

**DeForest Windsor Fire & EMS District Board Meeting**  
**November 1, 2023, at 4:00pm**  
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 by President 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-** Led by Cahill Wolfgram

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

**5) Finance:**

a) **Review and Approve Invoices Paid 10/1/2023-10/31/2023-** Motion to approve by Wall, seconded by Little. Motion carried 4-0.

b) **Review and Approve Fund/Account Balances –** Motion to approve by Little, seconded 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-** For the month of October there were 169 calls for service. EMS calls were down for the month with Fire calls being up.
- b) **2023 Budget Update-** Revenue is still down for the year but did have a good month pulling revenue in last month. Overhead and payroll is under budget as well.
- c) **Other Updates-** Department wide reviews will be starting, a request from the board was to have a secure drop box set up, Chief has set all of that up and is ready to go. Lastly, the hiring process has started with 2 full-time positions open.
- d) **Knapp Introduction-** Chief Knapp is the new Divisional Chief of Public Education. He introduced himself to the fire board and talked more about his role with the department.
- e) **Waldera Introduction-** Ben Waldera is a full-time paramedic/firefighter who was recently promoted to Captain. He introduced himself to the board and talked more about his role with the department.

**7) Old Business:**

- a) **2<sup>nd</sup> Station-** A heat map has been put together with call volume for the entire district from 2012-2022. It lays out exactly where all the call volume is and where the 2<sup>nd</sup> station will be placed. Some space needs are put together, but nothing will be presented at tonight's meeting.
- b) **2024 Budget-** Chief is looking for approval on the 2024 budget. A motion to approve the 2024 budget by Wall, seconded by Cahill Wolfgram. Motion carried 4-0.

**8) New Business:**

- a) **Inter Government Agreement- Fire District Agreement-** Chief LaFeber is putting plans together for the department and has brought up some concerns that may arise between the Villages. He is hoping to have a 20 year plan put together for the village's to agree too.

- 9) **Convene into Closed Session-** Motion to convene into closed session by Little, seconded by Cahill Wolfgram. Motion carried 4-0. Roll call was taken, and the meeting convened into closed session at 4:55pm.

- a) **With Reference to Announcements**

- 10) **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 5:05pm.

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

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

- 12) **Schedule for Upcoming Meeting(s)-** December 6, 2023, January 3, 2023. All meetings will be held at 4:00pm.

**13) Adjournment-** Motion to adjourn by Little, seconded by Cahill Wolfgram. Motion carried 4-0 and the meeting adjourned at 5:05pm.

Respectfully submitted,  
Lindsey Mooney