

Richland County Joint Ambulance Committee
Minutes of meeting
Wednesday, January 21, 2015

Present were: Fred Clary, County Board; Jeanetta Kirkpatrick, County Board; Marsha Machotka, Richland Center City Council; Paul Corcoran, Richland Center Mayor; Mary Rognholt, Akan Township; Calvin Brown, Bloom Township; James Lingel, Dayton Township; Marc Couey, Eagle 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.

Jeanetta Kirkpatrick, one of county representatives on committee called meeting to order 7:00pm.

Jeanne Rice, Admin. Secretary called roll call of members. Marc Couey was in attendance for Bobbi Ann Goplin of Eagle Township, Randy Schmidt of Buena Vista and Verlin Coy of Henrietta not present.
17 present 2 absent

Election of Chair and Vice Chair:

Fred Clary nominated Jeanetta Kirkpatrick for chair, seconded by Bob Holets – motion carried. Three requests for any other nominations made with no other motion. Fred made motion, seconded by Bob to cast unanimous ballot for Jeanetta Kirkpatrick – motion carried. Jeanetta Kirkpatrick elected chair of committee.

Bob Holets nominated Fred Clary for vice chair, seconded by Gordon Palmer – motion carried. Three requests for any other nominations made with no other motion. Bob Holets made motion, seconded by Scott Banker to cast unanimous ballot for Fred Clary – motion carried. Fred Clary elected vice chair of committee.

Committee Chair Kirkpatrick asked for approval of amended agenda. Calvin Brown made motion, seconded by Jim Huffman to approve amended agenda – motion carried.

Rules of the Board:

Committee Chair Kirkpatrick went over rules of board.

Agenda and minutes of meetings will be posted on the county web page.

- a) Amendments to agenda have to be posted 24 hours in advance of the meeting.
- b) E-mail is considered open meetings law
- c) For this committee, it will take 10 votes for a majority, when all 19 members are present. 10 people would make up a quorum for a meeting and 6 people would be a majority rule when only a quorum is present.
- d) If committee members wish an item to be placed on the agenda, e-mail or call Committee Chair by noon the day before the meeting. An emergency addition item would be 2 hours prior to the meeting.
- e) Audience participation is allowed during an open meeting
- f) Members of committee do not have alternates – if committee member cannot attend, an alternate can attend to receive the information but cannot vote.
- g) If committee member decline to receive a per diem for a meeting, made a note on the per diem slip or throw it away. Important to turn in slip at end of each meeting.

Monthly reports to Municipalities:

Committee Chair Kirkpatrick went over handouts. Included in packet were copies of a monthly report and spread sheet. Document explaining profits from ambulance fees from 2004 through 2012 were discussed. Over the 9 years documented, \$180,199 from the fees was placed in the Ambulance Outlay account with \$334,577 placed in the 911 Outlay Account with the remaining profit of \$354,274 going into the General Fund of the County. Outlay accounts roll over and money stays in account like the segregated account for the ambulance service will.

Copies of monthly report that will be provided are always a month behind. New reports will include break out of calls by base rate – Medicare, Medical Assistance, Insurance and private pay.

We will be able to report on number of calls per municipality each month.

Will have report of number of calls we cannot take and are covered by another ambulance service.

Contract with Baraboo:

Committee Chair Kirkpatrick went over draft copy of contract with Baraboo Ambulance and explained difference between mutual aid, paramedic intercept and contract services. Darin Gudgeon, Director of Richland Area Ambulance Service and Dana Sechler, Director of Baraboo Ambulance Services prepared contract which was gone over by Baraboo's attorney and is being gone over by Richland County's Attorney Ben Southwick. Will bring contract back to this committee. It does not have to go to the County Board. The county is paying the fees outlined in the contract to guarantee service. If we transport, we bill the patient but will still pay for Baraboo service. If Baraboo transports, they bill patient and collect fees as well as our paying for their service.

Members are to go over the contract and bring back to next committee meeting. Any questions, call Darin at the office 647-6474 or his cell 604-7736.

Revised Budget:

Committee Chair Kirkpatrick went over January, 2015 budget sheets presented. Will have to change salaries/regular line currently at \$32.698 to reflect the hiring of the 4 paid AEMT staff. (Adding approximately \$200,000 to the salary line) Last page is revenue page – next month will start seeing revenue amounts.

