

# Lodi Area Emergency Medical Service

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



## *July 20th, 2017 - Approved Minutes*

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday July 20th 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 Alan Treinen at 7:17 pm. Commissioners Patsy Baebler, Karen Essex along with EMS Director Russ Schafer and Training Director Mike Birch were in attendance. Commissioners Jon Plumer and Jim Tooley were 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. Karmin Enge, Town of Westpoint, was in attendance. Karmin indicated she had been appointed to the EMS commission, which was news to everyone. So much confusion ensued as to the status of Alan's appointment to the Commission. This was not resolved prior to the meeting starting.
- 3. Minutes of the previous meeting/Action** - The commission members reviewed the minutes of our previous meeting. Motion to accept the minutes of the June 20th, 2017 meeting (Baebler/Essex). Motion passed.
- 4. Treasurer's Report and Vouchers/Action** - Vouchers and Bank Reconciliations were validated by Karen Essex. Patsy reported that the service had purchased flowers for Eugene Brown's daughter's funeral. On the budget, Patsy noted that we are 6 months in and we should be at 50% - but incomes are down at 40.2% and expenses are also down to 41.5%. Motion to accept the Treasurer's report (Essex/Treinen). Motion passed.
- 5. Correspondence** - Russ and Patsy discussed new reporting rules for our retirement system. Patsy will discuss these with Robin to see if we are exempt.
- 6. Director's Report** - *See Attached*
- 7. Medical Direction** - Russ discussed the service's need for a more involved medical director. Russ suggested Kacey K (physician with Madison Physician Group), who's responsibilities are to be 50% dedicated to working with EMS services. Her rate is \$100/hr, but will work with the service and within our budget. We need to budget for this. Russ will talk further with Kacey regarding fee.
- 8. Legal Blood Draws for Law Enforcement** - Tabled until next month, waiting for city to get back to us regarding insurance liability.
- 9. 2018 Budget Discussion** - Russ is working on putting together our 2018 budget. He will develop a budget that covers operational costs, while being mindful of budget constraints. He also reported on call volume by each municipality in relation to the percentage each municipality funds the service.
- 10. Rental Property (Lodi Shell) Repairs** - Allan presented a quote from Dean's Masonry to fix/replace the falling masonry off our Lodi Shell rental property. Motion (Treinen/Babler) to accept bid. Motion passed.
- 11. 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)
- 12. Any actions resulting from closed session meeting** - No actions as a result of closed session.
- 13. Next meeting date** - Next meeting date is scheduled for August 17th at 7:00 pm. We may schedule an earlier meeting if it is needed for budget purposes. The all Municipality budget meeting is Monday, August 21st, 2017 at 5pm. The meeting will be held at the Town of Westpoint. Patsy will send an email to all Commission Members regarding a potential change in meeting night.
- 13. Adjourn** - Motion to adjourn at 9:30pm. Motion by Essex/Baebler. Motion passed.



## Directors Report July 20th, 2017

### Run Reports

- Total Calls for June: 31 Calls

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
3:30	5:13	50:50	31:21		21:95	31

- Above is the time report for June. Response time was 3:30.

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
3:15	4:54	27:07	28:98	3:52	19:20	242

- Above is the yearly average time report. Again, we have decreased response times, and are averaged for the year to date at 3:15.

Region	Agency Name (dAgency.03)	Median Unit Notified by Dispatch to Unit En Route - Service	90th Percentile Unit Notified by Dispatch to Unit En Route - Service	90th Percentile Unit Notified by Dispatch to Unit En Route - Region
South West Region	Lodi Area Emergency Medical Service	3.00		6.00

- As noted above, we far exceed what is the 90<sup>th</sup> percentile in our region. The top 10% average a 6-minute response. We are at 3 minutes in this category.

### Staffing Report

- Schedule continues to remain full nearly every shift.
- An update on LTE positions will be given during closed session

### Recruitment Report

- One application has been received for an EMR level member. I will be interviewing him in the coming week or so.

### Equipment Report

- Over the next 2 years, we will need to upgrade all of our CPR manikins to provide audible, real time feedback per AHA guidelines. This expense should be able to be covered out of income from CPR classes taught.

### Building Status

- Landscaping is near completion. Last few details such as rock and minor fill around the sign, then it will be complete.
- Doorbell with wireless alert receivers have been added to the station. This allows us to keep the door secure, and limits people coming into the building and wandering around if we are not in the office.



- Locked Key box was added to the office. All keys for file cabinets, desks, ambulances and various gates around the district are available in the box, and career staff has the code.
- I will be replacing my office door lock with a keypad. This is to restrict people from having access to my office since personnel records and other documents are kept inside. This also allows me to give anyone access if they need, and immediately change the code.

### **Community Relations**

- Provided stand by at demolition derby during the fair. I will be involved in some safety concern meetings with the fair board, and am considering charging the promoter of this event for EMS services.
- Saturday night, myself and Bischel went to the fairgrounds early and walked the grounds for about 2 hours. It was great to engage with the public, and next year I will more than likely have more people up and walking around.
- CPR classes are being advertised, and we are starting to see classes almost bi weekly. As we promote this further, my hope is to teach 12 people a month.

Respectfully Submitted,

Russ Schafer