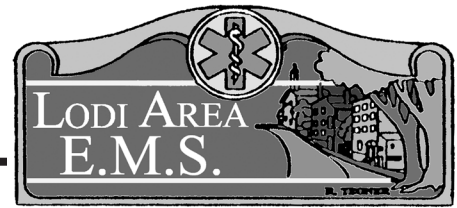


Lodi Area Emergency Medical Service

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



December 6, 2018 - Approved Minutes as of Jan. 16, 2019

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday December 6th 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 7:12 p.m. Commissioners, Karen Essex, and Jim Tooley and along with EMS Director Russ Schafer and Jay Gawlikoski, Deputy Clerk, Town of Lodi were in attendance. Jon Plumer and Patsy Baebler 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. *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 October 25th meeting. (Baebler/Essex). Motion passed.

4. Treasurer's Report and Vouchers; Discussion/Action - Karen reviewed the October & November vouchers and bank statements. Patsy asked Karen to hand out and the commissioners reviewed end of month reports for October and November (General Ledger entries - cash and expenses, Profit & Loss Budget vs. Actual, and end of month balance sheets).

At the end of October, income was at 99.9% of budget while expenses were at 80% of budget. At month 10, budget percentages should be at 83%.

At the end of November, income as at 107.8% while expenses were at 88.5% of budget. At month 11, budget percentages should be at 91.6%.

Karen related that Patsy reported that she saw no major expenses coming up in December. We asked Russ about how he was planning on handling snow plowing and he related that nothing had been set up. He intends on contacting Jim Hellenbrant and is considering other options as well. Motion to accept the Treasurer's Report (Essex/Tooley). Motion passed.

5. Correspondence - *There was no correspondence noted.*

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

7. Resolution Recognizing Commission Member Karen Essex - As Karen is preparing to move to the Platteville area, she is resigning from the Commission at the end of December. Russ presented Karen with a Letter of Recognition which Alan read to us.

8. Town of Dane Service Contract - To start the discussion, Russ handed out a draft of the "**Emergency Ambulance Service Contract**" which we reviewed. Russ related that he received the following from Julie Ostrander, City of Lodi: "Here is the response from our attorney (Paul Jacobsen) concerning the commission and the new contract:

"The Agreement with the Town of Dane should be between the EMS Commission and the Town of Dane. As was previously drafted, it was between the actual EMS personnel, and the personnel do not have the right to independently contract for services.

The City of Lodi, Town of Lodi and Town of West Point created the Lodi Area Emergency Medical Services District (see first paragraph of section 1). The three municipalities also decided that the District would be controlled by the Emergency Medical Services Commission (see second paragraph of section 1). Section 4 of the Agreement gives the Commission the authority to act on behalf of the District.

Section 9 allows neighboring municipalities to join the district if they make a request to the Commission. In the alternative, the second paragraph of section 1 allows the Commission to extend services to non-participating municipalities. Because the Town of Dane will have no voting power and will not be part of the Commission, I presume the Town is joining under section 1 and not section 9.

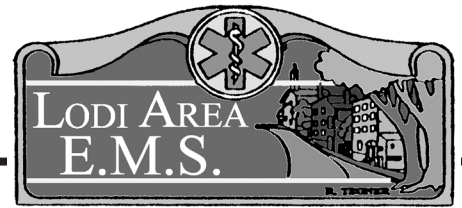
In the end, this is a contract between the Commission and the Town of Dane and the EMS personnel will be carrying out the actual service at the direction of the Commission."

The contract will have to be worded between the EMS Commission and not the employees. *(End of Julie's email)*

- Continued -

Lodi Area Emergency Medical Service

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



December 6, 2019 - Preliminary Minutes Continued

Jay Gawlikoski commented on the Town of Lodi's position in that it was expected that:

- 1) Services provided will be the same for all customers.
- 2) He suggested an initial 1 year contract for the first year then switching to 3 year contracts thereafter.
- 3) At the beginning of each contract year, population determinations are to come from the WI Dept. of Administration
- 4) The contract should contain language requiring the Town of Dane to give notice of road closures due to road maintenance so our responders will not be surprised during emergency service runs.

Motion to allow the Director to make the noted changes to the contract and have it signed by the Commission President and the Town of Dane as soon as possible. (Essex/Tooley) Motion passed.

9. Consider/Adopt motion to move into closed session pursuant to Wis. Stat. §19.85(1)(c) 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: Part Time Employee Status. - *We did not go into closed session.*

10. Consider/Adopt motion to reconvene into open session and take any action necessary from closed session. - *N/A*

11. Next meeting date. The next meeting date is scheduled for Thursday, January 24th at 7:00 PM.

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



Directors Report December 6th, 2018

Run Reports

- Total Calls for October: 75
- Total Calls for November: 49
- Total Year to Date Calls: 543 (480 Total for All 2017)
- Page to Enroute: 2.65 minutes, Enroute to Arrive on Scene: 5.23 minutes
90th Percentile is 5.67 minutes

Staffing Report

- 2 Members are nearing EMT class completion. They will then enter orientation for that specific level.
- Part Time Employee out until further notice for knee injury.

Recruitment Report

- Several individuals have reached out regarding membership; however, I have not heard back from them to date.
- Lane Mathson, a Paid on Call member developed a New Member Orientation Book. We are reviewing and adding items, but overall a great job by Lane!

Equipment Report

- New ambulance delivery is delayed until March. We made several changes that pushed this back into production.
- Brakes on Rescue 1 (Rear) were repaired.
- Thanks to new inventory control, our waste of expired medication and items was down drastically this year.

Building Status

- Garage Door Opener sensors seem to be still not operating correctly. We have replaced all openers; however, the problem still persists.
- Jordan Powell decorated our station this year. It looks great, thanks Jordan!

Community Relations

- Delivered over 30 coats, multiple snow pants, hats, boots and gloves to Reach Out Lodi as part of our Coats for Kids. Less than last year, but still great support from our community and members.
- We will be participating in the Christmas Lights Parade this Saturday.

Respectfully Submitted - Russ Schafer