



Southern Ozaukee Fire & EMS Board
MINUTES

DATE: Wednesday, November 12, 2025

LOCATION: 250 Elm Street, Thiensville,
WI

TIME: 5:30 PM

I. CALL TO ORDER

Mayor Nerbun called the meeting to order at 5:30 PM.

II. ROLL CALL

Mequon

Mayor Andrew Nerbun

Administrator Will Jones

Alderman Gregg Bach (Not Present)

Alderman William Gebhardt

Citizen Lynn Streeter

Thiensville

President John Rosing

Trustee Kristina Eckert

Administrator Colleen Landisch-Hansen

Citizen Doug Chimenti (Excused)

Alternate Trustee David Lange

III. APPROVAL OF MINUTES

A. September 10, 2025 (att)

MOTION to Approve by President Rosing **SECONDED** by Seconded by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

Aye: 5

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 Discussion of 3rd Quarter Financial Report (att)

Chief Bialk introduced Jessica Wolff, the new City of Mequon Assistant Administrator & Human Resources Director.

Chief Bialk summarized the third-quarter financial report.

VI. CAPITAL

A. Discussion Regarding Ladder Truck Sale Update (att)

Chief Bialk gave a final update on the department's ladder truck sale. The ladder truck was sold for \$321,000, which is a good deal compared to market prices and the originally offered amount of \$130,000 from the City of Cedarburg.

B. Review and Action Regarding a Replacement Ambulance Purchase (att)

Chief Bialk gave a summary of the current ambulance fleet and noted the age of each ambulance.

There is a two-year production lead time; one new ambulance is expected to arrive in 2026 and the other in 2028.

President Rosing inquired about which vendor produced the chassis and which frame is easier to maintain.

Chief Bialk replied that the department mechanic prefers Ford trucks for servicing.

Alderman Gebhardt inquired about the projected 2025 mileage for the older ambulances.

Chief Bialk reported that specific numbers were not available, but the older ambulances are dispatched third or fourth in the rotation, resulting in limited use.

Administrator Jones inquired which ambulance was intended to be replaced first.

Chief Bialk explained that the intention is to replace the 2017 vehicle due to higher mileage. When the second new ambulance arrives, the fleet will be reduced to 4, based on the mechanic's assessment of which vehicles pose the greatest maintenance challenges.

Chief Bialk noted that the resolution for the ambulance purchase will go before the Mequon City Council and Village Board for approval.

MOTION to Approve a Replacement Ambulance Purchase by President Rosing **SECONDED** by Alderman Gebhardt. **MOTION CARRIED UNANIMOUSLY.**

Aye: 5

No: 0

Abstain: 0

ROLL CALL VOTE

Aye: Nerbun, Streeter, Gebhardt, Rosing, Eckert

No: None

MOTION CARRIED UNANIMOUSLY

C. Discussion Regarding Financial Software Change

Administrator Landisch-Hansen explained that about two years ago, the Village of Thiensville converted to BS&A for accounting software and has been happy with the results. The software is Cloud-based, scales well for smaller organizations, and would address prior issues identified in previous SOFD audits. The department will be utilizing BS&A starting in the 2026 fiscal year.

Trustee Lange Arrived at 5:52 PM.

VII. OPERATIONS

A. Review and Action Regarding Revisions to the Southern Ozaukee Fire & EMS Department Employee Manual (att)

Deputy Chief Boehlke explained that the updates primarily relocate existing provisions to the appropriate sections and correct issues that created challenges in onboarding due to unclear or contradictory verbiage.

Verbiage related to full-time PTO, sick, and paid-on-call time was revised for clarity. The sick leave policy was in place, the language was updated to better explain it's application.

Chief Bialk explained that full-time exempt employees use PTO, while frontline members use vacation and sick leave.

Deputy Chief Boehlke noted that the revisions also formally add a definition for active status. This status had existed, but it had not previously been included in the manual. The definition was developed collaboratively by prior union leadership and management to accurately reflect the available membership; individuals who no longer meet the criteria are no longer considered active.

