

Richland County Joint Ambulance Committee

January 17, 2024

Minutes

Present: Brian McGraw, Sharon Schmitz, Tom McCarthy, James Lingel, Todd Stittleburg, Glen Niemeyer, Jerome Durst, Don Stanke, Gordon Palmer, Terrance Jindrick, and Amber Burch. Via Zoom: Mary Rognholt and Doug Duhr.

Not Present: Kerry Severson, Julie Fleming, Tim Willis, and Jean Nicks.

1. Meeting was called to order at 19:02.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 12 members present.
4. A motion was made by Schmitz to approve the agenda as posted; Stanke seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Palmer and seconded by McCarthy to approve the previous meeting's minutes as presented. Motion carried; the minutes were approved.
6. In consideration of the Emergency Services Director position, the Subcommittee met in December to discuss feasible options. It was recognized financially, the best way to proceed was to keep the position as it had been and see if qualified candidates apply. It was recommended that if the position was not split, the 2025 budget allow for the creation of an Assistant Service Director who would be able to alleviate pressure from the Service Director while also providing the ability to cover for the Director if absent or busy with an Emergency Management situation. If no good candidates are identified, it was recommended the position be considered for restructuring. A motion was made by Stittleburg, seconded by Palmer, to continue moving forward with the Director position as it had been, split 60/40 with Emergency Management. Motion carried.
7. The job description was presented on screen and discussed. It includes lawful requirements with much of it standard language. The description is extensive, split into three sections for easier processing. Stanke made a motion to approve the description as presented, seconded by Stittleburg. Motion carried.
8. The proposed hiring panel was reviewed, with the suggestion for both the JAC and Public Safety Committee Chairs McGraw and Luck respectively and Vice Chair Severson as well as Administrator Pesch and Clerk Kalish. It was noted that Administrator Pesch typically works to have an external professional involved in the process; she had recommended Darin Gudgeon given his current position as well as his direct experience. The timeline was expected to be an ad out shortly after this meeting (if approved), with applications due to be reviewed the end of February or beginning of March. Interviews would likely be scheduled in mid-March. Schmitz made a motion to approve the hiring committee as presented, seconded by Stanke. Motion carried.
9. It was recommended the Director position be salaried as previous, as the Emergency Manager is required to be available 24/7. The 2024 wage was set at \$32.45/hr. It was recommended the wage scale be set at \$67,496 to \$70,346 based on a 2080hr/yr expectation. A motion was made by Stittleburg, seconded by Palmer, to approve this wages scale with a wage to be selected based on qualification. Motion carried.
10. The next quarterly meeting is set for February 21. Schmitz made a motion to adjourn the meeting; motion seconded by Niemeyer. The motion carried; the meeting was adjourned at 19:44.