

Richland County Joint Ambulance Committee

February 15, 2023

Minutes

Present: Brian McGraw, Kerry Severson, Julie Fleming, Sharon Schmitz, James Lingel, Verlin Coy, Gordon Palmer, Doug Duhr, Darin Gudgeon. Via Zoom: Mary Rognholt and Marc Couey.

Not Present: Jerome Durst, Todd Coppernoll, David Wanless, Tim Willis, Jean Nicks, and Terrance Jindrick.

1. Meeting was called to order at 19:01.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 10 members present.
4. A motion was made by Schmitz to approve the agenda as posted. Severson seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Severson and seconded by Duhr to approve the previous meeting's minutes 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. A. Gudgeon informed the Committee that the County is still working through posting journal entries for December and January; those reports are not available at this time but will be presented at the next Quarterly meeting scheduled in May. Gudgeon reviewed the financial report for November. The month started with a balance of \$310,694.49. There were \$52,536.34 in revenue and \$86,672.46 in expenditures, including \$1,400 in miscellaneous revenue from Genuine Telecom to offset the cost of utilities due to their data equipment as well as \$40,529.53 in expenditures to Stryker for the new cardiac monitors. This left an end balance of \$276,558.37. Gudgeon also reported the \$40,000 was moved from Fund 51 (Ambulance Operations) to Fund 16 (New Ambulance Outlay). That along with a \$500 donation leaves the end balance of Fund 16 at \$48,992.87.  
Gudgeon informed the Committee of a grant application submitted under the approval of the Public Safety Committee due to timing of the grant application process. Due to the Radio Tower project needing an additional tower and equipment, funds that had previously been planned for public safety agencies will now be used to complete the installation of the towers and equipment. In January, the Assistance to Firefighters Grant (AFG) was opened with applications due February 10. The Public Safety Committee discussed and approved the Richland County Ambulance Service to apply in partnership with 10 other Fire or EMS agencies of the 15 that serve Richland County. These funds, if awarded, will be used to purchase new portable and mobile radios. The grant would pay 95% of the total cost of \$479,000 with the agencies paying the remaining 5% of the cost; each agency would be responsible for the cost of the match for the individual number of radios requested. The Grant had a narrow application window and is a competitive national grant available to most Fire and EMS agencies across the Country. Notification is expected to begin in June.
- B. The Billing Report showed 1153 calls billed by Cvikota for 2023, with 444 billed at the ALS level, 494 as BLS, 8 as ALS2, and 207 for On-Scene Care. Total charges equaled \$884,073.45. Total payments received were \$398,463.91, with allowances (write-offs) at \$328,393.94. This leaves \$151,679.01 remaining to potentially be collected. Members of the Committee requested a report showing what amounts remain to be collected from 2022 and previous years.

- C. Call volume continues to be comparable to 2021. From August 1 through October 31, there were 315 calls with 3.81% transported emergent to the hospital as well as two calls (0.63%) upgraded.
- D. Gudgeon informed the Committee the occupancy permit was received four weeks prior. The new air exchange unit was installed and is being wired in. It is expected the electrical switch-over will take place in March. Signage is being worked out to include the sign at the entry as well as appropriate EMS markings on the garage doors.
9. Gudgeon informed the Committee the current resolution, Resolution 15-64, regarding EMS staffing was adopted in 2015 and requires amending. In order to staff two ambulances 24/7/365, fourteen full-time members are required at minimum. Currently, there is allowance for one Director, one Administrative Secretary, one Training Officer, three full-time, six regular Part-Time limited to 600 hours per calendar year, and 15 paid-on-call (seasonal reserve/call-in) with one driver. Gudgeon recommended the Resolution allow for the current Part-Time to be reclassified as Casual Call-In, which allows for flexible scheduling rather than fixed days and times. He also recommended the hour limit be set to 1,200 hours in a rolling calendar year. The Business Plan requires a set number of staff by classification for planning purposes. The recommendation is to set the maximum number of staff expected to be necessary to fill the need; as the Committee determines the need and available funds, it will determine when an open position can be filled. If the Resolution is set in this fashion, it will not need to be amended each time additional positions are necessary. This action, if taken, is planning for the future and taking action now. He recommended the amendment allow for staffing consisting of up to nine Full-Time, 10 Limited-Term/Casual Call-In, and at least 20 Seasonal (Paid-On-Call) and five Drivers. He also requested Casual Call-In staff not be required to be AEMT but rather allow for EMTs to be eligible as well. He also requested the maximum hours in a calendar year be 1,200. Fleming made a motion to amend Resolution 15-64 to allow for up to nine Full-Time AEMT or higher, 10 Casual Call-In limited to up to 1,200 hours per calendar year EMT or higher, 30 Seasonal/Pain-On-Call, and five Drivers in accordance with the Richland County Policy on Personnel Classification, Compensation, and Staffing Authorization, and meeting the requirements of the Service's Operational Plan. Schmitz seconded the motion. In discussion, it was acknowledged by all present that this motion was to also thereby satisfy Agenda Item 10. Motion carried unanimously by voice vote.
10. Discussion and action for this item was integrated into Agenda Item 9.
11. Gudgeon presented job descriptions for the positions as discussed, recognizing the necessity of such job descriptions for the Business Plan. The AEMT-Administrative Secretary job description had some duties removed from the previous version as well as some duties added to reflect operational changes to the position. The Training Officer is a mandated role per the State. The remaining job descriptions all consists of the same duties and requirements. Casual Call-In was created with the 1,200 hour rolling calendar year expectation with a minimum of 36 hours worked in a month. Full-Time would be listed at 40-56 hours per week. Paid-On-Call is listed with a 48-hour minimum per month. Severson made a motion to accept the job descriptions as presented, seconded by Fleming. Motion carried.
12. The Service's Policy Handbook requires updating to reflect changes in operations and necessary clarifications. Additions to the Handbook include WI-CAMS ID cards and Service Animal guidance. Changes to current sections include Attitude Toward Job, Facility changes such as parking, security, chores, snow removal, sleeping quarters, other amenities, warming shelter, and fire alarm monitoring. Removed from the Handbook was the Training Reimbursement Form. Severson made a motion to approve the Richland County Ambulance Service Policy Handbook, seconded by Schmitz. Motion carried.

13. Schmitz made a motion to go into closed session to consider the employment of a public employee, pursuant to Wisconsin Statutes section 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to allow Secretary Burch to attend, seconded by Palmer. Motion carried by unanimous roll call vote.
14. The Committee returned to open session.
15. Schmitz made a motion to offer one Casual Call-In position to Stacy Petersheim and one Casual Call-In position to Hope Petersheim, seconded by Fleming. Motion carried.
16. Duhr made a motion to adjourn the meeting; motion seconded by Palmer. The motion carried; the meeting was adjourned at 21:05.