

Richland County Joint Ambulance Committee
Minutes of meeting
Wednesday, January 20, 2016

Present were: Fred Clary, County Board; Jeanetta Kirkpatrick, County Board; Paul Corcoran, Richland Center Mayor; Mary Rognholt, Akan Township; Calvin Brown, Bloom Township; Gordon Brockway, Buena Vista Township; James Lingel, Dayton Township; Marc Couey, Eagle Township ; Verlin Coy, Henrietta Township; Glen Niemeyer, Ithaca Township; Steve Chupp, Marshall Township; Ryan Keller, Orion Township; Gordon Palmer, Richland Township; Scott Banker, Rockbridge Township; Pat Marshall, Sylvan Township; Bob Holets, Willow Township; Jean Nicks, Boaz; Jim Huffman, Yuba; Darin Gudgeon, Ambulance Director; Jeanne Rice, Admin Secretary.

Absent was: Marsha Machotka, Richland Center City Council.

Chair Kirkpatrick, called meeting to order 7:00pm.

Meeting had been properly posted.

Rice called roll call of members. 18 present.

Banker made motion, seconded by Holets to approve agenda – motion carried.

Huffman made motion, seconded by Niemeyer to approve minutes of November 4, 2015 meeting – motion carried.

Public Comment/Input:

No input at this time

EMT Delegation:

Judy Shireman has a question with the information on her check stub due to different pay scales. She had talked with Tammy Hendrickson in the County Clerk's office and was shown the payroll report and was given a strip of paper showing differences in the pay scales that made up her total check. Shireman was asking if all this information could be included in future check stubs.

Kirkpatrick will talk to the Clerk's office.

Director's Report:

Corrected copies of monthly activities report sent out for October and November were presented.

These had been prepared using a wrong format which had presented incorrect data.

Gudgeon went over number of calls to each municipality in December (sheet marked 8). Dayton had 5, Henrietta 1, Ithaca 2, Marshall 1, Orion 1, town of Richland 2, city of Richland Center 40, Rockbridge 3, Yuba 1, Pine Valley 1, and 3 transfers. Had 60 total calls for December.

911 calls billable to the Municipalities for 2015 (sheet marked 9A) are as follows:

<u>Municipality</u>	<u># of Calls</u>	<u>Contract Fee</u>
Akan	12	1,800
Bloom	1	150
Buena Vista	21	3,150
Dayton	27	4,050
Eagle	8	1,200
Henrietta	10	1,500
Ithaca	18	2,700
Marshall	18	2,700
Orion	9	1,350
Richland (town of)	49	7,350
Richland Center	494	74,100
Rockbridge	17	2,550
Willow	2	300
Sylvan	4	600
Boaz	4	600
Yuba	2	300
Total Billable Calls	696	104,400

Gudgeon went over monthly activities report (sheet marked 8A).

Ambulance responded to 60 calls in December – 50 billable, 10 non-billable.

45 BLS and 5 ALS calls were billable.

5 lift assist calls, 1 call cancelled and 4 were no injuries/care refused were non-billable.

Total of 816 calls for 2015 included 7 paramedic intercepts.

\$37,655.75 was billed out and \$16,478.44 was received in December.

Holets noted difference in dollar amounts with billing year to date totals. Gudgeon will have explanation at next meeting.

NOTE: correct billing year to date numbers should be:

Amount billed out 480,850.75

Amount received 200,805.89

Bills collectible 75,639.00

Uncollectible/write off 204,405.86

Review 2015:

Kirkpatrick went over Review of First year of joint ambulance (sheet marked 9).

Work started on January 21st when the first meeting was held with the election of chair and vice chair, establishing rules and procedures, Paramedic intercept contract with Baraboo was put in place which was established in December and established procedures for hiring EMTs with the Director conducting the interviews.

February we began discussion for temporary sleeping quarters for paid staff, approval of a revised budget, started discussion for back-up agreement with Baraboo service, started conversation about changing volunteer pay and required hours for volunteers and hiring of 2 paid staff.

March brought the establishment of duties for paid staff, discussion on “no transports”, started discussion of creating part-time staff position, continued work on sleeping quarters paid staff, reviewing contract with Baraboo and started review of Handbook.

April saw the approval of rate and mileage charges, continued discussion on “no transports” and started data collection, approved required hours for volunteers and recommended changing resolution in order to hire up to 6 casual/part time employees.

May meeting saw the agreement with Baraboo for back-up being finalized.

The June meeting postponed the request that the committee had made to obtain appraisal information of equipment by August to assist decision regarding forming a district.

