

DeForest Windsor Fire & EMS District Board Meeting
June 10, 2020 6:00 PM
DeForest Windsor Fire and EMS Department 110 S. Stevenson St.
Court 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 6pm. All members of the board were present.

Present were: Judd Blau- Village of DeForest, Bob Wipperfurth- Village of Windsor, Don Madelung- Village of Windsor, Colleen Little- Village of DeForest, 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)

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

- 5) Approve Minutes:**

a) **May 6, 2020-** Motion to approve by Wipperfurth, second by Little. Motion carried 4-0.

- 6) Finance:**

a) **Review and Approve Invoices Paid 5/1/2020-5/31/2020-** Motion to approve by Little, 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-** Wipperfurth had requested a spreadsheet of what has all been purchased and spent out of Capital for the year. Office Manger Mooney created a sheet for the board to have for their own knowledge of what has all been spent since 2019.

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

- a) Call Update-** We had 129 calls for service which is 10 down from 2019. All calls for the month were on the EMS side which was expected. Turn out time was 2 minutes and 40 seconds. The department did do some stand down time for downtown and Sun Prairie during the time of the protests. Department training is back up running and had their first training last Thursday (6/4/2020). Probation members are starting to come back to the station since Covid-19 and recruitment has started back up as well.
- b) 2020 Budget Update-** Budget is still looking good for the year with a significant amount to the good at the end of the year. Billing has been good during Covid-19 and we have been getting a good return each month. Revenue is still holding strong; workers compensation seems to be high and almost at the budgeted amount.
- c) State of Emergency Update- Status Report-** A summary was put into the packets for the board to review regarding Covid-19. The department still has a good inventory of surplus that is locked away. The department finished with 3 possible exposures, 2 of them were on a call and one was in their normal place of employment. 1 actual member of getting sick and quarantined at home for the 14 days and was able to return after those 14 days. Operations continued to stay good. We were able to staff one engine 24/7 and were able to cover the back up ambulance as well. EMS crews did a good job keeping the staffing level at a crew of 2 instead of the normal 3 or 4. Most members did a good job reporting with self-exposures and not feeling well. All members did a good job filling out their morning sheets that indicated temperature taking and symptom control findings. Office manager Mooney worked from home the entire time which worked out well. The station is still being cleaned daily. One thing that will be worked on to improve for next time is the communication from the admin to the front-line staff.

8) Old Business:

- a) Impact Fees-** No new updates currently. Just waiting to get the okay to pay the bill out of the impact fees.
- b) Second Station-** Started to log some response times to see where our highest call volume is in relation to where the proposed station is located. A file has been put together with information about growth in the community. Chief also put together a working guideline for the second station as well which was put in the board's packets. Chief was also looking for feedback from the board to see if this was the direction, they were looking for in information with the second station. Madelung asked if Chief was looking at placing a current fire truck at this new location or looking to purchase an additional fire truck and ambulance. Chief responded that he is wanting to be able to house four trucks out of the new station. His vision is to start working with an ambulance and see if we can grow some volunteer staff and then possibly bring in a fire truck.
- c) Truck Sale-** The truck (squad 1) is sold and it sold for \$45,000 vs the \$20,000 we originally thought we were going to get for it.

9) New Business:

- a) **2021 Budget-** The board had asked to see the budget for 2021. Chief LaFeber told the board that it was not quite ready yet and wanted to get a good budget put together before presenting it to the board. What he did want to put in front of the board was putting in place a pay raise for the volunteer staff. The volunteer staff has not gotten a raise in the last 7 years and Chief LaFeber would like to incorporate a different pay scale for our members. Wipperfurth commented that he agrees with Chief and that the staff deserves a raise with all their hard work they have been putting in the past years.
- b) **New Wing of the Department-** A administrative section was added to the department where we have an official PIO (public information officer) who is in charge of recruiting, have access to all social media accounts, and handling the orientation of the employees. Captain Jacobsen is the main point person as the PIO as he was already our recruiter and handling all social media.
- c) **Summer Party-** June 27th everyone will be gathering for a summer party with a cookout, awards will be handed out in recognition during Covid-19, and a bean bag tournament will happen as well. Chief LaFeber extended the invite to the board members as well and invited them to stop down if they would like to and take part in summer party or thank any of the membership if they chose to do that.
- d) **Picture-** A department picture to include all department members and fire board members will be happening this fall. A date is still to be determined.
- e) **Benchmarks/Reformation-** A plan is starting to be put together on making some goals. Currently our goal is to hit the budget and get the trucks out the door. Chief LaFeber is slowly putting together some benchmarks that include response times, staffing levels, calls statistics, and budget categories from where we are hitting hard numbers. Chief LaFeber is also looking for input from the board in ways the department can improve as a whole. Wipperfurth commented that we could keep in mind with community engagement and stay active in the community.
- f) **Fireworks Memo-** N/A

10) Convene into Closed Session- Motion to go into closed session by Madelung, second by Little. Motion carried 4-0. Rollcall was taken and closed session started at 6:56pm.

a. With Reference to Announcements

11) Reconvene into Open Session- Motion to reconvene into open session by Madelung, second by Little. Motion carried 4-0 and open session reconvened at 7:47pm.

b. Action Items Resulting from Closed Session – If Any

12) Future Agenda Items- N/A

13) Schedule for Upcoming Meeting(s)- July 1, 2020 @ 5pm, August 5, 2020 @ 5pm

14) Adjournment- Motion to adjourn by Madelung, second by Wipperfurth. Motion carried 4-0 and the meeting adjourned at 7:48pm.

Respectfully submitted,
Lindsey Mooney