

Richland County Joint Ambulance Committee
Minutes of meeting
Wednesday, March 18, 2015

Present were: Fred Clary, County Board; Jeanetta Kirkpatrick, County Board; Paul Corcoran, Richland Center Mayor; Mary Rognholt, Akan Township; Calvin Brown, Bloom Township; Randy Schmidt, Buena Vista Township; James Lingel, Dayton Township; Verlin Coy, Henrietta Township; Glen Niemeyer, Ithaca 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.

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

Meeting had been properly posted.

Rice, called roll call of members. Richland Center City Council and Marshall Township representatives not present. 17 present 2 absent

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

Banker made motion, seconded by Brown to approve minutes of 2/4/15 meeting with correction of adding roll call votes taken – motion carried.

Names from roll call votes were not included in minutes of 2/4/15

Corrections as follows:

Roll call vote for going into closed session.

Roll call vote. AYES: Clary, Kirkpatrick, Corcoran, Machotka, Rognholt, Brown, Schmidt, Lingel, Coy, Niemeyer, Chupp, Keller, Palmer, Banker, Marshall, Holets, Nicks, Huffman.

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

Roll call vote for to postpone any action til next meeting to get more information on permission to rent space for AEMTs .

Roll call vote. AYES: Corcoran, Machotka, Rognholt, Marshall. NOES: Clary, Kirkpatrick, Brown, Schmidt, Lingel, Coy, Niemeyer, Keller, Palmer, Banker, Holets, Nicks, Huffman.

AYES 4, NOES 13, TOTAL 17. Motion defeated.

Roll call vote NOT to rent apartment at 620 N. Church.

Roll call vote. AYES: Clary, Corcoran, Machotka, Rognholt, Schmidt, Niemeyer, Palmer, Banker, Marshall. NOES: Kirkpatrick, Brown, Lingel, Coy, Keller, Holets, Nicks, Huffman.

AYES 9, NOES 8, TOTAL 17. Motion carried NOT to rent apartment.

Monthly Reports to Municipalities:

Darin gave budget report. In February we had 57 billable calls and 16 non-billable calls. We billed out \$41,933.25 and received \$8,756.34 in revenue for 2015 accounts.

Non-billable calls include patient's falling without injury and just needing assistance up or calls cancelled after EMS responded to garage after being paged out. Committee requested details on non-billable calls for future reports.

Went over report for ambulance calls per municipality. Ambulances were called to the townships of Dayton (2), Eagle (3), Henrietta (1), Ithaca (5), Marshall (1), town of Richland (5) and city of Richland Center (43).

Marshall would like to see the number of Paramedic Intercepts on next report.

Duties of Paid Staff:

Darin went over handout listings of duties for paid staff:

Daily chores: Clean and readiness of EMS lounge, training room and garage; rig readiness check to include clean/sanitize each unit and large equipment such as long boards, KEDs and splints; and ensure all reports are completed.

Weekly chores: Check/replace sharps containers; inventory of store room and garage; deliver laundry to hospital; and complete medications expiration check.

Assigned projects: Establish inventory management system; communications equipment; community outreach; and monthly training.

Discuss/Approve Allocation of Sleeping Quarters for Paid Staff:

Darin has talked with the Coroner, Sheriff and Chief Deputy. Will be able to use the Coroner's office for sleeping quarters. There is space within the Sheriff's Department for Coroner's office.

Showers within the Sheriff's Department need work and will be available for EMS.

Talked with 2 hotels in Richland Center who gave good rates. One EMT stayed at the Ramada.

Rate reimbursement sheet:

Will hold for next meeting as we do not have the sheet prepared.

Patients are currently not charged for picking them up and not transporting.

Muscoda bills \$125 to patient. Insurance does not pay for not transporting a patient.

The majority of "no transports" will be falls – need assist up.

Darin to prepare demographics on no transports for next meeting.

No decision made at this time.

Approve Contract with Baraboo:

Ben Southwick made changes as proposed by this committee. Baraboo still looking at contract. Two corporate councils working on contract. Only change was 7 to 14 days notice for crew. Can cancel 24-48 hours in advance without charge. This must be added to contract. Committee not happy with that change. Any stipulations have to be put in writing. Have to have a backup agreement but do not have to use it. To counteract that, just have to make sure we are staffed.

Corcoran made motion, seconded by Brown to have all conditions in writing for any agreement between Richland County and Baraboo Ambulances – motion carried.

Review and Approve Richland County Joint Ambulance Service Handbook:

Handbook was handed out tonight. Committee members to look it over for next meeting.

Corcoran had question about 48 hour requirement. Darin explained how minimum was put in place to distribute workload between members and to keep skills at their best. Other services in the area also have minimum time on call requirements in place.

Discuss Creation of part-time Staff Positions:

Have two full time people in place now. Third will be in place starting April 1st. Should be able to staff ambulances. Darin would like to hire part-time staff (casual call-in) not to exceed 48 hours a month. They would not receive benefits and be paid at pay rate of 8. Two people are considering part-time position which would be 12 hours a week with a maximum of 48 hours a month.

As normally happens, we will have a dramatic decrease in hours put in by volunteers starting in May and through the summer months.

Looking at a maximum of 3 part-time being hired. Part-timers are scheduled, call-in are called ad can refuse time.

Jeanetta said the committee has to make a decision and this has to go back to the County Board to amend the original resolution from not hiring 4 full timers to hiring part-time people.

\$83,000 was allocated for hiring AEMTs.

Approve Volunteer Pay:

Darin had sheet with figures outlining volunteer pay. Darin would like to increase pay for volunteers using funds already in place in the budget. Total costs for members include on-call pay, responding to calls, reports and training comes to \$75,790. Bonus pay is included in figures. We have budgeted \$83,100 which would mean a difference of \$7,310 available to share with the volunteers.

Darin handed out 2014's data for volunteer's average hours on call showing how much time on primary and backup. This data shows that the 48 hour minimum is not an unattainable goal. The volunteers already doing 48 hours and above. Need a written proposal for committee members and will need more than one proposal on covering shifts with volunteer pay.

Next meeting to be held on Wednesday, April 15th at 7:00pm in the County Board Room.

Huffman made motion, seconded by Brown to adjourn – motion carried. Meeting adjourned 9:10pm.