

DeForest Windsor Fire & EMS District Board Meeting

February 3, 2021 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 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 5:00pm by President Wipperfurth. All members were present.

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

- 2) Recitation of the Pledge of Allegiance-** Led by Little
- 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. (Paid on Call Status)
- 4) Appearances Before the Board-N/A**
- 5) Approve Minutes:**
 - a) January 6, 2021-** Motion to approve by Cahill Wolfgram, second by Madelung. Motion carried 4-0.
- 6) Finance:**
 - a) Review and Approve Invoices Paid 1/1/2021-1/31/2021-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
 - b) Review and Approve Fund/Account Balances-** Motion to approve by Little, second by Cahill Wolfgram. Motion carried 4-0.

- c) **Sinking Fund/Equipment Purchasing-** Radio's have been delivered and the bill will be paid and will reflect in next months fund balance report.

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

- a) **Call Update-** There were 125 calls for service for the month of January which brings us 20 calls down from last years numbers. Average response time is still 2 minutes and 51 seconds for EMS and Fire response times is sitting at 5 minutes and 29 seconds. On scene times for EMS takes them 8 minutes and that is from the time of page to the time it takes them to get to there front door and 10 minutes and 6 seconds on the fire side. The department had 3 large fire calls in January, but all were contained very well by fire personal.
- b) **2021 Budget Update/Year End-** Budget for January was completed and although it is still to soon to tell, we are still forecasted to be right where we need to be for the year.
- c) **State of Emergency Update-** All EMS staff that wanted to be vaccinated have been fully vaccinated. The rest of the staff on the Fire side will be vaccinated in the next week or two.

8) Old Business:

- a) **2nd Station-** Starting with the Alliant Energy site, we are looking at 5,480 square feet that would be our space alone, 712 square feet would be shared space with Alliant Energy. They are looking at a 10-year phase in with rent and maintenance fees around \$100K a year. Madelung asked if Alliant is looking at a rent to own agreement, Chief responded with that they are only looking at a 10-year phase in agreement and after those 10 years they will probably look to part with the building. Madelung asked a follow up question asking if any of our rent would be applicable to sale at the end of the 10-year phase in agreement. Chief stated that he did not ask any of those questions. The second site is in the Village of Windsor over by Kwik Trip. Currently looking at a site that is roughly 2.15 acres. Windsor has not set the price for the land yet, but they are looking at anywhere from \$345,000-\$576,000 for the land purchase. If they were to put a similar size building as to the Alliant Energy site, they would be looking at around 1.8 million dollars to build based on construction costs of the new Windsor Public Works building. With building a new station from scratch, this would not be any different than the final cost with the Alliant Energy Site. For comparison, if we were to build station like our current space, that would cost around 3.8 million dollars. If we were to cut the station down in half of size, we would be looking right around 1.8 million dollars for the new building. Location for this site is a little north to Chief's liking but is still doable. Some advantages of building a new station would be that we would not need to remodel, and we would have our own space to work with.

9) New Business:

- a) **Website Discussion/Action-** Wipperfurth had made a request to have the members of the Fire Board updated on the webpage. We have been able to get the website updated with the current board members. We have also been working on getting the minutes and

agendas updated and, on the website, and we have been able to successfully get those updated. Chief LaFeber stated that he feels that we are at the point where we need to look into finding a professional to create our website and manage it for us. We are also in need of looking into a new email system as our current system through GoDaddy has not been going well for the last couple of years.

- b) **Hiring/Recruitment-** Chief LaFeber stated that we are currently down on staffing and are needing to get the numbers back up. He would like to get the boards approval on using some money to create a recruitment program to attract more outsiders and bring them in as a member of the department. He also stated that he plans to start thinking of some ideas on how we can do this to bring to the board for next month's meeting.
- c) **House Burns-** Currently have a couple of houses in Windsor that need to be burned down by the Springtime.
- d) **Radio Delivery-** Radios have been delivered and are almost programmed. Channels have been updated and new channels have been added as well.

10) Convene into Closed Session- Motion to convene into closed session by Cahill Wolfgram, second by Little. Motion carried 4-0 and closed session convened at 5:48pm.

a. With Reference to Announcements

11) Reconvene into Open Session- Motion to reconvene into open session by Cahill Wolfgram, second by Little. Motion carried 4-0 and the meeting reconvened at 6:04pm.

b. Action Items Resulting from Closed Session-If Any

12) Future Agenda Items- N/A

13) Schedule for Upcoming Meeting(s)- March 3, 2021 @ 5pm, April 7, 2021 @ 3:30pm (meeting time will be determined at next Fire Board Meeting).

14) Adjournment- Motion to adjourn by Cahill Wolfgram, second by Little. Motion carried 4-0 and the meeting adjourned at 6:06pm.

Respectfully submitted,
Lindsey Mooney