

# Lodi Area Emergency Medical Service

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



## January 16, 2019 - Approved Minutes

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet Wednesday January 16th, 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 by President, Alan Treinen at 7:15 p.m. Commissioners, Patsy Baebler, and Jim Tooley and along with EMS Director Russ Schafer and Jay Gawlikoski, Deputy Clerk, Town of Lodi were in attendance. Jon Plumer was absent. Suzanne Miller and Ann Groves-Lloyd, City of Lodi Board members were also present. Ann will be assigned as Karen Essex's replacement on EMS commission in February.
- 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 edits were made. Motion to accept the minutes of the December 6, 2018 meeting. (Treinen/Tooley). Motion passed.
- 4. Treasurer's Report and Vouchers; Discussion/Action** - Jim Tooley reviewed the bank statements and vouchers. Patsy went through and commented on the December general ledger statement items. Russ upgraded his laptop in December and his old laptop will help support our training efforts. Discussing the Profit & Loss results for 2018, Patsy noted that incomes exceeded budget by 116.3% whereas expenses came in at 98.2% of budget. Patsy mentioned that Robin Meier, CPA, will be meeting with her to access how the changes in bookkeeping, implemented over the past year, were working out. Robin does this as a volunteer. Besides being a CPA, she has extensive experience working with several EMS related entities in our area.
- 5. Correspondence** - *There was no correspondence noted.*
- 6. Director's Report** - (*See Attached*) Russ handed out charts showing 1) the yearly number of backup call responses by employee/volunteer; 2) total yearly staffing hours by employee/volunteer; 3) total yearly ambulance calls by employee/volunteer. In 2018 we had 589 ambulance calls and this compares to 2017 where we had 485. On another subject, Russ reported that he had been interviewed by the Consulting Company that the municipalities had contracted with to look into the feasibility of a new joint Fire/EMS facility.
- 7. Snow Removal Equipment Purchase** - Russ has looked into obtaining a used 4-wheeler with a snowplow blade and reported the cost to be between \$3,500 - \$10,000. Since then, Alan offered a John Deere 650 with a mounted 6' - 5" snow blade that we could use this winter for free. Russ did relate that there will be a fight over who will get to use it first.
- 8. Station Flooring** - Russ gave an update on plans to replace the original carpeting in the meeting room and 2 offices. He will be meeting with Munson Carpeting to see if the arrangements made and reported earlier in the year were still in place. Bob Munson was willing to donate a portion of the installation costs if we could be flexible with installation times during the winter months. Costs last year were \$3900 for the meeting room and \$2500 for the 2 offices. Russ has also been watching the Madison Liquidators website to see if he could find an economical way to replace the original tables in the meeting room.
- 9. Town of Dane Service Contract** - Russ attended the Town of Dane meeting last Monday night where they approved our service contract with them and set the starting date at April 1, 2019. He noted that mapping at the Dane County level needed to be updated and a change to their operational plan needed to be made before then. The final first year fee for the service for the Town of Dane is set at \$10,000.
- 10. 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. Alan took a role call vote to go into closed session. All ayes. Entering closed session.
- 11. Consider/Adopt motion to reconvene into open session** and take any action necessary from closed session. Alan took a role call vote to go back into open session. All ayes.
- 12. Next meeting date** - We discussed changing our regularly scheduled meeting night to the 2nd Wednesday of the month to accommodate Ann's schedule. There was no objections. Our next meeting date is set to February, 13th, 2018 at 7:00 pm
- 13. Adjourn** - Motion to adjourn at 8:50pm (Tooley/Baebler). Motion passed.



## Directors Report January 16<sup>th</sup>, 2019

### Run Reports

- **Total Calls for 2018: 589**
- Total Calls for December: 49
- Page to Enroute: 2.68 minutes, Enroute to Arrive on Scene: 6.49 minutes  
\*90<sup>th</sup> Percentile is 5.67 minutes\*

### Call by Municipality: December 2018

- City of Lodi: 20
- Town of Lodi: 21
- Town of Westpoint: 2
- Town of Dane: 0
- Poynette (Mutual Aid): 3
- Arlington (Mutual Aid): 2
- Unidentified: 1

### Staffing Report

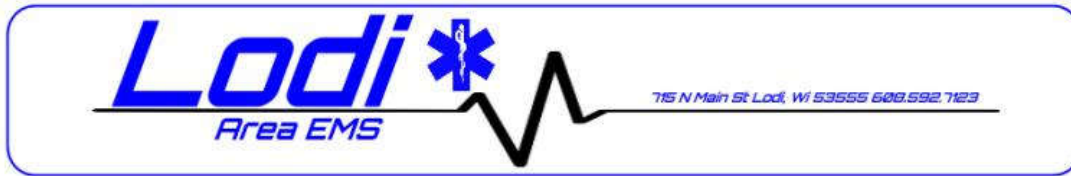
- 2 Members have successfully completed and passed EMT class. They are working on position specific orientation.
- Part Time Employee out until further notice for knee injury. No anticipated time for return.

