

DeForest Windsor Fire & EMS District Board Meeting

November 4, 2020 3:30 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 by President Blau at 3:30pm. All members were present

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

- 2) **Recitation of the Pledge of Allegiance-** Led by Madelung
- 3) **Appearances Before the Board-N/A**
- 4) **Approve Minutes:**
 - a) **October 7, 2020-** Motion to approve by Little, second by Wipperfurth. Motion carried 4-0
- 5) **Finance:**
 - a) **Review and Approve Invoices Paid 10/1/2020-10/31/2020-** Motion to approve by Madelung, second by Little. 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-** N/A
- 6) **Chief LaFeber's Monthly Report/Action Items:**
 - a) **Call Update-** We had 125 calls for service in the month of October vs 110 calls for service in 2019. In those calls we had a week where we did not have much action and barely left the station during the daytime hours. Turn out time has dropped down to 2

minutes and 21 seconds which is a drop by 7 seconds. Year to date we are currently sitting at 1,350 and looking to be on track for having a total of 1,600 calls for service for 2020.

- b) **2020 Budget Update-** Revenue for 2020 has been outstanding this year. Currently we are looking to be a quarter of a million dollars over budget in surplus just in revenue alone which is exceptionally good considering the year we have had with CoVid-19. On the downside, we do not have CPR classes going so we are losing revenue there, payroll we are currently not fully staffed so we do have some reserved money in that category, and have barely used anything in our training budget which is good for us financially but terrible for the operation of the department. Workers compensation is definitely a negative and looking to be at \$33,000 this year, EMS supplies is well over budget but that has to do with the call volume from this year.
- c) **State of Emergency Update-** DeForest/Windsor has become one of the fastest growing CoVid-19 cases in the county. Cases were mostly trending in the City of Madison and traveled out by Waunakee and has now traveled more into the DeForest/Windsor area. Currently having staffing issues keeping everyone in house. We have enough PPE and still have a good supply of that, and staffing levels are holding at the moment but Chief LaFeber has expressed concern of this if we have continued growth of cases. Sanitizing light is in bound and should be here soon and we are also looking into using the same sanitizing system that the PD currently uses.

7) **Old Business:**

- a) **2021 Budget-** Chief sent out the final budget to everyone that has the final budget numbers for insurance. Don Madelung asked Chief LaFeber that he noticed POC Training-EMS went from 10k to 5k in 2021 and wanted to make sure that would be enough for that budget category. Chief LaFeber responded that the number dropped so low is because in the last 2 years we have not brought in members who have not had any certifications and he believes they will continue on that trend as we have been recruiting through the schools and getting people after they finish their schooling. A motion to approve the updated budget by Little, second by Wipperfurth. Motion carried 4-0.
- b) **Strategic Plan-** Has been sent out. The first couple of pages of the packet did not change. Chief LaFeber added in the goals the department is working on/will be focusing on. One of our biggest areas that we are focusing on is our community health and wellness program. This program is going to allow our members to have the assets to stay healthy at every angle. No questions from the board members at this time on the strategic plan.
- c) **Second Station-** Only update is that Chief LaFeber has been in contact with the person of the original building to talk about a price which may take a little bit still to get a price put together. Wipperfurth commented that he did drive by the site in DeForest and does like where it is placed and could potentially work but he would like to wait to see and compare what the price is for the DeForest lot compared to the lot in Windsor.

- d) **Interim of EMS-** Tony Disalvo is our acting EMS Director. He is currently up and running and will be at the next Fire Board meeting to give an update on the direction we are going.
- e) **Radios-** Chief LaFeber but in the bids for radios and got 4 choices back. He internally narrowed them down to 2 choices which is the Motorola radio which is the most expensive one and the Kenwood radios. Motorola radios come out to be \$155k and the Kenwood radios come out to be \$111k. Colleen Little asked Chief LaFeber if the Kenwood radios have everything that he wants and Chief LaFeber said yes as they do have some fancy features on the radios. Chief LaFeber also stated that we need a dependable radio that can carry our 16 channels. Chief LaFeber also stated that if the board were to spend the extra money on the Motorola's, the department would be getting the best radios that are out there currently. A motion to approve Chief LaFeber to get the Motorola radios at the price of \$155k by Little, second by Wipperfurth. Motion carried 4-0.

8) New Business:

- a) **Review for Townships-** Dave Tuschen joined the meeting and asked the question on a timeline for when we plan on expanding. Judd Blau stated that we do not have a set timeline, but he would expect in the next 5-10 years, but it could come sooner. Another question Dave asked was how Chief LaFeber is handling CoVid-19 with the staff members. Chief LaFeber followed up by saying that we have one staff member per bedroom, we have what used to be offices and have converted them into sleeping quarters. When the members come in, they sanitize their room, spend the night, and when they leave, they sanitize their room again. We are also doing the county mandate mask wearing inside the building. One last question Dave had was about billing and when we plan on sending them out. Chief LaFeber said that we can send out the bills right away that way they had them right away.

9) Future Agenda Items- N/A

10) Schedule for Upcoming Meeting(s)- December 2,2020 @ 5pm, January 6, 2020 @ 5pm

11) Adjournment- Motion to adjourn by Little, second by Madelung. Motion carried 4-0 and the meeting adjourned at 4:19pm

Respectfully submitted,
Lindsey Mooney