

# Lodi Area Emergency Medical Service

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



## ***January 25, 2018 - Preliminary Minutes***

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday **January 25th, 2018**, at 7:00 p.m. at the Lodi Area EMS Department, 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 attend 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 8:23 pm. Commissioners Karen Essex, and Jim Tooley along with EMS Director Russ Schafer attendance. Commissioners Jon Plumer and Patsy Baebler were absent. We started quite late as Russ was on a EMS call until after 8pm.

**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 present reviewed the minutes of our previous meeting. Motion to accept the minutes of the December 21, 2017 meeting (Essex/Treinen). Motion passed.

**4. Treasurer's Report and Vouchers/Action** - Karen Essex reviewed the bank statements, crew fund statement and vouchers. We discussed the profit/loss budget statement versus the actual end of year P&L report. The number of calls for 2017 were down to 480 compared to the 499 in the previous year. Since our books are on the cash basis, not accrual, a \$24,000 income payment which arrived in January, attributed to December, was not recognized in our end of year statements. There was no information available at the meeting concerning the call income received in January 2017 so we could get a true picture of this impact. Overall our income revenue was down \$68,000 and expenses fell \$20,000 from the previous year. Motion to accept the treasurer's end of year documents (Tooley/Essex). Motion passed.

**5. Correspondence** - Russ reported that he met with Richard Haag of the Town of Dane to discuss details concerning our service expanding its coverage area to meet some of the Town of Dane's needs. The coverage area was larger than previously expected and generally covers the northern and western areas of the Town of Dane. Russ is working on developing a cost per capita rate to cover these areas.

**6. Director's Report** - *(See Attached)*

**7. 2018 Braun Ambulance Purchase:** Russ has been working on the final specifications for the proposed ambulance from Braun and currently sees a cost of \$206,000 versus the \$222,000 originally reported. He is aiming at a final cost of no more than \$211,00. Braun requires a 330 day build time so Russ needs to get the unit ordered so that it is ready in January 2019.

**8. Closed Session:** The Lodi Area EMS will Convene into Closed Session pursuant to: sec. 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Full-Time Employee Status). *We did not go into closed session during this meeting.*

**9. Next meeting date** - The next meeting date was set for February 22nd, 2018 at 7:00pm.

**10. Adjourn.** Motion to adjourn (Tooley/Essex). Motion passed.



## **Directors Report January 25th, 2018**

### **Run Reports**

- Total Calls for December: 49
- To Date Calls January 2018: 40
- 2017 Call Total: 480
- 2017 Average Response Time: 3:19 (2016: 4:34) (2015: 6:09) (2014: 6:21)

### **Staffing Report**

- With the departure of Career AEMT Erika Mabrey, a regional posting and search was conducted. We extended interviews to 4 candidates. 3 accepted and were interviewed. A skill assessment was also completed, and the highest-ranking individual was interviewed by EMS Chief/Director Schafer. An offer has been extended to that candidate and has been accepted. The start date is currently being negotiated.

### **Recruitment Report**

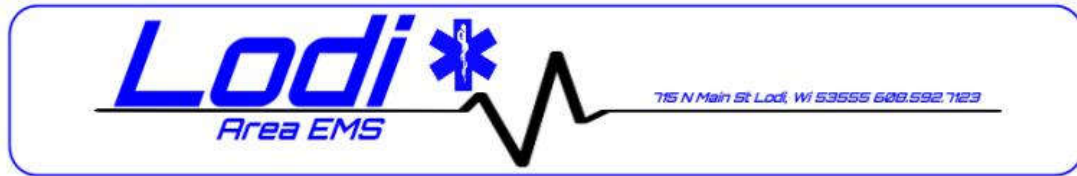
- Recruitment will continue and no new interested candidates at this time.

### **Equipment Report**

- Rescue 2 was found to have grinding in the rear brakes. After evaluation from Bushnell Ford, it was determined it was a faulty wheel insert.
- Zoll cardiac monitors will be going in for yearly service.
- An Ultrasound disinfecting unit is being researched and will be purchased using donated funds from the commission budget line. This will allow us to sanitize our ambulances in ways manual cleaning cannot. It will eradicate any areas that were missed or not covered, and ultimately keep our patients and attendants safer. This will also be used in our station dorm rooms and living areas.

### **Building Status**

- Garage Door will be replaced from an incident that involved an ambulance striking the bottom of the door. Only 2 panels need to be repaired.
- Estimates from Munson Flooring are being drawn up for new flooring (carpet) in various areas of the station.



### **Community Relations**

- Planning for our Spaghetti Dinner is underway. Fitz's on the Lake has agreed to host our event once again continuing tradition.
- A fundraising committee has been developed and will now plan and help carry out fundraising events for Lodi Area EMS. The intention is to bring new ideas and events to our area that will hopefully excite and gain public support.

Respectfully Submitted,

Russ Schafer