



**FRIENDS OF TOWNSEND FIRE
MEMBERSHIP ANNUAL MEETING MINUTES
SATURDAY, April 18, 2026
9:30 a.m.**

Location: Townsend Fire Department

Attendees:

John Zeller	Joe Heyrman	Ray Scheifen	Diane Williams
Kevin Osadjan	Terri Heyrman	Dave Seeber	Dean Vander Heiden
Chuck De Moulin	Donna Fischer	Andrea Morris	Bryan Arnold
Linda Ziegler	Michelle Grober	Wanda Laste	Linda Vander Heiden
Dacon Franzen	Gary Birr		

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

Introduction of Current Board of Directors

- o Wanda Laste, Chairperson
- o Joe Heyrman, Vice Chairperson
- o John Zeller, Secretary
- o Dave Seeber, Treasurer
- o Directors
 - o Donna Fischer
 - o Kevin Osadjan
 - o Gary Birr

Approval of Minutes of FoTF Annual Meeting, April 26, 2025

A motion to approve the April 26, 2025 meeting minutes was made by Terri Heyrman, seconded by Dean Vander Heiden, motion carried.

Elections

- Introduction of Election Committee
 - o Joe Heyrman, BOD Liaison
 - o Terri Heyrman, Chairperson
 - o Chuck De Moulin
- Request for any additional Candidates. Intent to Run.
- Candidate John Zeller, Linda Vander Heiden, and Wanda Laste spoke about their background and reasons for running for the FOTF BOD.
- Explanation of the ballot and voting process,
- Verification of eligibility to vote.
- Voting to close prior to announcement of results
- Distribution of ballots to current members.
- Ballots collected and counted by Election Committee.
- Election Results
 - o Wanda Laste.....16 Votes
 - o John Zeller.....12 Votes
 - o Linda Vander Heiden..... 6 Votes



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Year in Review – By Wanda Laste

Chairperson Wanda Laste provided a year in review report.

- March was the first daylight savings raffle, netting roughly \$18,000
- April the Association books were audited with glowing review
- This year we purchased the van for use of can collection
- Member Jone B made can toppers for use in can collection and we expanded to the Lions Faire held in Lakewood
- This year we began posting FoTF Membership Meeting Minutes to our website
- Expansion of social media with calendar of events, and scrolling \$100+ donations
- 4th of July was a success with estimates of 12,000 attendees and raised roughly \$37,000
- Unfortunately, we had 2 mid-term board vacancies due to personal and health reasons
- Creation of the Public Relations Subcommittee
- Grant Committee was successful in grant awards
- FoTF donation to the Town for AV Equipment in the Town Hall
- FoTF community involvement in the Town's Chili Cook Off and TFD Open House
- New extrication equipment arrived through FoTF fundraising
- FoTF updated the flooring, furniture and AV equipment in the TFD training room
- The Scholarship Committee was formed
- FoTF has grown from 10 members to 53 members
- No questions from membership followed.

Financial Review-By Dave Seeber

Dave handed out budget report and provided an overview of the 2025 finances and 2026 budget

- For the 1st year of budget FoTF had a net variance of \$6,496
- Largest purchase was \$34,000 for the TFD extrication equipment
- FoTF donations and fund-raising expenses were roughly 88% of monies donated
- 2026 Spring Raffle revenue declined by \$5,640 with proceeds at \$15,310

Funds Request Process – By John Zeller

- Financial Tracking Request Form showing all funds requested created and reviewed at each Board Meeting
- Approval Process
 - o Not Time Sensitive
 - Form completed by TFD including any grant monies or denials
 - Form reviewed, discussion and action taken at Board Meeting
 - o Time Sensitive
 - Form completed by TFD including any grant monies or denials
 - Form sent via email to all board members
 - Email discussion
 - Clean email with motion and second to act on request
 - 100% approval, request approved



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- Less than 100% approval, form held until next Board Meeting for review
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Can Recycling – Kevin Osadjan

- Recycling truck is now owned by FoTF.
- Cans are recycled as bins filled from Town Recycling Center and Little Topsy with profit varying with cost of aluminum
- 2025 profit was \$4,182

Scholarship Committee – Gary Birr

- Committee formed in 2025
- Members Gary Birr, Dave Seeber, Linda Vander Heiden, Diane Williams
- Eligible recipients, high school seniors, 2.5 GPA, attending further education in first responder, fire fighter, EMS, law enforcement, paramedic or nursing maximum of 3 per year
- \$1000 scholarship monies paid after completion of first semester, 2.5 GPA, and enrolled in second semester, paid directly to the student
- Applications will be reviewed when received, May 2026

