

Richland County Joint Ambulance Committee  
August 15, 2018  
Minutes

Present: Brian McGraw, Kerry Severson, Mary Rognholt, Marc Couey, James Lingel, Glen Niemeyer, Steve Chupp, Ryan Keller, Gordon Palmer, Bob Holets, Jean Nicks, Terrance Jindrick, Darin Gudgeon.

Not Present: Mike Kaufman, Justin Lockwood, Verlin Coy, Scott Banker.

1. Meeting was called to order at 1900.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 12 present.
4. A motion was made by Severson to approve the agenda as posted. Palmer seconded it. Motion Carried; the agenda was approved.
5. The minutes for the May 16, 2018 meeting were silently reviewed. A motion was made by Holets and seconded by Nicks to approve the minutes as presented. Motion carried; the minutes were approved.
6. There was no public comment at this time.
7. There were no comments from the EMT delegation, however Gudgeon noted in the meeting that the Ambulance Association had voted to give \$11,000 toward the purchase of an ambulance. While that ambulance in the end appeared to not meet the Service's needs, Gudgeon thanked the Association for their willingness to help in this endeavor. It was also noted that the expedited process of purchasing an ambulance as set forth in the previous meeting does appear that it would have worked had the available ambulance worked out.
8. A. The Revenue/Expense reports were discussed. The aid request for Lone Rock was funds made available by the committee to support other Services in the County and is provided to the respective Service when requested in writing. June and July were reviewed with no discussion. It was noted that the available balance at the end of the month does include the money set aside for the potential purchase of an ambulance as voted on at the last meeting. The balance is also noted to be increasing each month due to an increase in call volume, one full-time member being on medical leave, and the municipalities contributing more financially than in previous years. Gudgeon also noted that, despite the increase in call volume, there have been no missed calls for service.  
B. The Cvikota Billing report and payer-mix were both reviewed with no discussion. Gudgeon also informed the Committee that the primary contact with Cvikota is no longer with the company due to suspected health problems. Following up as requested in the previous meeting, Gudgeon updated the Committee on the account balance with Cvikota. The account charges and payments record was provided to members and walked through with statements and invoices for members to look at as desired. Gudgeon pointed out an error in the account from August 2017 where a payment with a surplus of \$183.10 was noted; this was due to a refund request where a check was made out to Cvikota instead of the people listed on the request. This was the

first refund request made, and at the time it had been unclear as to whom to make it out to. From there the invoice balances and current balance listed on the statements did not match. Because the statements made it difficult to know which balance was to be paid, incorrect amounts were paid. After speaking with the President of the Cvikota, the invoices have been simplified so the amounts to be paid are clear and invoices will not accidentally be paid twice as had happened once in the record. These invoices and statements will be provided to the Committee moving forward. The outstanding invoices have been consolidated so as to balance the account. Gudgeon stated that he felt satisfied with the conversations and outcome.

D. The Call Data Report was reviewed. Gudgeon noted that the mutual aid calls will be billed to the patient.

9. Palmer updated the Committee regarding the Subcommittee work since the previous Committee meeting. He suggested the Committee members read through the minutes. He reviewed the discussion at the last Committee meeting regarding looking into becoming a District and the significant costs obstructing that at this time. Palmer stated that he was very impressed with the Service and the coverage of calls as well as the strength of the partnership between municipalities now. He overviewed that the need for a new used ambulance was identified in the previous meeting and action had been taken with the County Board voting in support of that, so a system is now in place when a good ambulance is found. The next big need is to look at a new building. The Subcommittee toured the current facilities and found them to be less than user-friendly. The Subcommittee has begun looking at what it would take to secure a new facility, with discussion about potential grants on the agenda for this meeting. He felt it was possible that a new building would be secured with help. The Subcommittee has toured the old Richland Electric Cooperative (REC) building. Palmer stated that he felt it would be a major upgrade with state of the art electrical and security systems. He stated that any member of this Committee can stop there and request a tour or if the Committee would prefer, it can be incorporated into a future meeting similar to the tour scheduled for the current facilities taking place at the end of this meeting. McGraw added to the Subcommittee report that a survey of about six questions is being prepared for current Service Members to complete, with results to be presented at a future meeting. He also stated that the Committee will need to discuss what they feel are priorities for the Subcommittee to continue moving in the right direction. He further encouraged Committee members to report the information shared and actions taken by the Committee to allow for feedback and ensure things are heading in the right direction.
10. Gudgeon presented suggested updates for the Handbook of Personnel Policies. The first was regarding the paid-on-call pay scale, which had not been updated after those members had gotten their raise. The second was addressing vacation time, as it is currently in the Handbook that the full-time members on a rotation will have a week off by hours. This is the only department with a 24-hour shift. The requested change would be to read vacation by days off not in weeks, similar to Pine Valley. With the current arrangement, if a full-time rotation member is to take a 'week' off, it would constitute only 40 hours, leaving them to have to come in and work eight hours during that week. The question came if switching to the days off instead of hours limit the usability, which Gudgeon stated he could not foresee any issues at this time. It would still be paid in hours but the vacation time would be held in days/shifts more so than the

