



**Southern Ozaukee Fire &  
EMS Department  
Commission  
AGENDA**

**Date:**  
Wednesday, January 8, 2025

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LOCATION: 250 Elm Street, Thiensville, WI

**Time:** 6:30 PM Or Immediately Following SOFD Board Meeting

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**I. CALL TO ORDER**

**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 (Excused)

**III. APPROVAL OF MINUTES**

A. November 13, 2024 (att)

**IV. ITEMS REQUIRING COMMISSION ACTION**

A. Approve Hiring of Paid-On-Call Members

B. Approve Hiring Process for Full-Time Deputy Fire Chief (att)

**V. ADJOURNMENT**

Colleen Landisch-Hansen, Village Clerk

January 3, 2024

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 Commission  
MINUTES

DATE: Wednesday, November 13, 2024

LOCATION: 250 Elm Street, Thiensville, WI

TIME: 6:00 PM

## I. CALL TO ORDER

President Rosing called the meeting to order at 6:08 PM

## II. ROLL CALL

MEQUON MAYOR ANDREW NERBUN  
MEQUON ADMINISTRATOR WILL JONES  
MEQUON ALDERMAN DALE MAYR  
MEQUON ALDERMAN GREG BACH  
MEQUON CITIZEN MEMBER LYNN STREETER

THIENSVILLE PRESIDENT JOHN ROSING  
THIENSVILLE ADMINISTRATOR COLLEEN LANDISCH-HANSEN  
THIENSVILLE TRUSTEE KRISTINA ECKERT  
THIENSVILLE CITIZEN MEMBER DOUGLAS CHIMENTI  
THIENSVILLE ALTERNATE TRUSTEE DAVID LANGE (EXCUSED)

## III. APPROVAL OF MINUTES

A. September 11, 2024 (att)

**MOTION** to approve with corrections to vote count by Mayor Nerbun **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

## IV. ITEMS REQUIRING COMMISSION ACTION

A. Review and approve Paid-on-Call Hiring List (att)

**MOTION** to approve Paid-On-Call Hiring List by Mayor Nerbun **SECONDED** by Alderman Mayr. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

B. Review and approve Battalion Chief Hiring List (att)

President Rosing clarified that the action was to certify this list and that Chief Biak would then make an offer to a candidate of his choosing.

Trustee Eckert asked if the hiring process had changed to no longer require the Battalion Chief to be a paramedic. It was noted there had not been a change and that it was not required for the Battalion Chief to be a paramedic.

**MOTION** to approve Battalion Chief Hiring List by Citizen Chimenti **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

C. Review and approve Full-Time Firefighter/Paramedics Hiring List (att)

**MOTION** to approve Full-Time Firefighter/Paramedics Hiring List by Alderman Bach **SECONDED** by Mayor Nerbun. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

D. Review and approve Amendment to Hiring Process for Full-Time Firefighters/Paramedics

**MOTION** to approve Amendment to Hiring Process for Full-Time Firefighters/Paramedics by Alderman Mayr **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

**V. ADJOURNMENT**

**MOTION** to adjourn at 6:30 PM by Trustee Eckert **SECONDED** by Citizen Chimenti. **MOTION CARRIED UNANIMOUSLY.**

**Aye: 7**  
**No: 0**  
**Abstain: 0**



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:** January 8, 2025  
**SUBJECT:** Hiring Process for Full Time Deputy Chief

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### **Background**

The vacancy for the Deputy Fire Chief position was created when the former Deputy Chief left the organization in August of 2024. At that time, it was mutually agreed upon to delay the recruitment process until 2025. Now that 2025 is upon us, the next step is to begin the process of filling the Deputy Fire Chief position.

### **Analysis**

The **Southern Ozaukee Fire Department (SOFD)** recently conducted a hiring process for a command position, and it is recommended to use a similar process for filling the Deputy Fire Chief position. This approach will ensure consistency in the recruitment and selection process while also meeting the unique needs of the department moving forward.