Trustee Gebhardt inquired if the updated manual had been reviewed by an attorney.

Deputy Chief Boehlke confirmed that the manual had been attorney-reviewed.

Citizen Streeter asked for confirmation that the nature of the changes to the manual was for the purposes of clarity and that the only new policy added was medical leave.

Deputy Chief Boehlke replied that the practices outlined were already in effect and are now formally documented.

Citizen Streeter noted that PTO was now common in most industries and asked whether the distinction between PTO, vacation, and sick leave is common in other departments and municipalities.

Administrator Landisch-Hansen shared that the distinction is one present in the Village of Thiensville and about half of the municipalities in the state.

Administrator Jones noted that the City of Mequon police union operates similarly regarding paid time off and has been resistant to changing it.

MOTION to Approve Revisions to the Southern Ozaukee Fire & EMS Department Employee Manual by Alderman Gebhardt **SECONDED** by President Rosing. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

B. Discussion Regarding Lexipol Implementation

Chief Biak explained that consultant Chris Bell recommended Lexipol and that Deputy Chief Boehlke has prior experience working with the company.

Deputy Chief Boehlke noted that Lexipol provides policy management, training, and wellness support with a focus on risk management. Lexipol will assist with policy reviews to ensure appropriate risk management. Any proposed changes will come back to the Board for approval before implementation.

C. Review and Action Regarding the Intergovernmental Cooperation Agreement for Fire Service Mutual Aid in Ozaukee County (att)

Chief Bialk reported that each department previously operated under an agreement, but the department names are now outdated. At the recommendation of City of Cedarburg Chief a new agreement was drafted and extensively reviewed to ensure appropriate responsibility.

MOTION to approve the Intergovernmental Cooperation Agreement for Fire Service Mutual Aid in Ozaukee County by Citizen Streeter **SECONDED** by Alderman Gebhardt. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

D. Review and Action Regarding the 2026 Meeting Schedule (att)

Chief Bialk inquired whether six meetings are necessary, as previously done, or if five meetings are acceptable. The Department intergovernmental agreement requires one meeting per quarter, and the July meeting could be eliminated if desired.

The Board agreed to schedule five meetings for 2026.

MOTION to Approve the 2026 Meeting Schedule by President Rosing **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

E. Bi-Monthly Update

Chief Bialk gave the bi-monthly update.

VIII. GOVERNANCE

A. 2025 Workplan Update and Action Items (att)

Chief Bialk summarized the current status of the work plan and action items.

Citizen Streeter noted that it has been four months since support for exploring the paramedicine program was approved and inquired when the Board could expect a more detailed report.

Chief Boehlke answered that a report could be given in the January meeting. The pace of exploration has been slower than expected, but more substantial progress is planned for January.

B. Review and Action Regarding the 2026 Workplan (att)

MOTION to Approve the 2026 Workplan by President Rosing **SECONDED** by Trustee Lange. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

IX. MOTION TO ADJOURN TO CLOSED SESSION

MOTION to Adjourn to Closed Session at 6:26 PM by President Rosing **SECONDED** by Alderman Gebhardt. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

ROLL CALL VOTE

Aye: Nerbun, Streeter, Gebhardt, Rosing, Eckert, Lange

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. MOTION TO RECONVENE IN OPEN SESSION

MOTION to Reconvene in Open Session at 6:36 PM by President Rosing **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

XI. NEXT MEETING

A. January 14, 2026

XII. ADJOURNMENT

MOTION to Adjourn at 6:36 PM by President Rosing **SECONDED** by Citizen Streeter. **MOTION CARRIED UNANIMOUSLY.**

Aye: 6

No: 0

Abstain: 0

Submitted by,

Ben Honeck
Deputy clerk

Signed by,

Colleen Landisch-Hansen
Village Administrator/Clerk