

**DeForest Windsor Fire & EMS District Board Meeting**  
**February 14, 2024, at 3:00pm**  
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.

**Agenda**

- 1) **Call Meeting to Order and Roll Call-** The meeting was called to order at 3:03pm by President Cahill Wolfgram. All board members were present. Monica Smith sat in for Ed Wall with Bob Wipperfurth joining virtually.

Present were: Jane Cahill Wolfgram-Village of DeForest, Bob Wipperfurth- Village of Windsor, Colleen Little- Village of DeForest, Monica Smith-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) **January 3, 2024-** Motion to approve by Little, seconded by Wipperfurth. Smith abstained. Motion carried 3-0-1.
- 5) **Finance:**
- a) **Review and Approve Invoices Paid 21/1/2024-1/31/2024-** Motion to approve by Wipperfurth, seconded by Smith. Motion carried 4-0.
- b) **Review and Approve Fund/Account Balances-** Motion to approve by Wipperfurth, seconded by Smith. Motion carried 4-0.
- c) **Capital Fund/Equipment Purchasing-** N/A
- 6) **Chief LaFeber's Monthly Report/Action Items:**
- a) **Call Update-** 160 total calls in January which is an increase of 5 calls from the previous year. 125 calls were billable with 3 calls being billable at the non-medic level. 78% were EMS calls, 68% were in the Village of DeForest with 10% of the calls being in the Village of Windsor.

b) **2024 Budget Update-** Budget is looking good so far for the year. EMS revenue came in well but was still a little under budget for the month.

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

**7) Old Business:**

a) **2<sup>nd</sup> Station-** Station must haves and Village of Windsor's staff and space needs were put together and put in the drop box for the board members to review.

b) **Inter Government Agreement-Fire District Agreement-** A meeting with both Village's and Chief LaFeber has been set for later in February.

c) **New Fee Schedule-** The new fee schedule has been updated and signed by President Cahill Wolfgram and has now taken place effective immediately.

**8) New Business:**

a) **Annual Report-** The draft annual report was presented to the board. The board members will look it over and will have an approval of the report at next month's meeting.

b) **Strategic Plan-** The draft strategic plan was presented to the board. The board members will look it over and will have an approval of the plan at next month's meeting.

c) **IT Security-** Chief LaFeber updated the board on a meeting that was held with our IT company and changes that may be needed in the upcoming years.

d) **Job Requirement's Review Plan-** N/A

e) **Impact Fee Study-** Information was sent to Bill from Village of DeForest who asked Chief LaFeber on someone information regarding an impact fee study.

f) **Collections-** The department would like to go with Stark Collections Agency for billing collections. Chief LaFeber would like the board's approval to move with the company. The board would like the contract to be looked over by the legal team before signing the contract. A motion to approve moving forward with the intention of the legal team approving the contract by Little, seconded by Wipperfurth. Motion carried 4-0.

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

**10) Schedule for Upcoming Meeting(s)-** March 6, 2024 @ 1:00pm. April 3, 2024 @ 4:00pm.

**11) Adjournment-** Motion to adjourn by Little, seconded by Smith. Motion carried 4-0 and the meeting adjourned at 4:24pm.

Respectfully submitted,  
Lindsey Mooney