



AREA AMBULANCE SERVICE

Randal Dunford
Director

Heather Daly
Captain

AMBULANCE COMMITTEE MEETING MINUTES: SEPTEMBER

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Date of Meeting: September 24, 2020 / Northside Fire Station

Member Attendance: Jerry Steele (remote), Wayne Kling, Brede Sorenson, Barb Cram, Rick Murray

Absent: Joyce Stenklyft, Rich Yarrington

Others Present: Director Dunford, Captain Daly, Chief Tim Adler, Mayor Mike Murray, Treasurer Julia Mann, Bob Kliebenstein, Jason Krultz, Carl Squires, Sign-in Name Unreadable, David Pierce, Lee Wilder, Greg Zingler, Glen Bailey, Bob Amundson, Gail Chapman, Richard(last name unreadable), Jason Guthrie, Dennis Boeder, Kevin Cook, Howard Hanson, Allen Bernhardt, John Guthrie, Jerry Bloom,

Meeting called to order at 4:59PM by Chairman Brede Sorenson

- **Approve Minutes:** Motion made by Barb Cram and second by Wayne Kling to approve August 27, 2020, Meeting Minutes. Motion Carried
- **Persons Desiring to Be Heard:**
 - Mayor Mike Murray spoke to the Commission and the Service Area representatives about the need to raise per capita rates due to the proposed joint EMS and Fire facility and rising costs of personnel. The Ambulance Service lost revenue in 2017 and 2019 and is not making enough revenue to support a new facility and costs associated with it. Mayor Murray stressed that his staff report was intended to be a starting point for discussion, however more revenue is needed and it is projected that the Ambulance Service needs to be at \$25.00 per capita which is still well below the state average which is \$35.00 to \$45.00. Township representatives supported the ambulance service and agreed that a new facility was needed however expressed frustration with how they can come up with the additional expense in their budgets. After a lengthy discussion the representatives requested the Director to notify them of the Commission's recommendation for the subsidy increase.
- **Director's Report:** • Monthly statistics and invoices presented for August, 2020
 - **See Attached Director's Report**
 - Discussed current staffing.
 - Director provided full update of COVID-19 Response by Department
 - Grants: \$1000.00 from SWRTAC (Southwest Regional Trauma Response Advisory Committee) Money is for blanket warmers.
 - Employee Work Schedule: Agreement made with the City and the Union to continue with the schedule.
 - 2021 Budget Proposal: Request to purchase third Lucas3 Compression Device, Critical Care Ventilator, Software Program for Pediatric Emergency Care, and stretcher arm platforms for 4 stretchers.
 - Leadership Transition: Working with Chief Tim Adler



- Discussed need for Subsidy Increase
 - Presented Power Shift proposal for two (2) 40 hour positions that will work Monday through Friday and cover facility transfers.
 - Discussed proposed billing rate increases for 2021.
- Agenda Item 5: Motion made by Rick Murray to recommend to the City Council to increase the per capita rate an additional \$6.25 and revisit need for additional increases in 2021 and 2022. Second by Wayne Kling. Motion Carried
- Agenda Item 6: Motion made by Barb Cram to recommend to the City Council the proposed billing rates increase. Second by Rick Murray. Motion Carried
- Agenda Item 7: Motion made by Barb Cram to recommend to the City Council the proposed Power-Shift composing of two (2) additional employees working 40 hours per week Monday through Friday to cover facility transfers. Second by Wayne Kling. Motion Carried.
- Agenda Item 8: Motion made by Jerry Steele to approve the 2021 Budget as proposed and refer it to City Council for approval. Second by Barb Cram. Motion Carried.
- **Other Such Matters By Committee Member:** None
- Motion by Barb Cram and second by Rick Murray to adjourn. Motion Carried

Meeting Adjourned at 7:39PM

Minutes Taken By: Randal Dunford

Minutes Typed By: Randal Dunford 9/25/2020



City of Tomah Ambulance Commission Meeting – September 24, 2020

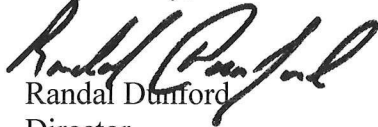
Director's Report For: **August, 2020**

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1. STAFFING: We have 7 employees that are in Field Training; 2 are Paramedic and 5 are EMTs. On August 17th full-time Paramedic Isabell Miles submitted her 2 week resignation notice to pursue a career in Accounting. Isabell desires to stay on part-time and maintain her Paramedic licensure. Paramedic Morgan Scharlau was promoted to full-time from the part time staffing. Morgan is an experienced medic and is currently working full time for Tri-State Ambulance. Morgan and his wife Laura reside in Wilton. A conditional part-time job offer was made to an individual who resides in Tomah. This person is a licensed EMT with medic experience in the military. He is currently attending Paramedic training at Mid-State Technical College.
2. COVID-19 DEPARTMENT UPDATE:
 - In August we had 8 COVID calls.
 - 2 Were Positive Tests
 - 6 Symptoms Only
 - The N95 Masks are still difficult to acquire.
3. GRANT: TAAS received a \$1000.00 grant from Southwest Region Trauma Advisory Committee (SWRTAC) for the purchase of 2 Blanket warmers for the ambulances.
4. 2021 BUDGET: (See Attached) No major changes in the operations part of the budget. We have seen our revenues decrease in the past three years however this is in large part due to the need to purchase 4 ambulances totaling nearly \$1 million. I anticipate that we should see our revenues increase. In Ambulance Outlay we budgeted moneys to purchase a third Lucas3 compression device, a critical care ventilator, pediatric software that will assist crews with medication breakdowns for pediatric patients, and finally medical equipment mounts for the stretchers that will support the equipment needed for acute patient care and also safety rated to maintain stability in the event of a crash.
5. RETIREMENT TRANSITION UPDATE: I have done all I can to make the transition in leadership as smooth as possible within the department. It has been my recommendation from my initial evaluation that the City should work towards combining EMS with the Fire Department.

6. **SUBSIDY RATE INCREASE:** From the onset of the department becoming career based with full time employees I have talked about the need to increase our subsidy per capita rates. In 2019 we seen our first increase in many years. Discussion was raised on how much revenue was needed to cover our expenses and save in our fund for needed equipment such as a new ambulance, quick-response vehicle, and medical equipment. With the added expense of payroll, the costs of Paramedic equipped ambulances and shared cost of a new facility, Mayor Murray supports the need that subsidy rates must be increased to cover these expenses.
7. **POWER SHIFT POSITIONS:** (See Attached) Since evolving to a full-time career based department we have worked hard to meet our demand for service. Tomah Area Ambulance is a fully self-funded enterprise within the City government and we only generate revenue with the wheels on an ambulance are turning. Maintaining the proper personnel balance is crucial to our revenues. Statistically, our highest volume of transfer requests occurs between the hours of 8:00AM and 12:00AM. To address that need and maintain the balance of personnel expense and revenue, I propose the addition of a Power Shift which would staff the third ambulance during peak hours during the week.
8. **BILLING RATES PROPOSED INCREASE:** Proposed billing rates and comparisons attached. We have not increased our billing rates in 2 years. Proposed rate increase will keep us in line with our equipment and vehicle expenses.

Respectfully,


Randal Dumford
Director