In July we shared call numbers to be used for 2016 contracts if services were to continue with the County and the Handbook was approved.

August we approved paid holiday list and approval was made to continue ambulance services with Richland County for 2016.

September approved 2016 budget which included pay raises for volunteers. The approved pay raise for the volunteers is to begin September 1, 2015 with the provision of deleting the end of year bonus for 2015.

November we approved a \$75.00 “no transport” fee to be effective January 1, 2016.

Kirkpatrick feels quite a bit was accomplished and this group worked together to have a viable ambulance service. It started with the State and we are making it work. Credit goes to the members of this committee – THANK YOU.

Money for First Responders:

Huffman is a Yuba First Responder and said system in place now – swapping out equipment used when on a scene with the ambulance service seems to be working well. The Yuba Fire Department shares costs for insurance and inspections.

Niemeyer is with the Ithaca First Responder unit and shared that they started 2004 with a donated van and had to purchase pagers. They have come up with the funds they need themselves through donations and fund raisers. Insurance for the van is paid for by Ithaca. They have to pay for their own jackets, run sheets, all the equipment they need and the annual inspection.

Corcoran spoke on needs and the work done by First Responders, including the efforts made to cover call. He would like to see an amount of money set aside in the budget to help First Responder groups.

Clary called the group’s attention to budget sheet (marked 8B) where money is currently budgeted for some local ambulance services. There are 3 First Responder groups in our area. It is within the authority of this committee to set aside money for First Responder groups if they wish.

Gudgeon explained how we swap out for equipment needs currently. He thought it would be a good idea to have money set aside for them.

Corcoran suggested this committee come back with a suggestion. Nicks and Rognholt feel they deserve monetary assistance.

Clary said the budget amount for 2016 is set. This group can add to the First Responders and the money would come from the County’s general fund.

“Proposal for money for first responders” will be put on the next agenda.

Looking to continue the swap out system currently in place – just add a certain dollar amount. The money amounts in place now for the ambulance services were based on radio contracts.

Corcoran will bring back a proposal for next meeting.

Lingel said he would like to see a dollar amount set aside for vehicle maintenance.

Fund for new ambulance:

Brockway wanted this added to the agenda. He thought we should start setting money aside for a new ambulance. There is approximately \$10,000 at this time in the new ambulance account. It is in a separate segregated account. No funds had been added to this account since 2012. The oldest unit is 20 years old, second in 13 years and the third was purchased in 2012 and can remount the box on new chase.

“Fund for new ambulance” will be on next agenda to continue discussion.

Clary said one way to generate additional revenue is to increase the ambulance base rate which should be done in April.

Fire District fee increase to match \$200 charge:

Consensus with committee members is to raise our rate for ambulance charge the Fire District from \$125 to \$200 as the Fire Department charges us now. At the first agreement, the charges were equal at \$125.

Palmer made motion, seconded by Couey to change fee to \$200 – motion passed with 1 no vote.

Apply for AFG Grant:

Gudgeon needs this committee’s permission to apply for an AFG grant for the purchase of portable radios. We purchased 12 portable radios in 1999 and 8 in 2002. The grant of \$25,284.00 covers 95% of costs -- we cover 5% or \$1,264. Each radio costs \$2,107 and will be replacing 12 radios which would be issued to the staff.

Grant is open for First Responders, Fire and EMS – not allowed for Sheriff’s Department. \$25,000 is called a Micro-grant which we are going for since it would be more likely to be approved. Old radios cannot be re-programmed. Can go for 2 projects if applying for a large grant.

Holets made motion, seconded by Keller to given Gudgeon permission to apply for the AFG Grant – motion carried.

Closed session under Section 19.85(1) (c) to conduct the performance evaluation of the EMS Director:

Nicks made motion, seconded by Brown to go into closed session.

Roll call vote.

AYES: Kirkpatrick, Clary, Corcoran, Rognholt, Brown, Brockway, Lingel, Couey, Coy, Niemeyer, Chupp, Keller, Palmer, Banker, Marshall, Holets, Nicks, Huffman. NOES: none.

AYES: 18, NOES: 0 TOTAL 18. Motion carried.

(All people other than committee members left room and door was closed until Gudgeon called in to speak with committee by himself)

Clary made motion, seconded by Brown to go into open session – motion carried.

(Rest of people in attendance allowed back into room)

Next meeting to be held on Wednesday, March 16, 2016 at 7:00pm in the County Board Room. Meetings will tentatively be scheduled for every other month.

Huffman made motion, seconded by Marshall to adjourn – motion carried.

Meeting adjourned.