

**DeForest Windsor Fire & EMS District Board Meeting**  
**July 7, 2021 @ 4:00pm**  
DeForest Windsor Fire and EMS Department 110 S. Stevenson St.  
Court Room

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 4:00pm by President Wipperfurth. All board members were present with Jane Cahill Wolfgram joining remotely.

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-** N/A
- 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) **June 2, 2021-** Motion to approve by Madelung, second my Cahill Wolfgram. Motion carried 4-0.
- 6) Finance:**
- a) **Review and Approve Invoices Paid 6/1/2021-6/31/2021-** Motion to approve by Little, second by Wipperfurth. Motion carried 4-0.
- b) **Review and Approve Fund/Account Balances –** Chief LaFeber requested to transfer 100K from the checking account to the sinking fund. A motion to approve this transfer by Cahill Wolfgram, second by Little. Motion carried 4-0.

- c) **Capital Fund/Equipment Purchasing-** \$2,500 was used out of the capital fund for the purchase of new hoses.

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

- a) **Call Update-** Calls were up this month with 150 calls vs 144 calls in 2020. Currently trending at ending out with 1,614 calls for the year. Both EMS and Fire were both out the door in 2 minutes and 16 seconds. On scene time improved from 20 minutes and 49 seconds to 20 minutes and 42 seconds.
- b) **2021 Budget Update-** Budget is still on track for the year with nothing be changed from last month. Chief LaFeber is working with the PD on having a rotating back stock of PPE with Covid still being around. The new website is ready to be launched and should be up and running very soon.

**8) Old Business:**

- a) **2<sup>nd</sup> Station-** Nothing new to report at this time. Chief has a meeting coming up with both Villages to talk more about the financial aspects of the 2<sup>nd</sup> station. More information will be available at next months meeting.
- b) **Contracts for Towns-** Town of Leeds has decided to go a different route and has opted out to renewing their contract with us at the end of 2022. Chief LaFeber and President Wipperfurth attended a meeting at the Town of Hampden a couple of weeks ago to talk about renewing their contract with us for another 5 years. They are in agreeance that they would like to continue and extend their contract with us for another 5 years. Wipperfurth also spoke with the Clerk from Town of Vienna, and they mentioned they do not see any issues extending their contract to another 5 years with us.
- c) **2022 Budget-** Looking very good at the moment. Chief is working on fine tuning at this point. He was also able to talk to ITP to get a better answer on our email system. Revenue continues to pick up as well. Chief's biggest concern that he is still working on is staffing and is not able to speak more on this until he gathers more information.
- d) **Johnson Block 2020 Audit Approval-** Motion to approve by Little, second by Madelung. Motion carried 4-0.

**9) New Business:**

- a) **Paid on Call Research- County Level-** We were able to get ahold of 10 departments within the county which are about the number of what we currently do. (Full time staffing and volunteer staffing). Looking at paid on call pay around \$2.50 an hour with \$10 a call which is more on the low end. Some departments are doing \$3 an hour with having an hourly wage while being out on a call. In Marshall, EMT's are getting \$7.25 an hour, Crew Chiefs are getting \$12.25 an hour. Our department is there on the pay scale and is about in the middle of pay scale. Our hours for our paid-on call staff are far more than other departments in the area.

- b) **Staffing Solutions-** If revenue continued to come in at a steady rate, Chief LaFeber would like to bring in 3 more full time paramedics. Wipperfurth stated that they could not give an answer right away on this solution. Chief LaFeber would like to sit down with both Tina from the Village of Windsor and Steve from the Village of DeForest and dive more into the approved audit to see if we are missing anything with our revenue.
- c) **Rate Increase-** Chief LaFeber would like to raise billing rates by 2.5%. A motion to approve a rate increase by Wipperfurth, second by Cahill Wolfgram. Motion carried 4-0.

**10) Convene into Closed Session-** Motion to convene into closed session by Little, second by Madelung. Motion carried 4-0 and closed session convened at 4:52pm.

**a. With Reference to Announcements**

**11) Reconvene into Open Session-** Motion to reconvene into open session by Madelung, second by Cahill Wolfgram. Motion carried 3-0 with Little needing to leave and the meeting reconvened at 5:47pm.

**b. Action Items Resulting from Closed Session-If Any**

- 2) **Future Agenda Items-** N/A
- 3) **Schedule for Upcoming Meeting(s)-** August 4, 2021, September 1, 2021, October 6, 2021. These meetings will be held at 4pm.
- 4) **Adjournment-** Motion to adjourn by Madelung, second by Cahill Wolfgram. Motion carried 3-0 and the meeting adjourned at 5:47pm.

Respectfully submitted,  
Lindsey Mooney