

Richland County Joint Ambulance Committee
September 23, 2020
Minutes

Present: Brian McGraw, Kerry Severson, Marc Couey, Scott Wallace, Sharon Schmitz, Mary Rognholt, James Lingel, Verlin Coy, Glen Niemeyer, Doug Duhr, David Jelinek, Bob Holets, Terrance Jindrick, Darin Gudgeon.

Not Present: Steve Chupp, Brian Clarson, Jean Nicks.

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 13 members present.
4. A motion was made by Schmitz to approve the agenda as posted. Jelinek seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Couey and seconded by Holets to approve the minutes of the previous meeting as presented. Motion carried; the minutes were approved.
6. There were no comments from the public.
7. There were no comments from the EMT delegation.
8. Gudgeon informed the Committee that, as of that day, there were two members who had transported a patient who tested positive for COVID-19 and would need to be quarantined due to exposure. One is a full-time member and one is paid-on-call. Gudgeon also informed the Committee that Desiree Burke, whom the Committee had approved hiring in the previous meeting, had declined the offer.
9. There was no Subcommittee meeting since the last Joint Ambulance Committee meeting.
10. A. The land acquisition for the new Ambulance Facility will be provided to County via a land lease with the City at the corner of Industrial Dr and County Highway AA. The City will ensure it allows for adequate space for the facility. If a District is formed, the transition of the land to the District would then be much simpler and cleaner. This will also mean the County will not have to take ownership of the property.
B. The building shell scope of work was incorporated into the Request for Proposals (RFP) and defines who is to do what and who is obligated to pay for it. There may be a possibility of the Highway Department to assist in preparing the site. They would be able to then use the sand for their work. The topsoil, it was suggested, could be auctioned off to offset the costs of the project. This needs to be discussed with the City. It was also recommended that the facility be positioned on the property to allow for the ambulances to enter onto Industrial Dr due to power lines located along County Highway AA. A land survey would need to be completed. It was also identified that access to State Highway 80 may be limited during flood events; this would add to response times. A motion was made by Jelinek and seconded by Schmitz to approve the allocation of responsibility as written.

C. The draft schematic design was provided, showing that the needs of the Service and co-locating departments would be met in a building of this size. It also demonstrated that the Fire Department could comfortably build adjacent to the proposed facility if desired in the future. It was recognized that this is not the official layout of the facility and that an adhoc group would likely be formed in the future to determine the official layout. The current proposed design was found to fit within the budget for this project.

D. The Request for Proposals (RFP) was presented to the Committee for review. Due to the fact that this is a Public Works Project and will cost more than \$20,000, it is required that proposals be sought to select the engineer. It was attempted to get the RFP out earlier to jumpstart the project and begin building before the ground freezes, however it was determined that not everyone was on the same page as far as project responsibilities. It is expected that building will begin in Spring 2021, which will allow for more thoughtful decision-making. Once the Committee approves the RFP, it will be advertised for two weeks. The Committee will then review proposals and select the preferred. The proposals will then be considered by Finance and Personnel, however the current understanding is that it will not need to go before the County Board. At this time, it is not possible to meet the requirements and get it onto the Finance and Personnel agenda until November. Severson made a motion to approve the RFP as presented and begin advertising, seconded by Couey. Motion carried.

11. Gudgeon started discussion regarding the 2021 budget by stating his appreciation of the work the new County Administrator has put in. While the Service's budget was not reduced, there will not be the raise as approved by the Committee, as the Administrator did not feel it was appropriate to approve one department having a raise when no others will be approved. All remaining budget items were left untouched.
12. The Committee was informed that the Service was partnering with Public Health and the Richland Hospital to provide free community testing for COVID-19. The test kits are provided by the State through CARES Act funding, and the labor costs are anticipated to be covered by Routes to Recovery funding. The first day of testing was conducted two days prior to this meeting, where 70 people were tested. This testing has allowed some to be tested who may otherwise not be eligible and have access to testing.
13. It was determined that a meeting is necessary in October to review proposals. The meeting is scheduled for October 29, with a Subcommittee meeting scheduled for October 28 to review all proposals received and determine the most beneficial for the Committee to review and discuss. Holets made a motion to adjourn the meeting; motion seconded by Niemeyer. The motion carried; meeting adjourned at 20:12.