

**DeForest Windsor Fire & EMS District Board Meeting**  
**August 8, 2023 @ 8:30am**  
**Amended on 8/1/2023 with a new date and time**  
DeForest Windsor Fire and EMS Department 110 S. Stevenson St.  
Mackenzie Clyde Training 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 8:30am by Bob Wipperfurth. 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-** 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

**4) Approve Minutes:**

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

**5) Finance:**

a) **Review and Approve Invoices Paid 7/1/2023-7/31/2023-** Motion to approve by Little, seconded by Cahill Wolfgram. Motion carried 4-0.

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

c) **Capital Fund/Equipment Purchasing-** New lockers were purchased along with new tools for our Fire Inspector.

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

- a) **Call Update-** For the month of July, the department has 127 billable calls with a total of 165 calls for the month. Overall, call volume is up for 2023.
- b) **2023 Budget Update-** Had a very good billing month with coming under by a little for the month. All other budget categories are well under budget. Looking to end the year under budget in all categories. EMS headcount is good with being able to staff both ambulances 24/7. Both ambulances can be staffed at the medic level as well.

**7) Old Business:**

- a) **2<sup>nd</sup> Station-** Chief LaFeber touched based with Tina from Village of Windsor. He plans to reach out to a couple of designers he met at the station conference a couple of months ago to talk to the Village of Windsor about their qualifications and their abilities for the architect of the station.
- b) **2024 Budget-** Presented the 2024 draft budget to the board members. Chief LaFeber plans to sit down with both Village's to go through the budget with them, so they have a better understanding of the draft budget. More

**8) New Business:**

- a) **2022 Audit Review-** Brett Hoffmeister from Johnson Block CPA joined the meeting to present the 2022 draft audit. All board members agreed to finalize the audit. Motion to approve the 2022 audit by Cahill Wolfgram, seconded by Wall. Motion carried 4-0.
- b) **Promotions-** Ben Waldera, who is a full-time paramedic was promoted to operational captain. Kraig Knapp, who was a paid-on call member on the fire side was promoted to the full-time fire inspector.
- c) **2024 Billing Rates-** The board would like to wait on increasing billing rates until a later time.

**9) Convene into Closed Session-** Motion to convene into closed session by Wall, seconded by Cahill Wolfgram. Motion carried 4-0. Roll call was taken, and the meeting convened into closed session at 9:25am.

**a) With Reference to Announcements**

**10) Reconvene into Open Session-** Motion to reconvene into open session by Little, seconded by Wall. Motion carried 4-0 and the meeting reconvened into open session at 9:41am.

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

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

**12) Schedule for Upcoming Meeting(s)-** September 6, 2023, October 4, 2023, November 1, 2023. All scheduled meetings will be held at 4:00pm.

**13) Adjournment-** Motion to adjourn by Wall, seconded by Little. Motion carried 4-0 and the meeting adjourned at 9:42am.

Respectfully submitted,  
Lindsey Mooney