

DeForest Windsor Fire & EMS District Board Meeting
February 5, 2020 5:00 PM
DeForest Village Hall 120 S. Stevenson St.
Discovery 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 by President Blau at 5pm. All board members were present.

Present were: Judd Blau-Village of DeForest, Bob Wipperfurth- Village of Windsor, Colleen Little-Village of DeForest (in for Jeff Miller), Don Madelung- Village of Windsor, Chief LaFeber.

Absent were: Jeff Miller-Village of DeForest, and Office Manager Mooney

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

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

- 4) **Approve Minutes:**

a) **January 8, 2019-** Motion to approve by Wipperfurth, second by Madelung. Motion carried 3-0-1 with Little abstaining.

- 5) **Finance:**

a) **Review and Approve Invoices Paid 1/1/2020-1/31/2020-** Chief LaFeber commented that the board will be seeing a few high numbers in invoices paid as we will be paying our yearly invoices that are typically due in January and February. Motion to approve by Little, second by Wipperfurth. Motion carried 4-0.

b) **Review and Approve Fund/Account Balances-** Motion to approve by Madelung, second by Little. Motion carried 4-0.

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

a) **Call Update-** Month of January was busy with 142 calls for service. Response times were very good with everyone being under 3 minutes. A shift had a response time of 2 minutes and 30 seconds. B shift had a response time of 2 minutes and 38 seconds. In

house (Paid on call members) were 2 minutes and 50 seconds and Fire response times were 2 minutes and 53 seconds which is outstanding.

- b) **2020 Budget Update-** For being the first month of the year, EMS Billing was over budget by \$13,000 which is outstanding considering the last couple of years EMS Billing started out very slow. Chief LaFeber believes this has a great cause of being at a paramedic level. Blau asked if this income could possibly be a pickup from last year's billing and Chief LaFeber stated that it could but it would be coming in from October, November, and December numbers when billing started for paramedic services. Fire billing is also up which is great. Labor was forecasted well and Insurance/WRS is still needing to some time to be looked at as some of those numbers were from 2019.

7) **Old Business:**

- a) **Second Station-** Chief LaFeber posted a heat map showing where most of our calls are coming from, and he pointed out that most of the calls are coming south of highway 19. Madelung asked the question if we ever get called to more of the southern end of highway 19 and Chief LaFeber stated that we rarely do not because it starts to hit the Madison territory. Blau suggested that Chief LaFeber start looking at potential costs and potential living areas for a second station.
- b) **Impact Fees-** A lot of pressure has been put on to start spending some of the impact fees. Chief LaFeber would like to use some of that money for land purchase for a second station, a possible study for the second station, or improving the training grounds area/public works building in Windsor. Wipperfurth suggested that a good start would be to do a land search for a second station.

8) **New Business:**

- a) **Annual Report-** Chief LaFeber passed out the annual report for 2019 and asked the board to review it. He stated that he would like the boards input on how he should have Fireboard listed as he has Judd Blau listed as the board President, and Bob Wipperfurth listed as the Vice President. Wipperfurth stated that because this report is from 2019, Chief LaFeber should switch it to show who was President and Vice President in 2019.

Some key highlights from the report are the department had 1,550 calls for service for the year which is 51 calls over the previous year. 1,252 calls were EMS, and 303 calls were Fire, which was an increase in EMS and a decrease in Fire. 29.67% of our EMS calls had a on scene time greater than 15 minutes which is little bit longer than it should be but with a medic on scene, time is spent a little bit more due to being able to issue medications if needed. Erik Finkelson took over the Fire Inspector position back in March and did an outstanding job getting his inspections completed. Jon Yaskal who was previously the Fire Inspector was promoted to the Assistant EMS Chief. Paramedic went live in October. Currently the department has 5 paid on call members who are in the process of taking the paramedic program on their own time and are looking to be hired onto the department full time in the future.

b) Strategic Plan- The strategic plan has been updated and some projects have been completed. The big plans for 2020 are the second station, training on the fire side, department website, and employee wellness for members to come in and talk through what is going on with them in confidential.

c) Equipment Purchasing- In the last 2 years, money has not been spent that has been put into the savings account. Chief LaFeber would like to start spending some of that money this year with possible new turn out gear, PPE on the fire side, radios/pagers, and EMS training supplies. The board came into agreeance that Chief LaFeber is allowed to spend the money on the respected needs but would like an update each month on how much was spent.

Chief LaFeber brought it the boards attention of needing another vehicle for the department as a chase car. Chief LaFeber was able to find a Ford Explorer with less miles for a significantly cheaper price than a brand-new vehicle. A motion to authorize Chief LaFeber to purchase a new vehicle and get it set up, up to \$35,000 by Wipperfurth, second by Madelung. Motion carried 4-0.

9) Future Agenda Items- N/A

10) Schedule for Upcoming Meeting(s)- March 4, 2020 @ 5pm, April 7, 2020 @ 5pm, May 6, 2020 @ 5pm.

11) Adjournment- Motion to adjourn by Wipperfurth, second Madelung. Motion carried 4-0 and the meeting adjourned at 6:27pm.

Respectfully submitted,
Linsey Mooney