

DeForest Windsor Fire & EMS District Board Meeting

January 5, 2022 @ 4:00pm

DeForest Windsor Fire and EMS Department 110 S. Stevenson St.

Please join my meeting from your computer, tablet or smartphone.

<https://bluejeans.com/3522770498?src=calendarLink>

Phone dial in 1.408.419.1715

Access code: 352 277 0498

PLEASE TAKE NOTICE that there will be a meeting of the DeForest Windsor Fire & EMS District Board commencing at the time and place noted above. The following is the agenda for this meeting, which sets forth the subject matters to be discussed and considered. If the agenda so indicates, the aforesaid governmental body may convene in closed session for the purpose(s) indicated. Upon conclusion of the closed session, if any, the governmental body will reconvene into open session to take action, if any, on matters discussed in closed session and for the purpose of concluding the agenda.

Agenda

- 1) Call Meeting to Order and Roll Call-** The meeting was called to order at 4:00pm by President Wipperfurth. All board members were present via virtually.
- 2) Recitation of the Pledge of Allegiance-** Led by Cahill Wolfgram
- 3) Appearances Before the Board-** N/A
- 4) Approve Minutes:**
 - a) December 1, 2021-** Motion to approve by Cahill Wolfgram, second by Wall. Motion carried 4-0.
- 5) Finance:**
 - a) Review and Approve Invoices Paid 12/1/2021-12/31/2021-** Motion to approve by Cahill Wolfgram, second by Little. Motion carried 4-0.
 - b) Review and Approve Fund/Account Balances-** Motion to approve by Little, second by Wall. Motion carried 4-0.
 - c) Capital Fund/Equipment Purchasing-** N/A
- 6) Chief LaFeber's Monthly Report/Action Items:**
 - a) Call Update-** 2021 calls came out to be 1,645 calls which is an increase of 5 calls from the previous year and averaging about 4.5 calls per day. EMS volume went up by 39 calls which included with a ambulance being out of service for a month and half due to repairs that needed to be done. Fire was down in volume of calls by 35 which is outstanding as we are working with the neighboring communities to call if a fire is confirmed, or a strong probability of a fire is actually happening. 289 calls (17.5%) of our calls were overlapping with it being as many as 4 or calls coming in at the same time. EMS was out

the door in 2 minutes and 25 seconds for an average of the year. We were on scene in 7 minutes and 51 seconds for an average of the year. Fire was out the door in 3 minutes and 30 seconds with a on scene time averaging 9 minutes and 40 seconds. Between both Villages, The Village of DeForest had 1,011 calls for service, and Village of Windsor had 444 calls for service, with the rest of the calls being spread out between mother municipalities.

- b) **2021 Budget Update/Year End-** Overall, the budget turned out very well. At the end of the year, our revenue section was positive \$15,000. EMS billing was very strong with other billable services being strongly affected by Covid such as station tours, CPR training, and fire extinguisher training. Overhead, workers compensation was well over budget due to a large amount increase in monthly premiums. Due to being understaffed, payroll was the biggest category for being under budget. Pending audit, we are left over with a positive \$110,000.

7) Old Business:

- a) **Station Remodel-** A final design is being close to being finished by the architect and all of the engineers. They have established some of the things the Fire Department will be responsible for and what items will come with the building. There has been talk about an increase in construction due to purchasing of steel that could potentially be bought domestically instead of overseas which would save timeline and money.

8) New Business:

- a) **2022 Fire Board Election-** A motion to vote Collen Little as Fire Board President by Wipperfurth, second by Cahill Wolfgram. Motion carried 3-0-1 with Little abstaining. A motion to vote Bob Wipperfurth as Fire Board Vice President by Wall, second by Cahill Wolfgram. Motion carried 3-0-1 with Wipperfurth abstaining.
- b) **Up Billing Rate for False Alarms-** Currently, both villages have a ordinance in place for nuisance fire alarms and the violation for nuisance alarms is set by the fire department. Currently it is set to you are allowed to have three false alarms in a calendar year. Each additional alarm after that, a \$150 fee is billed. The department has been receiving multiple nuisance calls from a couple of places who will pay their fee and not try and fix the problem. With this, Chief LaFeber would like to move billing rate from \$150 to \$300 with the intent of getting these places to fix the problem. Ed Wall made a comment and suggested that instead of jumping it up to \$300 right away, instead still have the \$150 in place but increase the amount each time after that. (\$150 first time, \$200 second time, \$300 third time). A motion to progressively bill \$100 after each violation by Cahill Wolfgram, second by Wall. Motion carried 4-0.
- c) **Office Manager Salary Position-** A motion to move the office manager's schedule from hourly position to a salary position by Wall, second by Cahill Wolfgram. Motion carried 4-0.

9) Future Agenda Items- N/A

10) Schedule for Upcoming Meeting(s)- February 2, 2022, March 2, 2022, April 6, 2022. All meetings will be held at 4:00pm.

11) Adjournment- Motion to adjourn by Cahill Wolfgram, second by Wall. Motion carried 4-0 and the meeting adjourned at 4:37pm.

Respectfully submitted,
Lindsey Mooney