

**DeForest Area Fire Protection Board Meeting**  
Wednesday, September 2, 2015 5:00 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 5:00 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. **August 5, 2015** – Motion to approve by Blau, seconded by Foley. Motion carried 5-0.
- 7) **Finance:**
- a. **Review and Approve Invoices Paid: 8/1/2015 – 8/31/2015** – Motion to approve by Blau, seconded by Foley. Motion carried 5-0.
  - b. **Review and Approve Fund/Account Balances** – Motion to approve by Rupp, seconded by Tuschen. Motion carried 5-0.
- 8) **Interim Chief LaFeber's Monthly Report/Action Items**
- a. **Call Update** – Current call numbers not available. Will be made available for the board ASAP. There was a fire at Advanced Disposal recently which some members were at for approximately 7 hours.
  - b. **Call Response Data** – Preston presented the breakdown of calls by area. Wipperfurth asked to have Leeds, Vienna and Hampden added to this data.

- c. **Update on Hiring of Paid-on-Call Members** – Four cadets from the high school started today. There will also be three new fire fighters and seven new EMS members starting tomorrow. We will do additional hiring, probably around December.
- d. **Citizen's Fire Academy** – Fire Inspector Yaskal is putting this together. He would like for any interested Fire Board members to participate. More information to follow.
- e. **SCBA Plan** – The department is applying for a grant, but it is not guaranteed that it will be received.
- f. **Social Media SOG** – Wipperfurth has spoken with the Union regarding the SOG and how it would pertain to the full-time staff. For now, the SOG will be removed.
- g. **Discuss Swearing in Employees to Issue Fire Inspector Citations** – LaFeber was sworn in by the Village of DeForest yesterday and deputized Fire Inspector Yaskal. He may now issue citations.

#### 9) Old Business:

- a. **Budget for 2016** – The paid-on-call budget for 2015 was set at \$150,000. At this time, the number is looking to be around \$195,000 for the year. For 2016, the number presented to the Board in first drafts of the budget was \$200,000. After looking at the numbers more closely, LaFeber stated that the number is figuring closer to \$245,000. Wipperfurth stated that one way to minimize the impact is implementing this over time. LaFeber said that he was not part of the budgeting in previous years, so he is not entirely sure. This number would be for staffing both of the ambulances, and also a team of eight fire fighters from 10p-6a during the week, and on weekends.

Reducing the head count of the teams could lower the total paid-on-call budget number. This is something that can be reviewed.

Blau asked if the sinking fund could be used for SCBA if a grant is not received? That money can be used for Capital Equipment, which the SCBAs are. However, that would take the sinking fund to nearly a zero balance.

Wipperfurth suggested seeing if there is an EMS grant that could be applied for to purchase a lift-assist cot that was requested. LaFeber will check into EMS grants.

LaFeber asked the Board to review the budget, go over them with their individual Boards, and let him know if they see things that need to be changed or updated.

- b. Update on Paid-on-Premise** – LaFeber explained that over the last month, this process has been worked on. There are eight teams of three who are prepared to start the paid-on-premise. There is one team of four who will need to be worked in. No one is being asked to leave. Some bugs are still being worked out. Tuschen asked when this trial run will start. LaFeber said that “we’re ready to go”. Blau asked how the department will know if the trial is successful? LaFeber stated that there will be documentation during the trial (call times, etc.) to compare. Blau asked about accommodations for the people working. LaFeber stated that there is currently room for six people in the existing bedrooms. There is one office that could be turned into sleeping quarters if needed. Space becomes an issue during bad weather.

Wipperfurth asked what sort of updates the Board would like? Six months and three months were suggested. LaFeber stated that he will present updates each month. He would like to start this in October. The Board is okay with moving forward with this and with monthly updates.

- c. Process of Hiring a New Chief** – LaFeber stated that before the previous Fire Chief was hired, the membership submitted a proposed job description, and a proposed hiring process to the Fire Board. He is not proposing that the same thing be used for this hiring process; it is just what was used last time. Wipperfurth stated that a consultant was used to assist in the hiring process. Blau will check with former Fire Board President Blount to see if he has any documentation on this. Wipperfurth will see if he has anything in his files regarding job description, etc.
- d. Fund Balance Policy** – LaFeber did research on this and found that 25% seems to be a general consensus on an amount to have. This would be based on the general operating budget. Blau asked if we can set up another account for these monies. Wipperfurth suggested setting up a new account. Blau motioned to work toward maintaining a 25% fund balance policy. Seconded by Rupp. Motion carried 5-0.

**10) New Business:**

- a. Discuss Registered Agent for Department** – This is “The person designated by the entity to receive service of process and other official communications on its behalf”. Blau motioned that Interim Chief LaFeber be the Registered Agent. Seconded by Rupp and carried 5-0.

**11) Convene into Closed Session** – Motion by Foley, seconded by Tuschen. All Board members present.

- a. With Reference to the Announcements**

**12) Reconvene into Open Session**

- a. Action Items Resulting from closed session – if any** – None.

**13) Adjournment** – Motion by Foley, seconded by Blau. Carried 5-0. Meeting adjourned at 7:35 p.m.

Next meeting will be October 12<sup>th</sup> at 5:30 p.m.

Respectfully Submitted,

Kay Preston  
Administrative Assistant