

DeForest Windsor Fire & EMS District Board Meeting

July 3, 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 at 5:00pm by President Wipperfurth. All were present except for Don Madelung and Office Manager Mooney.

Present were: Bob Wipperfurth- Village of Windsor, Judd Blau- Village of DeForest, Jeff Miller- Village of DeForest, Monica Smith-Village of Windsor (in place of Don Madelung), Chief LaFeber.

- 2) Recitation of the Pledge of Allegiance-** Led by Blau
- 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 Employee and Paid on Call Employee Status)
- 4) Appearances Before the Board-N/A**
- 5) Approve Minutes:**
 - a) June 5, 2019-** Motion to approve by Blau, second by Wipperfurth. Motion carried 4-0.
- 6) Finance:**
 - a) Review and Approve Invoices Paid 6/1/19-6/30/19-** Motion to approve by Miller, second by Smith. Motion carried 4-0.
 - b) Review and Approve Fund/Account Balances-** Blau commented on how the board is going to have to start discussing on how and when some of the impact fees are going to be needing to be spent. Wipperfurth stated that Chief LaFeber has been working with Tina from the Village of Windsor on this.
Motion to approve by Blau, second by Smith. Motion carried 4-0.
- 7) Chief LaFeber's Monthly Report/Action Items:**
 - a) Call Update-** Year to date, the department is at 789 calls which puts calls on pace for 1,565 calls for the year. Average response times were 2 minutes and 58 seconds for all the trucks. Only major call for the month was when the big windstorm happened. A few trucks tipped over but mainly a lot of branches fell from trees, and few downed wires.
 - b) 2019 Budget Update-** EMS billing was only 121 short of the budget which is showing that the billing is improving as the months go by. Year to date, looking at a positive

\$21,000 to the good. Billing and payroll categories are crossing each other out. With the \$21,00 that does not include the benefits that come out from the employee portions which shows up on the audit each year. There has not been an update on the audit as to when a draft audit will be out for everyone to look at. Chief LaFeber plans to follow up with the auditors to find out when we can expect to see a draft audit.

8) Old Business:

- a) **Truck Reports-** Both committees for the new ambulance and the new trucks are complete. The ambulance quote came back with \$3.00 under budget which includes the ambulance itself along with a new cot. The color of the new ambulance will be white. For the rescue pumper, the committee met recently, and they had a unanimous vote to go with Custom Fire which is out of Osceola WI. Both trucks were within \$9,000 of each other. Miller asked if the board will be able to have a presentation on the truck. Chief LaFeber stated that we could schedule a special meeting for the presentation or wait until next month's meeting. LaFeber also stated that we are looking 9-12 months out for the trucks to be completed. It was unanimous that the board agreed to wait for next month's meeting to have a truck presentation. Wipperfurth asked if Chief LaFeber has talked with Steve from the Village of DeForest or Tina from the Village of Windsor at all for the scheduling of borrowing money. Chief LaFeber stated that he had just gotten everything back for both the ambulance and the trucks and has not scheduled anything yet to meet with either of them.

- b) **Capital/Impact Fee's/Training Grounds-** A quote came back from Village of Windsor at \$18,000 for a new training grounds for the Department. The quote came back significantly less than anticipated. Chief LaFeber talked with Tina from the Village of Windsor regarding the new training facility and asked if they could use some of the area outside of the fencing area for storage purposes. Tina stated that she did not see an issue in that. Miller asked where the new facility is at again and LaFeber responded that it was at the new recycling center in Windsor over by the soccer fields. The training grounds will be open to Sun Prairie as well for training. Chief LaFeber stated that our focus on with the new training facility is dealing with extrication and Sun Prairie's focus was on the burning side. Chief LaFeber stated that this is a partnership with Sun Prairie, but nothing financially will be involved in the partnership.

- c) **Medic Program Update-** Everything has been turned into the state for approval and should expect an answer back at the end of August. Only thing that will have to be done is enter into the agreement with the medical director which will be through SSM Health. Information was given to the board on what all entails that comes along with the medical director. Chief LaFeber stated that this program is little more expensive, but it is much nicer than what we have had before but with going to a paramedic level, the department is going to have to have a more active medical direction. A few examples that include with the medical direction is in house trainings, the Dr. does ride a long on the ambulance for quality control and have the quality control program. Blau asked if this would launch and take off once we are approved to go paramedic. Chief LaFeber stated that this would begin once the program starts. The cost of this is about \$16,800 total. A chunk of that

amount would begin in October once the programs starts which LaFeber stated is already budgeted for 2019 and would not be an outside expense. Miller questioned about getting a contract and making sure SSM Health would send us an approved contract. A motion to approve going with this medical direction by Miller, second by Blau with comment. Blau made the comment to possibly have Leslie the department's attorney look over the contract to make sure everything looked in place. Wipperfurth agreed on having Leslie look it over. Motion carried 4-0.

d) 2020 Budget- A new version of a budget for 2020 has been formed. Last month the board asked for the full benefits rates for 2020 and Chief LaFeber has included those rates into the budget. A few tweaks have been adjusted that were found at last months meeting.

e) Union Contract- Union contract is signed and has been sent of to Leslie to look over for any mistakes or spelling errors that may have occurred.

9) New Business:

a) Billing Rates- Billing survey has been sent in. The survey is showing a small increase of \$50-\$100 at the basic/advanced level but will be able to build up the paramedic amount when that time comes. Currently, Sun Prairie is our closest medic team and they are currently billing roughly around \$1,600 for each medic call which is far more expensive than what we will be able to charge. Wipperfurth asked Chief LaFeber if he could bring in the recommended rates to next months meeting. Chief LaFeber stated that he can put something together and will have it at the next meeting which will be held in August.

b) Medical Direction- See 8c for information.

10) Convene into Closed Session- Motion to convene into closed session by Smith, second by Miller. Motion carried 4-0 and closed session started at 5:26pm.

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 5:33pm.

a) Action Items Resulting from Closed Session-If Any

12) Future Agenda Items-N/A

13) Schedule for Upcoming Meeting(s)- August 7, 2019 @ 5:00pm, September 4, 2019 @ 5:00pm, October 2, 2019 @5:00pm, November 6, 2019 @ 5:00pm, and December 4, 2019 @ 5:00pm.

14) Adjournment- Motion to adjourn by Smith, second by Miller. Motion carried 4-0 and the meeting adjourned at 5:35pm.

Respectfully submitted,

Lindsey Mooney
Office Manager