#### **Key Aspects of the Hiring Process:**

1. **Internal & External Posting:**
  - **Job Posting:** The Deputy Fire Chief position will be posted both internally to encourage current staff to apply, as well as externally to attract a diverse and qualified pool of candidates. This dual approach will help ensure a comprehensive selection process.
  - **Application Deadline:** February 12 at 4:00pm. Interviews scheduled for early March.
2. **Mission, Vision, and Values Alignment:**
  - Candidates must demonstrate alignment with the **Mission, Vision, and Values** as adopted by the SOFD Board in 2023. This includes the ability to contribute to the department's growth and commitment to high standards of service, community engagement, and public safety.
  - Understanding and commitment to **the SOFD's Vision of a Combination/Hybrid Fire Department** will be paramount. The Deputy Chief must fully support and promote this vision as it is central to the department's future direction.
3. **Hybrid Fire Department Understanding:**
  - As a **combination/hybrid fire department** in 2024, the SOFD faces challenges that differ from those of an entirely career or volunteer department. The ideal candidate will have a deep understanding of both **career and volunteer dynamics** and possess the skills to effectively manage and support both groups.
  - The Deputy Chief must possess leadership skills to foster collaboration and cohesion between career staff and volunteers, ensuring that both segments of the workforce feel valued and supported in their roles.

4. **Core Competencies and Leadership Qualities:**
  - **Leadership Experience:** Candidates should have demonstrated significant leadership experience within a fire service organization, particularly in managing diverse teams. This includes experience in incident management, operations, and strategic planning.
  - **Adaptability & Vision:** The candidate must have the capacity to adapt to a changing fire service landscape and exhibit a forward-thinking approach that balances the needs of both career and volunteer personnel.
  - **Communication and Collaboration:** Strong communication skills are essential, with an emphasis on fostering strong relationships between all ranks, departments, and the broader community.
5. **Selection Process:**
  - The recruitment process will be similar to that used for the recent Battalion Chief hiring, including the following stages:
    - **Application Review:** All applications will be reviewed for qualifications, experience, and alignment with the department's values and vision.
    - **Interview Panel:** A structured interview panel will be formed, including senior leadership, board members, and possibly external experts in hybrid fire department operations. The interviews will assess the candidate's leadership ability, operational knowledge, and alignment with the department's vision.
    - **Reference Checks & Evaluation:** Comprehensive reference checks will be conducted to verify past performance and ensure the candidate has the necessary qualifications to lead in the hybrid fire service environment.
6. **Onboarding & Transition:**
  - Once a candidate is selected, an onboarding plan will be developed to ensure a smooth transition into the Deputy Chief role. This will include meeting key staff, reviewing departmental goals and objectives, and becoming acquainted with ongoing projects and initiatives.
  - Ongoing support will be provided to ensure the Deputy Chief is set up for success in managing a department with both career and volunteer components.

The requirements/certifications for Deputy Chief would remain the same as in the past, and the candidate would be given additional time to acquire the needed certifications and training before being taken off probation:

- Valid Wisconsin driver's license or acquire one within 30 days of appointment
- Wisconsin State Certified Firefighter I & II or Equivalent
- Wisconsin State Certified Emergency Services Instructor I -and ESI II (Within 18 Months)
- Wisconsin Certified EMT (Paramedic Preferred)
- Wisconsin Certified Driver/Operator Pumper
- Wisconsin Certified Driver/Operator Aerial
- Has the ability to meet NFPA 1582 Medical Requirements
- Wisconsin Certified Fire Inspector I
- Wisconsin Certified Fire Officer I
- NIMS 100/200/300/400/700/800

With approval of the Commission the process could begin immediately. Interested candidates would submit a resume and application to the Fire Chief before February 12, 2025. The candidates would then be interviewed by a panel of outside Chief Officers and a panel of SOFD Board members and/or elected officials in early March and an eligibility list created.

