

## **DeForest Windsor Fire & EMS District Board Meeting**

April 1, 2020 5:00 PM

DeForest Windsor Fire and EMS Department 110 S. Stevenson St.  
Please join my meeting from your computer, tablet or smartphone.

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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 were present via video conference.

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

- 2) Recitation of the Pledge of Allegiance-** Led by Madelung
- 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 Status) and 19.85(1)(f) For the purpose of considering medical information of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to (possible exposure to and/or confirmed positive COVID-19 status).
- 4) Appearances Before the Board- N/A**
- 5) Approve Minutes:**
  - a) March 4, 2020-** Motion to approve by Wipperfurth, second by Miller. Motion carried 4-0.

- b) **March 17, 2020-** Motion to approve by Wipperfurth, second by Miller. Motion carried 4-0.
- c) **March 27, 2020-** Motion to approve by Wipperfurth, second by Miller. Motion carried 4-0.

**6) Finance:**

a) **Review and Approve Invoices Paid 3/1/2020-3/31/2020-** Motion to approve by Miller, second by Wipperfurth. Motion carried 4-0.

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

c) **Sinking Fund/Equipment Purchasing-** An update for the board on how much has been spent so far out of the sinking fund. A total of \$8,671.49 has been spent so far for ice rescue suits, decontamination lamb, airway trainers, and new fire helmets.

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

a) **Call Update-** Call statistics were not up at the time of the meeting as reports were still being run and closed out for the month. Chief LaFeber stated he will have those numbers at the next assigned meeting. Currently fire calls are down but EMS calls are currently up with doing a lot of ill person runs.

b) **2020 Budget Update-** So far budget is looking good for 2020 and all categories are on point as of now. Chief LaFeber is expecting next month to have a decline in our billing revenue with some people being out of work currently. Wipperfurth asked Chief LaFeber what the calls are we have been on with Dane County Emergency Management that talked about a complete burn ban in Dane County. He asked this because Village of Windsor has allowed certain areas to have open burn slots a few times in the springtime and were looking to enforce that. Chief LaFeber responded that there is talk of a burn ban, but nothing has been official yet.

c) **State of Emergency Update-** As of right now, the department is not having any staffing issues as we are staffed through the weekend. Another update will be available to the board at next week's board meeting. As of right now, the department has 7 members out of service for a variety of reasons. Staffing levels are up to 8 medics, 9 advanced EMT's, 21 basic EMT's, 39 ambulance drivers, 7 fire officers, 28 firefighters, 19 driver operators, 4 EMR's, 2 EMS officers, 5 probation members who are currently offline with the department as they currently do not have their EMT license's yet so Chief does not want them running any calls at this time, ambulance crews are being restricted to teams of 2 with 1 crew member entering the house at a time to assess the needs of the caller, fire crews are fully staffed with staff responding to calls with a command car first to limit the exposure unless it is known that it is a true fire call or a major vehicle accident, overall crew availability we currently have 10 full time staff available 24/7, 12 paid on call staff members has been added to the crew who have been laid off from their daytime jobs with most of our members available all week after 5pm,

as for the station, the building is on full lockdown and gets sanitized 3 times a day, sleeping quarters are spread out throughout the building, the EOC is partially staged, all systems are working, generators are full of fuel, maintenance is up to date, Chief LaFeber is still healthy and available every day, Office Manager Mooney is working from home currently but comes in once or twice a week to pick up paperwork from the previous week. All trucks are fueled and operational and expecting no change in that status. All radios are working fine still, cell phones have been set up for priority calling and are ready to go. Information is being released as fast as possible and getting out to all the members, all crews are doing symptom checkers on their own and signs in and does a symptom check before coming on shift for the day/night. As for PPE equipment, the department has a healthy back stock of supplies and is secured and locked away. Still waiting on deliveries from the National Stockpiles but so far, they have all come through well. No current concerns for PPE. Miscellaneous notes, fire inspections and public education are not being done at this point along with CPR classes, the department is not allowing in person burn permits, and are doing video conferencing with our members as much as we can to limit the exposure within the station.

**8) Old Business:**

a) **Impact Fees-** No update as this time from Chief LaFeber. He is slowly working on getting the training grounds but unfortunately there is not a lot of people working currently. Wipperfurth stated that dirt has been moved for the training grounds a couple of weeks ago and are still working on that. Blau asked Chief LaFeber if he did not have a construction crew for the training grounds or what his plan was for that. Chief LaFeber stated that he still has his initial plan in place that was approved last year by both Villages. He was looking for additional equipment to put out on the training grounds to use up some of those funds.

b) **Equipment Purchasing-** See 6c for information

**9) New Business:**

a) **Memo/Standing Order on Contact with Zoning People Without Village Staff-** An email was sent out for the boards review. The email was regarding developers and their staff coming right to the department for opinions and using negotiations with the villages. Also, in that email states that the department will no longer take that meeting and they will have to send their information to Chief LaFeber or to one of the Village members until further notice. Wipperfurth stated that he would like to support this. Motion to accept the language described from Chief LaFeber by Wipperfurth, second by Madelung. Motion carried 4-0.

b) **New Ambulance-** Ambulance is ready for delivery and checks will need to be cut. Chief LaFeber talked to Tina from the Village of Windsor and she is good to go on her end. Chief LaFeber believes that the Village of DeForest is not taking a loan until the end of July for those funds. The board was in agreeance to have the new ambulance paid for and to invoice both Village's for their portion of the new ambulance.

**10) Convene into Closed Session-** Motion to go into closed session by Madelung, second by Miller. Motion carried 4-0 roll call was taken the closed session began at 5:26pm.

**a. With Reference to Announcements**

**11) Reconvene into Open Session-** A motion to reconvene into open session by Wipperfurth, second by Miller. Motion carried 4-0 and open session reconvened at 6:17pm.

**b. Action Items Resulting from Closed Session –** A motion to approve Chief LaFeber to sign the memorandum MOU with the union for the Covid-19 changes by Blau, second by Miller. Motion carried 4-0.

**12) Future Agenda Items-**Second station update

**13) Schedule for Upcoming Meeting(s)-** Moving forward until further notice, the Fire Board will be holding weekly meetings unless told otherwise. Next meeting will be held April 8, 2020 @ 4:00pm.

**14) Adjournment-** Motion to adjourn by Wipperfurth, second by Madelung. Motion carried 4-0 and the meeting adjourned at 6:21pm.

Respectfully Submitted,  
Lindsey Mooney