

**DeForest Windsor Fire & EMS District Board Meeting**  
**December 6, 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 at 4:00pm. All board members were present at the time of the meeting with Wipperfurth joining virtually.

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) Appearances Before the Board-** N/A

**4) Approve Minutes:**

- a) **November 1, 2023-** Motion to approve by Wall seconded by Cahill Wolfgram. Motion carried 4-0.

**4) Finance:**

- a) **Review and Approve Invoices Paid 11/1/2023-11/30/2023-** Motion to approve by Cahill Wolfgram, seconded by Little. Motion carried 4-0.

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

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

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

- a) **Call Update-** Down 3 EMS calls and up 23 fire calls. YTD forecasting at 1450 for EMS calls vs 1530 from the previous year. Being down on calls, revenue is being lost by \$36,000. Both ambulances are getting out the door with response times being down to less than a minute due to members staying at the station at all times when on call.

b) **2023 Budget Update-** EMS billing revenue is down significantly. Chief LaFeber had a meeting with the billing company earlier in the day and was able to find more information regarding some of the delayed revenue that is outstanding. Payroll is under, overhead and operating expenses are also under budget as well.

c) **Other Updates-** N/A

**6) Old Business:**

a) **2<sup>nd</sup> Station-** Both villages are working through some legal stuff. Chief LaFeber is also still working on some reports that he will hopefully have some updates for January's meeting.

b) **Inter Government Agreement-Fire District Agreement-** Chief LaFeber would like to know if the board members would like him to pass the documents onto the village's lawyer for review or if they would like to. Cahill Wolfgram and Wipperfurth both mentioned that they would be happy to pass the documents along themselves.

**7) New Business:**

a) **New Fee Schedule-** After speaking with our Fire Inspector, he would like to suggest a new billing plan for new plan reviews. Currently we are billing a flat fee and moving forward he would like to change the billing of the sizing of the buildings.

**8) Future Agenda Items-** 2024 Election of officers

**9) Schedule for Upcoming Meeting(s)-** January 3, 2024, February 7, 2024, March 6, 2024. All meetings will be held at 4:00pm.

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

Respectfully submitted,  
Lindsey Mooney