



Fire Chief Tim Adler
Public Safety Director

Adam Robarge, CCTP
Deputy EMS Chief

Ambulance Commission

Meeting Minutes: April 28, 2022

Date/Location of Meeting: April 28, 2022, Northside Fire Station

Members in Attendance: Brede Sorenson, Barb Cram, Rick Murray, and Richard Yarrington.

Members Absent: Wayne Kling, Joyce Stenklyft, Jerry Steele.

Others Present: Public Safety Director Tim Adler, Deputy EMS Chief Adam Robarge, Public Works Director Kirk Arity.

Meeting called to order at 5:04 PM

- **Approve Minutes:** Motion made by Richard Yarrington, second by Barb Cram to approve the **February 24, 2022**, meeting minutes as presented. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Director's Report:**
 - Monthly statistics and invoices presented for March 2022.
 - **See Attached Director's Report.**
 - Staffing
 - We are up to full staffing however, received information one of our full-time paramedics will be getting deployed for approximately 6 months starting in May.
 - We may utilize a part-time employee to fill the position and may have to make changes to the schedule to maintain staffing levels.
 - Paramedic clinicals starting in May through August 15th.
 - New part-time paramedic started in April.
 - Building Update
 - Bids came in at \$14.5 million but Chief Adler and the Project Manager were able to trim the project down to \$13.5 million which was approved by the City Council on April 19, 2022.
 - Since the approval, the Project Manager was able to identify additional savings which were added back to the contingency funds.
 - Some of the projects cut to reduce the cost have been added back into the project.
 - First construction meeting was held earlier on April 28, 2022.
 - Public Works will begin removing existing buildings and field.



- Vehicle Update
 - Rash of minor vehicle problems across the fleet.
 - Working on problems with 269 – ignition coils and the truck losing power and shutting off. Possible computer problems.
 - New Quick Response Vehicle (fly truck) is here and had the graphics added to it. Deputy Fire Chief Jeremy Likely is working on installing the lights and radios.
 - New Deputy EMS Chief Vehicle will be picked up from the Sheriffs Department on April 29, 2022. Need to remove the old graphics, have new graphics put on, and lights and sirens installed.
- With the new building project, Chief Adler will be looking to create a Public Safety Budget, separate from the Ambulance Service and Fire Department budgets. Public Safety Budget will be used to manage the utility cost of the new building.
- Chief Adler and Deputy EMS Chief Robarge attended Public Information Officer (PIO) Training April 5th – 8th, 2022.
- Motion made by Barb Cram, second by Rick Murray to approve the Director's Report. Motion carried.
- **Discussion and Approval on Full-Time Billing Clerk Position:**
 - Chief Adler provided information and several options in support of creating and filling a Full-Time Billing Clerk position.
 - Call volume continues to grow.
 - Public Safety Administrative Assistant Christi Anderson is overwhelmed with the amount of work required by her position. She has been unable to take more than a day or two of leave since starting her position.
 - With the new Billing Clerk position, Administrative Assistant Anderson would be able to transition to more of her Administrative Assistant duties and assisting Chief Adler with his administrative duties.
 - Director Arity confirmed the position will be funded by the Ambulance Service.
 - Motion made by Richard Yarrington, second by Barb Cram to proceed to the City Council at the May meeting for approval and to fill the Billing Clerk Position. Motion carried.
- **Other Such Matters by Commission Members:**
 - Commission Member Richard Yarrington asked for follow-up on Discussion and Action on Rate Negotiation with the Amish Community from the February 24, 2022 meeting.
 - A letter was drafted and sent to Mr. Borntreger on February 25, 2022, by Deputy EMS Chief Robarge indicating what the Ambulance Commission had indicated during the meeting; the City of Tomah City Council sets the rates for the ambulance service, and we are not allowed to negotiate those rates.
 - Deputy EMS Chief Robarge also indicated in the letter that there are rules set forth by the Center for Medicare and Medicaid Services (CMS) which

require us to bill for all services equally. If we were to bill the Amish Community different rates than we bill residents or non-residents, we would be in violation of the rules set forth by CMS.

- Deputy EMS Chief Robarge advised he received a letter from Mr. Borntreger, on behalf of the Wilton Hospital Fund Committee, dated April 14, 2022. In the letter, Mr. Borntreger again requested to meet and agreed with the CMS rules but indicated medical facilities give bigger discounts for uninsured patients and those discounts do not violate the CMS rules.
 - Deputy EMS Chief Robarge will be reaching out to Mr. Borntreger again with the same response as before, that the rates are set by the Tomah City Council, and we are not allowed to negotiate our rates.
- **Adjourned:** Motion made Richard Yarrington, second by Rick Murray to adjourn the meeting. Motion carried.

Meeting adjourned at 6:20 PM

Minutes Taken By: Deputy EMS Chief Adam Robarge

Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler

