

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

**September 2, 2020 5:00 PM**

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 1.408.419.1715

Access code: 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 at 5pm by President Blau. All members 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) **Appearances Before the Board-** N/A
- 4) **Approve Minutes:**
  - a) **August 5, 2020-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
  - b) **August 19, 2020-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
- 5) **Finance:**
  - a) **Review and Approve Invoices Paid 8/1/2020-8/31/2020-** Motion to approve by Wipperfurth, second by Madelung. Motion carried 4-0.
  - b) **Review and Approve Fund/Account Balances-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
  - c) **Sinking Fund/Equipment Purchasing-** Motion to approve by Madelung, second by Little. Motion carried 4-0.
- 6) **Chief LaFeber's Monthly Report/Action Items:**

- a) **Call Update-** We had 126 calls for service compared to 120 in August last year. Turn out time was 2 minutes and 36 seconds, compared to last year's in August being 3 minutes and 4 seconds. A trend with calls being very slow for a while, and then getting really busy all at once. The department is looking at pushing a new recruitment class, and trying to get more paid on call volunteers to join who live in district. A new employee assistance program (EAP) was added on, for members to utilize their services such as counseling and personal legal consultation. A women's advocacy group was created with members, in order to help women and minorities receive equal opportunity. This is not a concern for the department, but more of a preventative action. Fire training is picking up, and there are several houses donated for the department to train on and burn. The new fire truck is looking to arrive late this fall. The department's ISO rating was 4-4 versus 4-5 last year (lower=better.) With the new truck coming in and the new training grounds, the rating should be even better next time.
- b) **2020 Budget Update-** Budget is still looking good for the year. Chief LaFeber mentioned the need for a potential interim EMS officer. President Blau responded with some questions to have Chief answer next month at the meeting to plan this.
- c) **State of Emergency Update-** There is nothing new with this, other than Windsor having a new emergency plan. Wipperfurth asked if the fire district will still be in state of emergency and for how long. President Blau responded with explaining that it is more of a covid update. It was in agreement that the fire district was not in a state of emergency, and that Windsor lifted theirs about a month ago.

7) **Old Business:**

- a) **2021 Budget-** The department is still waiting for insurance numbers to come in. There was discussion on communicating with the contracted towns on the budget thus far, due to only minor changes left on numbers. Wipperfurth suggested to include them into the November meeting.

8) **New Business:**

- a) **Strategic Plan-** Chief LaFeber is still working on the development of the new strategic plan. The officers have come up with the top five areas of discussion for this plan, including: the second station, department leadership, training, employee health and wellness, and fiscal responsibilities and forecasting. The main focus and objective will be on the people.
- b) **Second Station-** There is a current need for more beds and sleeping quarters for members, having covid limit everyone to a separate room. Different ideas on how to add more space were discussed. An idea of a job trailer was brought up with portable sleeping quarters temporarily. Costs will be discussed at the next meeting. Chief LaFeber mentioned three potential options of land for a second station. There is also a building already standing with an efficient set up, that would be ready to purchase. There is potential to buy it and lease it back to the current tenant, which could boost revenue. Impact fees would not be able to be used for rent. There was discussion to talk about this further and more in depth, weighing out pros vs cons for the next meeting.

**9) Future Agenda Items-** interim of EMS, audit, ISO ratings, and second station

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

**11) Adjournment-** Motion to adjourn by Little, second by Madelung. Motion carried 4-0 and the meeting adjourned at 5:44pm

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 8/31/2020 @4:42pm

Notice provided for posting on 8/31/2020 @4:42pm

DeForest Municipal Building  
Leeds Town Hall  
Vienna Town Hall

Windsor Village Hall  
Hampden Town Hall

[www.vi.deforest.wi.us](http://www.vi.deforest.wi.us)