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## **Ambulance Commission**

### **Meeting Minutes: May 2021**

Date/Location of Meeting: May 27, 2021, Northside Fire Station

Members in Attendance: Brede Sorenson, Joyce Stenklyft, Barb Cram, Rick Murray, Wayne Kling, Jerry Steele, Richard Yarrington.

Members Absent: None

Others Present: Public Safety Director Tim Adler, Deputy EMS Chief Adam Robarge

Meeting called to order at 5:00 PM

- **Approve Minutes:** Motion made by Jerry Steele, second by Wayne Kling to approve **March 25, 2021** meeting minutes as presented. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Director's Report:**
  - Monthly statistics and invoices presented for March and April 2021.
    - **See Attached Director's Report.**
  - Update on staff status.
    - We had two paramedics leave in March.
      - Filled both positions with internal promotions. Isabell Miles returned to full-time paramedic status. Promoted AEMT Stacey Zellmer to full-time status.
    - Three new full-time positions were posted on Indeed.
      - Three applicants (one internal, two external).
      - Hired Bryce Bischel from Poynette, WI to fill one of the positions.
      - Two remaining positions will be filled now that the union contract has been. Includes lateral transfers language.
  - Transition to Critical Care Transport Service (Public Meeting).
    - Deputy EMS Chief Robarge gave update on transition to Critical Care Transport Service.
    - No concerns with transition voiced by Ambulance Commission or Public.
  - Other
    - Continually researching ways and making plans to save money.
  - Motion made by Richard Yarrington, second by Wayne Kling to approve the Director's Report. Motion carried.
- **VA Update:**
  - VA update on late payments moving forward.



- VA is still behind about \$100,000 from 2020 and beginning of 2021.
  - VA has a team coming to Tomah to help them work through the backlog but no ETA of when the team is scheduled to arrive.
  - Deputy EMS Chief Robarge reported we are handling approximately 90% of VA transfers – up from the last three years.
- **Building Update:**
  - Still in the process of testing – wetland process in progress.
  - Cost of building going up, final pricing on the new facility is uncertain.
  - Discussion on Funding – GO Bonding for fire – RO Bonding for EMS portion being discussed.
  - Tour of Lake Delton Fire Department on June 9<sup>th</sup> at 4 P.M. for members of the City Council and Ambulance Commission to see footprint of new building.
- **Apparatus Update:**
  - Several miscellaneous issues with all four ambulances.
    - Worked with Everest and Whelen on warranty work and minor repairs.
    - Inverter in 266 needed a special GFCI to fix the issues we have had with the inverter and breaker tripping.
  - 264 (flycar) was damaged when it struck a deer. Has been totaled by insurance company.
    - Looking to replace the vehicle.
    - Deputy EMS Chief Robarge contacted Captain Weaver from Monroe County Sheriff's Department and was informed they will have two squads available for sale at trade-in value, approximately \$7,000.00.
  - Motion made by Richard Yarrington to allow the purchase of the two vehicles from Monroe County or another vehicle up to \$40,000, second by Barb Cram. Motion Carried
- **Discussion on Setting a Minimum Required Monthly Payment Set Forth For Billing:**
  - Looking for approval to take to the City Council.
  - Motion made by Barb Cram to set the minimum monthly payment of \$100.00. If they have an approved hardship, payment it can be reduced. Second by Wayne Kling. Motion carried.
- **Discussion and Approval for Creating Public Safety Executive Assistant Position:**
  - Discussion about job duties and pay scale for Billing Clerk position and creating or moving the position to a Public Safety Executive Assistant Position.
  - Motion by Rick Murray to approve creating the Public Safety Executive Assistant Position and offering the position to the Billing Clerk, Christi Anderson at the Grade I, Step 3 (with three years of service at \$23.40 per hour), second by Barb Cram. Motion Carried.
- **Other Such Matters by Commission Members:**
  - Public Safety Director Adler and Deputy EMS Chief Robarge gave an update on Stacey Zellmer's proposal to start Tomah Area Medical Responders. The paperwork to move forward has been filled out and will be signed by Director Adler.
- **Adjourned:** Motion made Jerry Steele, second by Rick Murray to adjourn the meeting. Motion carried.

Meeting adjourned at 6:55 PM

Minutes Taken By: Joyce Stenklyft

Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler