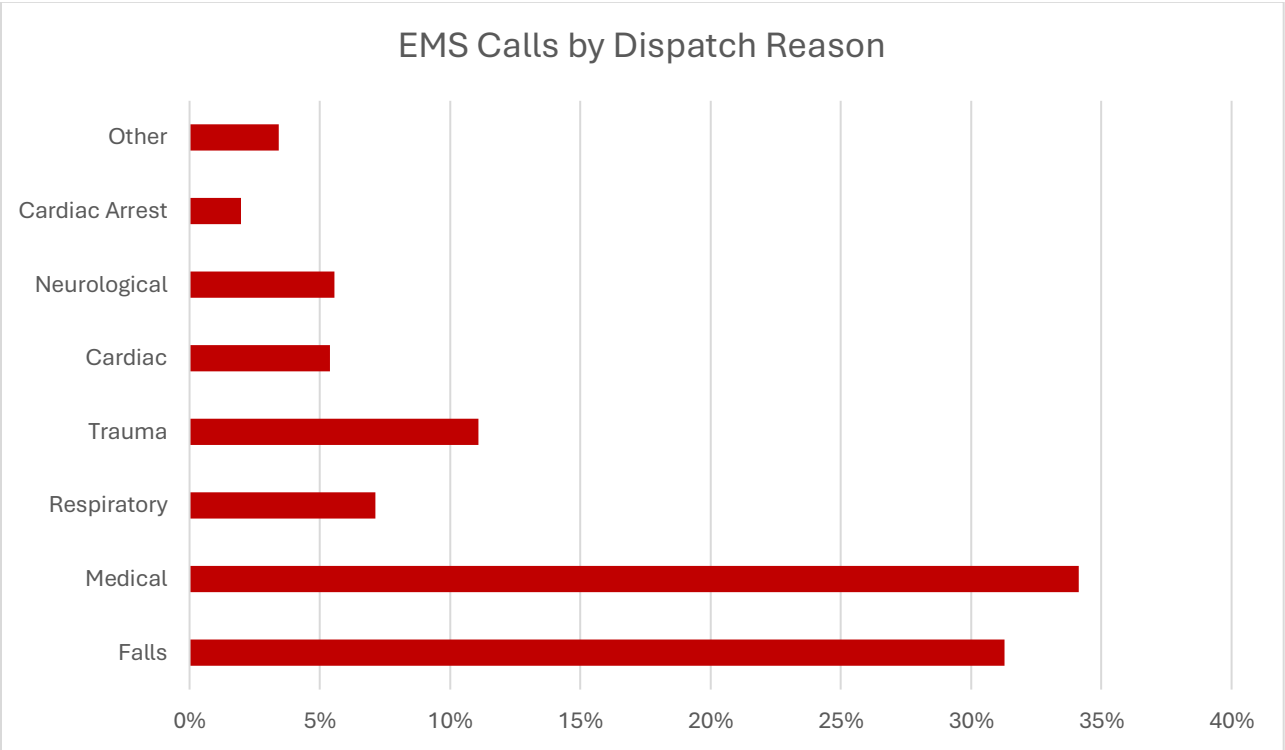
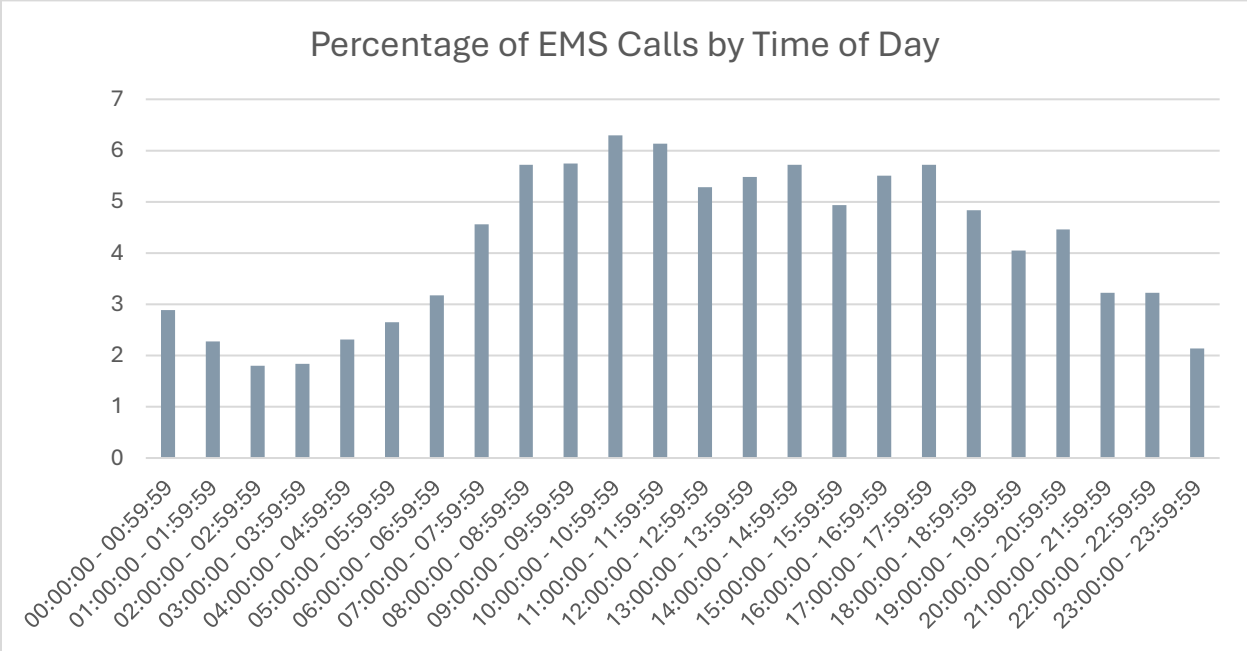


