

## **DeForest Area Fire Protection Board Meeting**

Wednesday February 11, 2015 3:00 PM  
DeForest Fire Department, 305 E. Holum St.  
Courtroom

### **Minutes**

- 1) **Call Meeting to Order and Roll Call** - President Wipperfurth called the meeting to order at 3:00 p.m.

Present were: Judd Blau from the Village of DeForest, Ron Rupp from the Town of Vienna, Bob Wipperfurth from the Town of Windsor, Jim Foley from the Town of Leeds, Dave Tuschen from the Town of Hampden, Chief Paul Nelson and Administrative Assistant Kay Preston. Also present was attorney Dean Dietrich and Michael Hacker from Bray Architects.

- 2) **Recitation of the Pledge of Allegiance** – Led by Blau
- 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. (Union Negotiations, *Employee Performance Information, Work Assignments*).
- 4) **Approve Minutes:**
  - a. **January 22, 2015** – Motion to approve by Foley, seconded by Rupp. Motion carried 5-0.
- 5) **Finance:**
  - a. **Review and Approve Invoices Paid: 1/1/2015 – 1/31/2015** – Motion to approve by Blau, seconded by Tuschen.  
  
Foley asked about the bill paid to Avis Rent-a-Car. Chief Nelson explained this was a pass-thru payment for a car vs. deer accident that happened while he was traveling for work. He also asked about the subscriptions for EMS Online Alliance. Chief Nelson explained that these subscriptions are so that members can do on-line training.  
  
Motion carried 5-0.
  - b. **Review and Approve Fund/Account Balances** – Motion to approve by Foley, seconded by Blau. Motion carried 5-0.
- 6) **Monthly Report/Action Items from Chief Nelson**
  - a. **Call Update** – Total calls in the upper 80s. No major fires or accidents.

- b. **Inspector Hiring Process Update** – 22 applications were received for the opening. Five interviews will be held the week of February 16<sup>th</sup>. After those interviews, the top two or three candidates will be called back for a second interview.

7) **Appearances Before the Board:** None

8) **Old Business:** None

9) **New Business:**

- a. **Discussion of Governance Structure** – Dietrich has sent a second draft of the Intergovernmental Agreement to the Village of DeForest and Town of Windsor attorneys. He is waiting for responses from them before moving forward. He hopes to report back to the Board by the next meeting. He has also sent a proposed revised contract – skeletal version – to the attorneys for the Towns who would be contracting in the future. Once some additional information is received on payments, he will send another draft to them for review.
- b. **Building Update** – Michael Hacker from Bray Associates presented an update to the Board regarding the possible building plans. He stated that they are targeting a middle of May Village Board meeting to present the overall big picture, projected costs and a strategy for how to move forward with construction.

He showed the Board possible plans for the current building should the Fire Department take over the entire building when the Police Department moves out. He stated that there would be 10 additional bunk rooms added. (This would take the total to 12 bunk rooms.) There would be renovations to the current dayroom, kitchen and office spaces. The courtyard space would remain. Where the Police Department garages are would be turned into a weight room. The main lobby would remain a lobby, with 24-hour vestibule and the offices along the Southern edge of the building would be turned into a display space for the 1932 engine.

Wipperfurth asked if the “alleyway” between what is now the Fire Department/Police Department building and the Village hall will still exist after the new construction is completed. Mr. Hacker explained that the alley will not be there any longer; it will be one continuous campus-type setup.

Blau asked Nelson if the proposed amount of bunk space will be enough for department needs? The proposal is 13 total beds. Blau also asked if it is possible to make that additional space a two-story addition? Mr. Hacker explained that it would be possible to build the addition either with the capability to be added to in the future. He’s unsure at this time if that

additional space would be needed. It would also require two sets of stairs and an elevator.

Questions were raised about the courtyard. How often is it used, whether it would be a problem area for snow/melting snow? Mr. Hacker stated that those are all items that are being taken into consideration in the process of this plan.

Mr. Hacker stated that Bray is in the process of developing a cost estimate, but he does not have that at this time.

Wipperfurth asked the Board for their thoughts on the proposal as it is now. Blau said that he likes it, assuming that it will meet the needs of the Fire Department. Foley is concerned about the courtyard and possible issues with melted snow.

Mr. Hacker stated that Bray is also looking into pricing doors for the apparatus bays. Insulated glass is one option that they are looking into.

Wipperfurth asked how many bathroom/showers will be in the proposed living quarters. Mr. Hacker stated there will be four additional to what is currently in the building. The public bathrooms (up by where the Police Department is) would stay.

Mr. Hacker stated that Bray will be making more regular appearances at Board meetings to keep them up-to-date on the process.

Chief Nelson suggested having a secured door put in the hallway between the current Police Department and the Fire Department. This would add security to the sleeping quarters as well as the apparatus bay. He would also like to have the locks changed to key fob access from the current push-button coded door locks due to problems that have been had with that type of lock.

**10) Convene into Closed Session** – Motion to convene into closed session by Tuschen, seconded by Foley. Motion carried 5-0. All Board members present for closed session.

**a. With Reference to the Announcements**

**11) Reconvene into Open Session** – Motion to reconvene into open session by Blau, seconded by Rupp. Motion carried 5-0.

**a. Action items resulting from closed session if any** - Motion by Blau and seconded by Rupp to approve the new 2015-2016 Labor Agreement with International Association of Firefighters Union Local 311. Motion carried 5-0.

**12) Adjournment** – Motion to adjourn by Rupp, seconded by Tuschen. Motion carried 5-0.

Respectfully Submitted,  
Kay Preston  
Administrative Assistant