



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 16, 2024  
9:30 a.m.**

**Location:** Townsend Fire Department Meeting Room

**Attendees:**

Duane Bann	Joe Heyrman	Linda Vander Heiden
Dacon Franzen	John Zeller	Deb Franzen
Roberta Gliszinski	Michelle Grobe	Bruce VanOss
Terri Heyrman	Linda Adamczyk	Lisa Bann

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

A motion to approve the February 17, 2024 meeting minutes was made by Deb Franzen, seconded by Roberta Gliszinski, motion carried.

### **Grant Writing**

- Dawn Herlache & Ray Scheifen are leading this effort
- Please contact one of them if you are interested in helping

### **Townsend Fire Department Recognition Plaque**

- Anita Szyszkiewicz and Linda Vander Heiden are continuing research on the type of recognition plaque and present findings to membership at a future meeting.

### **Volunteer Shirts**

- Shirts will need to be ordered
- **Action item-** Anita Szyszkiewicz or Deb Franzen to contact membership to see what sizes people would like.
- New volunteer shirts are to be worn at 2024 events – no old volunteer shirts please.
- If you are no longer a member of FOTF shirts should be destroyed or returned.
- Deb Franzen will follow up with Anita Szyszkiewicz

### **DNR Smokey Bear Ride**

- This is a Nicolet Fire District Event that takes place on June 15, 2024
- There will be a Stamp booklet and this will be similar to a poker ride
- Fundraising for this event will take place at the Lakewood Pavilion during and after the event.
- All proceeds will be divided among fire departments.
- Deb Franzen inquired about who is sponsoring the raffle, and food & beverage areas. This has not been determined. Dacon Franzen will provide more details after their next meeting.
- This is a fire department event, FOTF will be assisting so there will not be a need to reschedule the June meeting.



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 16, 2024  
9:30 a.m.**

**Treasurers Report**

- Leap Year Raffle
  - After expenses we netted \$17,254.03. This included a donation that we received back from one of the winners.
  - All agreed that the process for this event is working well.
  - Previously it was questioned if sending a return envelope was worth the cost. Deb confirmed that is was. There were only a dozen or so that were returned in a different envelope.
  - Linda Vander Heiden asked if we had a planning guide for these events in case someone else needs to step in. Deb has a file with the process and contacts.
- Cans
  - Thanks to all who helped with last collection. We received \$246.
  - Some places & events are going to allow us to collect cans at their events. We will need to come up with a method to collect.
  - Signage and volunteers will be essential.
- Budget
  - A sub-committee has been established to document the budget process and prepare an initial.
  - Dave Seeber, Joe Heyrman and Deb Franzen make up this committee.
- AED's
  - 3 AED's have been purchased, 1 for the Town Hall and 2 for the Fire Department.
  - The cost was \$2020 and the AED grant covered all but \$400 which our board approved to pay for.

**Meeting Location**

- We will continue to meet at the Fire Station. This will be revisited if our membership continues to grow.

**Clean Up Day – Fire Station**

- Dawn Herlache will be leading this effort and will pick a date and time.
- Volunteers will be looking through inventory and assist with cleaning the station.

**Townsend Fire Department Recognition Plaque**

- Anita Szyszkiewicz and Linda Vander Heiden to continue research on the type of recognition plaque and present findings to membership at a future meeting.



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 16, 2024  
9:30 a.m.**

### **By-laws**

- By-laws are on the FOTF website for viewing [www.friendsoftownsendfire.org](http://www.friendsoftownsendfire.org)
- By laws need to be revisited regarding elections.
  - Currently people are elected to the board not a position
  - Currently Officers of the Townsend Fire Department cannot be on the board. Should it also include town officials?
  - Membership must be notified of a vote.
  - A member majority vote is needed to change the by-laws.
- Recommendations to change the bylaws are to be sent to Anita Szyszkiewicz via email @ [FOTF@friendsoftownsendfire.org](mailto:FOTF@friendsoftownsendfire.org)

### **Board of Director's Elections**

- There are two positions available for the Director's position currently held by Joe Heyrman and Kevin Osadjan.
- The term is three years.
- Meetings are held on Monday's every two weeks (number of meetings to be reduced in the future).
- The role of the elected director(s) is determined by the BOD.
- Interested in running? Send an email to [fotf@friendsoftownsendfire.org](mailto:fotf@friendsoftownsendfire.org) to declare intent no later than Saturday, April 16, 2024!
- A sub committee consisting of Anita S, Linda Vander Heiden and Amy Klapper was established to tally the votes.
- Wanda Laste will establish SOP.
- Kevin Osadian was nominated by Deb Franzen
- Voting to take place at the FOTF Annual Membership Meeting
  - Date: April 20, 2024
  - Time: 9:30 a.m.
  - Where: Townsend Fire Department Meeting Room
  - Must be present to vote.
  - Voting for two board positions
  - **No absentee voting.**

### **July 4th Event**

- Top prize ideas needed no later than May 1, 2024 (to ensure raffle tickets are accurate).
- Prize Ideas from membership:
  - FOTF Apparel Basket
  - Archery Package
  - Packer Tickets with Tailgate items
  - Fab Lab fire ring
  - Grilling Package (Blackstone grill or smoker)
  - Crandon Shooting Range
- Please email Deb Franzen if you can secure any of the larger prize items.
- Previous years we have spent between \$6000 - \$7000 on prizes.



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 16, 2024  
9:30 a.m.**

- Bruce & Pam Van Oss will donate a Floating Mat & Linda Adamczyk will see what she can get from Marilyn's.
- Remind donors that we are a 501C3 so donations are tax deductible.
- A July 4<sup>th</sup> event committee to be put together, interested in being on the committee, email [fotf@friendsoftownsendfire.org](mailto:fotf@friendsoftownsendfire.org)
- Linda Vander Heiden and Roberta Glisczinski have volunteered to be on the sub committee.

**Other Business:**

- FOTF Insurance has been sent in.
- The donation button has been taken off the website. More work is needed to get this operational
- The Festival Committee and Townsend Events Committee will remain separate groups. Collaborating efforts on events.
- The Townsend Events Committee will still have the following events:
  - Cemetery clean up will be May 15, 2024.
  - Watermelon Eating Contest
  - Chili Cook-off

**Events**

- July 4<sup>th</sup> Event
  - Volunteers needed:
  - 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 brat fry fundraiser to be held at Mikes Supermarket on June 22, 2024.
    - Baked goods are needed
    - Joe and Terri Heyrman will spearhead the brat fry event..

**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.

**April 20, 2024\*\***

May 18, 2024

June 15, 2024

**\*\*Annual Membership Meeting – BOD Elections**

Motion to adjourn meeting by Joe Heyrman, seconded by Roberta Glisczinski, motion carried. Meeting adjourned at 10:45 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Terri Heyrman