

DeForest Windsor Fire & EMS District Board Meeting

August 19, 2020 5:00PM

DeForest Windsor Fire and EMS Department 110 S. Stevenson St.

Please join my meeting from your computer, tablet, or smartphone

<https://bluejeans.com/3522770498?src=calendarLink>

Phone dial in is [+1.408.419.1715](tel:+14084191715)

Meeting ID: 352 277 0498

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 5:00pm. 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, Fill in Office Manager Molini.

- 2) **Recitation of the Pledge of Allegiance-** Led by Wipperfurth
- 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) **July 1, 2020-** Motion to approve by Wipperfurth, second by Madelung. Motion carried 4-0.
- 6) **Finance:**
 - a) **Review and Approve Invoices Paid 7/1/2020-7/31/2020-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
 - b) **Review and Approve Fund/Account Balances-** Motion to approve by Wipperfurth, second by Little. Motion carried 4-0.

- c) **Sinking Fund/Equipment Purchasing-** An update for the board on spending \$2,676.20 on the purchase of a new computer for the rescue 52 ambulance. Chief LaFeber mentioned that it was approved earlier in the year by the board and that the department just got to purchasing it.

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

- a) **Call Update-** We had 161 calls for service this month compared to 140 last year in July. Turn out time was 2 minutes and 35 seconds, which is on track. There were all different kinds of calls this month. This includes calls to farm fields with equipment fires, and an uptake in EMS calls to assisted care facilities. A few close calls with covid-19 exposure, but all tests coming back negative.
- b) **2020 Budget Update-** Budget is looking good, even with payroll changes and overtime that have occurred to try and catch us back up. The bottom line number is looking healthy so far. This past Monday, we returned to a normal payroll other than Molini being in place of Mooney for maternity leave as office manager. Workers compensation insurance is currently the biggest budget concern of 2020 so far, with a member who has been out for a year and a half. Legal is over budget but we are making up for it with revenue and payroll. The department is still on track to be in the positive at the end of the year.
- c) **State of Emergency Update- Status Report-** The department is keeping up with PPE, keeping rigs sanitized at all times, keeping backstock fully stocked with supplies, and making sure there are enough beds for everyone to sleep at the station without sharing rooms. There are no additional costs occurring from this. Blau mentioned including a discussion at the next meeting on options to consider with a second station/add ons.

8) Old Business:

- a) **2021 Budget-** 2021 budget is put together and emails were sent out to board members. EMS supplies have gone up 2.5% with the call volume increasing, but there is a large increase in EMS billing and revenue. This increase is particularly from the department going paramedic and getting the second ambulance out the door. Some changes were made with supplies and dues and subscriptions, because the department was not using some of the service contracts for EMS equipment. Those were brought back in to make sure everything is working and up to date. There are some categories that are not finalized, including payroll and benefits. Chief LaFeber stated he just finished this budget and has not had a chance to get it out to everyone else yet. The department is waiting for insurance numbers to come in before the approval of this budget can happen. Chief LaFeber stated that last year the insurance numbers did not come in until the middle of October, but that we can get everything else ready to go to get a good idea on numbers so that the villages can move forward.

9) New Business:

- a) **Improvement Plan-** Chief LaFeber created a document to update the board on a plan for the department. This plan identifies areas needing improvement. This includes several things. The need for members to buy in to the department and to reverse the culture cycle. Making a focus on the next leader being a good leader, while shifting the focus of the

EMS program back to one team. Promoting leadership with the EMS officers and not just from the top down. We have had outstanding support with all members who have been coming in on their free time to help catch up projects and better call coverage response. Several EMS programs are moving along. Some of these include: EMS local credential agreements have been completed, SOGs have been rewritten and completed, billing ESO program is up and running, billing service is up to date, drug logs are updated and waste logs were added, daily trainings have been approved by the medical director and are ready to go, monthly drills are running, new officers are in place, the schedule is covered, the EMR program is being readdressed and the medical director is on board with it to be able to use the lowest level on the ambulance to get the rig out the door. EMS training stations are set up in the apparatus bay for members to continue practicing skills. Chief LaFeber talked about rewriting a new plan that would include blending the strategic and recovery plans together for the next few years.

b) CD Accounts- The accounts are maturing. Permission from the fire board to roll it over another year. Settler's Bank was contacted regarding this.

10) Convene into Closed Session- Motion to go into closed session by Madelung, second by Little. Motion carried 4-0. Rollcall was taken with all present, and closed session started at 5:31pm.

a) With Reference to Announcements

11) Reconvene into Open Session- Motion to reconvene into open session by Little, second by Madelung. Motion carried 4-0 and open session reconvened at 5:51pm.

a. Action Items Resulting from Closed Session – If Any

12) Future Agenda Items- Second station/add on sleeping quarters

13) Schedule for Upcoming Meeting(s)- September 2, 2020 @5:00pm, October 7, 2020 @5:00pm, November 4, 2020 @3:30pm

14) Adjournment- Motion to adjourn by Wipperfurth, second by Madelung. Motion carried 4-0 and the meeting adjourned at 5:57pm

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the DeForest Windsor Fire Department at 846-4364, 110 S. Stevenson Street, by 2:00 p.m. the day prior to the meeting so that any necessary arrangements can be made to accommodate each request. Wisconsin State Statute requires all agendas for committee, commission and Board meetings to be posted 24 hours prior to the meeting date and time. Other members of governmental bodies, committees, commissions and boards may be present to observe and gather information in regards to the agenda items as listed. The only action taken will be that of the Board members present.

Notice Given to the DeForest Times Tribune on 8/10/2020 @ 1:17pm

Notice provided for posting on 8/10/2020 @ 1:17pm

Agenda was amended and redistributed on 8/18/2020 @ 9:20am. Changes can be seen italicized above.

DeForest Municipal Building
Leeds Town Hall
Vienna Town Hall

Windsor Village Hall
Hampden Town Hall

www.vi.deforest.wi.us