

Richland County Joint Ambulance Committee:  
Strategic Planning for EMS Subcommittee  
February 2, 2021  
Minutes

Present: Brian McGraw, Sharon Schmitz, Glen Niemeyer, Bob Holets, Darin Gudgeon.

Not Present: Mary Rognholt

1. Meeting was called to order at 18:08.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with a quorum.
4. A motion was made by Schmitz to approve the agenda. It was seconded by Niemeyer. The agenda was approved.
5. A motion was made by Holets to approve the previous Subcommittee meeting minutes as presented. Motion seconded by Schmitz. The motion carried.
6. The Goals and Priorities as discussed in the previous meeting were reviewed with minor edits to some. It was recognized that the evaluation of the MOU contribution formula as seen in Item 3 is one that will likely need to be revisited with each new MOU. Item 7 regarding the relationship with the Richland Hospital was discussed to make the goal measurable to therefore show if it had been met. It was recognized that this item is multifaceted, relying on a working relationship with the frontline staff all the way up to the Hospital Board. There was discussion on utilizing such goals as attendance of each other's board meetings, holding joint trainings with staff, or setting a percentage of transfers taken versus turned down. This item will be made clearer. These Goals and Priorities are expected to be presented to the Joint Ambulance Committee later this month for discussion, revision, and possibly adoption.
7. The current drafted floor plan for the new Emergency Services Facility was presented. The presented plan is the fourth draft. Gudgeon stated that since the original draft, he has had four members of the service provide feedback or questions. Some of the questions were regarding space usage for offices, which Gudgeon reiterated space is not only for Ambulance business but also Emergency Management and **Hazardous Materials management**. Gudgeon stated that there are still revisions expected to come, noting the need to incorporate space for IT. Subcommittee members also indicated that including a storage space attached to the conference room for tables and chairs may be beneficial. The conference room as laid out in this draft is more than 800sqft and would have a capacity of 60 people. This would be a necessary capacity as certain trainings such as Weather Spotter training or meeting such as mutual aid meetings have been known to have such levels of attendance. It was also discussed that there was a need for the conference room and the meeting room both as there are times when they are both needed, whether due to multiple room reservation requests or EOC activation. Gudgeon also pointed out that, should the Ambulance Service become a district and the Director's position be split in the future, there would need to be an additional office space to accommodate an Ambulance Service Director and Emergency Management Director. For the workout space, questions arose as to whether that space was larger than necessary; Gudgeon stated that some members have voiced concern that it may be too small once equipment is in there, as the space is long and narrow. Holets asked if the hallways were set to be 7ft wide due to ADA compliance; this question will be forwarded to the architect for clarification. The floor plan will continue to be revised as needed, with a draft being presented to the Service Members next Wednesday and to the Joint Ambulance Committee in two weeks.

Gudgeon also informed the Subcommittee that the building shell has two possible construction designs being considered at this time: steel or wood frame. As the market stands, wood may become more expensive than steel. It was recognized either would work well for the facility's purposes. In the building documents provided by Jewell, it was noted that they still pictured a prospective fire department space next to the new Emergency Services Facility. The Subcommittee members agreed that this could now be removed from the document. It had initially been included at the request of the City to show that there was space available at this location should the Richland Center Fire Department wish to build a new facility in the future. There is no expectation that the Fire Department would choose to build there, so in order to reduce confusion or controversy, the document from now on should only show plans for this facility at this time. There was also discussion regarding the decision once again to build new rather than purchase an existing building in the community. Based upon the evidence as presented in meetings over the past 18 months, the Subcommittee continued to feel the current building plan was still the most feasible for the funding available and once more extended their gratitude to Mr. Simpson for his generous contribution without which this plan could not be achieved.

8. The land Use Lease Agreement draft is still being worked on. This item is tabled.
9. The proposed Handbook revisions as discussed in the previous meeting are still underway. This item is tabled.
10. The next subcommittee meeting was scheduled for March 2 at 4:45pm. Schmitz made a motion to adjourn, seconded by Niemeyer. The meeting was adjourned at 19:50.