

Richland County Joint Ambulance Committee
March 3, 2021
Minutes

Present: Brian McGraw, Kerry Severson, Marc Couey, Sharon Schmitz, Mary Rognholt, James Lingel, Verlin Coy, David Jelinek, Bob Holets, Jean Nicks, Terrance Jindrick, Darin Gudgeon.

Not Present: Scott Wallace, Glen Niemeyer, Steve Chupp, Brian Clarson, Doug Duhr.

1. Meeting was called to order at 1903.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 11 members present in person and via Zoom.
4. A motion was made by Jelinek to approve the agenda as posted. Schmitz seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Holets and seconded by Schmitz 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 at this time from the EMT delegation.
8. A. For the Director's Report, Gudgeon reviewed the consolidated reports for September through November. No report was available for December at this time. For September, \$34,912.19 was collected as revenue with \$34,627.86 in expenses, leaving an available balance at the end of the month of \$136,059.95. For October, \$41,178.79 was collected as revenue with \$30,424.77 in expenses, leaving an available balance at the end of the month of \$146,813.97. For November, \$45,255.08 was collected as revenue with \$39,702.46 in expenses, leaving an available balance at the end of the month of \$152,366.59. Some of the expenses shown were due to COVID-19 response and were able to be recouped through available grants. The available balance at the end of December was just over \$160,000 however due to available documents from the Clerk's office and the year account not being closed, the exact amount was not known at this time. A consolidated will be presented once it is available. Gudgeon pointed out that the budget remained in good standing despite the sudden expenses for COVID-19 response and overtime needed to fill the schedule. It was reiterated that the remaining balance in the Ambulance fund does not go back into the general fund as other County departments may experience. McGraw noted that the Committee had voted in a previous meeting to move \$20,000 into the non-lapsing new ambulance account, however that amount was still included in the year-end balance as it had not yet completed being processed through.
B. The Cvikota report was reviewed with a year-end total of billed charges being \$721,892.35, payments of \$325,485.87, Allowances/Write-offs at \$348,696.20. Gudgeon pointed out that the difference between the number of calls as documented on the Cvikota report and the ambulance call data report to be presented is due to a few factors. Some of the calls in the ambulance call data report are not billable calls, such as those with no patient found, some are billed internally, such as fire standbys, and the remaining had not made it through the billing process prior to the close of the year. When an ambulance is called out, a report of the incident

is completed; this report is then checked for quality assurance of care and the accuracy of the information documented, which sometimes results in delays while crew members make corrections. Once it is ensured it is complete and accurate, the report is sent to Cvikota for billing.

C. The quarterly Ambulance Call Data report showed, from November 1 through January 31, there were 264 total ambulance calls with 4.55% of the patients being transported emergent to the hospital. The yearly Ambulance Call Data report was presented with a total of 1091 calls for 2020. Gudgeon noted that this is actually an increase in 911 calls from previous years though the total number may be misleading, as previous years also included standbys for events which were cancelled in 2020 and MRI transfers which are no longer necessary. Of the 1091 calls, 12.28% were backup calls. 4.40% were transported emergent to the hospital.

9. McGraw updated the committee that the subcommittee had met the evening prior to look at floor plans and work on the lease agreement and development agreement. Input had been received from various parties on these items and had been incorporated as feasible and applicable. Such items will be discussed later in the agenda.
10. The subcommittee had also worked on the goals and priorities, incorporating the thoughts as presented in the previous JAC meeting. These also will be presented for discussion and action.
11. The goals and priorities, which had most recently been adopted in 2018 were discussed in the previous JAC meeting with revisions made based upon the suggestions in that meeting as well as the subsequent subcommittee meeting. It was recognized that the goals varied from short-term such as revising the handbook to long-term such as upgrading to a paramedic level service. Some goals require others to have been met before they can be addressed. Items had been removed if they had been achieved or were nearly achieved and not seen as necessary for inclusion at this time. Other amendments included updating the years or dates as relevant from previous goals. The main item with changes since the JAC last met was regarding the partnership with the Richland Hospital. As previously worded, the goal was not measureable and therefore unable to be determined to be met. This was corrected to show the different ways in which the relationship between the Service and the Hospital are hoped to be strengthened. By the JAC adopting goals and priorities, the community is better able to understand what the Service is doing and the reasoning behind it. Schmitz made a motion to adopt the goals and priorities as presented, seconded by Holets. The 2021 Goals and Priorities were unanimously adopted.
12. McGraw informed the Committee that it had previously been intended to create a new ad-hoc committee to oversee the New Facility project. However, due to the time constraints and need for a new committee to go before the County Board for approval to meet, and the recognition that the description for the already existing subcommittee can reasonably include oversight of the project, it appears feasible to have the strategic planning subcommittee oversee the project. The Committee supported this plan.
13. The Development Agreement for the new facility was presented. McGraw stated that such an agreement was necessary to state the expectations for all parties involved. In this case, it would require a signature from Bob Simpson and the County Board Chair. Such an agreement would need to be approved by the JAC before being referred to the County Board and Corp Counsel for consideration. The description of expectations had been created and included with the Request