In 2024, the Southern Ozaukee Fire and Emergency Medical Services Department successfully maintained 24/7 coverage with seven personnel on the schedule, requiring nearly 61,000 hours of staffing. Of this total, only 567 hours, or approximately 0.9%, went unfilled. This represents a significant improvement compared to 2023, where 1.9% of shifts remained uncovered. Prior to the merger, the City of Mequon and Village of Thiensville each faced substantially higher rates of shift coverage gaps, with 20% and 29% of shifts uncovered, respectively.

In 2024, SOFD responded to 2693 EMS calls. EMS calls vary in severity ranging from a lift assist to cardiac arrest. SOFD works closely with Ozaukee County Dispatch who uses Emergency Medical Dispatch to ask pertinent questions to gauge the appropriate response needs.



Hospital Destinations	
Destination	Number of Patients
Columbia St. Mary's Ozaukee	1033
Aurora Medical Center Grafton	642
Froedtert Neighborhood Hospital Mequon	174
Children's Hospital of Wisconsin	66
Froedtert Hospital	63
Froedtert Menomonee Falls Hospital	63
Clement J. Zablocki VA Medical Center	5
Aurora Medical Center Sheboygan	2
Aurora St. Luke's Medical Center	5
Columbia St. Mary's Milwaukee	2
Froedtert West Bend Hospital	5
No Transport/Other	874



<b>Call Volume at Assisted Living Facilities</b>		
<b>Address</b>	<b>Facility Name</b>	<b>Call Volume</b>
12600 N Port Washington Rd	Newcastle Place Senior Living	251
11900 N Port Washington Rd	Lumia Mequon	171
10995 N Market St	Teal Shores	109
6751 W Mequon Rd	Storypoint Senior Living	147
6729 W Mequon Rd	Storypoint Senior Living-Memory Care	68
205 Green Bay Rd	Willowbrook Place	79
11340 N Cedarburg Rd	Luther Manor at River Oaks	56
10954 N Cedarburg Rd	Highlands at Riverwalk	16
11840 N Silver Ave	Silver Springs of Mequon	47
	<b>Total</b>	<b>944</b>

**-Paramedic Intercepts-**

In addition to responding to EMS calls within our community, the Southern Ozaukee Fire and EMS Department (SOFD) staffs a paramedic intercept vehicle, Med 9, 24/7 as part of an agreement with the Cedarburg Fire Department. This vehicle is equipped to provide Advanced Life Support (ALS) services when needed. Med 9 is stocked with a full range of necessary equipment and medications to perform ALS assessments and interventions. Notable equipment includes the Hamilton T1 Ventilator, Zoll X Series Monitor, and the McGrath Video Laryngoscope, all of which enable our team to deliver high-quality care during critical medical emergencies.

**Paramedic Intercepts Requested in 2024**

**582**



Southern Ozaukee Fire and  
Emergency Medical Services Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092  
(262) 242-2530  
(262) 242-5042 Fax

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**Letter of Commendation Honoring ElizaBeth Von Ruden-Clayton  
For Courageous and Selfless Acts of Heroism**

**Whereas**, on March 3, 2025, in the face of grave danger and without regard for personal safety, ElizaBeth Von Ruden-Clayton displayed extraordinary courage and selfless action by assisting an injured neighbor and entering a burning Condominium on Ivy Court in Mequon]; and

**Whereas**, through quick thinking, unwavering bravery, and decisive action, ElizaBeth assisted a burn victim from imminent harm, potentially saving a life and preventing greater tragedy; and

**Whereas**, such acts of heroism exemplify the highest standards of civic duty and selflessness, serving as an inspiration to our entire community; and

**Whereas**, ElizaBeth Von Ruden-Clayton's actions remind us all of the extraordinary impact that one individual can have in moments of crisis;

**Now, Therefore**, I, Andrew Nerbun Board President of the Southern Ozaukee Fire and Emergency Medical Services Department, do hereby recognize and honor ElizaBeth Von Ruden-Clayton for her heroic actions and outstanding bravery in the face of danger.

