

Richland County Joint Ambulance Committee:
Strategic Planning for EMS Subcommittee
October 17, 2018
Minutes

Present: Brian McGraw, Gordon Palmer, Ryan Keller, Justin Lockwood, Darin Gudgeon

Not Present: Bob Holets

1. Meeting was called to order at 1908.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with a quorum.
4. A motion was made by McGraw to approve the agenda. It was seconded by Keller. The agenda was approved.
5. A motion was made by McGraw to approve the previous Subcommittee meeting minutes as presented. Motion seconded by Keller. The motion carried.
6. The present contract was reviewed, recognizing that the contract period is through the end of 2019. The Subcommittee's goal is to recognize any needed changes to the contract to be prepared for the next contract to be drafted. Gudgeon stated that there have been noted benefits of having the set payments for municipalities; he didn't anticipate municipalities being able to pay in more money and didn't foresee a need for the amount per call to change from the current \$170/call. The contract amounts may be seen to increase but only in regards to the increase in call volume from the most recent 4-year average. Gudgeon suggested extending the contract from two years to three while keeping the other terms the same. It was mentioned that the Committee may be interested in switching to a per capita payment, which was estimated to be \$11.31 per person within a municipality, or to an amount based on the equalized value of a property. The Subcommittee acknowledged a need to consider if there is any anticipated needs to increase the budget at this time. A goal was set to have the proposed contract to the Committee for consideration at the regular February meeting. Lockwood recognized that a similar structure shouldn't create too much pushback. Gudgeon stated that should the Committee choose, they could consider increasing the amounts and placing the money directly into the Capital Expenditure account so the operating would stay the same but the Committee will be prepared for larger purchases coming in the future. With that, the Committee would see the benefits of saving to there wouldn't be a need to suddenly request a large amount of money from the municipalities when these known purchases arrive. The current 2-year contract has brought managerial and operational stability as well as financial stability. Lockwood asked if there are any anticipated downfalls of a 3-year contract; there were none identified. Palmer asked if it could be expected that the County Board would support the contract, which the Subcommittee felt would not be an issue. It was recognized that a meeting would be needed in January to look at the number of calls for the year, the 4-year average, and how the budget had come out after one year with the current contract. Many members stated the benefit of keeping it consistent. The process of the contract approval was reviewed. Gudgeon stated that the

County Attorney would edit the current contract as indicated, contracts would be mailed to the municipalities for consideration and approval, the contracts would be returned, and the County Board would then vote to approve the contract to be put into effect. It was suggested that the contract be proposed to the County Board prior to getting the contracts signed by the municipalities. Gudgeon stated that it could be taken to the Joint Ambulance Committee for consideration and changes, followed by sending it the County Finance and Personnel Committee to direct the County Attorney to draft the contract.

Gudgeon stated that some goals for the next contract could be to come up with a stronger formula to ensure the Service is stable and to begin planning for retirements. There was discussion regarding if the Ambulance Service or County is responsible for planning for retirements. Gudgeon stated that it falls to the department; in the past when an employee retires, they may choose to not fill the position for a time to save costs as there are no funds saved and therefore no funds to cover the retirement benefits. Gudgeon suggested the creation of another account in Fund 51 to be overseen by the Committee to begin saving for such expenses. McGraw suggested such funds be saved in an account where there can be interest as well.

7. The previously identified goals and priorities of the Committee were presented, discussed, and organized to present back to the Committee in the November 2018 meeting. Gudgeon updated the Subcommittee regarding the search for a replacement ambulance, stating there is a local service that is expected to sell one of their current ambulances. He stated that he needs to research the brand of the ambulance more, however he trusts the source and knows that it has been well maintained. They estimated that they could sell it to the Service for \$20-24,000 likely next year. Gudgeon stated that, if the Subcommittee would like, a trip could be planned in November to look at it. There is no current update on the building funding. McGraw encouraged Palmer to update the REC representative on the status of the process. Lockwood stated that an appraisal should be done, but typically an appraisal is considered stale after six months. The timeline was discussed and a goal was set to have the financial status determined by May 2019, a meeting with the USDA representative regarding their loan and grant by May 2019, and the official evaluation of whether to proceed completed by November 2019. It was recognized that the REC building will need to be assessed by someone familiar with requirements for buildings encompassing both sleeping quarters and garages. It was surmised that the USDA representative may be able to assist in locating an inspector or engineer for this. Also identified in the list of goals and priorities is the relationship with the Richland Hospital. It was suggested that the partnership could be strengthened simply by inviting members of the Hospital Board to a Subcommittee to begin the discussion. Lockwood stated that the Hospital Foundation Board could also potentially support the Service through a scholarship program for paramedic training. At an upcoming Subcommittee meeting, an agenda should be set that members from these Boards as well as the Medical Director should be invited and the priorities of the Joint Ambulance Committee can be discussed with them and a conversation could be had about how to strengthen the partnership moreso as things continue moving forward.
8. The next subcommittee meeting is scheduled for January 16, 2019. The purpose of this meeting will be to prepare an updated contract for the Committee. Keller made a motion to adjourn, seconded by McGraw. The meeting was adjourned at 2115.