

**DeForest Windsor Fire & EMS District Board Meeting**  
**March 6, 2024, at 1:00pm**  
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 at 1:00pm by President Cahill Wolfgram. All board members were present.  
Present were: Jane Cahill Wolfgram- Village of DeForest, Bob Wipperfurth- Village of Windsor, Colleen Little- Village of DeForest, Ed Wall- Village of Windsor, Chief LaFeber, Office Manager Mooney
- 2) **Recitation of the Pledge of Allegiance-** Led by Cahill Wolfgram
- 3) **Appearances Before the Board-** N/A
- 4) **Approve Minutes:**
  - a) **February 14, 2024-** Motion to approve by Wipperfurth, seconded by Little. Motion carried 4-0.
- 5) **Finance:**
  - a) **Review and Approve Invoices Paid 2/1/2024-2/29/2024-** Motion to approve by Wipperfurth, seconded by Wall. Motion carried 4-0.
  - b) **Review and Approve Fund/Account Balances –** Motion to approve by Wall, seconded by Little. Motion carried 4-0.
  - c) **Capital Fund/Equipment Purchasing-** N/A
- 6) **Chief LaFeber’s Monthly Report/Action Items:**
  - a) **Call Update-** Chief LaFeber updated the board with a report that was generated for the month of February. In that report, the majority of those were called to the areas where the second station will be placed. DeForest’s call volume increased last month by 46.9% whereas Windsor’s call volume decreased by 32.74%. The total call volume for the month was 144 calls, which was an increase from last year. There were 23 overlapping calls with 3 calls overlapping in one call last month.

- b) **2024 Budget Update-** Revenue is under budget with over \$900,000 in billable calls out for billing currently. Payroll was over budget at the start of the year but should level itself out as the year goes on. The operational budget is under budget and should stay under budget for the year as well. Gas and power seemed to have been high for the month of February which we will be keeping an eye that as the weather warms up.
- c) **Other Updates-** A survey was sent out to our members to gather demographic information. We received 32 responses total. Those responses were shared with our fire board members. Cahill Wolfgram has requested Chief LaFeber to share those results with the Village of DeForest so they can include that in their home study.

**7) Old Business:**

- a) **2<sup>nd</sup> Station-** No new updates on the 2<sup>nd</sup> station currently.
- b) **Inter Government Agreement-Fire District Agreement-** N/A
- c) **Annual Report-** Motion to approve the annual report by Wipperfurth, seconded by Wall. Motion carried 4-0.
- d) **Strategic Plan-** Motion to approve the strategic plan by Wipperfurth, seconded by Little. Motion carried 4-0.
- e) **Collections-** Collection documents went through the lawyer, and it came back with few minor suggestions. A meeting is set with the new collections company in the upcoming week to start onboarding.

**8) New Business:**

- a) **Combined GIS Water Maps-** Chief LaFeber is looking to have a community water system map on one document for our fire inspector to utilize during his inspections. A couple of concerns were brought up with this request, but a meeting will be set up to talk more about this request.
- b) **SOG/SOP Review-** The SOG/SOP's have been reviewed and updated for 2024.
- c) **2% Findings-** An audit was conducted on our 2% dues findings. Everything came back fine with no money needed to be sent back.

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

**10) Schedule for Upcoming Meeting(s)-** April 3, 2024, May 1, 2024. All meetings will be held at 4:00pm.

**11) Adjournment-** Motion to adjourn by Wipperfurth, seconded by Little. Motion carried 3-0 and the meeting adjourned at 1:48pm.

Respectfully submitted,  
Lindsey Mooney