**In Witness Whereof**, I have hereunto set my hand and caused my signature to be affixed this 14th of May, 2025.

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Andrew Nerbun  
Board President

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John Rosing  
Vice President



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Emergency Medical Services Department  
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**TO:** SOFD Board

**FROM:** Brian C. Sajdak, Legal Counsel

**DATE:** May 8, 2025

**SUBJECT:** Engagement of Stafford Rosenbaum LLP for General Legal Services

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### **Background**

Brian C. Sajdak, as a member of Wesolowski, Reidenbach & Sajdak, S.C., has served as legal counsel for the SOFD Board and Department since the formation of the Department. Recently, City Attorney Sajdak announced that he was moving his legal practice to Stafford Rosenbaum LLP effective June 1, 2025. The resolution before the Board transfers the existing engagement from Mr. Sajdak's prior firm to his new firm.

### **Analysis**

Mr. Sajdak will be moving to Stafford Rosenbaum, one of the preeminent full-service law firms in Wisconsin, with roots tracing back to 1879. Headquartered in Madison, the firm expanded to the Milwaukee market in 2007. Boasting twenty practice areas, Stafford provides legal counsel to well over fifty local governmental entities. This move will provide not only greater bandwidth to handle the same legal matters Attorney Sajdak is currently handling, but it will also provide legal support in those areas where there might otherwise currently be the need to refer to outside counsel.

Notwithstanding the level of service Stafford will provide, their hourly rates (as reflected in the attached agreement) are highly competitive with other firms who specialize in local government representation. In a comparison of all of the cities and villages in five county Milwaukee-Metro area (Milwaukee, Ozaukee, Racine, Washington, and Waukesha Counties) conducted last summer, rates ranged from \$180/hour to \$345/hour, with an average around \$225/hour. More recently, the Villages of Germantown and Newburg each completed an RFP process within the last few months. Proposals received by both communities included a range of rates depending on the nature of the work and who was completing it, including general legal rates of \$225/hour to \$264/hour and specialized rates such as development/tax increment rates as high as \$366/hour. And the newly-formed Central Ozaukee Fire Department recently retained a firm as their general counsel at \$230/hour.

May 8, 2025

Chief David L. Bialk  
Southern Ozaukee Fire and EMS Department  
11300 N. Buntrock Avenue  
Mequon, WI 53092

Andrew Nerbun, President  
Southern Ozaukee Fire and EMS Board  
11333 N. Cedarburg Road  
Mequon, WI 53092

Re: Southern Ozaukee Fire and Emergency Services Department  
Stafford Rosenbaum Agreement for Legal Services

Dear Chief Bialk and President Nerbun:

You have asked us to represent the Southern Ozaukee Fire and Emergency Medical Services Department, its Board of Directors, and its Fire Commission (collectively "SOFD") regarding all general legal matters concerning SOFD's operations, and we are pleased to do so. Brian C. Sajdak, a partner with the firm, would have primary responsibility for this representation. We understand that our representation does not extend to labor and personnel matters, which are handled by another firm.

For the purposes of this engagement, SOFD would pay for our services based on the number of hours we spend working on SOFD matters. The attached schedule of hourly rates are the rates in effect for the current year and are subject to change on an annual basis. We will notify SOFD in writing prior to a change in our rates.

SOFD would also pay for all expenses. These expenses may include, but are not limited to, filing fees, fees for court reporters and expert witnesses, postage, computer-aided research, travel expenses, document filing and certification, express delivery and photocopying. Photocopying done in our office would be charged at 20 cents per page for black and white copies and at 50 cents per page for color copies. Sales tax may be added to an expense item if the expense is taxable. We may forward some invoices for expenses directly to SOFD for payment.

We would bill SOFD monthly during the course of our work. Each bill is payable in full upon receipt.

All bills we send to SOFD must be paid when due as a condition of our continued representation. We also may require an additional advance before significant fees and expenses are incurred, including but not limited to estimated fees and expenses related to meetings, hearings or judicial proceedings. Payment of any required advance also is a condition of our continued representation.

**Madison Office**

222 West Washington Avenue  
P.O. Box 1784  
Madison, Wisconsin  
53701-1784  
608.256.0226  
888.655.4752  
Fax 608.259.2600  
www.staffordlaw.com

**Milwaukee Office**

1200 North Mayfair Road  
Suite 430  
Milwaukee, Wisconsin  
53226-3282  
414.982.2850  
888.655.4752  
Fax 414.982.2889  
www.staffordlaw.com

A 1% per month (12% per year) interest charge may be assessed on any unpaid balance remaining 30 days after the date of any bill we send to SOFD. The interest charge will continue to be assessed until the balance is paid in full.

