

Richland County Joint Ambulance Committee

March 31, 2021

Minutes

Present: Brian McGraw, Kerry Severson, Marc Couey, Sharon Schmitz, Mary Rognholt, James Lingel, Verlin Coy, Glen Niemeyer, Doug Duhr via Zoom, Bob Holets, Jean Nicks, Darin Gudgeon.

Not Present: Scott Wallace, Steve Chupp, Brian Clarson, David Jelinek, Terrance Jindrck.

1. Meeting was called to order at 17:30.
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 Severson to approve the agenda as posted. Couey seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Schmitz and seconded by Severson 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. An email was sent to the committee members on behalf of McGraw to explain the status of the Emergency Services Facility. Due to the price of supplies, the project construction is to be postponed per request of the donor. He had received a quote of nearly \$400,000 for supplies alone, which is estimated to be about 25% higher than anticipated. It is predicted that the cost of supplies should drop in the third or fourth quarter this year. It was recognized that if the cost is high for the donor, it will also be high for completing the project as well and could possibly exceed the budget. The earth work will be completed this year and be allowed to settle over the winter. The soil borings have been completed for the building and parking lot locations. The results have not been received yet; there is a meeting with the engineer scheduled for Monday. A question was raised as to whether the donor will still be willing to build the shell of the building if the price of materials does not go down; an answer was not available at this time. A question was raised regarding impacts of the Richland Hospital if it were to build on a lot south of Richland Center or if it were to be taken over by Gundersen. Gudgeon stated that it would not impact operations beyond the additional time to travel. McGraw informed the Committee that a presentation will to be made to the County Board about the Goal and Priorities, accomplishments, and the new emergency services facility including a review of the floor plans. This is scheduled for an April meeting. There was a delay on discussion at the County Board regarding the Lease and Development Agreements due to a change in Corp Counsel. It is expected these items may be discussed at this same County Board meeting.
9. Gudgeon presented the proposed changes to the Handbook of Policies and Procedures, with the current policy reviewed for reference. Item 1 has a proposed change to include EMR. Item 2 is to be updated to reflect the current renewal cycles as laid forth by the State. Item 3 better reflects oversight of the Service by separating it into a Policy Group and an Operations Chain of Command. It was recognized that the Subcommittee does not enact policy and therefore would not be listed. At this time, there is not an apparent need for positions of Captain or Lieutenant

within the operation under the Service Director. Item 4 reflects the change of open office hours to be 8am to 5pm. Item 5 would have a change to make the probation timeframe for unlicensed members more uniform with new members of other classification. It also reflects the change in sponsorship for new EMT students. Item 6 reflects the procedural change, as reports are no longer faxed to the receiving hospital. Item 7 was identified as needing clarification after one member believed they were over-paid and another believed they were under-paid. After polling several members, it was concluded that the language to this section needed to better reflect the actual payroll standard as set in 1999. If a payroll system were to be put in place, payroll could be calculated to the minute. However, at this time, payroll for paid-on-call members is manually calculated based off a form filled out during response to a call. The process has not changed, however, the language suggested will remove "per call hour" and be replaced with "base rate." Gudgeon also expressed concern regarding Federal Labor Laws and the hourly wages for paid-on-call; he needs to confer with the County Administrator. He also noted that the payroll system used by the Clerk's Office requires a number of hours be calculated between the pager-carrying time and call response time to be applied to the Wisconsin Retirement System. Thus, the number of hours shown on a paid-on-call member's paystub does not reflect the actual number of hours worked. It was recognized that the hourly wage should still be included in the proposed changes; that portion has no suggested changes at this time. Item 8 reflected the need for coverage of the back-up truck despite a lack of availability for those positions. The proposed edits change the language to licensed providers, as they are legally necessary for care of a patient. Drivers are still greatly welcomed. The proposed change also includes an addition allowing the Service Director to schedule a member on the primary truck or back-up truck based on the need and availability provided. Gudgeon stated that he did not anticipate all paid-on-call members to like this change, however, it has proven to be a roadblock in achieving the goals set by the Committee. Item 9 is suggested to be removed as it is addressed in the proposed changes of other items. Items 10 and 11 would be cleaned up to match the current County Policy. There were concerns voiced regarding if members of the Service would accept these proposed changes. Cheryl Dull, a Service Member, stated that she expected some members may not like the changes but would accept them. Schmitz made a motion to approve the proposed changes to the Service Handbook of Policy and Procedures as presented with recognition of the inclusion of hourly pay for Item 7, seconded by Rognholt. These proposed changes will be presented to the finance and personnel committee and County Board as required. Motion carried. *note: during discussion on this item, Severson, Couey, and Nicks removed themselves from the meeting due to conflicting responsibility. Nicks remained available via phone for the remainder of the meeting. Meeting attendance remained at a quorum.

10. Holets made a motion to go into closed session with Secretary Burch to stay for documentation of minutes, seconded by Niemeyer. Motion carried by roll call vote.
11. The Committee returned to open session.
12. Holets made a motion to offer the open full-time rotation position to Tim Dehnart, a current part-time employee of the Service. Motion seconded by Nicks. Motion carried.
13. Nicks made a motion to adjourn the meeting; motion seconded by Rognholt. The motion carried; the meeting was adjourned at 18:34.