for Proposals, however an official agreement had not been drafted or signed at that time. Since then, the only changes to the description were to include the potential for the building to be constructed with a steel frame. At this time the estimated completion date for the new facility is set at the end of 2022 due to construction costs. This is just a draft document and has not been reviewed by Corp Counsel. Couey made a motion to approve the Development Agreement be sent to the County Board and Corp Counsel for consideration, seconded by Jelinek. Motion carried.

14. The Lease Agreement for the New Facility between the City of Richland Center and the County was reviewed. This document would be an agreement for the City to lease the land to the County for the County to build a new Emergency Services facility. The lease has a \$1/year cost with the length of lease being set initially at 50 years and possible extension for up to 48 additional years. The County would be responsible for maintenance and insurance on the property. This is a draft document that has not been approved by the City or County. The lease allows for it to be assigned to another entity in the case that the Service becomes a District. There are still items to work out, such as a clause that stipulates if the City is no longer served by the Richland County Ambulance Service, the County may potentially lose ownership of the building. Concern was expressed over why ambulance coverage should impact the agreement. Schmitz reiterated that it was a starting point for discussion before Corp Counsel and the County Board consider it. It was recognized that the presented document would likely have changes prior to being approved by any parties involved. Parts of this agreement are taken from leases for building hangars at the airport. McGraw stated he was still working with the City Attorney on this document and anticipated corrections to be made the following week. Couey made a motion to refer the Lease Agreement to the County Board with the understanding that the corrections by the City Attorney would be incorporated, seconded by Rognholt. Motion carried.
15. The most recent draft of the Emergency Services Facility floor plan was reviewed with several changes since last discussed at Committee. The public building entrance is located on the west side of the facility with the ambulances to the south, entering the lot from Industrial Dr. The garage space would allow for the ambulance doors to be opened and still have room to be able to maneuver the space safely. The design has been amended several times to incorporate feedback from Service members and Committee members. Spaces necessary for Emergency Management include the ARES/RACES Radio room for emergency communication during severe weather and disasters (they will provide their own equipment), the conference room large enough to function as an Emergency Operations Center, the Director's Office with storage large enough for records (many are required to be kept 30 years), the meeting room which will be able to be used in EOC activation for the Public Information Officer or other such roles where the environment must be better moderated, and a second office (labeled Office 2) for the Hazard Planner and related records/documents. Should the Emergency Services Director position split into EM Director and Ambulance Service Director positions, the meeting room may also be converted into an office space for one of the two positions. Office 3 will be the Administrative Secretary's office with storage space to file HIPAA-protected documents. Office 4 will have work stations for any staff with tasks to complete. No bedrooms will be assigned. It is expected that doors will be secured with a key fob for entry rather than keys. Work has begun

with MIS to develop necessary maps and plans. Couey made a motion to approve the floor plan as presented, seconded by Nicks. It was discussed that should anyone present a glaring deficiency at some point in the future, it should be brought forward. Members were encouraged to share this floor plan with their respective municipalities for feedback. Motion carried.

16. The resolution regarding the hiring of personnel was discussed with the recommendation to amend it. Gudgeon stated the initial resolution had been amended only once. He is working with the County Administrator to determine the number of full-time equivalent (FTE) positions would be required with consideration of the long-term staffing needs. He also recognized the need to update the language to reflect the wage plan. The amended proposal calls for 12 full-time positions and six part-time. The current resolution allows for up to four full-time and four part-time. The proposal also allows for 24 paid-on-call staff. Positions would be filled as necessary to staff two ambulances for 24 hours a day year-round. A position would only be filled if the budget could accommodate such a hire and if the JAC approved filling the position. Gudgeon stated he was not looking to hire 12 full-time and six part-time employees at this time, explaining it is necessary for the resolution to reflect the potential needs of the Service so such a position could be filled at the time of need and not require the resolution be amended at that time delaying the hire. Holets made a motion to move the proposed amendment to the previous resolution forward to the County Board once FTE specific details are clarified with the County Administrator, seconded by Nicks. In further discussion, Couey informed the Committee that members of the County Board may hesitate in approving this due to restrictions faced by County Departments funded through County tax dollars. He encouraged the intent of this items to be made clear with presented to the County Board. Motion carried.
17. Holets made a motion to go into closed session with Secretary Burch to stay for documentation of minutes, seconded by Schmitz.
18. Upon return to open session, Jelinek made a motion to adjourn the meeting; motion seconded by Lingel. The motion carried; the meeting was adjourned at 21:07.