



Southern Ozaukee Fire & EMS Board  
MINUTES

DATE: Wednesday, January 14, 2026  
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

Alderman William Gebhardt

Citizen Lynn Streeter

**Thiensville**

President John Rosing

Trustee Kristina Eckert

Administrator Landisch-Hansen

Citizen Doug Chimenti

Alternate Trustee David Lange (Not Present)

**III. APPROVAL OF MINUTES**

A. November 12, 2025 (att)

**MOTION** to Approve by President Rosing **SECONDED** by Alderman Gebhardt **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. FINANCE**

### **A. Preliminary Year End Budget Report 2025 (att)**

Chief Bialk presented the preliminary report. The department will again run a surplus, though the audit will not be ready for the March meeting. Revenue is close to 100% of expectations. There were 30 fewer calls and 120 fewer transports than in 2024, but gross charges only differed by \$10,000.

Administrator Jones asked whether the vehicle repairs mentioned by Chief Bialk would be used to improve known problem vehicles or if there were plans to retire those vehicles. Chief Bialk responded that the Department has consistent problems with the yellow ambulances, despite their low mileage. However, the Department has not yet determined whether those vehicles should be kept or retired.

Trustee Eckert asked about the reason for 120 fewer transports. Chief Bialk suggested this is the first year in several years that call volume decreased, which may indicate a plateau, but Mayor Nerbun cautioned it could be a temporary dip.

Citizen Streeter and Administrator Jones noted that the change represents only about 2% of total EMS call volume and is not considered a significant swing.

Administrator Landisch-Hansen inquired whether the estimated surplus includes what should be in Capital Reserves or is purely for operations. Chief Bialk replied that it is purely for operations.

## **VI. OPERATIONS**

### **A. Preliminary Year End Statistics (att)**

Chief Bialk summarized the preliminary statistics and again noted reduced call volume compared to 2024. The average response time is in the 90th percentile. In Thiensville, the Police unit is almost always on scene prior to arrival. Mequon has a faster response time,

largely due to Station No. 2's proximity to Lumia Assisted Living & Memory Care.

## B. Lexipol Policy & Procedure Implementation (att)

Chief Bialk explained the context of the Lexipol collaboration, noting that Mequon documentation was originally used to set policies. A new employee manual was created by Chief Bialk and the Mequon HR director. Afterward, a consultant hired by the SOFD Board recommended using Lexipol to address gaps and inconsistencies in the handbook.

Lexipol is a policy and management training program that helps reduce legal and financial risk and ensures the department's policies align with current State and Federal laws.

Deputy Chief Boehlke reviewed the process for implementing Lexipol guidelines and standards, and several specific changes to SOFD policies have been made in parallel with Lexipol.

Citizen Chimenti inquired how often Lexipol's guidelines and standards are updated to reflect changes in law or best practices. Deputy Chief Boehlke confirmed that, once changes are made at the State or Federal level, Lexipol updates policy language appropriately. The changes are then reviewed and accepted by the Department.

Brian Sajdak, the attorney for the Department, highlighted Lexipol's efficiency and responsiveness in updating policies, noting that it was often faster than notifications from other official sources. Mr. Sajdak further explained that Lexipol is considered the current gold standard for policy and procedure management and is increasingly becoming standard within legal firms as well as municipal departments such as police and fire.

Mr. Sajdak explained that the purpose of approving Lexipol implementation at this time was to formally adopt Lexipol policies and merge them with existing ones for legal clarity and coverage, which provides liability protection and allows the Department to demonstrate adherence to Board-approved policies if questions arise in the future.

Citizen Chimenti asked how these changes are tracked over time. Deputy Chief Boehlke explained that Lexipol maintains a historical record of changes and notifies Department members when changes occur.

Deputy Chief Boehlke noted that the plan is to bring the Lexipol implementation back to the March meeting for approval.

Citizen Chimenti noted the \$19,000 upfront cost and inquired about ongoing costs. Chief Boehlke confirmed that \$19,000 covers the Lexipol suite, and the ongoing cost is about \$15,000 annually.

Administrator Landisch-Hansen inquired if, once adopted, Department staff would have access. Deputy Chief Boehlke confirmed that they would.

### C. Strategic Plan Update (att)

Chief Bialk noted that there has previously been a request to track the progress of the Strategic Plan. A series of progressive steps has been added to each item in the Plan, and the Plan will be updated at the end of every month.

Citizen Streeter inquired if anything in the Plan is currently a barrier or difficult to accomplish. Chief Bialk answered that all the current items are doable without issue.

Citizen Streeter noted that Initiative #4 of the Strategic Plan includes an aggressive facilities plan and asked whether the timing currently aligns with any of the Municipalities' facilities plans. The Board discussed Citizen Streeter's question. It was noted that, although the timing of other facility plans was outside the SOFD Board's control, the Board would need to continue monitoring those projects to effectively align with the municipalities going forward.

### D. Community EMS Program (att)

Chief Bialk explained that the State of Wisconsin refers to this program as "Community EMS." Going forward, the Department will now refer to it as "Community EMS." The role addresses gaps in interventions, such as providing follow-up care for someone who needs it after being discharged from a hospital.

Deputy Chief Boehlke shared that the next steps would be determined in tandem with Dr. Jason Staszko, the program's Medical Director. Additionally, community partnerships with Ascension, Froedert, Aurora, and the Aging and Disability Resource Center of Ozaukee County have helped move the project forward.

Once medical protocols are established, the plan will be submitted to the State of Wisconsin for approval. The hope is that by March, the program will have been approved or in process.

### E. Bi-Monthly Update

Chief Bialk gave the bi-monthly update.

## VII. MOTION TO ADJOURN TO CLOSED SESSION

**MOTION** to Adjourn to Closed Session at 6:40 PM by Alderman Bach **SECONDED** by Trustee Eckert. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

A. Closed Session - 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.

### **VIII. MOTION TO RECONVENE IN OPEN SESSION**

**MOTION** to Reconvene in Open Session at 6:49 PM by President Rosing **SECONDED** by Citizen Chimenti. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

### **IX. NEXT MEETING**

A. March 11, 2026

### **X. ADJOURNMENT**

**MOTION** to Adjourn at 6:50 PM by Trustee Eckert **SECONDED** by Alderman Gebhardt. **MOTION CARRIED UNANIMOUSLY.**

**Aye:** 7

**No:** 0

**Abstain:** 0

Submitted by,

Ben Honeck  
Deputy clerk

Signed by,

Colleen Landisch-Hansen  
Village Administrator/Clerk