

Lodi Area Emergency Medical Service

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



March 22, 2018 - Approved Minutes

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday March 22nd, 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 Karen Essex at 7:04 pm. Commissioners Karen Essex, Jon Plumer, Patsy Baebler and Jim Tooley and along with EMS Director Russ Schafer and Karmen Enge (Town of West Point) were in attendance. Commissioner Alan Treinen 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 present reviewed the minutes of our previous meeting and made 2 corrections. Motion to accept the minutes, as corrected, of the February 21st, 2018 meeting. (Essex/Baebler). Motion passed.

4. Treasurer's Report and Vouchers: - The members present reviewed the bank statements and vouchers for the previous month. Patsy reported that the City of Lodi had just paid their assessment for 2018 (the Town of West Point and Lodi had previously made their remittances). Patsy detailed information on February's P&L and its affect on our Budget. Russ discussed the crew funding report and the outcome of this year's Spaghetti Dinner fund-raiser. After expenses, Russ reported we built our funds by \$7400. Patsy reported the Amy Brown is now inputting payroll information prior to sending it off to KMA Bodilly who issues the payroll checks. Motion to accept the Treasurer's report (Tooley/Essex). Motion passed.

5. Correspondence - Russ talked about updating our IGA (Intergovernmental Agreement) to have it ready for the municipality meeting at the City of Lodi on July 25th @ 6:00pm. This subject was last addressed by the Municipalities in 2009. He edited Cross Plains' IGA to include an annually adjusted per capita rate rather than the percentage method previously used. Based on population, the City of Lodi and Town of Lodi's effective costs will rise while the Town of Westpoint's costs will fall. This will effectively level the playing field for all the population we serve. Russ will distribute his working papers prior to a future meeting so we can discuss this further.

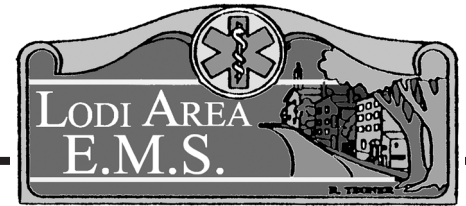
6. Director's Report - *(See Attached)*

7. Involvement in conceptual Lodi Emergency Services Building: Russ had forwarded us an (apparently) unsigned letter concerning a possible joint Fire/EMS building. We asked Jon Plumer, Board Member - Town of Lodi, to fill us in on this matter and we discussed our participation, if any, in this process. Jon stated that from what he sees, we don't need to change where we are at. Russ stated that building-wise, he couldn't see justification for our involvement as our building suits our needs and is well kept up. Russ also talked about Fire Dept. situations in Poynette, Waunakee, and Cross Plains compared to Lodi's situation. Motion to have our lawyer, Paul Johnson, draft a letter to the municipalities requesting the Lodi EMS Service to be allowed to withdraw from any involvement in the RFP and Adhoc Building Committee on this matter. (Plumer/Baebler). Motion passed unanimously. Russ will call a special meeting so we can sign and vote on the letter as soon as it is available.

- Continued -

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8. Parking Lot Sealcoat Bids - Russ presented bids and discussed what he learned about the vendors:

1) All-Size Blacktop Sealing - \$2500; 2) Fahrner Asphalt Sealing (\$3269.50, and 3) Doctor Asphalt, Waunakee (\$2337.30). Motion (Plumer/Essex) to accept the bid from Doctor Asphalt. Motion passed.

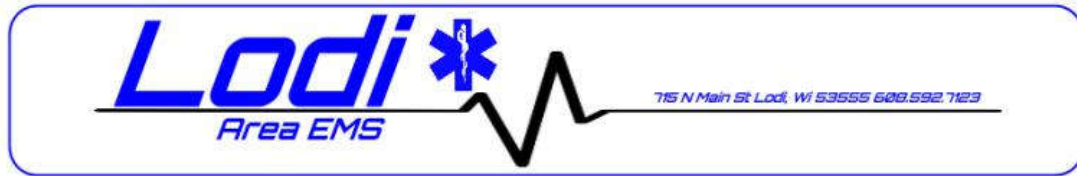
9. Training Room/Office Carpet Bid - Russ showed us samples of 24" x 24" carpet tiles which Munson Flooring suggested. Russ is in favor of removable tiles to extend the overall life of the carpet and allow high traffic areas to be maintained without having to replace all the carpeting. These were discounted tiles which Munson is offering and has also offered some free installation hours. Jon Plumer suggested carpeting 2 offices now and the training room towards the end of the year. Russ will place this issue on next month's agenda and have costs ready to discuss.

10. The Commission will vote to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1) (c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Karen took a roll call vote to go into closed session. Karen - aye, Patsy - aye, Jon - aye, Jim - aye.

11. The Commission will go into OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 10 above in closed session. After discussion, Karen took a roll call vote to go out of closed session. Karen - aye, Patsy - aye, Jon - aye, Jim - aye.

12. Next meeting date - Our next meeting will be held on Thursday at 7:00pm on April 26th.

13. Adjourn. Motion to adjourn. (Essex/Plumer). Motion Passed.



Directors Report March 22nd, 2018

Run Reports

- Total Calls for February: 43
- To Date Calls March: 25

Staffing Report

- Staffing remains consistent with no notable lapses in coverage or issues with open shifts.
- Eric Hardel will be completing his annual 3-week military leave, which is all covered using both career and paid on call staff.

Recruitment Report

- Several interested individuals are in the process of completing applications.

Equipment Report

- Our iPad keyboard case became defective and needed to be replaced. This was under warranty and has already been completed.
- Both ambulances will be going in for routine service in the coming weeks.

Building Status

- Garage Door has been repaired.
- Bids for sealcoating the parking lot are in for review and approval to get this completed asap.
- Carpet bid from Munson was modified as he received a discount on carpet and has offered to pass that along to us.

Community Relations

- Spaghetti Dinner was successful earning \$7400.00 after expenses.
- We will be holding a "Big Money Raffle" as an addition offering a top prize of \$10,000. We will sell 300 tickets, and if all tickets are sold will earn \$15,000.

Respectfully Submitted,

Russ Schafer