

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

Present: Brian McGraw, Sharon Schmitz, Mary Rognholt, Glen Niemeyer, Bob Holets, Darin Gudgeon.
Not Present: N/A

1. Meeting was called to order at 16:48.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with a quorum. Also in attendance from the Service were Amber Morris, Judy Shireman, Cheryl Dull, and David Yardley.
4. A motion was made by Schmitz to approve the agenda. It was seconded by Holets. The agenda was approved.
5. A motion was made by Niemeyer to approve the previous Subcommittee meeting minutes as presented. Motion seconded by Rognholt. The motion carried.
6. The Goals and Priorities as discussed in the previous meeting were reviewed with item 7 being the most notable change. It was also recognized that for many of the goals to be met, item 1 had to first be achieved. The replacement of an ambulance was discussed, with Gudgeon recognizing that the current oldest ambulance would be 21 years old and is beginning to show its age. It was again discussed that the Service needs three trucks due to call volume, coverage for maintenance on the other two trucks, and the ability to loan to a neighboring service when their ambulance needs to go in for maintenance. Most ambulance services have a replacement plan for no one ambulance to be in service longer than nine years. Schmitz made a motion to have these goals and priorities presented to the Joint Ambulance Committee, seconded by Holets. Motion carried.
7. The Development Agreement was provided to the subcommittee members. It was explained that this agreement defines who is responsible for which portions of the project between the County and Mr. Simpson. The specifics of the project had already been laid out and was included in the Request for Proposals, however, an agreement had not been signed at that time. What is presented now is simply to legalize it. This has been seen by Mr. Simpson. The only changes since this description of responsibility had been last discussed is the inclusion of language in the case that Mr. Simpson wishes to build a steel frame rather than wood. Schmitz made a motion to recommend the Development Agreement go before the Joint Ambulance Committee for approval, seconded by Holets. Motion carried.
8. The Land Lease Agreement draft was presented to the subcommittee. In the agreement, it is made clear that the City agrees to lease the land to the County and the County agrees to build the facility. The initial term is set at 50 year, however there are eight 6-year extensions. Per the agreement, the County would be responsible for covering the expenses to maintain the building. If, at some point during the lease term, the City is no longer to be served by the Ambulance Service, a provision within the lease states that the City and County could agree to rent the building or the City could buy the building from the County or vice-versa at fair-market value. If no agreement can be reached, the building and land would be liquidated. It was recognized that the current wording for the County to buy the land from the City states that it'd be a purchase of the land and "any improvements thereon" which may mean that the County would have to purchase the building despite having already paid for it. As it currently stands in the Agreement, it would cost \$1.00 per year to rent the land from the City. There was discussion regarding the need for the contingency of the City no longer being served. It was also pointed out that when

the Lease expires, the building would become the property of the City, as the Agreement states “anything left becomes property of City.” Also, if the building is damaged more than 50% of its value, the City and County would be expected to determine if it will be rebuilt. If it is decided that it would not be rebuilt, the money from insurance would be used to clean the property and the land would go back to the City with any remaining funds to go back to the County. It was pointed out that the County Attorney had not seen this yet, so there are likely many changes to come with this document. No one has approved this Agreement; this is simply the beginning of the conversation so suggestions are welcome. Other County staff had been included in the first meetings to create this document, however in time it became the City Attorney and Chairman McGraw working on developing the document. The goal is to have this Agreement go before the County Board for review on March 16th. It is understood that Corp Counsel will not review such a document until it is recommended by a committee to the County Board. At this time, the fair-market value of the lot has not been determined. The Lease Agreement must be approved before anything can be done on the lot. Any questions or comments should be sent to Secretary Burch. Schmitz made a motion to recommend the Lease Agreement be considered by the Joint Ambulance Committee to approve sending it to Corp Counsel prior to consideration by the County Board for approval, seconded by Rognholt. Motion carried.

9. The most recent Emergency Services Facility draft floor plan as received earlier that day was presented. After some review of the changes, members of the Service were invited to give feedback. As this floor plan was very recent, the members were speaking from their perspective, not as a voted collective in regard to their review. The members present were Cheryl Dull (Paid-on-Call), Amber Morris (Paid-on-Call), Judy Shireman (Paid-on-Call), and David Yardley (Full-Time). Dull presented concerns regarding the distance from the ambulance to the report writing room as well as the bathroom layout. For the bathroom, Gudgeon stated that the layout of the space and door openings are in relation to ADA compliance and would need to be made larger for any changes to the layouts. In regards to accessing the report writing room, Gudgeon stated that adding a door from the garage would reduce the space by one writing station. Yardley noted the distance to walk would be less than the current building requires. It was mentioned that personnel would have to walk through the public access hallway to gain access to the Dayroom and Report Writing Room, however it was noted that the building is to be secured with the public having access only if “buzzed in” and that the current building has less security and requires staff to walk through the public entry area, which has not been an issue. Layout of the Day room was discussed in regards to the flow of usage of the space if a person was making a meal. There was also discussion regarding the ARES/RACES Radio Room, which will require a space at the facility as this group is a part of emergency response and communications during disasters and severe weather events. Lockers were also added in the most recent design for all personnel to be able to secure personal hygiene items. There was brief conversation regarding the vestibule being moved from the west end of the building to the north nearer the parking lot. Gudgeon and McGraw encouraged the members to present this idea in writing to Gudgeon so he could get it to Jewell to incorporate as able recognizing that some of the plan was designed in the current layout for a reason. It was recognized by the subcommittee and Service members that the floor plan would soon need to be finalized, with some being happy with it and others perhaps still wishing for changes. However it would need to be finalized before site work would be underway as plumbing, septic, and electrical plans will need to be created and implemented before the building in constructed. The Joint ambulance Committee meeting is scheduled for the following day, with more opportunity to discuss this item. Rognholt made a motion to take the presented design as is to the Joint Ambulance Committee for consideration, seconded by Niemeyer. Motion carried.

10. The resolution regarding the hiring of personnel was discussed with the recommendation to amend it. Gudgeon 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. The only change to the resolution would be the number of positions unless the committee determined any further needs. The increase in number of positions would not mean that the Service would be able to then immediately hire to fill those positions. Such hiring would still need to be supported by the budget and accepted by the committee. Gudgeon stated that all departments were currently working to determine their FTE staffing requirements. Schmitz made a motion to recommend the proposed amended resolution to the Joint Ambulance Committee for consideration recognizing the normal hiring process would still be followed, seconded by Rognholt. It was reiterated that if a budgeted position was not full, the current policy would still be followed as laid out at this time. Motion carried.
11. Holets made a motion to adjourn, seconded by Rognholt. The meeting was adjourned at 18:13.