

**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP MONTHLY MEETING MINUTES
SATURDAY, OCTOBER 21, 2023
9:30 a.m.**

Location: Townsend Fire Department Meeting Room

Attendees:	Duane Bann	Terri Heyrman	Nancy Smith	Bruce Van Oss
	Chuck DeMoulin	Dee Johnson	Anita Szyszkiewicz	Pam Van Oss
	Dacon Franzen	Amy Klapper	Dean Vander Heiden	
	Deb Franzen	Wanda Laste	Linda Vander Heiden	
	Michelle Grobe	Kevin Osadjan	Heidi Vande Walle	
	Dawn Herlache	Dave Seeber	Mike Vande Walle	

The meeting of the Friends of Townsend Fire Membership was called to order by Wanda Laste at 9:32 a.m.

A motion to approve the September 16, 2023 meeting was made by Terri Heyrman, seconded by Dacon Franzen, motion carried.

Recognition Chief Herlache

- Dawn Herlache, Town of Townsend Fire Chief, has been recognized by the 35th Assembly District of the State of Wisconsin as the First Responder of the Year for 2023.
- A surprise Celebration was held on Tuesday, October 17, 2023.
- Membership congratulated Dawn on her achievement.

Updates by Wanda Laste

- **Recycling**
 - There will be two recycling cages: Topsy's and the dump.
 - The dump recycling cage is set-up and already receiving cans.
 - Reminder only aluminum beverage cans should be placed in the recycling cages at locations.
 - Thank you to those who assisted with the recycling pick-up on September 19, 2023.
 - The next recycling pick-up will be Wednesday, October 25, 2023 at 9:00 a.m. The meeting place is Topsy's.
 - Chief Herlache has a key to the dump that may be used before or after hours to collect cans.

Financials

- A financial report will be available at the November 18, 2023 meeting.
- Deb Franzen provided an overview of the Request for Funds form.
- Contact Deb Franzen with questions related to the Request for Funds form.
- If you require a Request for Funds form, a binder will be in the mailbox area of the fire department meeting room.
- It is anticipated that 98% of all requests for funds will be from the Townsend Fire Department.

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Open House-Educational Event/Townsend Chili Cookoff

- Deemed a success, good turnout.
- **Positive Aspects**
 - Holding Event in conjunction with the Town of Townsend Chili Cookoff.
 - Sparky the Safety Pup
 - Safety Trailer
 - Prepackaged goodie bags. A total of 40 bags handed out.
 - Cookies rather than cake went over well.
- **Additional Open House Ideas:**
 - Additional event publicity needed: banners, posters, Facebook, etc.
 - Ladder Truck hang American Flag over Hwy 32
 - Music
 - Games
 - Tug of war
 - Door prizes: Fire extinguishers, fire blankets, fire detectors, carbon monoxide alarms
- **Additional Educational Ideas**
 - Trunk or Treat is on Tuesday, October 31, 2023.
 - Provide educational giveaways.
 - Anita Szyszkiewicz to place event on FOTF Facebook page.
 - Fire extinguisher demonstration (set-times).
 - Stove fire demonstration
 - Fire pit demonstration

Media/Publicity

- **Logo:**
 - Completed – in use
- **Membership Form:**
 - Completed – in use
- **Brochure:**
 - Draft passed around for membership viewing.
 - Fine tuning underway.
- **News Release:**
 - To be published by the end of 2023.
- **Social Media:**
 - **Facebook Page:**
 - Up and running.
 - Currently 50 followers.
- **Website:**
 - Work in progress.
 - Add fire department wish list to Facebook and Web page.
 - Anticipate publishing website January, 2024.
- **Letterhead:**
 - Anita Szyszkiewicz to create letterhead template.

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Fundraising Ideas

- July 4th
- Spring Cash Raffel
- Leap Year Raffel
 - Motion made by Deb Franzen to approve leap year raffel, seconded by Dacon Franzen, motion carried.
 - Dollar amounts for prize to be determined by FOTF BOD.
 - Suggested using the year 2024 and 29 in prize amounts.
 - Suggestion to mail tickets and include a letter regarding the change from Fireman's Wives to Friends of Townsend Fire, as well as the membership form and brochure (if complete).
- One month Calendar
- Fall Raffel – Hunting Theme
- 50/50 Raffles at /Various Events
- Ice Out Raffle
- Pumpkin Bowling
- Pancake Breakfast
- Shop With a Firefighter
- Minigolf With a Firefighter
- Brat Fry
 - Car Show
 - Mike's Supermarket
- Sell
 - Flower
 - Roses for Mother's Day
 - Trees
- Sweetheart Dance
- Snowmobile Races

Other Business:

- Lions Trunk-or-Treat is October 31st from 4-6 p.m.
- FOTF Clothing
 - Tabled to be discussed at the November 18, 2023 meeting.
- Assets list of physical items belonging to Firemen's Wive, Fire Department, Town of Townsend to be completed prior to January 1, 2024.
- Townsend Tree Lighting ceremony is Sunday, November 26, 2023 at 4:00 p.m.
 - FOTF to set-up table in Townsend Town Hall with membership forms, brochures, and giveaways.

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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.

November 18, 2023

December 16, 2023

January 20, 2024

February 17, 2024

Dave Seeber made a motion to adjourn the meeting, Linda Vander Heiden seconded the motion. The meeting was adjourned at 10:43 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Anita Szyszkiewicz, Secretary