

Richland County Joint Ambulance Committee
November 15, 2023
Minutes

Present: Brian McGraw, Kerry Severson, Julie Fleming, Sharon Schmitz, Tom McCarthy, James Lingel, Glen Niemeyer, Don Stanke, Gordon Palmer, Doug Duhr, Terrance Jindrick, and Amber Burch. Also present was County Administrator Candace Pesch. Via Zoom: Mary Rognholt, Todd Stittleburg, and Jean Nicks.

Not Present: Jerome Durst and Tim Willis.

1. Meeting was called to order at 19:00.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 14 members present.
4. A motion was made by Palmer to approve the agenda as posted. Schmitz seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Severson and seconded by Duhr to approve the previous meeting's minutes as presented. Motion carried; the minutes were approved.
6. There were no comments from the public.
7. There were no comments from the EMT delegation.
8. A. Burch informed the Committee Gudgeon had accepted a position with Wisconsin Emergency Management, which he officially started on November 3. Burch had been named Interim Service Director and John Heinen the Interim Emergency Manager. Pesch stated the Burch's Interim position wage was set at \$25.14. It was recognized the Business Plan may need to be revised to reflect the necessary changes. Burch stated Gudgeon had intended to retire with the County in 2028, however this opportunity arose and the timing felt right for the transition to take place. As part of the transition, the budget and tasks will need to be reviewed and consider all available options such as keeping it as it had been, splitting it into two full-time positions, splitting the departments and adjoining them to other departments such as Public Health. It was recognized the wages and benefits of two full-time positions would be a considerable cost. Pesch stated the Committee's voice on the Service Director position is important and would be taken into consideration.
B. Burch reviewed financial reports for August, September, and October 2023. August started with a balance of \$248,985.12. There were \$46,370.22 in revenue and \$72,388.97 in expenditures, leaving an end balance of \$222,966.37. One of the expenditures was the engine repair cost for Unit 35. August also had a payment to John Heinen for work on the Business Plan as approved in the previous Committee meeting. For September, there was a beginning balance of \$222,966.37, with revenues of \$45,057.06 and expenditures of \$50,073.08, leaving a remaining balance of \$217,950.35. October began with \$217,950.35 and saw \$30,522.06 in revenues and \$46,085.09 in expenditures. October ended with \$202,387.32.
C. There had been little communication with Cvikota. Due to this and the extreme delay in calls being billed, it was determined to hold all remaining and future calls until the new service is ready January 20th. There is potential that some may not be paid as they would have been if billed shortly after the call. However, it was noted there was not guarantee the call would be billed in a reasonable amount of time given the current backlog.
D. The Call Summary Report showed between August 1 and October 31, there were 339 calls, of which 6.78% transported a patient emergent to the hospital.

- E. In addition to the update regarding Cvikota, Burch updated the Committee on the building project, which has now had the final construction project completed; HVAC had now been hooked up. The project with Jewell and Joe Daniels should be shortly wrapped up.
9. Looking at the Goals & Priorities as identified by the Subcommittee, McGraw reviewed each. It was noted in previous years' Goals & Priorities, the intention of ensuring the municipality contribution formula is fair was also included however little time has actually been spent on the item. McGraw stated the Subcommittee should meet after the new Director is named and work on this item. Similarly, time needs to be taken to work with neighboring Services. Added from previous lists was strengthening the partnership with the Richland Center Fire Department. In regard to the partnership with the Richland Hospital, transfer requests have been documented and data shows 70% of transfer requests from the Richland Hospital were accepted year-to-date. The goal for Flex Operational Plan is hoped to be worked through in 2024 and implemented in 2025.
 10. During the budget process, the intent was established to change payroll for the Paid-on-Call staff, where pager-carrying time would be paid by weekday/weekend/holiday regardless of the truck assigned. They would continue to also receive the per-call pay, for when they have been paged out. With this, Paid-on-Call members would receive \$1.50/hour for Monday 8am through Friday 8pm and \$3/hour for weekends and holidays. If approved, this item would need to go before the Finance and Personnel Committee. Severson made a motion, seconded by Fleming, to approve the proposed pay change for Paid-on-Call staff. Motion carried.
 11. Discussion and action on the Handbook were tabled.
 12. The Committee had approved as part of the 2024 budget to allow for the hiring of two EMTs or higher, however a wage had not been determined at that time. Pesch stated she had attempted to get information on wages for EMTs from the current wage consultant, however they were not able to provide any. There was work being done to have a Compensation and Classification study done in 2024. In lieu of the data, it was suggested to set the EMT wage at a rate \$1 less than the AEMT. The EMT job Description was reviewed with a motion made by Palmer, seconded by Fleming, to approve the allowance to hire EMTs. Motion carried.

The Committee also discussed paying staff who are involved in the Quality Assurance (QA) process. QA is vital to ensuring reports are done correctly and thoroughly prior to being billed. Pesch explained the QA position could be considered a Collateral Duty, which is a task one is not hired to complete but that is above and beyond the normal expectations of others hired to the same. Only those in AEMT or higher positions would be eligible for Collateral Duties. Having such tasks as a Collateral Duty allows for flexibility and control, as the task and additional wage may be removed from a person's role without any other change to their position. The Committee agreed to the addition of Collateral Duties to the AEMT Job Description, which will be presented at an upcoming meeting.
 13. The proposed resolution updating eligible staff for hire to include EMTs was reviewed. Fleming made a motion to approve the amendment of Resolution 14-149 to be sent to the County Board for review. Motion seconded by Palmer. Motion carried.
 14. The Committee has approved the purchase of two ambulances in the past but was unable to secure them. Burch informed the Committee she had been approved by a member of the Muscoda Rescue Squad about the sale of their ambulance after the arrival of their new one. The Fire Board overseeing the Rescue Squad may wish to sell it through Wisconsin Surplus, but the Committee was encouraged to consider it. The ambulance is a 2006 similar to Unit 35. There is some maintenance that would be recommended if

purchased to ensure it would not have the same problems as encountered with Unit 35. Burch and AEMT Tim Dehnart did a test drive of the unit, which appeared to work quite well. The patient compartment is very similar to Units 33 and 35 and is able to be rechassisied. Options were discussed. The Committee determined to submit a Letter of Intent, however the price willing to be paid needed to not be included as the Committee wished to negotiate that. After discussion, a motion was made by Stanke to set a max price to pay for the unit at \$45,000 with recognition that repairs would also be needed. The motion also establishes Burch, McGraw, Niemeyer, and Duhr to inspect the ambulance and negotiate the price with Muscoda. This motion was seconded by Fleming. Motion carried.

15. The next quarterly meeting is set for February 21, however it is likely a special meeting will be held in January. Schmitz made a motion to adjourn the meeting; motion seconded by Fleming. The motion carried; the meeting was adjourned at 20:43.