

Lodi Area Emergency Medical Service

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



June 15th, 2017 - Approved Minutes

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday June 15th 2017, 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.

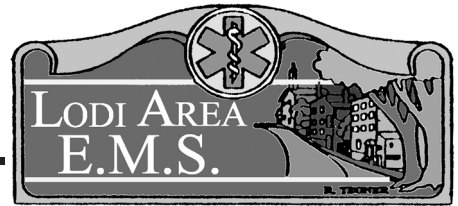
The agenda was as follows:

- 1. Call to order.** The meeting was called to order by Vice President, Karen Essex, at 7:10 pm. Commissioners Patsy Baebler, Jon Plumer, Alan Treinen and Jim Tooley were also present along with EMS Director Russ Schafer.
- 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 reviewed the minutes of our previous meeting. Motion to accept the minutes of the May 17th, 2017 meeting (Baebler/Essex). Motion passed.
- 4. Treasurer's Report and Vouchers/Action** - Patsy reports on expense outlays from the May 31st General Ledger report. She noted a \$1275 expense for updating our Zoll Defibrillators which will be reimbursed by the local dealer. Five months into the budget, income is a little low as our call volume is down. We have already used up most of our budget for CPR Training and there were higher building maintenance cost due to snowplowing costs. Overall expenses were also down. Russ discussed his plans for CPR training for Chamber Members and the community in general and also discussed his plans to cut down Bingo events to 2 evenings at the Ag Fair and an evening in November and March only. Motion to accept the Treasurer's report (Tooley/Plumer). Motion passed.
- 5. Correspondence** - Russ reported that he opened a business account with Amazon with a \$2000 line of credit. We discussed the necessity of recording usernames/passwords for any accounts requiring them so that they are accessible in the future.
- 6. Director's Report** - *See Attached*
- 7. Direct Deposit Mandate Policy; Discussion/Action** - Russ and Patsy reported on the Direct Deposit policy for wages. Motion to implement the Direct Deposit Policy (Essex/Baebler). Motion passed.
- 8. Legal Blood Draws for Law Enforcement; Discussion/Action** - Item Tabled
- 9. Rental Property (Lodi Shell) Repairs; Discussion/Action** - Russ reported that we haven't gotten bids as yet from Brian Lane or Matt Jessie. Dan at the Shell Station is very eager to get the plaster on the outside of the building stabilized so he can have the building painted. Russ will keep pursuing this issue.
- 10. Go in to closed session** pursuant to 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Personnel Issues). Alan took a roll call vote to go into closed session. (all Ayes) then, Alan took a roll call vote to go out of closed session. (all Ayes)

- Continued -

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11. Any actions resulting from closed session meeting. No action taken or required

12. Next meeting date - July 20th, 2017 at 7:00 pm.

13. Adjourn. Motion to adjourn (Tooley/Essex). Motion passed.

Submitted by Jim Tooley, Secretary, Lodi Area EMS Commission



Directors Report June 15th, 2017

Run Reports

- Total Calls for May: 48 Calls

IMAGETREND® Average Run Time Summary Report (In Minutes)

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene	Avg Unit Arrived on Scene to Left Scene	Avg Unit Left Scene to Arrived at Dest	Avg Patient Arrived at Destination to Patient Transfer of Care	Avg Patient Arrived at Destination to Unit Back in Service	Number of Runs
2.52	4.32	20.96	28.60		18.53	48

- Above is the time report for May. We are averaging an under 3-minute response time, which for a combination department is excellent.

IMAGETREND® Average Run Times Summary Report

Avg Unit Notified to Enroute in Minutes	Avg Unit Enroute to Arrived at Scene in Minutes	Avg Unit Arrived on Scene to Left Scene in Minutes	Avg Unit Left Scene to Arrived at Destination in Minutes	Avg Unit Arrived at Destination to Unit Back in Service in Minutes	Number of Runs
3.23	4.66	20.27	28.69	19.05	179

- Above is the yearly average time report. Again, we were able to decrease response times, and are averaged for the year to date at 3:23.

Staffing Report

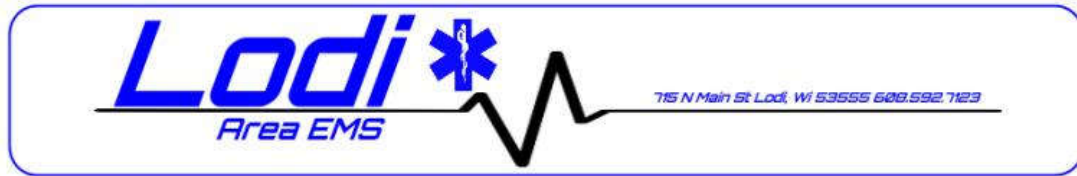
- Schedule continues to remain full nearly every shift.
- LTE positions were posted for the anticipated maternity leave for Amie Brown. One internal candidate has expressed some interest in this.

Recruitment Report

- Nothing new to report

Equipment Report

- Pediatric bags were inventoried, and found to have duplicate equipment of what we are already carrying in our bags. Items also in the bags we do not use, so revisions are being done to minimize duplication of equipment.
- We will be gathering all community AED's and upgrading all software, and inspecting them. This hasn't been completed since 2013. These are all owned by the individual business, however they may have been told incorrect information when purchasing them, so we are making sure every unit is operating correctly, has the correct items, and the business know when and how to check them over.
- A new soap foam sprayer was purchased for the washing of ambulances. Our current one proportions it out much to heavy, thus we are wasting large amounts of soap. New gun and soap was purchased and it requires much less soap, and we will now can correctly apply the right amount.



Building Status

- Landscaping is coming along under the sign. High school removed plants and began to level the soil, however ran out of time. Several members are helping with this, and should have it complete in the next week or so.
- Furnace filters were replaced, and I will be replacing them every 90 days or so. One unit that runs more is constantly very dirty. A better filter is being used, and we did notice a large decrease in dust and allergens in the air with that change.
- Our phone system is being worked on, as we are trying to engage an auto attendant that will provide instructions before it rings to the building, as well as improvements to voicemail. Our issue is Charter offers most of what our phone system in house does, and Charter is much easier to program and work with than our phone system. It was installed in 2008, and after calling several companies, none of them service or support it, since most places now use VOIP systems.

Community Relations

- As summer is upon us, I am considering ways to have day crews get out and engage with the public in a candid form. There are several items in the works, and we will develop a outreach plan to deploy this.
- Meeting with Fitz's to plan Corn Boil items.
- Developing letter for business presentation for sponsor our Corn Boil. Hoping to double what we made last year in this category.

Respectfully Submitted,

Russ Schafer