



**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP MEETING MINUTES
Saturday, October 18, 2025
9:30 a.m.**

Attendees: Joe Heyrman, Donna Fischer, Dacon Franzen, John Zeller

1. Call to Order

The meeting was called to order at 9:37 AM by Joe Heyrman.

2. Review and Approval of Previous Minutes

- The minutes from the September 20, 2025 membership meeting were reviewed.
- Motion: A motion to approve the minutes was made by Donna Fischer. seconded by Dacon Franzen. The motion was unanimously approved.

3. Financial Reports:

- 2026 Budget Process: The Board has started working on the 2026 Budget.
- A 2026 board budget subcommittee consisting of Dave Seeber, Deb Franzen. and Joe Heyrman was created to draft a 2026 budget and bring back to the board for review and discussion. The board would vote on adopting the 2026 budget at the December Board Meeting.
- Budget Update: The current 2025 budget and financials are looking favorable with one significant outstanding expense for the previously approved extrication equipment remaining.

4. Funds Request:

- The board approved a funds request for a TV/Monitor for the training room at a cost not to exceed \$600. The current TV/Monitor was donated as a floor model with no warranty and when installed has a black line through the screen making it nonfunctional for training.
- The board approved via email operating expenses for the purchase of candy for Trunk or Treat and envelopes for mailings.

5. Donations Received:

- Joe Heryman reported that we received a \$395 donation from the Ray Anderson Memorial Fishing Tournament held at Sunset Bar and Grill this past month.
- Joe Heryman reported that we received a \$80 donation from the pass the boot Witches Paddle that was coordinated by FoTF Board Member, Donna Fischer.

6. Grant Writing Committee:

- The grant writing committee was presented by Donna Fischer. More to follow, after Donna meets with the committee.

7. Public Relation Committee:

- Go Daddy has been renewed for 5 years. Microsoft has been renewed for 1 year.
- QR code has been renewed for 1 year.
- The website has seen 97 visits in the last month with 1600 visits in the last year. Anita will continue to coordinate the website. Joni Bande will coordinate Facebook and will be adding an Instagram account. We have seen a 175% increase in the Facebook traffic this month.
- TFD Recognition Plaque is being worked on by Anita Szyszkiewicz and Chief Dawn Herlache.



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- FoTF TV Plaque: The Town purchased the plaque, and it has been installed in the meeting room under the audio/visual equipment which FoTF donated.
- Chili Cook Off/Open House: A review of FoTF was held. Overall impressions were positive.
- Fire Department appreciated FoTF involvement and support
- Thoughts for next year:
 - kids bucket brigade relay
 - fire extinguisher demo
 - extraction equipment demo
 - post schedule of event times for community

8. By-law Proposed Amendment:

- The proposed amendment to the bylaws was presented. This amendment had been shared at last month's meeting, was included in the minutes of last month's meeting, and was sent out in the reminder of this meeting.
- Motion: Dacon Franzen. made a motion to adopt the bylaws change as presented, seconded by John Zeller. The motion was unanimously approved.

9. New Business:

- Trunk or Treat: FoTF will be participating in this year's trunk or treat at the Town Hall. Time is 4:00 - 6:00 PM on October 31. Sparky will make an appearance.
- Christmas Tree Lighting: FoTF will be sponsoring a tree again this year at the Town Hall Christmas Tree Lighting Event. The event is November 30, time to be determined.
- Spring Raffle Theme: Discussion regarding spring raffle theme, dates, and types of raffles. Many organizations are forming and beginning to run raffles.
- Members feel having a Spring Raffle is important to our cause and laying claim to something the community can rally behind like the 4th of July is important.
- Thinking about the fire safety theme, and spring forward, staying with the date of setting our clocks forward would be ideal, leaning into to the safety of checking smoke detectors and the education around this important aspect of fire safety is important, possibly having smoke detectors available, or as part of the prize package, and have a member or fire department staff available to install if winners would so wish, and making it a cash raffle as to not add additional burdens to our business community and members were all things we thought were important.

10. Up-Coming Meetings:

- Membership Meeting November 15, 9:30 AM
- Can collection October 21 9:00 AM
- Board of Directors Meeting November 10, 9 AM
- Public Relations Committee: December 4

11. Adjournment:

- Motion: A motion to adjourn was made by Donna Fischer second by Dacon Franzen. The motion was unanimously approved.
- The meeting adjourned at 10:23 AM.

Respectfully submitted by John Zeller, FoTF Secretary