Volunteer pay:

Every month committee will receive payroll report for volunteers. Director Gudgeon went over payroll report. Bonus pay is paid from November the previous year through November of current year. Volunteers have to follow certain requirements to receive bonus pay of \$2.00 for every call they were on. Bonus pay includes attending meetings, being on call, and completing required training. Every member is required to put in 48 hours a month. If enrolled in a college class – 24 hours a month. Some have less hours that can be elaborated on during the Director's report if the committee wishes. Currently have on our roster approximately 20 people and 3 new members who just completed EMT class.

Director Gudgeon went over current crew pay scale formula. EMTs are paid \$13.00 per call, \$6.50 for completing the WARDS report. Drivers are paid \$10.00.

Volunteers are paid for carrying a pager – on primary call weekdays from Monday 8:00am through Friday 8:00pm paid \$1.50 per hour. Weekend from Friday 8:00pm through Monday 8:00am and holidays, they are paid \$2.50 per hour. Any backup hours are paid \$.50 per hour. Overtime paid \$13.00 for EMT and \$10.00 for driver per hour on call.

Director Gudgeon would like to bring options to the next meeting to redistribute funds to cover call.

Contact information:

Adm. Sec. Rice went over contact list of this committee's members prior to beginning of meeting. Preferred method of contact was mailing.

Approval of recommendation for hiring AEMTs:

County advertised for and is still advertising for AEMT positions needed to cover call. Have received 5 applications and interviewed 4. One will come in on Monday for their initial interview. 2 already interviewed are external and 2 internal. 1 internal has since taken another job so is out of the process. Wages were determined by researching area wages for AEMTs and then determining the County's Job Classification and Salary Plan scale that was near the amount. AEMT will be paid at Grade 7 with a probationary rate: \$10.92 per hour and after probation rate: \$11.42. They will be paid straight hourly and overtime pay and be eligible for all county benefits (Health Ins. Dental Ins. State Retirement, 125 Flex Plan)

Director Gudgeon is asking for permission to hire 2 people at this time. He is ready to make an offer to one person now. Surrounding paramedic services are making around \$13.00 an hour.

Both candidates are currently running with other services. One is a licensed critical care paramedic and if offered a position will work two 24-hour shifts with us. The second is a veteran Advanced EMT.

The hiring of these people would be depending on passing drug screen and criminal background check. Will be located in-house during the period of time they are on call. Rotation would be 24 hours on and 72 hours off.

Fred Clary made motion, seconded by Bob Holets to hire 2 AEMT candidates recommended by Director – motion carried by voice vote with 1 no vote.

Interview Committee:

Committee Chair Kirkpatrick recommended that if this committee wanted to set up an interview committee would need 3 – 5 members or have Director take care of the interview process. Jean Nicks would like a copy of what is covered in the interview process.

The next interview is set for Monday, January 26th at 9:00am.

Scott Banker made motion, seconded by Jean Nicks to continue with Director doing the interviews – motion carried.

Approve contracts with each participating municipal unit:

Committee Chair Kirkpatrick said that we need a motion to approve contracts. Calvin Brown made motion, seconded by Gordon Palmer to approve contracts with the county and participating municipal units for the year 2015 of \$150.00 per call based on the number of 2013 calls – motion carried. The city of Richland Center is to be billed monthly and the rest billed and paid March and September or all at once.

Authorize signing of contracts by County Clerk on behalf of County:

Calvin Brown made motion, seconded by Scott Banker to authorize the County Clerk to sign contracts with municipalities – motion carried.

Will have copies sent back to each municipality.

Next meeting to be held on Wednesday, February 4th at 7:00pm in the County Board Room.

All subsequent meetings will be held on the 3rd Wednesday of the month. Future meeting dates set for April 15 (quarterly review), June 17 (half year review), August 19, September 16 (developing 2016 budget OR decision regarding continuance with county as provider or forming a district) and December 16 (end of year review). Agendas will be mailed out a week in advance of meeting night. Budgets are done in August and September.

Jim Huffman made motion, seconded by Scott Banker to adjourn – motion carried. Meeting adjourned 8:35pm.