### Recruitment Report

- One applicant has applied, and I am completing a background investigation.
- I am looking into the feasibility of creating "Paid on Premise" staff; a position that would pay more than a stipend and be substantially (minimum wage) less than part time. Increase in training requirements to continue licensure is partially to blame in lower recruitment. While we are sustaining with our current roster, we must plan and anticipate changes that will need to be made in the future.

### Equipment Report

- Rescue 1 (2013) requires lighting repairs. I will complete this in house, however it did cost \$800 for the needed lights.
- Rescue 1 will also need routine maintenance this month.



### Building Status

- Garage Door Incident where the door came down on the ambulance as it was responding will require significant repair. I have requested an insurance claim and am awaiting estimates from the door company. The door was emergently repaired and is operable, however no responding units will be parked in that bay until it is fully replaced.
- We are completing a renovation project on what was once our supply room. We will still use this room for storage, but are making it a more dual purpose "Communication/EMS Report Room"
- Al Treinen has secured us a tractor with a plow for the remainder of winter. We will now do all our own snow removal and should see significant cost savings that can actually be applied to building improvements and upkeep.

### Community Relations

- Lodi Area EMS registered with the State EMS Office as a Coverdell Stroke partner in December. This means that we are committing ourselves to the highest standards surrounding stroke care. We will be listed as a partner on the State's registry and are eligible for additional training tools to educate our providers and community about stroke-risks, symptoms and management.

### 2018 Run Totals

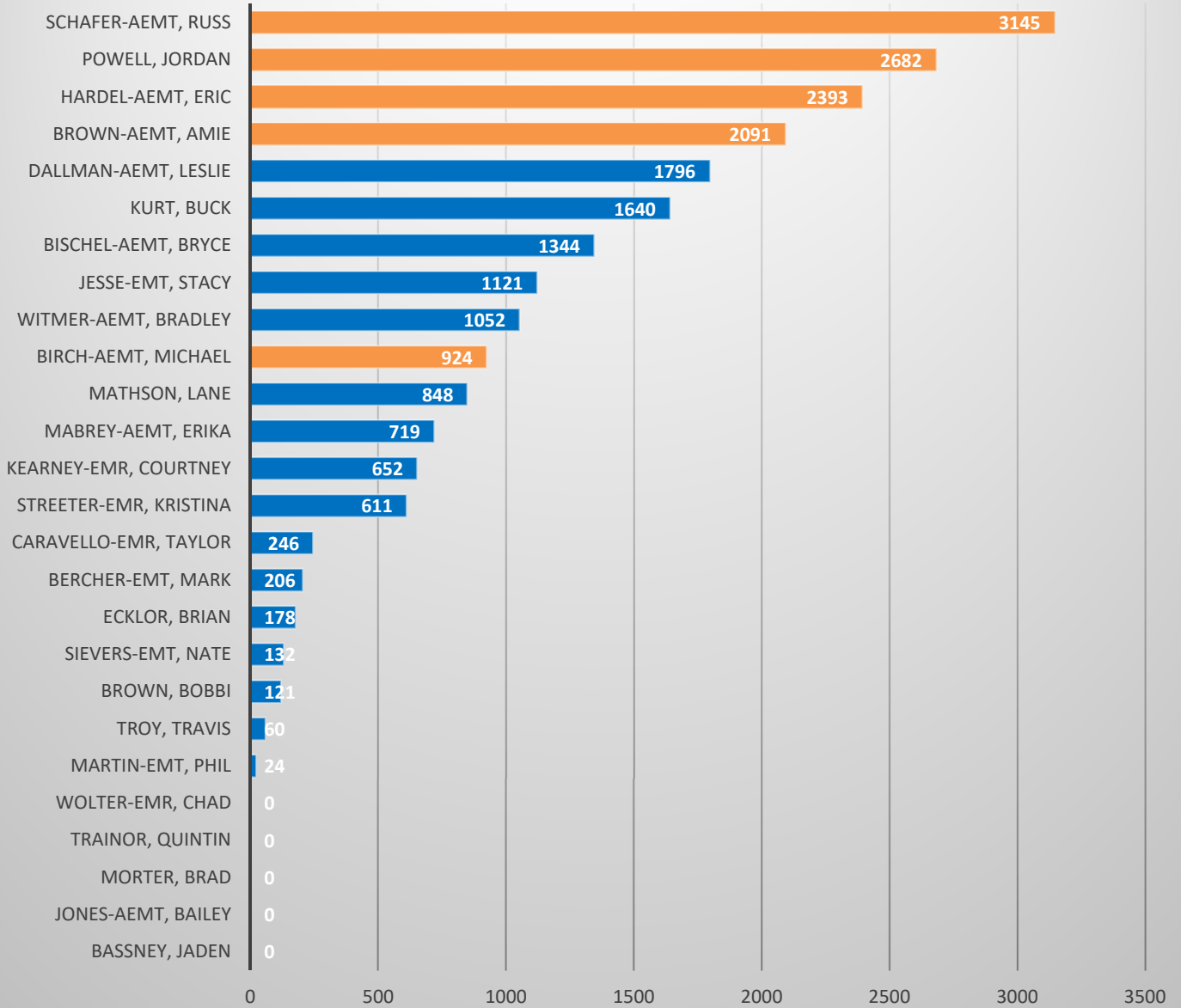
In the following pages you will find some basic statistics regarding staffed ambulance hours, total calls responded to, and back up or "second call" responses. Orange indicates career staff. Blue is our paid-on call, or "volunteer members". **In 2018, our Paid On-Call members dedicated 10,750 hours of scheduled shift time.**