The selected candidate would have to pass a pre-employment physical and undergo a psychological exam. In addition to the certifications, the candidate would then be expected to complete a management training program during their first year, to include attendance at the Midwest Leadership Institute.

The candidate would be subject to a probationary period of no less than 12 months but up to 24 months as required to earn any listed certifications and complete management training.

**Fiscal Impact**

The salary range for a Deputy Chief is \$111,593 - \$125,902 plus benefits.

\$27,896 Health insurance family plan

\$11,337 Health insurance single plan

\$16,738 - \$18,885 WRS depending on salary

**Recommendation**

Staff recommends the approval of the Deputy Hiring process.

Fire Chief David L Bialk

*David L Bialk*

Southern Ozaukee Fire Department

**Southern Ozaukee  
Fire department**

<b>Title:</b> Deputy Chief	<b>FLSA:</b> Exempt
<b>Date:</b> 2018	<b>Present Incumbent:</b>
<b>Department:</b> Fire	<b>Division:</b> N/A
<b>Work Location:</b> Public Safety Building	
<b>General Schedule:</b> Varies based on the Fire Department's needs.	
<b>Pay Grade:</b> 15	
<b>Represented:</b> No	<b>Bargaining Unit:</b> N/A
<p><b>Position's Purpose:</b> Under the direction of the Fire Chief, the Deputy Chief, who is the second in line of command, will plan for, direct, and oversee the support of the operations and divisions of the Mequon Fire Department. The Deputy Chief will assume the role of Fire Chief in the Chief's absence and provide for administration and direction of the Fire Department. This position may oversee all activities and services relating to: Department training programs, facilities, communications, staff management, budget management, equipment allocation, and the inspection bureau.</p>	
<p><b>Description of the Job</b></p> <p><b>A. Essential Duties and Responsibilities:</b></p> <p><u>25%</u> Develops and manages the utilization of human resources and equipment. Reviews instructional materials, creates and modifies lesson plans, organizes the classroom, modifies presentations; conducts classes and acquires training resources to ensure that objectives or learning outcomes are achieved. Administers performance tests, so that the testing is conducted according to procedures and the confidentiality of the materials is maintained. Performs personnel management functions including problem-resolution activities requiring research.</p> <p><u>20%</u> Manages and directs all divisional operations through assigned administrative officers. Serves as a mentor and example for direct reports to ensure succession planning processes are effective.</p> <p><u>10%</u> Responds and assumes command of strategic and tactical operations at emergency scenes. Performs in the capacity of a firefighter up to and including all firefighter duties on the emergency scene as well as in an Immediately Dangerous to Life and Health (IDLH) environment.</p> <p><u>10%</u> Develops and reviews departmental policies and procedures to improve effectiveness and efficiency of operations and service levels.</p>	

10% Participates in or prepares and administers departmental budgets. Prepares special studies and reports at the direction of the Fire Chief. Assists Fire Chief in developing operational priorities, goals, and objectives.

10% Serves as Fire Department Fire Prevention Bureau Chief by conducting fire prevention visits, follow-up visits and coordinating structure pre-plans. Serves as Fire Prevention Educator by participating in public education.

10% Represents the Fire Chief in meetings, negotiations, and planning sessions. Interfaces with Federal, State and other outside local agencies.

5% Performs special projects related to training, facilities, daily operations and additional duties as assigned.

## **B. Job Specifications**

### **Required Knowledge:**

Possesses knowledge of administrating Fire Department requirements including budget preparation, grant writing, recruitment and retention of paid on call firefighters, and plan review experience. Additionally, possess the knowledge of modern fire prevention and suppression tactics, property and life saving techniques, and the principles and practices of fire service organizational management and human resources management.

Ability to establish and maintain effective working relationships, handle sensitive situations with tact and diplomacy, communicate effectively both verbally and in writing, establish and fulfill goals and objectives, supervise a diverse workforce, operate a computer with related software programs, strong interpersonal skills, managerial abilities, and negotiation skills.

