

Lodi Area Emergency Medical Service

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



March 28, 2019 - Approved Minutes

Notice is hereby given pursuant to Wisconsin State Statute 19.84 that the Lodi Area Emergency Medical Commission will meet **Thursday March 28th, 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. Jon Plumer called the meeting to order at 7:05pm. Other commissioners also in attendance were Ann Groves-Lloyd, Patsy Baebler, and Jim Tooley. Director Russ Schaefer, and Jay Gawlikoski, Deputy Clerk - Town of Lodi were also present. Alan Treinen was 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 January 16, 2019 meeting. (Baebler/Ann Groves Lloyd). Motion passed.

4. Treasurer's Report and Vouchers; Discussion/Action - Jim Tooley reviewed the bank statements while Ann reviewed the vouchers. Patsy reported that the Town of West Point and Town of Lodi had made the first half of their annual budget assessments. Patsy passed out and we reviewed the Profit and Loss Budget VS Actual statement and Balance Sheet as of February 28th, 2019 along with the General Ledger printout for the same period. As of the end of February, we are at the 16.6% point in our budget year. Actual expenses were at 16.3% while incomes came in at 21.4% of budget. Under our Contractual Expenses category, Patsy noted that IAM Responding Software, which is paid once a year, pushed that account to 109.2% of the budgeted amount. (Motion by Tooley/Groves Lloyd to accept the Treasurer's Report). Motion passed.

5. Correspondence - Russ reported that he has received authorization clearing Mike Birch, our part-time employee, to return to duty. As is our practice, Russ will have a 3rd party (Concentra) evaluate the authorization before bringing Mike back on board.

6. Recognition of Patsy Baebler (Retiring Commission Member) - We recognized Patsy Baebler's contribution to the EMS commission since 2000 as a representative from the City of Lodi. In 2001 Patsy took on the position of Treasurer for the EMS Service. It was mentioned that the City may appoint John Karls as Patsy's replacement on the Commission.

7. Election of Commission Officers - since Patsy's resignation as Treasurer, Jon Plumer/Jim Tooley made a motion to install Ann Lloyd-Groves as EMS Treasurer. Motion Passed.

8. Director's Report - (See Attached)

9. Check Signing Procedures/Changes - Russ and Ann will update the Bank signature cards at BMO and Associated Bank.

10. New (2018) Ambulance Payment - Russ reported that the total cost of the new ambulance was \$256,106.00. \$23,800 of which came from the crew account for the PowerLoad system; \$18,972 from the rental of the old ambulance building; \$5000 from the FAP fund (Wisconsin's Emergency Medical Services Funding Assistance Program). \$208,334 will come from the municipalities.

11. Sale of 2009 MedTec Ambulance - Russ indicated that there were basically 2 avenues of selling our older ambulance: 1) with a private sale; or 2) utilizing the services of the WI Surplus Auction. Motion (Tooley/Lloyd-Groves) to have Russ first seek the sale of the 2009 rig through a private sale for the next 30 days and then list the vehicle with WI Surplus Auction. The proceeds of the sale are to be remitted back to the Municipalities according to a 40/40/20 percent split. Motion passed.

12. Sale of Snowbulance and trailer - Since the Fire Department has acquired a 6x6 UTV with pallet capabilities, Russ suggested we try to recoup the crew's investment in the Snowbulance and trailer. Russ proposed trying to find a Ski-Resort or posting on govdeals.com but that we should wait until next fall to do this when there will be higher interest. The proceeds of the sale would be returned to crew funds as that's where the original acquisition monies came from. Motion to table this item until early fall (Groves-Lloyd/Tooley) and to be sure there is a proper paper trail when it is implemented. Motion passed.

13. Station Flooring & Office Furniture; As a informational update, Russ discussed office furniture costs for the crew office (desks, lateral files & cabinets). Amy Brown researched Badger Industries which came up with a cost of \$7000 where as the same items would cost between \$4035 - \$4800 at Madison Liquidators. No action was taken.

14. Town of Dane Service Contract - Russ reported that everything is ready to activate service into the northern portion of the Town of Dane ... all he needs yet is Alan's signature on the Service Contract.

15. Next meeting date - The next meeting date is set for April, 18, 2018 - The 3rd Thursday of the month.

16. Adjourn. - Motion to adjourn (Ann Lloyd-Groves/Jon Plumer). Motion Passed - 8:05pm.



Directors Report March 28th, 2019

Run Reports

- **Total Calls for 2019: 142**
- Total Calls for February: 53
- Total Calls for March (To Date): 48
- Page to Enroute: 2.38 minutes, Enroute to Arrive on Scene: 6.18 minutes

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

February: Resident: 44/ Non-Resident: 9

March: Resident: 41/ Non-Resident: 4/ Not Indicated: 3

Call by Municipality:

February

- City of Lodi: 26
- Town of Lodi: 17
- Town of Westpoint: 2
- Town of Dane: 1
- Poynette (Mutual Aid): 1
- Arlington (Mutual Aid): 6

March (to date)

- City of Lodi: 31
- Town of Lodi: 13
- Town of Westpoint: 2
- Poynette EMS District: 1
- Sauk Prairie EMS District: 1
- Town of Dane: 0

Staffing Report

- Part Time Employee out until further notice for knee injury. No anticipated time for return.
- Hailey Bartlett has joined Lodi EMS as a paid-on call member. She moved from Colorado and currently works full time as an EMT with Ryan Brothers. She resides in Janesville and will be in house when on shift.



Recruitment Report

- Continue to seek out individuals who are interested in serving.

Equipment Report

- Our new ambulance is complete. Inspection went well with only minor adjustments needed. The truck had graphics applied this past Tuesday and looks great. Delivery should be April 2nd (Tuesday)

Building Status

- Garage Door repairs are still awaiting Northland Door and insurance company remediation. Insurance is stating the door was repaired and it does not need to be replaced. I have placed the two into contact with each other and am waiting to hear the outcome.
- Front dusk/dawn lights were replaced.
- Carpet will be installed in training room first, and Munson Flooring will be completing the work.
- Air compressor will be purchased as our plymovent system is not operating due to a failure.

Community Relations

- Beginning to plan for an open house at EMS Week. We will include tours, show off the new ambulance, offer hands only CPR training and other activities. More information to come.
- Our building was utilized as the Emergency Operations Center during the flooding. We also had Columbia County Sheriffs Mobile Command Trailer brought in in the event the situation was longer in duration and required more resources. All in all, everything operated ok. There were several communication gaps that have been identified and we will be working in the future to fix these. Several areas of the City EOP were identified as weak spots, and I will be working to modify those as well.

Respectfully Submitted,

Russ Schafer