

DeForest Windsor Fire & EMS District Board Meeting

September 14, 2021 @ 3:00pm

Amended on 9/9/2021- Item 8a was added

Amended on 9/13/2021- Item 8b was added

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 3:07pm by President Wipperfurth. All board members were present via blue jeans.

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

- 2) Recitation of the Pledge of Allegiance-** N/A

- 3) Appearances Before the Board-** N/A

- 4) Approve Minutes:**

- a) August 4, 2021-** Motion to approve by Cahill Wolfgram, second by Little. Motion carried 4-0.

- 5) Finance:**

- a) Review and Approve Invoices Paid 8/1/2021-8/31/2021-** Motion to approve by Cahill Wolfgram, second by Wipperfurth. Motion carried 4-0.

- b) Review and Approve Fund/Account Balances –** A motion to renew and invest in the 2 CD accounts for another year by Little, second by Cahill Wolfgram. Motion carried 4-0.

- c) Capital Fund/Equipment Purchasing-** N/A

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

- a) **Call Update-** 165 calls for service for the month of August compared to 129 calls for service the previous year. Biggest growth in EMS calls. Fire calls stayed about the same. Majority of our calls are coming from the senior living communities and assisted livings. Turnout times have cut down to 2 minutes and 7 seconds for EMS and 2 minutes and 41 seconds for Fire. Starting to see an uptick of Covid calls for our patients. Still taking precautions and sanitizing the ambulances after every call.
- b) **2021 Budget Update-** Currently, we are looking to be at \$155K under budget. Vast majority of this being under budget is due to the labor and being short staffed.

7) Old Business:

- a) **2nd Station-** Chief LaFeber went to St. Louis for a station conference. He was able to learn a lot about different stations models and how layouts could look. He also learned about different assignments and what workers will be doing with those assignments. He would like to go to another station conference to gather more information on station models. With the station remodel, Chief LaFeber had a meeting with the DeForest Times and gave him information on what our station remodel could look like. He showed him around the station and really pointed out the areas of needs of updating in the station. A big thing was the sleeping quarters, as we are having an issue housing the current members now. With the station remodel, we are currently working on grant application to hopefully receive some grant money that can help with the cost of the remodel.
- b) **2022 Budget-** Draft budget from last month stayed about the same. Only difference was Chief was able to trim some of the budget categories down a bit more. A motion to authorize and approve the 2022 budget by Cahill Wolfgram, second by Little. Motion carried 4-0.
- c) **Station Remodel- See 7a for information**

8) New Business:

- a) **Billing Solution-** We did an investigation on our billing errors and from those errors, we have decided that we would like to bill at a flat rate for residents and non-residents with 2.5% increase. This would help alleviate some issues that we have had with our billing company and the rate that is supposed to be charged. A motion to approve this change by Cahill Wolfgram, second by Stravinksi. Motion carried 4-0.
- b) **Staffing-** Chief LaFeber shared information to the board on who we have for our current paid on call staff and the hours they are putting in for the month. Chief LaFeber would like to make a proposal to the board on a new solution for our paid-on call staff that Chief Disalvo has created. With our current FT FF/AEMT's they are working 16-hour shifts. Chief LaFeber would like to change that in the new year and go to a 24-hour shift with a paramedic on duty each day. Each shift will have 2 paid on-call EMT's and 4 paid on-call Firefighters, and 2 full timers 24/7. With this new scheduling system, our EMT paid on call members would not have to cover Saturday shifts at all. Instead of starting this new

schedule in the new year, Chief LaFeber would like to start this starting October 1st. A motion to adopt this plan and implement it by Cahill Wolfgram, second by Little. Motion carried 4-0.

9) Future Agenda Items- N/A

10) Schedule for Upcoming Meeting(s)- October 6, 2021. November 3, 2021, December 1, 2021, January 5, 2022. All meetings will be held at 4:00pm.

11) Adjournment- Motion to adjourn by Cahill Wolfgram, second by Stravinski. Motion carried 4-0 and the meeting adjourned at 3:57pm.

Respectfully submitted,
Lindsey Mooney