



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MEETING MINUTES  
SATURDAY, May 18, 2024  
9:30 a.m.**

**Location:** Townsend Fire Department Meeting Room

**Attendees:** Duane Bann                      Michelle Grobe                      Nancy Smith                      Pam VanOss  
Chuck De Moulin                      Dawn Herlache                      Anita Szyszkiewicz  
Dacon Franzen                      Joe Heyrman                      Linda Vander Heiden  
Deb Franzen                      Dee Johnson                      Bruce VanOss

Vice Chairperson Joe Heyrman called the meeting of the Friends of Townsend Fire Membership to order at 9:30 a.m.

Deb Franzen made a motion to approve the April 20, 2024 meeting minutes, seconded by Linda Vander Heiden, motion carried.

### **Firefighter Memorial Plaques**

- Dacon Franzen and Chief Herlache to create criteria for name placement; that is, retirement or in memory of (an active member of the fire department who has passed).
- Recognition portion of plaque is for active years of service; 5, 10, 15 years in 5-year increments.
- Chief Herlache to provide list of names for both the retirement and in memory of plaques.

### **Grant Writing – Dawn Herlache**

- Dawn Herlache & Ray Scheifen have found a website specifically geared toward grants that may be available to FOTF.
- Membership made a recommendation to have the Grant Committee tour the fire station, so they have a full understanding of what the fire department needs entail. This will provide a better understanding of the types of grants the committee needs to go after.
- Dacon Franzen indicated that the CWDG grant for \$18k was decline. Dacon will investigate why the CWDG declined the grant.

### **July 4<sup>th</sup> Event – Deb Franzen**

- Volunteer's need to visit assigned area businesses by June 1, 2024.
- Deb Franzen has two pallets at her house to store prizes.
- Deb Franzen discussed and passed the volunteer sign-up sheets for the event.
- A big thank you to Bruce and Pam VanOss for stamping and labeling the raffle ticket envelopes.
- May 22<sup>nd</sup> at 6:00 p.m. meet at the fire station to stuff three bundles of raffle tickets and a letter into the envelopes.
- Posters are available for posting in local businesses.
- Miller has provided two banners. One to be place on the overhead of the service door and one on the fence at the dump.
- Deb Franzen has created "cheat sheets" for ticket sales, i.e., 6 tickets at \$2 = \$12, etc.
- Meat raffle pricing
  - Currently at \$2 per ticket, do we need to raise the cost of tickets?
  - Deb Franzen to do the math to see what type of profit FOTF would make at \$2 and \$3, after expenses.



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**Financial Report- Deb Franzen**

- Deb Franzen provided a brief financial overview,
- Budget committee is currently developing a budget.
  - No questions from membership followed.

**Online Store**

- General discussion on online store.
- The online shopping cart shipping charges are under review by the BOD.
- Recommendation to place a poster featuring the online store at the July 4<sup>th</sup> event.

**Online Media**

- Deb Franzen to send Photos to Anita Szyszkiewicz of additional prizes for posting on the website.
- Anita Szyszkiewicz to investigate using Zelle rather than PayPal for online donation button.

**Smokey Bear Ride – Noon to 6 p.m. on June 15, 2024**

- Townsend stop is 1:00 p.m. to 5:00 p.m.
- Townsend Fire Department Stop ideas
  - Fire pup cut out for kids
  - Anita Szyszkiewicz to send email to membership asking for donated baked goods to sell at Townsend stop.
  - Sell water, soda, popcorn, or cookies
- Six FOTF members are needed to staff the Townsend station for the 1:00 p.m. to 5:00 p.m. timeframe.
- Six fire departments are participating
  - Doty
  - Crooked Lake
  - Lakewood
  - Mountain
  - Riverview
  - Townsend
- Interim Fire Chief has assigned to the Lakewood fire department; however, they are looking for assistance for set-up at noon and help between 2:00 p.m. to 6 p.m. for the event.
- Anita Szyszkiewicz to place a photo of the Smokey the Bear event on the website with a blurb indicating who benefits from the event.

**Annual Meeting Feedback**

- Vice Chairperson Joe Heyrman asked for questions, concerns. There were None.
- Membership indicated the FOTF BOD was doing an excellent job.
- Membership agree that the yearend review was good; however, membership suggested that subcommittees also provide an annual review.



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**Other Business**

- Sparky Mascot Replacement Discussions
  - Replacement cost is approximately \$3k
  - National Fire Safety Council monies available
- Upcoming Events
  - Raffle ticket envelope stuffing, Wednesday, May 22, 2024 at 6:00 p.m. at the fire station
  - Smokey Bear ATV Ride Saturday, June 15, 2024
  - July 4<sup>th</sup> Celebration
  - Weinerfest Meat Raffle, Saturday, July 27, 2024
  - Townsend Fire Department/Town of Townsend Chili Cook-off, Saturday, September 28, 2024.
- Reminder...
  - Do not forget to check out the FOTF Facebook page, website, and online store.

**Future Meeting Dates:**

All membership meetings will be on the third Saturday of the month at the Townsend Fire Department meeting room at 9:30 a.m.

June 15, 2024	September 21, 2024	October 19, 2024
July 20, 2024	October 19, 2024	December 21, 2024
August 17, 2024	November 16, 2024	January 18, 2025

Motion to adjourn meeting by Linda Vander Heiden, seconded by, Dacon Franzen, motion carried.  
Meeting adjourned at 10:30 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita M. Szyszkiewicz, Secretary