

DeForest Area Fire Protection Board Meeting

Monday, October 12, 2015 5:30 PM
DeForest Fire Department, 305 E. Holum St.
Training Room

Minutes

- 1) **Call Meeting to Order and Roll Call** – The meeting was called to order at 5:30 p.m. by President Wipperfurth.

Present were: Judd Blau from the Village of DeForest, Ron Rupp from the Town of Vienna, Dave Tuschen from the Town of Hampden, Bob Wipperfurth from the Town of Windsor, Jim Foley from the Town of Leeds, Interim Chief Steve LaFeber and Administrative Assistant Kay Preston.

- 2) **Recitation of the Pledge of Allegiance** – Led by Foley
- 3) **Announcements** – The DeForest Area Fire & EMS Board will Convene into Closed Session pursuant to sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Personnel Issues)
- 4) **Appearances Before the Board** – None
- 5) **Comments/Volunteer Association** – None
- 6) **Approve Minutes:**
- a. **September 2, 2015** – Motion to approve by Tuschen, seconded by Foley. Motion carried 5-0.
- 7) **Finance:**
- a. **Review and Approve Invoices Paid: 9/1/2015 – 9/30/2015** – Foley asked **what the Paid-on-Call meals charge is?** Preston & LaFeber explained that this was something that was implemented at the beginning of the year. LaFeber stated he thought the Board was aware of this. Wipperfurth indicated this will be brought up during budget discussion.

Motion to approve by Tuschen, seconded by Rupp. Motion carried 5-0.
 - b. **Review and Approve Fund/Account Balances** – Motion to approve by Foley, seconded by Tuschen. Motion carried 5-0.
- 8) **Interim Chief LaFeber's Monthly Report/Action Items**
- a. **Call Update** – A debrief was done on the Portage Road fatality incident last month, which included participation from Madison, Dane County and

MedFlight.

There have been a few calls at the Holiday Inn lately, which could be due to faulty alarm systems from a lightning strike.

- b. **Call Response Data** – A spreadsheet was given to the Board showing call data: number of calls per municipality and average response time for the year.

Blau asked if there is a way to track calls where we have to use mutual aid. This will be added to the spreadsheet.

Wipperfurth asked that the definition of response time be added to the spreadsheet.

- c. **Full-time Update** – LaFeber is very happy with the full-time staff. They have been doing a lot of training and have also been doing training with paid-on-call members. He has seen a lot of improvement in drill attendance and performance.
- d. **Department Insurance** – LaFeber and Preston met with the insurance vendor and went over the renewal information. LaFeber had some questions regarding the current coverages that are being addressed by the agent.
- e. **SCBA Plan** – The grant writing process has begun. It is due December 24, 2015.
- f. **Run Billing** – Some information was found in the Chief's files regarding billing for fire calls. We currently do not bill for them. For motor vehicle accident calls on State Highways, we are able to bill. Foley stated that he had brought this up in the past. This would at least include the interstate, Hwy 19 and Hwy 51.

Tuschen asked that the Board receive a copy of this letter. Blau then asked for an estimate of how many calls we would get to these areas. Wipperfurth asked if we could use LifeQuest for this billing? Preston will check into this.

9) Old Business:

- a. **Budget for 2016** – Wipperfurth suggested having Johnson Block, the company that does the annual audit, assist with the budget this year.

The Board asked for additional information in regards to training expenditures, payroll, and other expenses.

Wipperfurth asked that the paid-on-call category be broken down into additional categories (on-call pay, pay for being on a call, training, etc.). Preston will do this.

There will also be more specific categories for training that is done outside of the department (EMT classes, Fire classes).

Wipperfurth asked to add 2014 actual numbers to the budget for comparison purposes.

- b. Update on Paid-on-Premise** – This has not started yet. LaFeber said that a trial run should be starting in the next couple of weeks. There are eight teams of three who will respond from the station. One team of three will be responding from home. Wipperfurth asked that, for the team who will respond from home, how far are they away from the station? Preston will provide that information.
- c. Process of Hiring a New Chief** – No update at this time.
- d. Bank Accounts** – Nicknames for the accounts will change and there may be a new account set up for Fund Balance.

10) New Business:

11) Convene into Closed Session – Motion to convene into closed session by Tuschen, seconded by Rupp. All Board members present.

e. With Reference to the Announcements

12) Reconvene into Open Session -

- a. Action Items Resulting from closed session – if any** – Motion by Blau to approve a total levy of \$882,927 for 2016 budget. With the budget to be finalized in November or December. Motion seconded by Rupp. Motion carried 5-0.

13) Adjournment – Motion to adjourn by Blau, seconded by Rupp. Motion carried 5-0. Meeting adjourned 8:02 p.m.

The next meeting will be November 11th at 5:30 p.m.

Respectfully submitted,

Kay Preston
Administrative Assistant