

Richland County Joint Ambulance Committee:  
Strategic Planning for EMS Subcommittee  
December 6, 2023  
Minutes

Present: Brian McGraw, Sharon Schmitz, Gordon Palmer, Mary Rognholt.

Not Present: Jerome Durst.

1. Meeting was called to order at 14:03.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with a quorum. Also present was former Service Director Darin Gudgeon.
4. A motion was made by Schmitz to approve the agenda. It was seconded by Palmer. The agenda was approved.
5. A motion was made by Palmer to approve the previous Subcommittee meeting minutes as presented. Motion seconded by Rognholt. The motion carried.
6. The current job description for the Service Director was presented on the screen for review. It was recognized the position as it currently is oversees both Ambulance operation and the Emergency Management program. The job expectations have changed over time since it was originally established. It was recognized that both positions could be made full-time and have enough work to keep them busy, however the cost would be extensive in comparison. The County is required to have an Emergency Manager, who must work a minimum of 20 hours per week in order for the County to receive certain funds from the State. This has led the position to be split 40% Ambulance and 60% Emergency Management. The current Service' share of the Director position wages is \$35,234.77 with \$52,852.15 paid by Emergency Management. Gudgeon stated the primary difficulty is during a disaster, when 100% of the Director's focus becomes Emergency Management response and recovery, which can be an excess of 60 hours of work those weeks. Many options were discussed, with all acknowledging the benefits and drawbacks for each. Subcommittee members determined at this time, the preferred choice is to keep the Emergency Services Director position as it currently stands. Once that position is filled, establishing the Training Officer position as a non-24hr rotation position would be pursued. This position may be considered as a Deputy Chief position, prepared to fill in for the Director during such times as they are not available. Advertising the positions was considered with a preference in seeking applicants internally first. It was noted the Director position may be open to outside applicants from the start due to the dual-role nature of the position. It was recognized the goal is to find a candidate with a heart to serve the community. The subcommittee recommended the above plan with an interviewing committee of the Joint Ambulance Committee Chair, Public Safety Committee Chair, County Administrator, and the two County Board representatives appointed to the Joint Ambulance Committee. It was recognized that if no applicants appear to fit with this configuration, the Committee could choose to not fill the position at that time and revisit another option. This determination will be brought to the County Administrator for consideration followed by the full Joint Ambulance Committee for discussion and possible action.
7. Palmer made a motion to adjourn, seconded by Schmitz. The meeting was adjourned at 15:27.