

DeForest Windsor Fire & EMS District Board Meeting

February 21, 2018 5:00 PM
DeForest Fire Department, 110 S. Stevenson St.
Training Room

Minutes

- 1) **Call Meeting to Order and Roll Call** – President Blau called the meeting to order at 5:00 p.m.

In attendance: Judd Blau – Village of DeForest, Bob Wipperfurth – Village of Windsor, Jeff Miller – Village of DeForest, Don Madelung – Village of Windsor, Chief LaFeber, Office Manager Preston

- 2) **Recitation of the Pledge of Allegiance** – Led by Wipperfurth
- 3) **Announcements** – The DeForest Windsor Fire & EMS District 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. (Full-Time and Paid On-Call Employee Status)
- 4) **Appearances Before the Board** - None
- 5) **Approve Minutes:**
 - a) **January 10, 2018** – Motion to approve by Miller, seconded by Wipperfurth. Motion carried 4-0.
- 6) **Finance:**
 - a) **Review and Approve Invoices Paid 1/1/18 – 1/31/18** - Motion to approve by Miller, seconded by Wipperfurth. Motion carried 4-0.
 - b) **Review and Approve Fund/Account Balances** – Preston stated that a breakdown of Impact Fees by municipality for Windsor and DeForest is attached to the account balances. Motion to approve by Miller, seconded by Madelung. Wipperfurth mentioned that some of the Impact Fee funds will be approaching the time limit for when they need to be spent. He asked if there is a breakdown of when these funds were previously spent. Motion carried 4-0.
- 7) **Chief LaFeber's Monthly Report/Action Items:**
 - a) **Call Update** – January was very busy – 132 calls for service. Last Friday, there were three calls at the same time during the day, and four calls at the same time in the evening.
 - b) **Call Response Data/WARDS Report** – Was distributed to the Board.
 - c) **2017 Budget Review** – The auditors will be here in March to start that process.

Wipperfurth asked if there is a report that we can get that shows percentages of when we get reimbursed on EMS charges. Preston will check LifeQuest reports for this.

d) **2018 Budget Update** – LOSA expense was higher than anticipated. Otherwise, all categories are on-track for this point in the year.

8) Old Business:

a) **Business Association Funds** – Any funds from the association that are put in the Fire Board funds will be for the restoration of the '32 Engine. They will be earmarked as such.

b) **Forecasting Plan** – LaFeber reviewed the Strategic Plan for '17-'18 and found that aside from the larger projects on these lists, these items have been completed. He advised the Board that if they are looking into the possibility of a second station, it will get pricey. (Using numbers for rent, utilities, staffing, etc. based on what we have now.)

He suggested pre-purchasing some items for the ladder truck to be ready when the truck is here.

The Board asked LaFeber to put some information together regarding possible locations for a second station. LaFeber stated that he is able to collect this data. He may need some assistance putting together a presentation if the Fire Board wants this presented to Village Boards.

9) New Business:

a) **2017 Annual Report** – Report was distributed to the Board for their review. They asked that LaFeber present this to the Village Boards.

b) **Discuss Training Area** – Wipperfurth explained that Windsor needs to know how much space is needed, any fencing or storage needs. LaFeber stated that there have been some discussions with Sun Prairie where there would be joint training areas. Burn rooms would be in Sun Prairie, and extrication training area would be in DeForest/Windsor. There would be no charge to use their facilities, we would get the cars to cut, and they would be able to cut cars here. We would be able to use their facilities for burn room training.

Wipperfurth stated that Windsor purchased some land and they feel there may be enough available space to do the training area on that land.

c) **Discuss Fleet Update** – New ambulance and ladder truck are on schedule for delivery.

10) Convene into Closed Session – Motion to convene into closed session by Miller, seconded by Madelung. Motion carried 4-0. All members present for closed session which started at 5:38 p.m.

a) **With Reference to Announcements**

11) Reconvene into Open Session

a) **Action Items Resulting from Closed Session (If Any)** – None

12) Future Agenda Items – The Board asked that LaFeber come up with some ideas on how to spend the Impact Fee funds.

13) Schedule for Upcoming Meeting(s) – March 14, 2018 at 5:00 p.m., April 11, 2018 at 5:00 p.m.

14) Adjournment – Motion to adjourn by Miller, seconded by Wipperfurth. Motion carried 4-0, and the meeting adjourned at 5:51 p.m.

Respectfully submitted,
Kay Preston
Office Manager