To enable us to represent SOFD effectively, SOFD agrees to cooperate fully with us in all aspects of the representation. SOFD understands that we do not make any promise or guarantee about the outcome of any matter. SOFD agrees to pay all fees and expenses regardless of the outcome.

At the conclusion of an individual matter we will return any original documents to SOFD and retain the file in electronic format only in accordance with the following retention schedule:

<b>Municipal Law Matter Type</b>	<b>File Retention Period (Years)</b>
Municipal General	7
Municipal Collective Bargaining/Labor	10
Municipal Contracts	20
Municipal Eminent Domain	30
Municipal Employment	7
Municipal Environmental	7
Municipal Litigation	7
Municipal Ordinance Enforcement	7
Municipal Real Property - Land Use	30
Municipal Property Tax	7
Municipal Superfund Sites	Determined on a Case-by-Case Basis (7 minimum)
Municipal Utility	7

At the expiration of the applicable retention period, the file will be destroyed without additional notice. Please contact us at any time before the retention period expires if SOFD would like us to provide a copy of all or any portion of the file before it is destroyed.

SOFD may discharge us as your attorneys at any time by written notice. If SOFD does so, SOFD remains responsible for paying all fees and expenses incurred before we receive the notice.

We may terminate our representation of SOFD if we conclude that we may do so consistent with the Rules of Professional Conduct for Attorneys. If we do so, SOFD remains responsible for paying all fees and expenses incurred before termination.

This letter states our entire agreement and supersedes any previous discussions.

If SOFD decides to retain us to provide legal services, please confirm your agreement with the arrangements stated above by signing one copy of this letter and returning it to us.

May 8, 2025

Page 3

Please review the enclosed Billing Information Statement. If you have any questions now or at any time regarding the status of your account or our billing procedures, please do not hesitate to ask us.

Very truly yours,

STAFFORD ROSENBAUM LLP



Rick A. Manthe

RAM:bcs

Enclosures

**AGREED TO:**

SOUTHERN OZAUKEE FIRE AND  
EMERGENCY MEDICAL SERVICES DEPARTMENT

By \_\_\_\_\_

Date: \_\_\_\_\_, 2025

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STAFFORD ROSENBAUM LLP

2025 MUNICIPAL GENERAL COUNSEL RATES

Type of Services	Description of Services	Hourly Rates	
<b>General Municipal Law Services</b>	Advising on issues of municipal law; attending meetings as directed; drafting municipal ordinances, resolutions, public construction contracts and other instruments as may be required; and performing such other duties as may be prescribed by law or requested.	Partners	\$245
		Associates	\$215
		Paralegals	\$155
<b>Additional Services, including Litigation, Environmental and Labor and Employment Services</b>	Rates charged for a particular matter will be <i>determined on a case-by-case basis.</i>		

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## BILLING INFORMATION STATEMENT

### IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR STATEMENT

If you think your Statement is wrong, if you object to a disbursement from our trust account or if you need more information about a transaction on your Statement, write us at:

Stafford Rosenbaum LLP  
Attention: Accounting  
222 West Washington Ave., Suite 900  
P. O. Box 1784  
Madison, WI 53701-1784

Write to us as soon as possible. We must hear from you no later than 30 days after we sent you the first Statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name.
- The dollar amount of the suspected error.
- Describe the error and explain why you believe there is an error. A generalized objection may not be sufficient to preserve your rights.
- If you need more information, describe the item you are not sure about.

We will either correct the error or explain why we believe the Statement was correct. You do not have to pay any questioned amount while we are investigating, but you are still obligated to pay the parts of your Statement that are not in question.

#### Madison Office

222 West Washington Avenue	608.256.0226
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Madison, Wisconsin	Fax 608.259.2600
53701-1784	www.staffordlaw.com

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Milwaukee, Wisconsin	Fax 414.982.2889
53226-3282	www.staffordlaw.com

If we find that we made a mistake on your Statement, you will not have to pay any Finance Charge related to any questioned amount. If we did not make a mistake, you may have to pay Finance Charges, and you will have to make up any missed payments on the questioned amount. In either case, we will send you a notification of the amount you owe and the date that it is due.

#### LIMITED LIABILITY LAW PRACTICE

Our law firm has registered as a limited liability partnership (LLP) with the Wisconsin Department of Financial Institutions. In order to operate as an LLP, our firm is required (by Wisconsin Supreme Court Rule) to carry professional liability insurance. Our firm carries higher coverage on both a per claim and in aggregate for combined indemnity and defense costs than is required by the Rule.

Each partner who renders services to you may be personally liable for his or her acts or conduct. However, partners who have no involvement with a matter are not subject to personal liability with respect to that matter.