

March 23, 2016 Prescott Area Fire and EMS Association
Committee Meeting Minutes

Pursuant to due call and proper public notices the Prescott Area Fire and EMS Association Committee met on Wednesday, March 23rd at 7:00 pm at the Prescott Fire Hall, 260 Flora St. Prescott WI 54021.

Call to Order/Roll Call: Board Chairperson Dan Johnson called the meeting to order at 7:12pm. Present were Board Members: Joe Rohl, Lee Olson, Tricia Shearen, Galen Seipel and Coni Gray, City of Prescott: Holly Mitchell, Prescott Fire: Chief Tom Lytle, Dive Team: Josh Knutson, Howard Thompson and Ambulance Director: Jeff Rixmann arrived at 7:35pm.

Changes and Corrections to Agenda: No changes or corrections.

Rohl/Olson motion to approve minutes for February 24, 2016, passed without a negative voice vote.

PUBLIC COMMENTS: There were no public comments presented.

FINANCE: It was noted that the finance report did not contain the detailed ledger this month and this was requested to be available at the next meeting.

Rohl/Shearen motion to approve Fire and EMS cash balances for February 2016, Budget as of February 2016 and payables February 2016 passed without a negative voice vote.

No motion necessary for LifeQuest finance information.

CHIEF'S REPORT: EMS skipped as Rixmann was not yet present.

CHIEF'S REPORT: Fire-Tom Lytle reports that they have hired a new member. Pancakes are done for the year and they had record attendance this year above previous years. Annual fire inspections have begun. First National Bank is hosting a 5k on April 30th with donations to go to the Prescott and River Falls Fire Departments. Prescott Fire plans to use the donation money toward the 'Streetwise' project to get the final tablets for the trucks. The Harris Memorial money will likely be used toward new gear lockers, but they will be rebidding the project due to time elapse. The project may require additional funds to complete but the additional request is not likely to exceed \$2,000.00. The fire station garage doors do not have a required automatic safety mechanism. Updates have been priced at around \$500-\$600 for all 6 doors which would also include seals. Johnson requests a fire inspection be done on Station 2 as there was discussion of an exit light that was not working properly. Johnson raises the question of who owns the generator at station 2 for township insurance purposes. Per Rohl the generator is part of the building and is owned (and should be insured) by the Township of Oak Grove, which it currently is. It is to be maintained by the Association. The generator has been fixed and is working as of today.

DIVE TEAM: Since the last meeting the insurance contracts have been updated to include more specifically the Dive Team and the Association. Josh Knutson and Howard Thompson present proposals for the Dive Team. An annual budget is proposed including a one-time cost for truck graphics that after adding the high-contrast chevrons required on the back and including the cost of application has increased from \$1,000 to \$2,500, 8 current divers and the possibility of adding new divers to fill currently open positions, training for new and current divers, money for 2 new dry suits with the intent to purchase 2 suits per year over 4 years to eventually have one suit for each diver, equipment, maintenance and fuel/mileage costs. The total proposed budget for 2016 is \$9,935. The Association notes that the proposed budget does not account for wages and suggests increasing the total to \$15,000 to include training and call pay consistent with how the Fire Department pays its members. Knutson states that his correspondences with other county agencies have revealed willingness to help fund our Dive Team. Rohl and Johnson advise that there is unallocated money in the EMS funds that could be used to fund the Dive Team for 2016. Knutson presents two options for chain of command with the main difference being whether the team is under the Prescott Fire and Ambulance Association or under the Pierce County Fire Chiefs and Sheriff. The Command Structure options are considered regarding who should be included in the command structure and whether or not the Sheriff or other

Community Fire Chiefs should have input into the organization and operation of this Dive Team. It is the general feeling of the Board that it is too late in this budget cycle to ask other agencies for money for this year but that they could be made aware any voluntary donations would be accepted and then to give them advance notice that we would be asking for a specified contribution for 2017 based on per capita or area/miles of shoreline or some yet-to-be-determined way of dividing up costs. It is also the general feeling of the Board that if the Board is funding the Team, they wish to keep control over the Team's oversight at this time. This will also give the Team adequate support and direction during this time of further formalization of standards and structure. Some concerns were brought forward regarding team promotion. Discussion reveals that during a recent water recovery, Pierce County did not request our Dive Team. It was stated that when questioned on this, the Sheriff answered that she had been unsure of the status of our Dive Team and was not familiar with how it was currently being run/organized. Knutson and Johnson both voiced willingness to actively promote the Team amongst Pierce County agencies.

