

Lodi Area Emergency Medical Service

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



December 19, 2019 - Approved Minutes

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Thursday December 19th, 2019, 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 at 7:06 pm. by Commission Treasurer, Ann Groves-Lloyd. Also in attendance were Commissioners Karmin Enge, John Karls and Jim Tooley. Commissioners Aaron Arnold and Alan Treinen were absent. Also present was EMS Director, Russ Schaefer; Suzanne Miller (City of Lodi) and Richard Haag (Town of Dane).

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 November 21, 2019 meeting. (John Karls / Karmin Enge). Motion passed.

4. Treasurer's Report and Vouchers; Discussion/Action - Ann reviewed the Bank Statements and Vouchers. At the end of 11 months, incomes for the year were at 129.37% of budget while expenses came in at 91.9% of budget.

We discussed the \$231 thousand in current cash assets and whether the net surplus at the end of the year should go into a reserve fund to build up a 6 months operating expense cushion or offer it back to the municipalities. Karmin suggested using the money for health insurance for our employees which would run approx. \$70,000 + per year. Russ was asked to nail down a current number for that and report back to us – 88% being paid by the Service and 12% paid by the employee. Ann suggested putting the health insurance item on the January agenda and to discuss with the municipalities whether they would pick up the difference – in any particular year – between what the EMS Service could cover with their earnings and what the total insurance costs would be. We have already experienced losses of employees due to not having a health insurance offering - Russ doesn't feel we are competitive with other surrounding services.

Motion to accept the Treasurer's report (Jim Tooley/John Karls). Motion passed.

5) Lease with Dan Dolson, EMS Secondary Property - Russ reported that the Dolson lease of our 2nd property expires this month. To date, it has been a 2 year lease – Dan Dolson is requesting a 5 year lease. Based on the condition of the property and the care Dan has demonstrated as a lessee, a motion was made (Tooley/Enge) to renew Dolson's lease for a 2 year period at \$500/month and recommend to the Municipalities that they extend it to a 5 year lease. Motion passed.

6. Correspondence - *There was no correspondence to report.*

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

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December 19, 2020 - Approved Minutes Continued

8) Employee-Member Handbook Implementation - No action was taken.

9) 2020 Administrative Re-Organization - Russ showed us a work-in-progress power point detailing his reorganization plans for the future. The goal is to create a culture of self-motivation through mentoring and positive peer-pressure in our membership involving themselves in leadership roles. . The plan would be put into effect over a 2 year period.

The EMS Chief has the following responsibilities:

Responsible for overall operation of department

Licensing – Operational Plan – Run Revenue/Fiscal – Membership/Employee Issues – Strategic Planning

Logistics – Supplies – Maintenance of building and ambulances

Oversees Training

Ensures Curriculum and competencies are being met

Works with Medical Direction reviewing runs

Recruiting, Retention, Orientation of New Members

Conducts all hiring and discipline

Orients all new members to service

Instituting Stage 1 this year he will be introducing a “Captain” position amongst the members. Captain positions will include:

Training (Operations)

Develops and Oversees Training – Skills Competencies – Works closely with Medical Direction Training Requests, Issues & Remediation – Run Review, QA/QI

Personnel (Administrative)

Recruitment/Retention – Scheduling – Membership Orientation – Personnel Issues

Interviewing/Background – Run Review, QA/QI

10) Building Policies - Russ relayed to us a situation where a member requested bringing his pet into the station while he was on call. Ann asked him to talk with KC Brooks at the Lodi Vet Clinic to see if he could get a special rate for our on call members while on duty. Since this is a public building and since some people are allergic to pet hair and dander – Motion to add to the employee handbook: excluding pets unless they are certified service animals from access to areas in the EMS building, with the exception of the vehicle bays. The motion was not voted upon pending Russ’ discussion with KC Brooks. Motion tabled.

