

**DeForest Windsor Fire & EMS District Board Meeting**  
May 8, 2019 5:00 PM  
DeForest Windsor Fire Department, 110 S. Stevenson St.  
Training Room

**Minutes**

- 1) **Call Meeting to Order and Roll Call-** The meeting was called to order by President Wipperfurth at 5:00pm. All were present except for Blau who arrived at 5:04pm.

Present were: Robert Wipperfurth- Village of Windsor, Judd Blau- Village of DeForest, Jeff Miller- Village of DeForest, Don Madelung- Village of Windsor, Chief LaFeber, Office Manager Mooney.

- 2) **Recitation of the Pledge of Allegiance-** Led by Miller.
- 3) **Announcements** – The DeForest Windsor 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; sec. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and sec. 19.95(1)(f) of the Wisconsin Statutes for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary considerations of specific personnel problems or the investigation of charges against specific persons except where par. Applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Discussion of Full-Time employees, and Union Negotiations)
- 4) **Appearances Before the Board-N/A**
- 5) **Approve Minutes:**
- a) **April 3, 2019-** Motion to approve by Miller, second by Madelung. Motion carried 3-0.
- 6) **Finance:**
- a) **Review and Approve Invoices Paid 4/1/19-4/30/19-** Motion to approve by Madelung, second by Miller. Motion carried 3-0.
- b) **Review and Approve Fund/Account Balances-** Motion to approve by Miller, second by Wipperfurth. Motion carried 3-0.

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

- a) **Call Update-** 521 calls year to date which puts us on a trend of 4.27 calls a day. By the end of the year, the department should be roughly around 1,560 calls which would be an additional 62 calls from 2018. For the month of April, there were 131 calls which is 10 more calls than April of 2018. Average response times for the month of April were 2 minutes and 52 seconds.

Paid on call EMS staff are averaging about 50 hours a month which is 10 more hours than the required hour amount. For Fire, they are putting in twice the amount as our EMS staff which has been working out fine. Fire officers having been working an entire weekend once every five weeks which seems to be working well for them.

Recruitment is still going well. Currently there are five new members that are currently going through probation class. Also, some of our current members are doing some cross training and are going to both EMS and Fire.

- b) **2019 Budget Update-** EMS Revenue is still the biggest concern. If revenue can pull in an average of \$45,000 a month for the rest of the year, we should be able to have a decent year. Currently revenue is down 11% which if revenue stayed as is, it would be about \$285,000 short for the year. Other income is well over the expected budget amount and miscellaneous revenue is currently at 80% of the budget. Overall expenses for the year so far are \$180,000 to the good. In the first quarter of the year, the department has lost roughly around \$33,000 due to passing the calls off to Sun Prairie. Also, in the first quarter, the department has lost about \$22,000 in revenue for the back up ambulance due to not being able to get a legal crew together.

**8) Old Business:**

- a) **Truck Reports-** Chief Foss gave an update on the process of purchasing new trucks. Currently, they are working with two different vendors who are both out of Wisconsin, Pierce and Custom Fire. Preliminary numbers from Pierce were very high. Chief Foss did work with Pierce to try and trim down some of the costs and went through the process and talked about what exactly is needed and what is not for the new truck. A preliminary number from Custom Fire has not come in yet but will hopefully be in within the next week. Wipperfurth asked exactly how much over the budget the preliminary number was and Foss responded with over \$100,000. Chief LaFeber stated that they did not bring this number to the board because they knew that it would not go through but after talking more with Pierce, he is thinking the numbers will be within a \$50,000 range difference from the number that was brought to both villages. Chief Foss is hoping to have more information to bring to the board at the next Fire Board meeting in June.
- b) **EMS Billing** – From the year end report that was received from Lifequest was showing that the department only received 50% of our earnings back. In 2018, the department billed out \$939,031 and collected \$433,032 total for 2018. To break things down, in phase one of billing, the rate for collection is 94%, phase two of billing drops down to 2.96%, and phase three of billing drops to 2.95%. In 2018, we had \$1,016 in billable EMS calls. 484 calls were Medicare, 89 calls were Medicaid, and 184

calls were private insurance. The remaining 248 calls were regular insurances. Miller suggested that in future meetings we come up with a report to show the percentage of billings to Medicare/Medicaid, private insurance, and regular insurance. Wipperfurth asked for the ones who have private insurance if we can determine whether they are in district or not. LaFeber followed up saying that we can dig deeper and get a better understanding report for the Board to look at each month once we are able to gather all the information that is needed to generate a report.

- c) **Sleeping Quarters-** Chief LaFeber has talked to some of the Village staff and they are not opposed to remodeling the small conference room to fit enough space for either sleeping quarters or offices. Currently there is not enough room for members to sleep in as the ratio between men and women are becoming more 50/50 and all members who are on call are currently staying at the station overnight.
- d) **Budget-** Wipperfurth stated that there is nothing new with the 2020 budget, but he will be working with Chief LaFeber to set up a time to have a draft budget brought to next month's meeting. They are currently working on the union negotiating for 2020.

**9) New Business:**

- a) **Impact Fees-** Wipperfurth has stated that the Village of Windsor has been reviewing their impact fees with their auditors and has noted that some of the money needs to be spent soon. Miller asked if the Village of Windsor has a spreadsheet that shows how much money is brought in and when it is needed to be spent. Wipperfurth stated that they do, and they have been using that sheet to review with the auditors to make sure everything is correct on their end.

**10) Convene into Closed Session-** Motion to convene into closed session by Blau, second by Miller. Motion carried 4-0 and closed session convened at 5:53pm.

**a) With Reference to Announcements**

**11) Reconvene into Open Session-** Motion to reconvene into open session by Blau, second by Miller. Motion carried 4-0 and open session reconvened at 6:23pm.

**a) Action Items Resulting from Closed Session-If Any**

**12) Future Agenda Items-** Ideas for thanking our volunteers.

**13) Schedule for Upcoming Meeting(s)-** 6/5/19 at 5:00pm, 7/3/19 at 5:00pm, 8/7/19 at 5:00pm.

**14) Adjournment-** Motion to adjourn by Madelung, second by Miller. Motion carried 4-0 and the meeting adjourned at 6:26pm.

Respectfully submitted,  
Lindsey Mooney  
Office Manager

