

DeForest Windsor Fire & EMS District Board Meeting
July 6, 2022 @ 4:00pm
DeForest Windsor Fire and EMS Department 110 S. Stevenson St.
Court Room

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.

Minutes

- 1) **Call Meeting to Order and Roll Call-** The meeting was called to order at 4:00pm by President Little. All board members were present.

Present were: Colleen Little- Village of DeForest, Bob Wipperfurth- Village of Windsor, Jane Cahill Wolfgram- Village of DeForest, Ed Wall- Village of Windsor, Chief LaFeber, Office Manager Mooney

- 2) **Recitation of the Pledge of Allegiance-** Led by Wall

- 3) **Appearances Before the Board-** N/A

- 4) **Approve Minutes:**

a) **June 1, 2022-** Motion to approve by Cahill Wolfgram, seconded by Wall. Motion carried 4-0.

- 5) **Finance:**

a) **Review and Approve Invoices Paid 6/1/2022-6/30/2022-** Motion to approve by Wipperfurth, seconded by Wall. Motion carried 4-0.

b) **Review and Approve Fund/Account Balances-** Motion to approve by Cahill Wolfgram, seconded by Wipperfurth. Motion carried 4-0.

c) **Capital Fund/Equipment Purchasing-** N/A

- 6) **Chief LaFeber's Monthly Report/Action Items:**

a) **Call Update-** Month of June, calls were down from last year. Calls went from 156 in 2021 to 136 in 2022. Response times were increased to 3 minutes and 11 seconds. Year to date, currently sitting at 907 calls which is putting us on track for having roughly around 1,814 calls for service for 2022.

b) **2022 Budget Update-** Budget is still looking good for the year. July was a 3 pay period, the forecasted numbers for labor went down a bit but still looking good.

7) **Old Business:**

a) **Station Remodel Update-** No new updates to report at this time. The amended lease agreement will be signed at the end of the meeting. Still looking at starting the construction in August.

b) **2nd Station Update-** Village of DeForest had asked Chief to provide a cost analysis on the second station. After figuring out some of the square footage of what the second station would be at, Chief came up with a guesstimate of \$8 million. Chief does have a list of must haves for when that portion of the station comes up.

c) **2023 Budget-** Chief talked more about the draft 2023 budget and pointed out changes in the budget for 2023.

d) **Billing Rates-** N/A. More will be presented on this topic in next month's meeting.

8) **New Business:**

a) **2021 Audit Review-** Hui Meng from Johnson Block CPA presented the 2021 audit report to the Fire Board. A motion to approve the audit and transfer \$212,000 from the checking account to the general reserve-sinking fund by Wipperfurth, seconded by Cahill Wolfgram. Motion carried 4-0.

9) **Future Agenda Items-** N/A

10) **Schedule for Upcoming Meeting(s)-** August 3, 2022 @ 4:00pm, September 7, 2022 @ 4:00pm

11) **Adjournment-** Motion to adjourn by Wipperfurth, seconded by Cahill Wolfgram. Motion carried 4-0 and the meeting adjourned at 5:05pm

Respectfully submitted,
Lindsey Mooney