

**DeForest Windsor Fire & EMS District Board Meeting**  
**May 3, 2023 @ 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 by President Wipperfurth at 4:00pm. All board members were present.

Present were: Bob Wipperfurth- Village of Windsor, Jane Cahill Wolfgram- Village of DeForest, Ed Wall- Village of Windsor, Colleen Little- 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. (Full-Time Employee Status and Paid on Call Status) also The DeForest Windsor Fire & EMS District Board will convene in closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. (Township contracts)

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

- 5) **Approve Minutes:**

- a) **April 5, 2023-** Motion to approve by Cahill Wolfgram, seconded by Wall. Motion carried 4-0.

- 6) **Finance:**

- a) **Review and Approve Invoices Paid 4/1/2023-4/30/2023-** Motion to approve by Little, seconded by Cahill Wolfgram. Motion carried 4-0.

b) **Review and Approve Fund/Account Balances-** Motion to approve Wall, seconded by Cahill Wolfgram. Motion carried 4-0.

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

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

a) **Call Update-** April was a slower month compared to April of 2022. Total calls went from 141 the previous year to 101 calls this year in the month of April. Response times were great, and all trucks were able to get out the door without having to call for mutual aid. Even with a slower month, billable calls have gone up due to more EMS calls vs Fire calls.

b) **2023 Budget Update-** Budget still looks good. The labor category was a little high for the month due to holiday pay, overtime pay due to shortage of employees and employees taking off. Overall, for the year it is under budget with no concerns. Some of our concerns earlier in the year such as gas and electricity are coming down now that the weather is getting nicer, and the remodel is almost completed. Truck repairs are high currently but should be slowing down with the repairs.

**8) Old Business:**

a) **Station Remodel Update-** Chief and Mooney have moved back over to the station, and we have been granted partial occupancy of the remodel. Still waiting on windows and waiting for lights to be installed as well. Day room is fully functional and sleeping quarters are good and will be fully completed once windows are installed.

b) **Inspector Position-** Chief is planning to move forward with the position next month as we need to start getting inspections completed.

c) **Third Ambulance-** An ambulance was found, and we plan to purchase it from the company we are getting our new ambulance from. The ambulance is under budget and will be delivered in early June.

d) **Strategic Plan-** The board looked over the strategic plan and approved moving forward sending it out to the municipalities.

**9) New Business:**

**10) Convene into Closed Session-** Motion to convene into closed session by Cahill Wolfgram, seconded by Little. Motion carried 4-0. Roll call was taken and the meeting convened into closed session at 4:15pm.

a) **With Reference to Announcements**

**11) Reconvene into Open Session-** Motion to reconvene into open session by Wall, seconded by Cahill Wolfgram. Motion carried 4-0 and the meeting reconvened into open session at 4:39pm.

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

**12) Future Agenda Items- N/A**

**13) Schedule for Upcoming Meeting(s)-** June 7, 2023, July 5, 2023, August 2, 2023. All meetings will be held at 4:00pm.

**14) Adjournment-** Motion to adjourn by Little, seconded by Cahill Wolfgram. Motion carried 4-0 and the meeting adjourned at 4:41pm.

Respectfully submitted,  
Lindsey Mooney