standard. This was suggested by Tami in this County Clerk's office as a possible solution. The third update was regarding the removal of having one's bonus withheld as part of disciplinary measures for not getting one's 48 hours in, as the paid-on-call members no longer receive a bonus as of the last pay raise. This removal is to clean it up to current policy and pay rates. The final update is the addition of Breach of Duty in the list of reasons for discipline. Breach of Duty is when a person has a duty to respond and does not respond. Gudgeon felt this point needed to be added as there was nothing addressing it in the handbook at this time. He stated that there is a system in place for correcting the schedule to ensure that the members know who is to be responding, which is addressed further in the Duty section.

The updates to the handbook will require it go before Personnel and Finance Committee for approval, but the Joint Ambulance Committee needs to approve the changes first. A message will be provided to all members with highlights of the changes. Couey made a motion to approve the policy changes as presented, seconded by Keller. Motion carried.

11. As alluded to in Item 9, the Subcommittee members toured the Richland Electric Cooperative (REC) building. While the price of the building at first appears high, it was noted that it is actually less than it is worth. There is high quality electronic equipment and security in place. The garage will comfortably fit the ambulances. The prices quoted are in the Subcommittee minutes. REC also currently owns a lot next to it which they intend to make into a parking lot. REC appears that they are willing to work with the Committee on the building and seem as though they would like the Committee to purchase it. A tour could be arranged if Committee members would like. There are some grants available that are currently being worked on, which will be discussed as an upcoming agenda item for this meeting. It is not expected that this would be done within a year but could take several years to get an understanding of the Service's operating expenses to ensure the money will be stable, the building's operating expenses, and the eligibility for grants and other funding. It is important that members recognize that options exist. It's important to do one's due diligence and make an informed decision. REC is not under any pressure to sell the building and have stated that they would be willing to sign an agreement of anticipating the sale. They are not actively marketing the building. They are informed of the expected timeline and are accepting of that so long as they stay informed.
12. There are two grant applications currently being looked at. The first is the Joan Woodman Orton McCollum Foundation, which the Association would be eligible for. Funds through this Foundation have been given to Cazenovia Fire, the pool in Richland Center, and many more. A member of the Foundation Board felt it is a project that would fit their mission. They also have been informed of the timeline and feel that it will help them to plan for potential future spending. Gudgeon stated that it would be similar to preapproval for a home loan. The Committee would not be committed to anything but if approved, the funding would be available when the time came. The Association has approved the application; the Joint Ambulance Committee would simply need to approve the partnership with the Association. The application has to be submitted by a 501(c)3, which the Association is, as the Foundation only grants money to non-profits. Gudgeon stated that should a building be purchased, the goal is to do so without raising the cost to municipalities. A motion was made by Holets to partner with the Association

to submit the grant application to the Joan Woodman Orton McCollum Foundation, seconded by Rognholt. Motion carried.

The second grant being looked into is the USDA-Rural Development Community Facilities fund. This is a grant and a low-interest loan, where the interest rate is locked-in in the quarter which the funds are given. Through this program, the Committee would get both a grant and a loan. Gudgeon stated that the current estimate looks as though the Committee would be eligible for possibly 40-60% of the project funded by grant. Gudgeon stated that he is seeking permission to continue working on this with the USDA representative. The application is 35 pages long, and included will be a meeting with the Committee prior to funds being given so everyone understands the terms. Again, this is not committing to anything but simply looking into the available resources without adding a burden to the tax payer. A motion was made by Severson to continue the process to apply for the grant and loan application with USDA-RD Community Facilities, seconded by Nicks. Motion carried.

13. Keller made a motion to go into closed session, seconded by Palmer. A second motion was made by Nicks, seconded by Severson, to allow for Amber Burch to remain in the room for documentation. Motions carried. The meeting went into closed session. Returning to open session, Niemeyer made a motion to offer a part-time position as laid out in the Handbook of Personnel Policies to Robin Pierson. It was seconded by Palmer. Motion carried.
14. The next meeting was scheduled for September 19<sup>th</sup> to approve the next fiscal year's budget. The next regular meeting date will be discussed at the September meeting. If anyone has items for the agenda, it is requested that they are emailed to the Chair. Severson made a motion to tour the current facilities as listed in the agenda and to adjourn the meeting immediately upon completion of said tour. Motion seconded by Niemeyer. The motion carried; meeting adjourned following the tour.