

# Lodi Area Emergency Medical Service

715 N. Main Street • Lodi, WI 53555 • 1-608-592-7123



## February 18, 2016 Minutes - Approved

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet **Thursday, February 18th, 2016**, at 7:00 p.m. at the Lodi Ambulance Building, 715 North Main St., Lodi, WI. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipalities may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above meeting other than the governmental body specifically referred to above in this notice.

The agenda was as follows:

1. **Call to order.** The meeting was called to order by Alan Treinen at 7:15 pm. Commissioners Patsy Baebler, Karen Essex, Jim Tooley, and EMS Director, Russ Schafer and Amie Brown were present. Enrique Ramirez was absent.
2. **Citizen input.** A time for citizens with concerns to speak to the ambulance commission. No discussion or action by the commission can take place unless placed on the agenda. *There was no citizen input.*
3. **Minutes of the previous meeting/Action.** The commission members went over the minutes of the previous meeting. Motion to accept the minutes for the January 21st, 2015 meeting. (Essex/Treinen). *Motion Passed.*
4. **Treasurer's Report and Vouchers/Action.** Karen reviewed the vouchers and bank statements for January. Patsy reported that there were no notable issues with incomes or expenses this past month. Motion to accept the treasurer report (Tooley/Essex). *Motion Passed.*
5. **Correspondence** - There was no correspondence to report this past month.
6. **Director's Report** - (*See Attached*) Russ discussed items from his February 18th report to the commission. Russ is working on developing an updated ambulance replacement plan with efforts to sell our 3rd ambulance and utilize those monies to strengthen and smooth out staffing issues. From his promotional efforts, he has seen an uptick in volunteer interest and recently has added 2 new EMT's to our volunteer staff. No building issues were encountered since our last meeting. Motion to accept the director's report (Tooley/Essex). *Motion passed.*
7. **Robin Meier's Presentation** - Patsy introduced us to Robin Meier. Robin is a CPA and has been the Town of Sumpter's Treasurer for the past 13 years. She has also been the Bluff View Sanitary District Administrator since 2008. Robin also sits on the Baraboo Ambulance Commission and is the Sauk Fire District Treasurer. Robin is auditing and advising us (pro-bono) on things we should do to change the way we handle certain items on the income and balance sheet accounts. She spoke about moving to an accrual type system which would present a better real-world look at our financial situation. Robin will work closely with Patsy and report back with her recommendations.
8. **Volunteer Pay Structure Discussion & Payroll Direct Deposit.** Russ is trying to work out anticipated problems should the \$3/hr volunteer pay plan be put into effect, so for now that idea is tabled. He reported that after suggesting a direct deposit plan to the crew, he found no objections and the integration of this will be spread out over 3 months to catch any hiccups.
9. **Year end fund raising reports.** Russ handed out a breakdown of crew fundraising effort incomes and expenses for the 2015 period. We received \$30,855.50 in donations, and \$33,076.64 was raised during crew fundraising activities. \$31,728.28 was used by the crew for new equipment and station upgrades.
10. **Standard Operating Guideline/Procedure Manual to replace current policy manual.** In January, Russ had made available to the commission, an electronic copy of the proposed manual and briefly went over some of its aspects. When completed, we will call for a vote to implement the new SOP.
11. **Updated Job Description Review** - Russ presented us with copies of newly updated job descriptions for Training Officers, Emergency Vehicle Operators (EVO), Emergency Medical Technicians, and Crew Chiefs. After reviewing the job descriptions, a motion was made (Tooley/Essex) to implement distribution and obtain updated crew signatures on the job descriptions within the next 30 days. Motion passed.
12. **Purchase of a Cross-Cut Shredder for HIPPA Compliance** - After discussion about this request, Karen mentioned she may have a way to obtain a donated unit. Item tabled until more information is available.
13. **Partnership with Dane County EMS** - Russ reported that this is on hold at the moment as he needs to work out a couple of issues with Dane County.
14. **Discuss City of Lodi Financial Letter; Invoicing Municipalities** - This was already handled at our January meeting.
15. **Third Ambulance Sale** - Nothing to report.
16. **Next meeting date** - Our next meeting is scheduled for March 17th, 2016 at 7:00 PM.
17. **Adjourn.** Motion (Essex/Baebler) to adjourn. *Motion passed.*

Jim Tooley, Secretary - Lodi Area EMS Commission

# **Directors Report February 18th, 2016**

## **Run Reports**

- 40 calls for service in January
- 2 of those 40 calls were backup ambulance requests.
- 1 request for a third call, but I had mutual aid paged immediately for aid. No one ever ended up responding to the page, or the station. With this immediate request, the mutual aid ambulance was on scene within 12 minutes. At times, our backup ambulance takes this long to respond depending on where members are coming from.

## **Staffing Report**

- Staffing remains consistent with a limited amount of open shifts.
- Once ambulance replacement cycle is decided, I believe we will have a bit of extra money to re-allocate to staffing.

## **Recruitment Report**

- Continuing recruiting efforts for EMT or interested EMT students. I have received an uptick in interest, and have hired several new members. 2 are already EMT's and will be utilizing our living quarters.

## **Equipment Report**

- We will be upgrading our CPAP units to disposable, patient billable units. These are all inclusive units that do not require service or maintenance, and the cost is the same as we pay for our current circuits.
- I am working on an ambulance replacement cycle plan. With the reduction in funding from the city, it is imperative we plan for the future replacement, and have a set cycle of how they are replaced.

## **Building Status**

- No building issues were encountered in January.

## **Community Relations**

- I attended the WEMSA Conference at the end of January. I took a "Rescue Task Force" training class, and am currently in discussion with Lodi PD to develop a policy/procedure to start training members in the event of an active shooter.

Other classes reinforced the need for an SOG manual for efficient and consistent responses, and remediation of members.

- In February, I have several events I will be speaking at regarding EMS, our operations, and a question and answer session, as well as tours.
- I am thinking of holding a "Chamber after 5" event at EMS, to allow members to come in, enjoy a snack, look around our building and see the ambulances up close. I may have Lodi Police Attend as well this was we could park a police car in the garage and it would allow for community members to interact in a casual environment.

Respectfully Submitted,

Russ Schafer