



Fire Chief Tim Adler
Public Safety Director

Adam Robarge, CCTP
Deputy EMS Chief

Ambulance Commission

Meeting Minutes: June 30, 2022

Date/Location of Meeting: June 30, 2022, Northside Fire Station

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

Members Absent: Joyce Stenklyft, Rick Murray, Sandra Vierck, and Jerry Steele.

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

Meeting called to order at 5:06 PM

- **Reorganizational Meeting:** Postponed until next meeting due to members not present.
- **Approve Minutes:** Motion made by Barb Cram, second by Richard Yarrington to approve the **April 28, 2022**, meeting minutes as presented. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Director's Report:**
 - Monthly statistics and invoices presented for May 2022.
 - **See Attached Director's Report.**
 - Staffing
 - We are currently up to full staffing
 - One of our full-time paramedics will be getting deployed for approximately 6 months starting in July. We will be utilizing a part-time employee to fill the position.
 - Paramedic clinicals and EMT-Basic Clinicals through Western Technical College are ongoing August 15th.
 - Building Update
 - The pad is set and footers for the wash bay are in.
 - Steel will be arriving the end of July, beginning of August.
 - Ground remediation estimate came in over the budgeted estimate.
 - Extra cost will come out of the contingency fund.
 - Plans are for the building to be enclosed by November.
 - Vehicle Update
 - Most issues we have been having with the vehicles have been resolved. We are putting a lot of miles on the fleet.



- The new ambulance is on the assembly line and Everest is expecting deliver in October.
 - New Quick Response Vehicle (264) and Deputy EMS Chief's Vehicle are in service and are responding to calls.
 - Working on a Preventative Maintenance Plan for all vehicles.
- Service Agreements:
 - Discussion of service agreements between the service and Stryker, Zoll, and new building equipment.
- Motion made by Barb Cram, second by Richard Yarrington to approve the Director's Report. Motion carried.
- **Grants:**
 - Discussion on several grants submitted by Deputy Chief Robarge for the service
 - EMS Flex Grant
 - FAP Funding Grant
 - Walmart Distribution and Supercenter Grants
 - Kwik Trip Grant
 - Alliant Energy Grant
- **Update on Hiring of Full-Time Billing Clerk Position:**
 - Discussion on the hiring of Candice Maas to the full-time Billing Clerk position.
 - Candice is the current Accounts Payable Clerk for the City of Tomah.
 - Candice will be starting with the Ambulance Service in the end of July/early August.
- **Other Such Matters by Commission Members:**
 - Reminder that the August Ambulance Commission Meeting is the annual meeting with the townships.
 - Discussion on Per Cap rates for 2023.
- **Adjourned:** Motion made Richard Yarrington, second by Barb Cram to adjourn the meeting. Motion carried.

Meeting adjourned at 6:37 PM

Minutes Taken By: Deputy EMS Chief Adam Robarge

Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler