

July 27, 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, July 27th 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 7:03pm. Present were Board Members: Joe Rohl, Coni Gray, Lee Olson, and Greg Eggers; Prescott Fire: Chief Tom Lytle, and Fire Inspector Steve Findlay; Prescott Dive Team: Howard Thompson (arrived 7:12pm); City of Prescott: Holly Mitchell; River Falls Ambulance: Director Jeff Rixmann.

Changes and Corrections to Agenda: No changes or corrections.

Olson/Eggers motion to approve minutes for June 22, 2016, passed without a negative voice vote.

PUBLIC COMMENTS: Clifton Township representative Joe Rohl announces that this will be his last meeting representing Clifton Township. Rohl will remain on the Clifton Town Board but feels he is unable at this time to continue to commit extra time to this committee. The Clifton Town Board has appointed a new representative to replace Rohl. Johnson commends Rohl for his many years of time and his commitment to this Board and thanks him for giving the group as many years as he has. Rohl commends the Emergency Service workers that the Board advises stating that he was inspired to keep going whenever he was tired, as he would "think about the Emergency workers getting up in the middle of the night to go on calls." Hadler's fire inspection bill appeal is considered. There is discussion of the time it takes to do an inspection. It is discussed that the seemingly 'short' amount of time it takes to do the inspection stems from the inspectors experience with inspections, having inspected the same property in the past and that he is taking in check-points on the property while with the owner without outwardly verbalizing each item. Also short on-site time doesn't account for the off-site documentation, record preparation, data entry and follow-up time. Also discussed is that a similar size building with offices or public space may take longer to inspect as there may be more 'inspectable space'. It is decided that no property is the same and the board has set the policy as equitably as they know how without setting specific rules for each property. It is decided that the bill is consistent with how other businesses are charged and to accept the appeal would be unfair to other businesses that have been charged similarly.

Rohl/Olson motion to deny Mr. Hadler's appeal passed without a negative voice vote.

FINANCE: There is still a question regarding the payment for the repair of the Fire Station garage doors and where the funds were taken from. The Fire Department received the bill, but they wondered if perhaps the repair costs should have been paid by the city as they own the building and it may be considered building maintenance which is the responsibility of the city. Johnson will follow-up with the city for further clarification.

Gray/Eggers motion to approve Fire and EMS cash balances for June 2016, Budget as of June 2016 and Payables as of June 2016 passed without a negative voice vote.

No motion necessary for LifeQuest finance information.

The Association presentation of 2017 budgets for Fire and EMS to City of Prescott Finance Committee will be on October 26th, so the budget must be set by September 1st. Johnson requests Chief Lytle prepare the 2017 budget for approval at the August meeting and recommends it mirror the current budget with some exceptions. The fire revenue has a higher cash balance this year than last year at this time. It has been recommended by the city finance department that the Association pay off some debt to save on interest in the future. Johnson is in favor of paying down debt. Also discussed is a revisitation of a 5/10/15 year plan for investing in apparatus replacement. No motion is currently necessary on this item.

CONTRACT UPDATES: The Fire Recovery USA, LLC contract has been signed by both parties. Further consideration will be needed regarding with whom to contract for collections. Ambulance Director Rixmann discusses their experience with Waukesha, County Collections. Fire Recovery USA, LLC also offers a

collections service. Rixmann will get Waukesha County contact info to Johnson who will research this further for next month's meeting. The Current Fire Fee Structure is revisited regarding the wording in the records that are currently being used. Rohl states that there were different versions of the fee structure for different purposes, but the record that is currently being used was not meant to be the main Fee Structure. The charges are the same, but the wording was specific to certain types of calls. Rohl also states there are supposed to be 'caps' in place that are not mentioned in this version of the Fee Structure. Lytle believes he may have a copy of the actual Fire Fee Structure with the 'caps' which he agrees to forward to Mitchell and Johnson. Johnson will consult with Loberg to update and confirm the intent and accuracy of the current resolution.

DIVE TEAM: Dive Team Fee Structure is discussed now in concurrence with the Fire Fee Structure. Eggers believes that the Fee Structure presented is consistent with the discussions at the June meeting.

Eggers/Rohl motion to approve the Dive Team Fee Structure as proposed passed without a negative voice vote.

CHIEF'S REPORT: Ambulance Director Rixmann presents ambulance call numbers stating that the service is down 75 calls compared to the same time last year. Average enroute times are one minute, 28 seconds and average 'to scene' times are seven minutes, eleven seconds. The newly hired Training Coordinator, Eric Martins, started working on Monday, but needs to wait to fill call time as the state has not processed his WI license yet. River Falls is hosting an EMT class this fall, for which two of the Prescott Fire Department Members are signed up. River Falls has been exploring some new and different recruiting tactics including an education grant for which High School students are able to take an EMT course and gain high school and college credits while the tuition is paid by the state. Also, as River Falls Fire hosts their next Entry Level Fire class, there will be a three month break in which the Ambulance is proposing to use to host an EMT class in an attempt to gain fire students in the EMS program. This Saturday July 30th the Prescott Emergency Services are hosting an open house at the EMS and Police Station for the public to come see the equipment, apparatus and meet the local emergency personnel. All of the Association representatives are invited. The Ambulance Service has many contracted special events coming up including the High School and University Football games as new state athletic regulations require EMS on scene for full contact sports. Ambulance personnel are scheduled to train with representatives from each of the schools on their equipment, facilities and policies in early August. Pierce County is continuing the process of implementing MABAS.

CHIEF'S REPORT: Fire Chief Lytle reports they have three new staff starting the Entry Level Fire class and two current fire staff that will be attending EMT class. The E-dispatch contract is up at the end of July, after which the service will be using 'I Am Responding' with training scheduled for fall. The Fire Department is participating in the Emergency Services Open House this Saturday. There have been around 10 fire calls since the last meeting. The new lockers have been installed. Prescott Days planning is in full swing. Lytle will be working on the 2017 budget. The Annual Corn Feed is being planned for the first or second week in August. The Fire Department makes a formal request for the Association to approve that they may sell and serve beer during Prescott Days. Chief Lytle states that preparations for this include having a sign-up list to make sure they have staff to work calls and notification of neighboring departments to assist with mutual aid if necessary.

Rohl/Olson motion to approve the sale and serving of beer by the Fire Department during Prescott Days passed without a negative voice vote.

DIVE TEAM: The Dive Team Fee Structure was voted on earlier. Thompson submits a current roster as requested at the last meeting. The roster includes seven current members and six members in training. The Association commends the Dive Team on their successful recruiting efforts. Thompson presents updated graphics for the Dive Truck. The Association would like to see 'Prescott' more prominently represented on the truck as Prescott is housing the vehicle, as well as funding and initiating the formal set-up and oversight of the Team.

Rohl/Eggers motion to approve the Dive Truck graphics with the wording changed to 'Prescott Dive Team Serving Pierce County' passed without a negative voice vote.

The Association states that once the graphics are ready the Dive Team can go ahead in having them placed on the truck. Thompson states that he will make sure the final proof is approved by Lytle before placement is completed. Rixmann invites the Dive Team to participate at the Open House on Saturday.

OTHER BUSINESS: No other business is discussed.

NEXT MEETING: will be Wednesday August 24, 2016 at 7pm at the Prescott Fire Hall, 260 Flora St. Prescott WI 54021.

Chief Lytle expresses the thanks of the Fire Department to Rohl for his years of service and commitment to the Association.

Rohl/Johnson motion to adjourn passed without a negative voice vote at 8:30pm.

Respectfully Submitted,

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