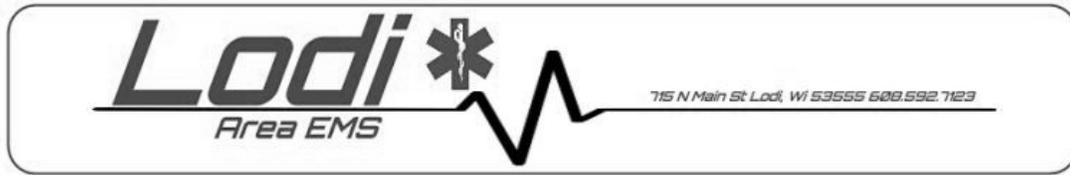
11) Closed Session: Convene into closed session pursuant to 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Full Time Employee Status). Ann took a role call vote. Everyone agreed to go into closed session.

12) Convene into Open Session and action resulting from closed session, if any. Ann took a role call vote to go into open session. Everyone agreed to go into open session. No action was taken.

13) Next meeting date is scheduled for January 16, 2020 at 7pm at the Lodi Area EMS Station.

14) Adjourn - Motion to adjourn (John Karls/Ann Lloyd Groves). Motion passed at 8:50pm.

Submitted by: Jim Tooley, EMS Secretary



Directors Report December 19th, 2019

Run Reports

- **Total Calls for 2019: 540**
- Total Calls for November: 40 (2 Secondary Calls)
- Total Calls for December (To Date): 28
- Page to Enroute: 2.62 minutes, Enroute to Arrive on Scene: 6.33 minutes (YTD)

Resident Report (Calls for Resident of service area vs Non-Resident)

November: Resident: 32/ Non-Resident: 8/ Not Indicated: 0
YTD: Resident: 442/ Non-Resident: 91/ Not Indicated: 14

Call by Municipality:

November 2019

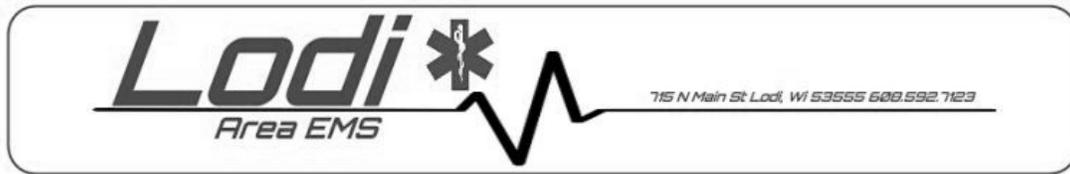
- City of Lodi: 22 (295 YTD)
- Town of Lodi: 12 (162 YTD)
- Town of Westpoint: 2 (31 YTD)
- Town of Dane: 2 (18 YTD)
- Poynette (Mutual Aid): 0 (9 YTD)
- Arlington (Mutual Aid): 2 (15 YTD)
- Sauk Prairie (Mutual Aid): 0 (4 YTD)
- Waunakee (Mutual Aid): 0 (6 YTD)
- Not Indicated:

Staffing Report

- Schedule 100% covered for primary responses.
- One member will complete her test for EMT in the next week. Once passed, she will begin training as an EMT, and should do great!

Recruitment Report

- Recruiting for AEMT for Career/Day position due to incumbent moving on for additional opportunity.
- Continue to recruit for members. Although we only have 15 POC members, our schedule remains full and we have issues with some people not getting hours they want. New recruitment and interview/hiring practices will soon be put into place.



Equipment Report

- Window still appears to be leaking on 617. I will follow up with dealer once again and see if the entire window will need to be replaced.
- Tires will be replaced on 2013 (618) in January. Siren and lights also will be repaired and replaced.

Building Status

- Purchased a tool set for the station. Still looking to get additional tools so members are not having to use their own for repairs.

Community Relations

- Yellow Thunder completed their Snowmobile Safety Course here in December. All went very well, and we are glad to continue a good relationship with them. They assist us in all of our fundraising efforts which is greatly appreciated.

Respectfully Submitted,

Russ Schafer