### **C. Qualifications Required:**

Bachelor's Degree or Master's Degree in fire administration or a related field (administration, leadership, emergency management, etc.) Minimum of five (5) years progressively responsible fire service experience with a minimum of two (2) years holding a Captain rank or higher. Additionally, the following certifications are required:

- Valid Wisconsin driver's license or acquire one within 30 days of appointment
- Wisconsin State Certified Firefighter I & II or Equivalent
- Wisconsin State Certified Emergency Services Instructor I -and ESI II (Within 18 Months)
- Wisconsin Certified EMT (Paramedic Preferred)
- Wisconsin Certified Driver/Operator Pumper
- Wisconsin Certified Driver/Operator Aerial
- Has the ability to meet NFPA 1582 Medical Requirements
- Wisconsin Certified Fire Inspector I
- Wisconsin Certified Fire Officer
- NIMS 100/200/300/400/700/800

**D. Title of Immediate Supervisor:** Fire Chief

**E. Physical Requirements:**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 100 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, using hands, reaching and repetitive motions, frequently requires speaking or hearing, kneeling, sitting, crouching or crawling, pushing or pulling and lifting and occasionally requires climbing or balancing and tasting or smelling; work requires good vision aptitudes; vocal communication is required for expressing ideas and conveying detailed instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

**F. Environmental/Working Conditions:**

Work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-- weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

**G. Supplemental Information:**

**Disclaimer:** The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Approvals:**

\_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief

\_\_\_\_\_ Date: \_\_\_\_\_

Incumbent

\_\_\_\_\_ Date: \_\_\_\_\_

# Deputy Fire Chief

*A Career Opportunity Awaits*

## Join Our Team

The SOFD is looking for a Deputy Chief to manage a growing combination fire department.

\$111,593 - \$125,902



### Flexible 40 Hour Work Week

An excellent benefits package is also available and includes health insurance, PTO, and participation in the Wisconsin Retirement System.

Interested candidates should forward a cover letter, and resume to Southern Ozaukee Fire Department 11300 N Buntrock Ave, Mequon, WI 53092 or email to [dbialk@sofdwi.gov](mailto:dbialk@sofdwi.gov). All application materials must be submitted by 4:00 p.m. on February 12, 2025



## Position Summary

### Position Overview

The Deputy Chief, under the leadership of the Fire Chief, serves as the second-in-command of the Southern Ozaukee Fire Department. This individual will play a critical role in planning, directing, and overseeing the operations and various divisions within the department. The Deputy Chief will assume the role of Fire Chief in the absence of the Chief, ensuring the continuous and effective administration and direction of the Fire Department.

Key responsibilities include overseeing activities and services related to training programs, facility management, communication systems, staff management, budget administration, equipment allocation, and the inspection bureau. The Deputy Chief will be expected to provide leadership and ensure the successful execution of all departmental functions, maintaining the highest standards of safety, efficiency, and service to the community.

### Required Qualifications

Bachelor's degree or master's degree in fire administration or a related field (administration, leadership, emergency management, etc.). Minimum of five (5) years progressively responsible fire service experience with a minimum of two (2) years as a Captain or above. The ideal candidate will have a resume that demonstrates a progressive gain in responsibility, 10 years of experience. Additionally, candidates are required to hold the following certifications:

- Valid Wisconsin driver's license or acquire one within 30 days of appointment
- Wisconsin State Certified Firefighter I & II or Equivalent
- Wisconsin State Certified Emergency Services Instructor I -and ESI II (Within 18 Months)
- Wisconsin Certified EMT (Paramedic Preferred)
- Wisconsin Certified Driver/Operator Pumper
- Wisconsin Certified Driver/Operator Aerial
- Has the ability to meet NFPA 1582 Medical Requirements
- Wisconsin Certified Fire Inspector I
- Wisconsin Certified Fire Officer I
- Holds NIMS 100/200/300/400/700/800

