



AREA AMBULANCE SERVICE

Randal Dunford
Director

Heather Daly
Captain

**AMBULANCE COMMITTEE
MEETING MINUTES: JULY**

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Date of Meeting: **July 30, 2020, Northside Fire Station**

Member Attendance: Brede Sorenson, Joyce Stenklyft, Jerry Steele, Barb Cram, Rick Murray, Richard Yarrington

Absent: Wayne Kling

Others Present: Director Dunford

Meeting called to order at 5:06PM by Brede Sorenson

- **Approve Minutes:** Motion made by Barb Cram and second by Rick Murray to approve June 25, 2020, Meeting Minutes as presented. Motion Carried
- **Persons Desiring to Be Heard:** Presentation by Adam Robarge
- **Director's Report:** • Monthly statistics and invoices presented for June, 2020
 - **See Attached Director's Report**
 - Discussed current staffing.
 - Director provided full update of COVID-19 Response by Department
 - Provided update regarding V.A. billing. No update regarding possible contract
 - Building Update: No movement on land purchase. Director and Chief Adler working with Architects. Presentation before the Council at the July meeting went very well. No issues raised with building design.
 - Overtime Issues: Being worked out. We need to assure that department can handle bringing on new employees with benefits without significant increases. Big Challenge
 - Zoll X-Series Service Contract discussion. \$20,587.00 for 3 year worry-free service contract for 5 monitors. New monitor is \$32,000.00 and it is used on every call. Rich Yarrington suggested that maybe they would agree to an annual fee versus one-time payment. Director will look into it further.
 - Equipment Purchase: Request to purchase AeroClave Disinfectant Unit to sanitize ambulance, equipment, and offices. Cost is \$16,000.00 which is covered under CARES Act relief fund.
- Motion to approve Director's Report by Barb Cram and seconded by Jerry Steele. Motion Carried
- Agenda Item #5: Motion made by Rick Murray and seconded by Rich Yarrington to approve purchase of AeroClave Decontamination Unit. Motion Carried
- **Other Such Matters By Committee Member:** None
- Agenda Item #6: Motion by Barb Cram and second by Rich Yarrington to adjourn to closed session. Motion Carried.
- Motion by Jerry Steele and second by Barb Cram to adjourn. Motion Carried

Meeting Adjourned at 7:14PM

Minutes Taken By: Joyce Stenklyft

Minutes Typed By: Randal Dunford 8/17/2020



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Director's Report For: JUNE, 2020

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- STAFFING: We continue to work short staffed due to COVID. One full-time employee is still out on military orders and we have 4 part-time staff that are out due to their full-time job restrictions, one part-time is out for disciplinary reasons. We have four employees that are in Field Training.
 - We wish to congratulate Mitch Larkin for successfully achieving his Paramedic licensure. Mitch will begin his field training for Paramedic.
 - On June 24th we interviewed 4 part-time employees to fill our vacancy. EMT Michael Forlines was selected and subsequently promoted to full-time to fill the vacancy. Mike has been with TAAS part-time for just over 1 year. Mike has an extensive military background and experience in fire/ems departments. I wish to thank Alderperson and Commission Member Rich Yarrington for the participating with the interviews.
 - In June we completed 2 blood draws for the police department.
1. COVID-19 DEPARTMENT UPDATE:
 - In June we had 9 COVID precaution calls and 1 COVID positive transfer.
 - Captain Daly and I continue to be a part of the state and regional meetings regarding COVID.
 2. V.A. BILLING ISSUES: We continue to have regular phone conference calls with the V.A. to address the billing issues. We did receive a large payment which covered all the outstanding invoices from 2017-2019 and they are working on 2020 invoices. We are seeing progress and have hopes that the issues will all be addressed.
 3. BUILDING UPDATE: We need to have a secured a site. Keller Architects made a presentation to the City of Tomah Committee of the Whole. Keller provided a presentation of the building design, project schedule, and cost estimate for the proposed building of 10.3 – 10.7 million.
 4. Shift Shortages and Overtime: Mayor Murray called for a meeting with the Ambulance Department, Council President, and the City Attorney for the purpose of finding a solution to the high volume of overtime worked by EMS employees. Since going to full-time EMS coverage in late 2018, we have had the challenge to staff a minimum of 2 ambulances and meet the demand for transfer requests that are made to us. In 2018 and 2019 we had three full-time employees involved in Paramedic training which took them off the schedule for an



extended period of time. We also have restraints on the number of hours part-time staff is permitted work. With that being said in 2019 we did have an employee who earned a substantial amount of overtime filling vacant shifts. We have implemented procedures on overtime approval in order to regulate or reduce it, such as minimum staffing of only two ambulances and not use overtime staffing to fill the third or fourth ambulance. Upon reviewing our statistical data we realize that our greatest struggle with filling shifts is on the weekend and also daytime hours during the week. In order to reduce the rising overtime costs, I proposed to the Mayor to create two full-time power shifts. The first is a Day Power Shift which will be a 40 hour position, Monday through Friday, and the second is a Weekend Power Shift which will be a 48 hour shift starting at midnight on Saturday and ending at midnight on Sunday. These proposed positions will not totally eliminate overtime expenses, however I believe it will drastically reduce the high volume of overtime currently being worked. As of the date of this report no further discussion has occurred. Captain Daly and I are continuing to monitor the issue.

5. ZOLL X-SERIES SERVICE CONTRACT: The warranties are about to expire on our Zoll Defibrillator/Monitor's. I received a quote to continue a Service Contract for all 5 monitors with the company (In Packet). This piece of equipment is used on every run and cost \$32,000.00+ to replace. I do not have this money budgeted.
6. EQUIPMENT PURCHASE: Next month, with the approval of the Ambulance Commission, I will seek approval to purchase an AeroClave Decontamination system. This portable system utilizes an aerosolized system that will disinfect anywhere that is exposed to open air. The back of an ambulance can be disinfected in approximately 15 minutes. The unit can also use a hand wand to disinfect other areas such as a stretcher, office work area, cab area of a vehicle, etc. This device could be used in other City departments as well. I want to get you the information so you have time to review it and ask any questions. Cost of the unit is \$16,000.00 which we have funding for with the CARES Relief money.

Respectfully,


Randal D. Dunford
Director



