



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, January 8, 2025
LOCATION: 250 Elm Street, Thiensville,
WI
TIME: 5:30 PM

I. CALL TO ORDER

President Rosing called the meeting to order at 5:30 PM

II. ROLL CALL

Mequon

Mayor Andrew Nerbun

Administrator Will Jones

Alderman Greg Bach

Alderman Dale Mayr

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. November 13, 2024 (att)

MOTION to Approve by Alderman Mayr **SECONDED** by Alderman Bach. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

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. GOVERNANCE

A. 2025 Workplan (att)

Chief Bialk provided an update on the 2025 work plan, including the employee handbook and financial policies.

Chief Bialk noted that comments from the Board regarding the handbook had been received and that the financial policies had been reviewed by Baker Tilly Virchow Krause, LLP.

Alderman Mayr inquired if Chief Bialk could provide a breakdown to the Board on items that will be brought before the Board in upcoming meetings ahead of the actual meeting itself.

Chief confirmed a breakdown is something that could be provided going forward.

Citizen Chimenti asked for clarification regarding the difference between the Commission Handbook and what is present in the Employee Manual.

Chief Bialk and Justin Schoenemann explained that the purpose was to place all the Commission's routine processes and more infrequent duties in one centralized location for ease of reference.

B. Strategic Planning Update (att)

Chief Bialk began by introducing the new SOFD Battalion Chief, Amy Boll who was in attendance.

Chief Bialk shared that the dates for the Strategic Planning session have been set for the May 1st and 2nd, 2025, and will be held at the River Club in Mequon. This venue was selected because one of the Board members is a member of the Club, allowing the room to be used free of charge.

Chief Bialk provided a list of potential attendees and solicited the Board to recommend any additional individuals that should be present. The Board agreed to submit recommendations to Chief Bialk by a January 31, 2025.

Citizen Streeter emphasized the importance of inviting strategic thinkers, not just operational

thinkers, and balancing the group with diverse perspectives.

Citizen Streeter also recommended that a letter of invitation be sent by both Mayor Nerbun and President Rosing to potential attendees.

Citizen Streeter also offered to interview any invitees unable to attend in order to still have their input considered.

VI. FINANCE

A. Q4 Financial Report (att)

Reference attached files "Q4 Financial Report", "Prelim 2024 Expenses", & "Ambulance Revenue 2023.2024"

Chief Bialk summarized the Q4 Financial Report.

Administrator Landisch-Hansen inquired if the \$1.3 million number referenced for intake includes what is collected in early 2025 but is recorded as 2024 revenue.

Chief Bialk believed that it was included.

Administrator Landisch-Hansen further inquired if it was possible that the \$250,000 used as the projected amount to be moved back to 2024 was being counted twice.

Chief Bialk offered to review the numbers again to confirm if that was the case.

B. Financial Policy Review (att)

Reference attached files "Financial Policy Review & SOFD FINANCIAL POLICIES- 2025 - AJN comments"

Chief Bialk summarized the financial policy for review.

The Board agreed to a January 31, 2025 deadline to provide feedback on the Financial Policy to Chief Bialk.

The Board will consider adoption of the Financial Policy at the March meeting.

VII. OPERATIONS

A. Review and Approve Updated Paramedic Agreement with Cedarburg (att)

Chief Bialk summarized the updated Paramedic Agreement with Cedarburg and noted that a past billing discrepancy had led to the charges not adding up to the actual activity of the Department.

Administrator Landisch-Hansen inquired if the \$8,000 difference in the agreement made up the discrepancy for past billing discrepancy.

Chief Bialk answered that yes, that was the agreed-upon amount to correct the error.

Citizen Chimenti asked how many transports the SOFD carried out in 2024.

Chief Bialk replied that there were 582 requests, but that there was no data on the actual number of transports made.

MOTION to Approve Updated Paramedic Agreement With Cedarburg by Alderman Mayr **SECONDED** by Alderman Bach. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

B. Year End Report and Report Statistics (att)

See attached file "Year End Report Statistics 2024" for reference

Chief Bialk summarized the 2024 year end statistics.

Citizen Streeter asked about how many of the calls were for senior living facilities.

Chief Bialk said that data was not available and he would not want to speculate.

Citizen Streeter asked if in future calls could be broken down into more detail to help inform future planning and resource allocation.

Chief Bialk noted that only 596 hours of uncovered time which is about .09% of the total hours for the year.

VIII. PERSONNEL

A. Review and Approve Employee Manual (att)

The Board agreed to a January 31, 2025 deadline to provide feedback and the Manual will be reviewed again in March 2025.

MOTION to Table Approval of Employee Manual by Citizen Chimenti **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

IX. ADJOURN TO CLOSED SESSION

MOTION to Adjourn to Closed Session at 6:34 PM by Citizen Chimenti **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

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.

Roll Call Vote

Aye: Nerbun, Bach, Mayr, Streeter, Rosing, Eckert, Chimenti

No: none

MOTION CARRIED UNANIMOUSLY

X. RECONVENE IN OPEN SESSION

MOTION to Reconvene in Open Session at 8:16 PM by Alderman Bach **SECONDED** by Citizen Chimenti. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

A. Possible Action Regarding Closed Session Topic

None

XI. REVIEW DATE OF NEXT MEETING

A. March 12, 2025 at 5:30 PM

XII. ADJOURNMENT

MOTION to Adjourn at 8:16 PM by Alderman Mayr **SECONDED** by Mayor Nerbun. **MOTION CARRIED UNANIMOUSLY.**

Aye: 7

No: 0

Abstain: 0

Submitted by,

Ben Honeck
Deputy clerk

Signed by,

Colleen Landisch-Hansen
Village Administrator/Clerk

[MIN_SIGNATURES]