Respectfully Submitted,

Russ Schafer

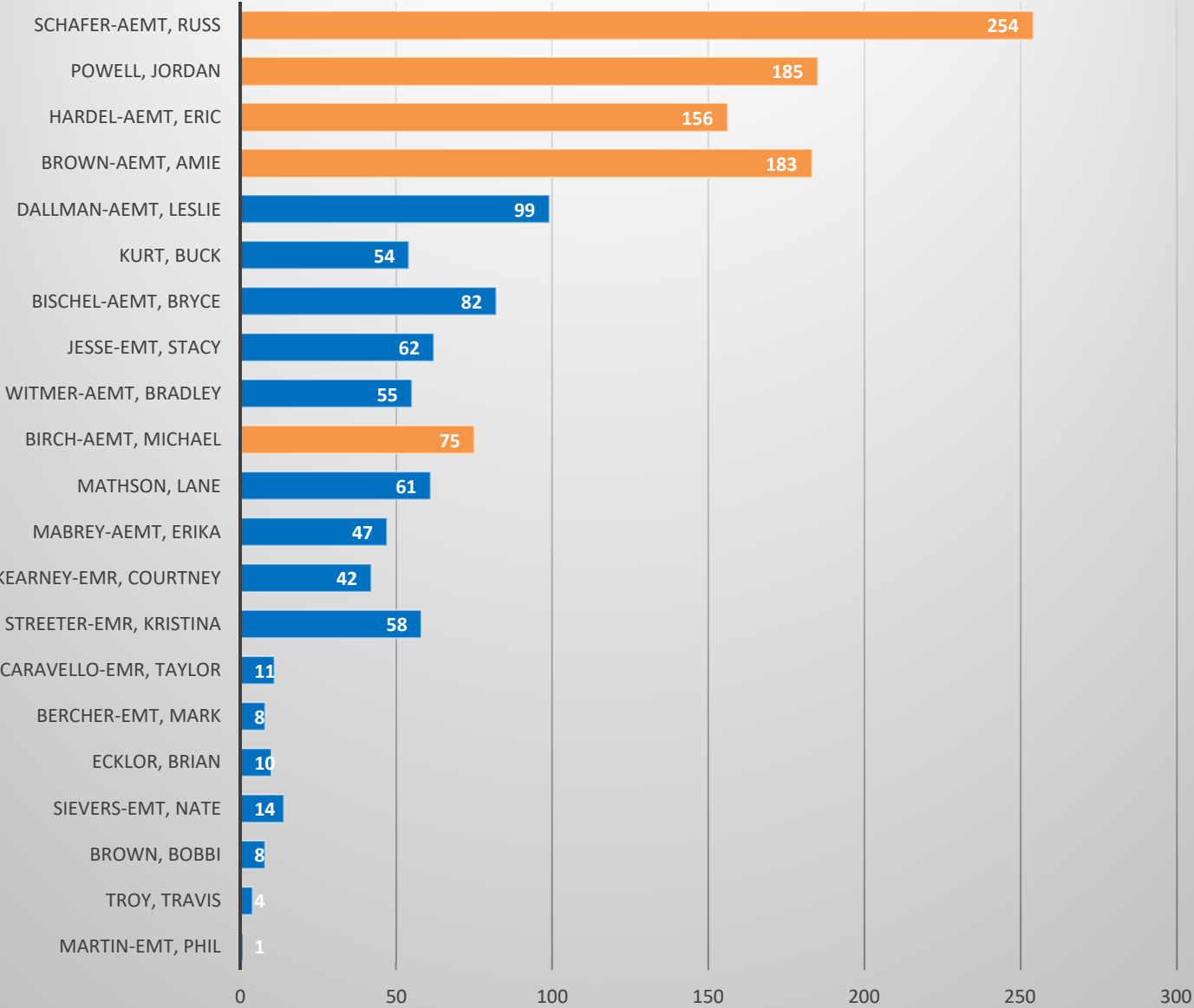


## Lodi Area EMS Ambulance Staffing Total Hours





## 2018 Ambulance Calls Total





## 2018 Backup Call Response: 33 Total Requests

