



FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MEETING MINUTES  
SATURDAY, AUGUST 16, 2025 – 9:30 AM  
LOCATION: TOWNSEND FIRE DEPARTMENT MEETING ROOM

**ATTENDEES:** Duane Bann Joni Bande Wanda Laste Terri Heyrman Ray Scheifen  
Pam VanOss Donna Fischer Dean VanderHeiden Linda VanderHeiden Kathy Karagianis

Wanda Laste, Chair, called the meeting to order at 9:31 am.

Motion made to Approve the Saturday July 19, 2025 FOTF Membership meeting minutes by Dean V, seconded by Terri H. Motion carried.

**UPDATES:**

**-Board Vacancy:** FOTF Board Member & FOTF Secretary, Anita S has decided to resign from her position due to personal reasons. She will continue to be part of FOTF but no longer in a Board capacity. Thank you, Anita, for being such an important part in the forming of this organization. Per FOTF Bylaws, the remaining Board will appoint the new Board member. Donna Fischer has been Appointed and Accepted the FOTF Board position as a director. The Board also did some adjusting of positions and John Zeller has Accepted the position of FOTF Secretary. Thank you Donna & John for Stepping Up!!!

**-Public Relations Committee:** A new Subcommittee, Public Relations, has been created to help organize some tasks. This committee will handle the FOTF Website, FB page, Mailings, Correspondence, etc. This is a new committee, so we are still working out the details. Anita S & Joni B have both expressed interest and will handle these tasks for now. The need for help on this committee can change throughout the year so you can still get involved if this is of interest to you.

**REPORTS:**

**-Financial Report:** Fund Requests Approved by the FOTF Board: -FEMA Training for Chief Dawn, - 2<sup>nd</sup> Gas Monitor (balance after the WPS Grant has been applied). Donations Received: -Another pool fill donation, - July 4 Party had a “Pass the Boot” donated to TFD/FOTF. Recent Expenses: - Lots of July 4 Bills, -Admin expenses (Stamps, Checks, PO Box renewal). NFSC (National Fire Safety Council) Account: These are not funds that we can cash out but use to purchase items from NFSC. FOTF recently purchased Fire Safety informational brochures, Kids coloring books, Kids fire helmets, Wrist bands and items for Halloween, Open House, and other giveaways.

**-Social Media:** No new report. The new Public Relations Committee will now cover Social Media.



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**REPORTS (continued):**

**-Can Report:** Will be doing a Can Run soon. We are aware the Can Bins are getting full. The Can Truck back door is still broken & does not stay up. Working on a few options such a repairing or replacing the door. FOTF was allowed to collect cans at the recent Lions Arts Craft Fair. We collected 3 large bags of cans! Looking into doing this at other Events in the area. Thank you, Lions, for letting us collect cans & to Joni B for making more can topper signs. Red Arrow does not want FOTF to collect cans at their Labor Day weekend Corn Roast.

**-Online Store:** An explanation of 'Kevin O Pickup' vs 'Delivery' when buying on the online site. Kevin will pick up & deliver to the next FOTF meeting when items are chosen as 'Kevin O Pickup.' This also saves you on the shipping costs. 'Delivery' can be chosen if you want your order delivered to your home address. This includes a shipping fee. Previously we had discussed having an inventory of t-shirts, etc. for sale. Donna checked into how Red Arrow manages their t-shirt/apparel sales. Red Arrow does not make a large profit & has minimal markup. They look at this more as Publicity & getting their name out there. Discussion of at least getting kids size t-shirts or stuffed Dalmatian dogs with our FOTF logo for the Open House.

**-Grant Crew Report / Ray S:** Seven Grants have been submitted: 3 with No Response after we sent follow up requests, 1 Reject, 1 Pending, 2 Approved (Fleet Farm & WPS). It was explained that due to Federal Grant & Funding Cutbacks that there are more organizations applying for these grants, making it more difficult to get an Accepted Grant Request. Next meeting Monday August 25.

**-TFD Report:** 40 Paged calls so far in 2025. This includes TWO separate calls last night! Compared to 30 for All of 2024 and 40 for All of 2023. And this is ONLY AUGUST! Pump testing taking place in the next few weeks. You may notice the trucks moving about or at Oughton Park.

**OLD BUSINESS:**

**-Plaques:** TFD Recognition & Town Hall TV plaque. No update at this time.

**-MABAS (Mutual Aid Box Alarm System) Meeting July 23:** Thank you Joni, Linda V & Dean V for helping set up for the County-wide quarterly MABAS meeting which was to be hosted at TFD on July 23. Unfortunately, about 30 mins before the dinner was supposed to start there was a strong storm/tornado in the Southern part of Oconto County, therefore occupying many of the Fire Depts that were planning to attend. The meeting was rescheduled for another day. But still Thank You to Joni, Linda & Dean for helping, even though very few people came.



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**OLD BUSINESS (Continued)**

**-July 4 Final:** The County Sheriff estimated approx. 12,000 people came to our area on July 4! Next year July 4 is on a Saturday so even more people are expected to attend. This means MORE HELP is needed. The Appreciation Luncheon was held at Waubee Lodge. Great food & a Great Time. Thank you, Deb & Anita, for setting this up. And Thank You to all those who helped in whatever way for our Great July 4 Celebration. FOTF profited approx. \$37,000 this July 4, but keep in mind we do have some big expenses coming up including \$60K for the final Truck payment and \$34K for Extrication Equipment.

**NEW BUSINESS:**

**-Bylaws Amendment Coming:** Just an FYI that the Board is looking into re-wording a portion of the Bylaws regarding Board Terms. All Amendments are to be voted on by the membership. Once the wording has been worked out, the membership will be sent a copy for review & advised of the date of the monthly meeting for the Vote.

**-Chili Cookoff/TFD Open House:** Date is Saturday October 4<sup>th</sup> which is the start of Fire Safety Week. Lakewood/Townsend Ambulance will be running the Chili Cookoff portion but may need some help from us. Wanda will follow-up with Ambulance & Town Board to see what they are planning so that we can work on our own Activities for the TFD Open House. Games such as Bucket Brigade, Using Fire Hoses, Practice with Fire Extinguishers, etc. Start thinking about more activities & ideas to get both Kids & Adults involved with Fire Safety.

**ANNOUNCEMENTS:**

-Today is Andersons Corn Roast in Lakewood. The Meat Raffle there is a Fund Raiser for the Lakewood Fire Dept. One Fire Dept Supports Another. Please attend if you can.

**DATES:**

- Grant Meeting. Monday August 25. TFD.
- Membership meeting. Saturday September 20. 9:30am. TFD.
- TFD Open House/Chili Cookoff. Saturday October 4.

Motion made to Adjourn by Linda V, seconded by Donna F. Motion carried. Adjourned 10:15am.

*(Meeting minutes submitted by Wanda Laste, Chair, due to absence of Secretary, John Zeller.)*