

DeForest Windsor Fire & EMS District Board Meeting
April 14, 2021 @ 5:00pm – this meeting has been rescheduled from the original meeting date of April 7, 2021

Amended- item 7c has been added

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

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

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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 board 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

- 2) Recitation of the Pledge of Allegiance-** Led by Cahill Wolfgram
- 3) Appearances Before the Board-** N/A
- 4) Approve Minutes:**
- a) **March 3, 2021-** Motion to approve by Cahill Wolfgram, second by Little. Motion carried 4-0.
- 5) Finance:**
- a) **Review and Approve Invoices Paid 3/1/2021-3/31/2021-** Motion to approve by Little, second by Madelung. Motion carried 4-0.
 - b) **Review and Approve Fund/Account Balances –** Motion to approve by Cahill Wolfgram, second by Wipperfurth. Motion carried 4-0.
 - c) **Sinking Fund/Equipment Purchasing-** N/A
- 6) Chief LaFeber's Monthly Report/Action Items:**
- a) **Call Update-** For the month of March, we were down 7 calls for 2021. The department had 121 calls vs 128 calls in March of 2020. Currently year to date, we are down by 37

calls with only having 365 calls for services vs 402 in 2020. Average turnout time was 2 minutes and 32 seconds, 7 minutes and 7 seconds on scene time which are both very good numbers. EMS was out the door in an average of 2 minutes and 16 seconds, and Fire was out the door in average of 3 minutes and 31 seconds. The department was able to do some controlled burning which allowed a lot of training for our members. All burns were outstanding according to Chief and were able to engage and interact with the public and have a lot of interaction with the kids who came down to observe these trainings.

- b) **2021 Budget Update/Year End-** The audit for 2020 was completed at the end of March. Chief LaFeber spoke with our auditor and requested to have the audit completed by May. Overall, the budget for 2021 is looking very good. EMS Billing is down \$30,000 but Chief LaFeber stated that it matches with our call volume thus far. Our EMS charges for data processing and bill collection is down so both wash each other out. Payroll is still under budget from being short staffed, but we did bring on a new FT member, Michele Molini bringing our staff back up to full again.
- c) **State of Emergency Update-** Not much has changed with an CoVid-19 update. All staff members are still wearing their PPE while on calls and will continue to do so until we are told otherwise. With CoVid-19 still in place, bingo will not be stationed at the department this year, the station will be closed to the public, and our open house will not be held in June but are hoping to have one in October.

7) Old Business:

- a) **2nd Station-** More talk on the 2nd station was held tonight between the board members and Chief. Chief was able to put together a spreadsheet regarding our zones which means he was able to put a spreadsheet together on the different types of calls we had for each municipality and the type of call and how long it took us to respond to that call. President Wipperfurth commented stating that the board is needing to make a plan with a first step of securing the land of the 2nd station and following that up with a building design that way the board members can take this information back to their respective boards and give them a timeline on when this could all take place.

Along with talking about the 2nd station, Chief brought up the idea of doing some remodeling to the current station. A proposal was originally brought up of repainting the apparatus floor which have cost around \$80,000. Chief said that instead of painting the garage floor, he would like to use that money by remodeling the kitchen and adding some new sleeping quarters which is a big need currently. He would also like to add 4 additional bathrooms that would be off the courtyard that we currently have.

- b) **Website Discussion/Action-** We met with 2 website designers and were able to get 2 quotes back. Both quotes were within a \$1,000 from each other. After speaking with both of them, the one web designer who was cheaper than the other seemed more receptive and eager to work with us. Her quote came in around \$3,500. Madelung commented that he deals a lot with website designs and commented that the quote price that was given to us was not a bad price. The website designer we would like to go with is Tingalls Graphic Design. With their services, they would create our website and get it up and running for

us. Along with that, they would teach us on how to run our site and make edits if and when it is needed. Chief is looking for permission from the board to move forward with Tingalls Graphic Design and to use that money out of the sinking fund account. A motion to approve the accepted quote from Tingalls Graphic Design and to move forward with working with them by Madelung, second by Cahill Wolfgram. Motion carried 4-0.

- c) **Township Contracts-** Wipperfurth called all three townships and spoke to all three town chairs to see if they were interested in renewing their contracts with us. One of the big questions they had was what the new contract would look like. Wipperfurth stated that we are wanting to know first if the townships were interested before we got to the point of creating new contracts. Wipperfurth also stated that he had a conversation with Chief on the current contract and spoke about how the contract that is in place now has worked really well and proposed that we keep it the same and just renew it for another five years. Cahill Wolfgram made a motion to allow Wipperfurth to contact the villages and offer the same continuation of the terms that has been used in the last 5 years, minus the twenty percent credit, seconded by Little. Motion carried 4-0.

8) New Business:

- a) **Annual Report** – Annual report was presented to the board at the last Fire Board Meeting. Chief wanted to check with the board to see if they had any changes or comments before it was sent out publicly. The board was in agreeance of sending out the annual report and had no concerns with it.

9) Future Agenda Items- N/A

10) Schedule for Upcoming Meeting(s)- May 5, 2021 @ 4pm, June 2, 2021 @ 4pm, July 7, 2020 @ 4pm.

11) Adjournment- Motion to adjourn by Cahill Wolfgram, second by Madelung. Motion carried 4-0 and the meeting adjourned at 6:22pm.

Respectfully submitted,
Lindsey Mooney