Rohl/Olson motion to use the unallocated EMS funds to fund the Dive Team with a budget for 2016 of \$15,000, with the goal for 2017 to have at least 50% funding from other municipalities and to choose the Command Structure as presented in 'Chain of Command' Option #1, approved and passed without a negative voice vote.

Fee Structure is discussed. In the past services had been compensated by a recommended 'donation'. The Board feels that as a professional organization offering services that are often payable by insurance and which cost money to maintain personnel and equipment, it is reasonable to expect compensation for services comparable to insurance company standards and other agencies which provide and charge for similar services. The Board requests the Dive Team to present and propose a Fee Structure at the next meeting. Discussion confirming the approval of the budget as presented includes the new price of truck graphics as long as the graphics are approved by the Fire Chief.

CHIEF'S REPORT: EMS-Jeff Rixmann presented the ambulance statistics as of this morning. The Prescott Station has had 68 calls to date. The LUCAS device is in St. Paul awaiting delivery and the new ventilator is expected to be in in early April. Rixmann presents an ambulance billing aging report which shows by call, runs which have not been paid/collected on, through LifeQuest, the current Prescott Billing and Collections Company. Rixmann explains that the impetus for collecting early is diminished when they (the billing company) receive more money (a higher %) for collecting later. This in turn reduces the revenue for the billing agency (Prescott) as they are able to collect a smaller percentage of the total collected. Rixmann states that using a billing company and a separate collections company have worked to increase revenues for the ambulance as both companies have more incentive to collect sooner. Johnson requests to obtain a copy of our LifeQuest Contract. Rohl inquires about staffing and scheduling. Rixmann states that staffing is good and that 6 of the 7 part-time positions in Prescott are filled. They are interviewing 2 candidates for the Training Officer Position next week to start in April. This position will work 2904 hours per year and will work on the 24 hour rotation which will cover a large part of the schedule toward 24/7 paramedic coverage. Rixmann reports meeting with Prescott Police Chief Krutke and they have decided to meet regularly with Fire. Rohl inquires regarding a statement that Rixmann made last month about potentially staffing 24/7 paramedics at an increased pay rate in Prescott and requests Rixmann bring numbers for the budget to the Association reflecting 24/7 paramedic coverage for the Prescott Station soon as the Association will need to bring the budget changes to the municipalities before budget time and the Association wishes for adequate time to present and make decisions.

OTHER BUSINESS: Rohl presents the idea of swearing in the Fire Chief at each of the municipalities in an attempt to preemptively tie up potential insurance loop-holes as state statutes mandate that the powers of the Fire Chief are recognized by the municipalities he/she serves. It is the general consensus of the Board that it wouldn't hurt to do this to cover all bases. Rohl also presents the idea of ear-marking in the budget, expenses which qualify to meet the requirements of the 2% dues so that in the event of a state audit we could easily show that those expenses exceed what we receive annually. This will be discussed with the city finance person. There is discussion regarding signage at Station 2 and of the interest of Oak Grove Township in sharing a sign for the building. The Board is agreeable to this, but further information is needed. There is discussion regarding burning regulations and who has the authority to permit burning within the service area. It

is the general feeling of the Board that this needs to be brought to the intergovernmental meeting for discussion.

NEXT MEETING: will be Wednesday April 20, 2016 at 7pm at the Prescott Fire Hall, 260 Flora St. Prescott WI 54021.

Roh/Seipel motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Holly Mitchell
Administrative Assistant
Prescott Fire and EMS Association
City of Prescott