



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 15, 2025  
9:30 a.m.**

**Location:** Townsend Fire Department Meeting Room

**Attendees:**

Joe Heyrman	Donna Fischer	Bruce VanOss
Pam VanOss	Dacon Franzen	Dean Vander Heiden
Linda Vander Heiden	Mike Vande Walle	Deb Franzen
Terri Heyrman	Dawn Herlache	

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 15<sup>th</sup>, 2025 meeting minutes was made by Mike Vande Walle, seconded by Linda Vander Heiden, motion carried

**Grant Writing**

- We received the Fleet Farm Grant (gift card for \$200)
- Deb has created a grant book to keep track of the grants received. It will be kept at the fire station.
- FOTF grants need to be kept separate from government grants for the fire department.
- Next meeting is Tuesday, March 18<sup>th</sup> @ 1:00pm at the fire station.

**Can Run**

- Received \$597, this was after fuel cost.
- There is a possibility of deduction on the last run the next time we go if they feel we had too much trash or water.
- Thanks to all that helped.
- Joe Heyrman presented information on the Truck/Trailer analysis.
- Mike Vande Walle made a motion that we recommend to the board that we purchase the van for \$1 and assume ownership, seconded by Dawn Herlache, motion carried.
- If you are interested in being a driver please let someone on the board know.

**Online Store**

- Discussed having an inventory of items to sell at events. Discussed the challenge with managing inventory & storage.
- Some options brought up were having a spot at events that would allow people to see items available and possibly a post card or QR code for purchasing.

**FOTF Social Media**

- Some members are still having issues receiving emails.
- Meeting minutes are now available on website. Thanks Anita!
- If you have any pictures or things that you would like to see on the website, please let Anita know.



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 15, 2025  
9:30 a.m.**

**TFD & Town Hall TV Recognition Plaques**

- Temporarily on hold until Anita Szyszkiewicz returns from Texas.

**Daylight Savings Raffle & Giveaway Wrapup**

- Was a hit! Profits were in the ball park of \$18,000.
- Not a lot of turn out from public. Discuss ways to possibly get more people to attend. Note: This was an educational promotion, not a fundraiser.
- Have more/better promotional advertisement.

**Northwoods Community Assistance Coalition (NACA)**

- No one was in attendance that could provide an update.
- Group discussed possibly using this group to find residents that would be in need of smoke alarms or batteries for existing units. Installation could potentially be done by fire department volunteer.

**EAP Followup**

- Group thought providing this benefit was a good idea.
- Chief Dawn Herlache is working on getting the department members signed up

**Financials**

- Audit
  - Will be conducted by Fischer Tax/Circle R Accounting out of Crivitz
  - Scheduled for Tuesday, April 22<sup>nd</sup> at 1:00 pm.
- Budget
  - This is an ongoing process. Dave Seeber and Deb Franzen are overseeing this effort.

**FOTF Annual Meeting**

- April 26<sup>th</sup> 9:30 am, Townsend Town Hall
- Members would like an agenda sent out prior to meeting

**Board of Director's Elections**

- There are three positions available for the Director's position currently held by Deb Franzen, Dave Seeber & Anita Szyszkiewicz.
- The term is three years.
- Meetings are held once a month on Monday.
- The role of the elected director(s) is determined by the BOD.



**FRIENDS OF TOWNSEND FIRE  
MEMBERSHIP MONTHLY MEETING MINUTES  
SATURDAY, March 15, 2025  
9:30 a.m.**

- Interested in running or nominating someone? Send an email to [fotf@friendsoftownsendfire.org](mailto:fotf@friendsoftownsendfire.org) to declare intent no later than Saturday, April 19<sup>th</sup>, 2025.
- A subcommittee consisting of Terri Heyrman, Linda Vander Heiden and one more volunteer will tally the votes.
- Voting to take place at the FOTF Annual Membership Meeting
  - Date: April 26<sup>th</sup>, 2025
  - Time: 9:30 a.m.
  - Where: Townsend Town Hall
  - Must be present to vote.
  - Voting for three board positions
  - **No absentee voting.**

**July 4th Meeting**

- Thursday, March 20<sup>th</sup>, 6:00pm fire department meeting room

**Other Business:**

- What should be done with old Sparky costume? Fire department doesn't have room to store them both.
- Chief Dawn Herlache will handle, old costume belongs to the Fire Department.

**Events**

- Grant Writing Meeting, Tuesday, March 18<sup>th</sup> 1:00pm.
- July 4<sup>th</sup> Meeting, Thursday, March 26<sup>th</sup> 6:00pm.
- Town Meeting regarding July 4<sup>th</sup> event, Monday, April 14<sup>th</sup> 1:00pm
- FOTF Audit with Fischer Tax, Tuesday, April 22<sup>nd</sup> 1:00pm
- Annual Membership Meeting/BOD Elections, Saturday, April 26<sup>th</sup> 9:30

**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 26<sup>th</sup>, 2025 (There will not be a meeting April 19<sup>th</sup> due to holiday weekend)  
May 17<sup>th</sup>, 2025  
June 21<sup>st</sup>, 2025

Motion to adjourn meeting by Dawn Herlache, seconded by Dacon Franzen, motion carried. Meeting adjourned at 10:35a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – Terri Heyrman