Fire Department Report – By Wanda Laste

- 17 members currently, always looking for new members
- 50 calls in 2025, 30 in 2024 30 in 2023, average call volume continues to increase
- 7 structure fires, 1 vehicle fire, 2 wetland fires, 1 snowmobile accident, 2 car accidents, 1 ice rescue (animal), 6 EMS assists, 5 misc. calls
- Mutual aid with Nicolet Fire District and Wabeno, DNR, and USFS
- Townsend and Lakewood continue to be paged together due to limited staffing
- CWPP DNR risk reduction project in June on Timber Lane and Wood Haven Lane
- New extrication equipment arrived and was installed thanks to FoTF
- 2 ice rescue suits, turnout gear drier, hose rack drier, 2 gas meters with assistance from FoTF
- New flooring in apparatus bay and meeting room thanks to FoTF
- New Records Management System for inventory, maintenance and incident reporting
- Potential consolidation of Nicolet Fire District has been tabled

Public Relations Committee—Donna Fischer

- The Public Relations Committee was created in 2025
- Board Representative Donna Fischer, members Joni Bande and Anita Szyszkiewicz
- Anyone interested in joining please contact Donna
- A brief presentation on how the FoTF website and Facebook page is performing.



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Facebook	Number		Website	Number
Followers	328		Site Visitors Average	100
Linked to Nicolet Express				

- Firefighter/TV Recognition Plaque in progress with Wabeno Fab Lab
- Plaque will be in alphabetical order
- Thank you letters and tax-exempt forms continue to be sent for all donations over \$100 with \$33 in 2025 and 7 so far in 2026

On-Line Store – By Kevin Osadjan

- On-line store continues to operate for FoTF merchandise
- Ordering delivery option
 - o Delivered to your home at an additional charge
 - o Delivered to Kevin, he will pick up and deliver to you at no charge
 - o Great as stocking stuffers, and gift
 - o Linda V stated she went to the store to see colors and sizes and then returned to fill out order. She stated it worked well for her

Grant Writing – By Ray Scheifen

- Discovered over 500 private foundations in Wisconsin, developed top 25 list of compatible
- Created a standard document to submit with any application
- Limited success as many foundations have more requests than resources
- 10 grants applied for in 2025, 4 successful
 - o WPS request of \$2000 and approved at full amount for purchase of multi-gas detectors
 - o Church Mutual Insurance Company request \$3,500 approved for \$250 for traffic safety items and chevron DOTS
 - o Forest Co Potawatomi Executive Council request \$1,500 and approved full amount for ice rescue suit
 - o Fleet Farm Antigo request \$500 and approved \$50 to cover expenses for Daylight Savings Spring Raffle
 - o Ray will be stepping down from his leadership role on Grants due to personal reasons. He is transitioning his duties to Gary Birr. They met several times to get Gary ready. The group thanked Ray for his time and talents in leading the grant committee.

By-laws- By John Zeller

- By-laws are located on the FoTF Website
- Members brought two amendment changes forward to be reviewed by the Board at two meetings
 - o 2.02 wording to include “active member for 1 year”
 - Concerns discussed on definition of “active member”



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- Section 2.05 would need to be rewritten also
- Board felt it related to only vacancies that are filled via section 2.07 and would fit better in this section
- Board received feedback and will review ideas, suggestions, and bring back to membership specific language or ideas for their review
- o 7.02 wording to change board authority up to \$1000 then requiring membership approval prior to being authorized to spend the funds
 - This would require a full bylaw rewrite including sections 2.02, 4.03, 4.06(b), 7.01 and 7.02 and would require a full legal review of the bylaws
 - This could delay funding request by as much as 45 – 60 days depending on when the request is received
 - There is no means for urgent requests
 - Major events like the 4th of July would be impacted as vendors couldn't be paid until membership met
 - Board received feedback and will review ideas, suggestions, and bring back to membership specific language or ideas for their review

Goals 2026 & Beyond—Joe Heyrman

- Training House Buring in May, FoTF will be supplying support in the Rehab Tent for refreshment and hydration. The Heyrman's have a donation for food and drinks
- 4th of July event on Saturday, and marking 250 years, expecting a large turnout
- SuperValue Roundup Program in Lakewood for July 2026
- First FoTF Scholarship's should be awarded in 2026
- Positive Pressure Fan purchased by FoTF for TFD
- Looking to continue to grow membership
- Working on engagement of membership involvement on committees and events
- Working on refining the budget process as we continue to understand the budget
- Looking for new ways to continue to raise donations
- Continuing to work on how to avoid unnecessary expenses

Other Business—Wanda Laste

No other business was discussed

Motion to Adjourn:

Motion to adjourn meeting by Linda Ziegler, seconded by Linda Vander Heiden, motion carried. Meeting adjourned at 11:48 a.m.

The meeting minutes are the interpretation of the writer.

Respectfully Submitted – John M Zeller, Secretary