

FITCH-RONA EMS COMMISSION MEETING MINUTES

Fitch-Rona EMS District
416 Venture Court, Verona WI
Thursday January 15, 2015

With a quorum present, the meeting was called to order at 7:05 PM. Roll Call Present: Jeff Schoenfeldt, Jason Williams, Nancy Bartlett, Joan Sullivan, and Terry Schnapp. Also present were Chief Brian Myrland, Deputy Chief Cindy Diedrich, Kyle Wells, Ross Williams, Robert Buzzell, and Lon Schwartz

Public Comments: Kyle Wells thanked Chief Myrland for his quick actions to address the mold situation in the dorm area.

Minutes: Motion by Williams, Second by Schoenfeldt to approve minutes from the November 20, 2014 meeting. *Motion carried.*

Chief's Report: The monthly data-We were hoping for 2800 calls for calendar year 2014 but fell short with 2709. The run times show an elevated "Enroute" time, this could be due to the radio cycle or incorrect data. We will follow up on this category. In December we had five occurrences where other ambulances came into our territory as both of our crews were on calls.

Accounts receivable and Cash-The December 31st aging shows 66% of outstanding receivables are 0-60 days and only 8% are 151 days or older. Our cash and CD's show an increase of \$173,000 over a year ago.

In House Cash Flow Report-Total revenues exceeded two million dollars for 2014. Run income was \$62,000 over budget while our total runs were 21 below budget. Regular wages were \$50,000 over budget as we used our LTE's much more than anticipated to cover vacation and sick time resulting in much less overtime for our full time paramedics. Overtime was \$66,000 below budget. We were \$55,000 below budget in wages and benefits and \$33,000 below budget in other operating expenses. Bottom line we ended the year with a \$156,000 gain on a cash basis.

Air Quality-An air quality test was performed in 2011 resulting in a clean report. However, our employees had concerns so we had another test performed which came back showing significant black mold in the dorm area. We moved the dorm area into the training room. The insurance company brought in their specialists. The City of Fitchburg will stay on top of this issue. The ducts have been cleaned. There are potential long term health issues if we do not get this matter resolved.

New Station-there were delays with the steel but great progress is being made and we could be looking at an August move in date.

Chair's Report: None

Committee Reports:

Personnel –Did not meet

Finance–Did not meet

Staffing Plan: The original budget allowed for the promotion of a staff member to Captain for each on the next three years and the hiring of replacement paramedics. In an effort to save money, increase productivity and have an organizational plan which is easily expandable Chief Myrland is recommending that we eliminate the part time Deputy Chief/Paramedic position and hire a full time Deputy Chief. This would establish two Deputy Chief positions where one would be responsible for administration and one in charge of operations. We would then promote three of our existing staff to the position of lieutenant over the next couple of years. These lieutenants would stay on the ambulances as opposed to the prior plan where the Captain's would not be on the ambulances. This will require the hiring of two less positions. There will be a savings of \$1,500 in 2015 and savings of six figures for future years with this plan. It will also provide greater opportunity for the staff if

we need to establish captain positions in the future **if** dictated by growth. Motion by Williams, second by Schnapp to approve the new staffing plan. *Motion carried*

Intergovernmental Agreement: The newly revised Intergovernmental Agreement which was discussed at the January meeting has arrived. In addition we now have eleven signed ALS intercept agreements (including Mount Horeb) and are waiting on New Glarus and Evansville. Motion to approve the new Intergovernmental Agreement by Williams, second by Schoenfeldt. *Motion Carried*

Sick Time Assigned Fund: An additional \$20,000 is to go to the assigned Sick Time/Health Insurance CD. This money is to be set aside to cover health/dental premiums for employees once they retire. Motion to fund the Sick Time/Health Insurance assigned fund by Sullivan second by Schoenfeldt. *Motion Carried*

Accounts Payable Checks: Commission members reviewed the checks issued since the November 20, 2014 meeting. Motion to approve by Williams, second by Schoenfeldt. *Motion Carried*

Adjournment: Motion by Schoenfeldt, Second by Sullivan, to adjourn at 8:00 P.M. *Motion carried.*

Approved:

Patrick Stern-Chair