



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, January 20, 2024  
9:30 a.m.**

**Location:** Townsend Fire Department Meeting Room

**Attendees:**

Duane Bann	Joe Heyrman	Carri Lesatz
Chuck DeMoulin	Terri Heyrman	Anita Szyszkiewicz
Dacon Franzen	Dee Johnson	Linda Vander Heiden
Deb Franzen	Amy Klapper	Bruce VanOss
Roberta Glisczinski	Wanda Laste	Pam VanOss

The meeting of the Friends of Townsend Fire Membership was called to order by Wanda Laste at 9:30 a.m.

A motion to approve the December 16, 2023 meeting minutes was made by Terri Heyrman, seconded by Deb Franzen, motion carried.

**Reminders**

- FOTF celebrated one year in the making today, January 20, 2023.
- Introduction of the Board of Directors.
- Talk of FOTF – recruit, recruit, recruit
- Membership is currently at 40.

**By-laws**

- By-laws are on the FOTF website for viewing [www.friendsoftownsendfire.org](http://www.friendsoftownsendfire.org)
- Recommendations to change the bylaws are to be sent to Anita Szyszkiewicz via email @ [FOTF@friendsoftownsendfire.org](mailto:FOTF@friendsoftownsendfire.org)
- Recommended changes to be reviewed by BOD.

**Media/Publicity**

- Membership Form: Completed – in use
- Brochure: Completed – in use
- Facebook Page: Completed – in use
- Website: Published – in use
- Newspaper Article
  - Leap Year Raffle article will be placed in local publications.

**Treasurers Report**

- Transition from Townsend Firemen's Wives to Friends of Townsend Fire accounts.
- Leap Year Raffle Update
  - Deposits \$13,875 thus far for Leap Year Raffle.
  - \$500 donation engine fund. Thank you, letters have been, sent.
  - \$200 donation to be used for Townsend Fire Department, Thanks you letter to be sent.
  - Leap Year Raffle will need to make \$19k to break even.
  - Thank you to those who helped envelope stuffing for the Leap Year Raffle.
  - Additional raffle tickets are available! Please sell to friends and family. Contact Wanda Laste for additional tickets.



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**Grant Writing**

- \$200 - \$50k grants available. Timing is important.
- Townsend Fire Department receive a refurbished laptop via grant.
- Chuck DeMoulin has been working on a \$2k AED for the Town and fire department. The grant is currently in the approval stages, the donor at this point is anonymous.
- Interested in joining the committee contact Ray Scheifen or Dawn Herlache.

**Tee-Shirts**

- Deb Franzen ordered samples to test delivery timeline and quality.
- Additional information required prior to online store going live and posting link on FOTF website.
- Two separate types of shirts:
  - Volunteer
    - FOTF Event Volunteer
    - Logo on front
    - 50/50 blend of cotton and polyester
  - FOTF Members
    - Various colors suggested, pink, light blue, white, gray, black, red, and green.
    - Additional information needed if numerous colors would affect the cost of member tee-shirts/and other types of clothing.

**Events**

- Phil's Radar Run
  - Date: Saturday, February 24, 2024
  - Set-up 10 a.m.
  - Shift: 10 a.m. to 2 p.m.
  - Six to eight volunteers needed
  - Operate Beverage Stand: sell beer soda and raffles
  - All beverages purchased by FOTF
  - 2023 had a positive profit margin
  - Ask for volunteers on FB if there are not six to eight volunteers
- Expansion of Kayak Placement
- July 4<sup>th</sup> Event
  - Volunteers needed:
    - Visitors or family visiting that day, volunteer for a portion of the event.
  - Send prize ideas to Deb Franzen
  - Start advertising in May, 2024
- Brat Fry
  - Playground cleanup idea presented to FOTF.
    - The playground cleanup brat fry is a community fundraiser in which the FOTF has been asked for six volunteers to help.
    - A potential brat fry's fundraiser to be held at Mikes Supermarket on May 18, 2024 and June 22, 2024.
    - Baked goods are needed
    - In the past excess funds/food have been donated to organizations such as the Lakewood Food Pantry.
    - Joe and Terri Heyrman will spearhead the brat fry event.
    - Details will be provided at the February 17, 2024 Membership Meeting.



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**Events (Continued)**

- Leap Year Raffle
  - Drawing will be held on February 29<sup>th</sup> at 2:29 p.m. at the Townsend Fire Department meeting room.
  - Need not be present to win.
  - Feel free to attend the drawing.
- Burnout
  - Keep events to a select number to avoid volunteer/donators burnout

**Other Business:**

- Retirement Recognition
  - **Action Item:** Anita Szyszkiewicz and Linda Vander Heiden to investigate options for updating plaques.
- Can Recycling
  - Next pick-up date to be determined.
  - Email will be sent to members and Facebook post with date, time, and location.

**Future Meeting Dates:**

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

February 17, 2024	March 16, 2024	April 20, 2024
May 18, 2024	June 15, 2024	

Anita Szyszkiewicz made a motion to adjourn the meeting, Linda Vander Heiden seconded the motion, motion carried. The meeting was adjourned at 10:32 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita Szyszkiewicz, Secretary