

DeForest Windsor Fire & EMS District Board Meeting
February 1, 2023 @ 4:00pm
DeForest Windsor Fire and EMS Department 110 S. Stevenson St.
Court 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 4:00pm by President Wipperfurth. All board members were at the time of meeting.

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 Wall

- 3) Announcements-** Section 19.85(1)(e) consider convening in closed session for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (billing/banking/computer security issues).

- 4) Appearances Before the Board-** N/A

- 5) Approve Minutes:**

a) **January 11, 2023-** Motion to approve by Little seconded by Wall. Motion carried 4-0.

- 6) Finance:**

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

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

c) **Capital Fund/Equipment Purchasing-** Turnout gear was purchased for 2023, items for the station remodel was purchased (TV's, washer, dryer, and few other small items).

7) Chief LaFeber's Monthly Report/Action Items:

- a) **Call Update-** Call volume was down from 165 to 154. For the beginning of the year, calls were a bit slower than normal. For billable call although, calls were increased from 129 to 134. This reason for this was because there were more EMS calls and less of fire calls. In January, there were 3 fire calls in one day at the beginning of the month but has since slowed down. EMS started out slow but has started to pick up with having close to 5 calls all within a ten-minute span. Still averaging 5 calls a day with a high of having 9 calls in a day for the month of January. Response times are still good at 2 minutes and 44 seconds, back up ambulance at 3 minutes and 45 seconds. Highest dispatch calls are for falls, following with calls for sick persons. 7 calls were lost due staff shortages and mutual aid were called.
- b) **2023 Budget Update-** As of February, zero revenue has come in but a check should be coming in the mail for revenue in January. All other categories are under budget. LOSA payment was made and was \$2,000 under budget. Labor was also budget with no overtime. Benefits are showing under budget as well. Inspector pay is well under budget since the position has not been filled yet. A couple of items from 2022 snuck up on us in the 2023 budget that were needed to be paid out which cause some training categories to be over budget.

8) Old Business:

- a) **Station Remodel Update** – Remodel is still going well but it has run into a big issue being that the windows are on back order and will not be delivered until the end of April which puts the end date of the remodel back to May.
- b) **2nd Station Update-** 2nd station committee met with little progress being a made. The size of the building is becoming an issue on how the layout should be to utilize it as a satellite station rather than a full size second station.

9) New Business:

- a) **Legal Team-** As the department is growing, the admin staff is having some concerns with some HR support. Chief LaFeber would like to have a list put together for some representatives that could help us with putting contract reviews put together, making up documents, etc.
- b) **Inspector Position-** No updates on the inspector position. Chief LaFeber could be coming to the board next month for permission to hire a hybrid position.

10) Convene into Closed Session- Motion to convene into closed session by Wall seconded by Cahill Wolfgram. Motion carried 4-0. Roll call was taken the meeting convened into closed session at 4:52pm.

- a) **With Reference to Announcements**

11) Reconvene into Open Session- A motion to reconvene into open session by Wall seconded by Little. Motion carried 4-0 and the meeting reconvened at 5:09pm.

b) Action Items Resulting from Closed Session- If Any

12) Future Agenda Items- N/A

13) Schedule for Upcoming Meeting(s)- March 1, 2023, April 5, 2023, May 3, 2023. All meetings will be held at 4:00pm.

14) Adjournment- Motion to adjourn by Little, seconded by Cahill Wolfgram. Motion carried 4-0 and the meeting adjourned at 5:09pm.

Respectfully submitted,
Lindsey Mooney