



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

Location: Townsend Fire Department Meeting Room

Attendees:

Duane Bann	Michelle Grobe	Wanda Laste	Dean Vander Heiden
Charlie Brockman	Joe Heyrman	Ray Scheifen	Linda Vander Heiden
Chuck De Moulin	Dee Johnson	Dave Seeber	Bruce VanOss
Dacon Franzen	Dave Kusnierek	Nancy Smith	Pam VanOss
Deb Franzen	Lynda Kusnierek	Anita Szyszkiewicz	Diane Williams
			John Zeller

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

A motion to approve the March 16, 2024 meeting minutes was made by Dean Vander Heiden, seconded by Diane Williams, motion carried.

Elections

- Request for any additional Candidates. Intent to Run.
- Candidate Kevin Osadjan was unable to attend the Annual Membership Meeting.
- Candidate Joe Heyrman spoke about his background and reasons for running for the FOTF BOD.
- Introduction of the Elections Committee.
- Explanation of the Ballot & Voting process.
- Verification of eligibility to vote.
- Distribution of Ballots to Current Members.

Year in Review – By Wanda Laste

- Chairperson Wanda Laste provided a short year in review report.
 - No questions from membership followed.

Financial Review

- Explanation of Firemen Wive's transition to Friends of Townsend Fire.
- Treasurer Deb Franzen provide a brief financial overview.
 - No questions from membership followed.

Grant Writing

- Dawn Herlache & Ray Scheifen are leading this effort
- Please contact one of them if you are interested in helping.
- This is a longstanding committee.



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Goals for 2024 & Beyond – Joe Heyrman

- Fire Department Goals
 - Replace thermal imaging cameras at a cost of \$9k.
 - Difficult to find parts to update current equipment.
 - Extraction Equipment at a cost of \$35k
 - Participation in house burn training, excellent hands-on training at a cost of \$3k.
- FOTF
 - Budget Development (high level numbers)
 - Proper distribution of funds
 - Offer more to our community
 - SOPS – Bylaws
 - Planning processes for July 4th event and other fundraising events
 - Functioning website donation button
 - Election process SOP

Online Media—Anita Szyszkiewicz

- A brief presentation on how the FOTF website and Facebook page is performing.

Facebook	Number		Website	Number
Post Reach	208		Site Visitors	1,465
Post Engagement	147		Social Views	1,751
New Post Like	10		Other Site Comparison	54%
New Page Followers	12			
Reactions	38			

Budget Committee—Joe Heyrman

- Committee members include:
 - Deb Franzen
 - Joe Heyrman
 - Dave Seeber
- Budget is being developed and will be presented to the BOD once it is fine tuned.

Townsend Fire Department Recognition Plaque

- Recommendation presented by Anita Szyszkiewicz and Linda Vander Heiden at the April 20, 2024 Membership Annual Meeting.
- Membership recommended two plaques: one for “memory of” and one for “retiring,” firefighters.

By-laws- By John Zeller

- Overview of Bylaw process
 - Timeline to create and review bylaws
 - Three and a half months to develop bylaws
 - BOD met every 2 weeks



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- Spending many hours during meetings and email discussions drafting, discussing, and developing bylaws.
- Bylaws sent to attorney – to ensure 5013c was legal.
- Bylaws were approved 9-11-2024
- Amendments to bylaws
 - BOD makes recommendations and brings proposed amendment to membership, for an open vote.
- Amendment to Article 4.01 Designation is recommended because, FOTF has monies that support the fire department, and there could be a potential conflict serving as an officer on the fire department or Town Board. Dual roles.

Bylaw Amendment

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- **PROPOSED AMENDMENT TO THE BYLAWS APRIL 20, 2024**

Pursuant to Article 8, Section 8.01, The Board of Directors voted unanimously at its regularly scheduled board meeting on April 8, 2024 to recommend an amendment to Article 4, Section 4.01 of the bylaws adopted September 11, 2023. This amendment will take effect following a majority vote of the Association at a properly scheduled Association meeting.

The current bylaws read as follows:

4.01 DESIGNATIONS. The Board of Directors and Association shall have a Chair, a Vice Chair, a Secretary, and a Treasurer, who will be elected by the Board of Directors from the then current eligible Board of Directors. Per these Bylaws, an elected officer will hold office for one (1) year or until a successor is elected and qualified. The same person may not hold any two or more offices concurrently. Any officer of the Townsend Volunteer Fire Department may not hold any office of the Association.

The proposed bylaws would read as follows:

4.01 DESIGNATIONS. The Board of Directors and Association shall have a Chair, a Vice Chair, a Secretary, and a Treasurer, who will be elected by the Board of Directors from the then current eligible Board of Directors. Per these Bylaws, an elected officer will hold office for one (1) year or until a successor is elected and qualified. The same person may not hold any two or more offices concurrently. Any **current** officer of the Townsend Volunteer Fire Department may not hold any office of the Association. **Any current Town of Townsend Board Member may not hold any office of the Association.**

- Anita Szyszkiewicz made a motion to approve the Amendment to Article 4.01, seconded by Charlie Brockman. Approved by membership by a show of hands, motion carried.

Other Business—Wanda Laste

- Upcoming Events
 - Can collection, Wednesday, April 24, 2024 at 9:30 a.m.
 - Brat Fry at Mikes Supermarket, Saturday, May 18, 2024
 - Smokey Bear ATV Ride Saturday, June 15, 2024



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- Weinerfest Meat Raffle, Saturday, July 27, 2024
- Townsend Fire Department/Town of Townsend Chili Cook-off, Saturday, September 28, 2024.
- July 4th Committee Meeting (followed Annual Membership Meeting)
 - Local business list divided amongst July 4th committee members.
 - Looking for gift baskets, gift certificates, swag (donate first – purchase gift certificates, if needed).
 - Post list of businesses and personal donations with a banner or board at 4th of July event.
- Reminder...
 - Do not forget to check out the FOTF Facebook page, website, and online store.

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.

May 18, 2024
June 15, 2024
July 20, 2024

Motion to adjourn meeting by Dave Seeber, seconded by, Linda Vander Heiden, motion carried. Meeting adjourned at 10:45 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita M. Szyszkiewicz, Secretary