

August 24, 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, August 24th 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 7:04pm. Present were Board Members: Robert Daugherty, Greg Eggers, Coni Gray, Lee Olson and Tricia Shearen; Prescott Fire: Chief Tom Lytle, and Fire Inspector Steve Findlay; Prescott Dive Team: Josh Knutson, Ken McNiff and Howard Thompson(arrived 7:18pm); City of Prescott: Holly Mitchell.

Changes and Corrections to Agenda: No changes or corrections.

Olson/Eggers motion to approve minutes for July 27, 2016, passed without a negative voice vote.

PUBLIC COMMENTS: Mr. Hammrich submitted a letter of dispute of a bill for fire services to LifeQuest which LifeQuest submitted for the Association's consideration. The bill is for fire service charges for an RV fire on Mr. Hammrich's property on May 19, 2016. Mr. Hammrich claims that he did not call for the Fire Department and did not want their services and states that "The fire was nearly out and under control with no chance of it spreading to buildings or other property. There was no property damage to report and I did not need their assistance." The documentation from the Pierce County Dispatch Center, the Pierce County Sheriff's Dept. and the Prescott Fire Dept. all concurrently state that the RV was on fire with "flames 10 feet tall" and that the RV was near a shop, shed and combine. Traffic control was required. It took approximately 20 minutes to control the fire with use of 4,000 gallons of water and 5 gallons of foam. The Fire Department was subsequently on scene for about an hour to control 'hot spots.' The RV was a total loss. Mr. Hammrich did not obtain a burning permit from the municipality nor did he alert the County as to his plans to burn prior to burning. It is determined by the Association that the fire was very clearly not 'under control' and required Fire Department intervention. The bill is consistent with our billing policies for the services rendered and is within the Department's cap on fees.

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

There is discussion opened by Johnson regarding the Ambulance stationed at the Prescott Ambulance Station and the graphics that read 'River Falls Ambulance – Prescott Station'. There is a general feeling that the predominant wording of 'River Falls Ambulance' overshadows the small font of 'Prescott Station.' It is felt that this was discussed in detail before the ambulance transitioned to River Falls' direction and that it had been agreed upon that the 'Prescott' labeling would continue to be representative of this location. The Association is aware that graphics cost money and are sensitive to costs that may be incurred by making changes, but there is agreement that the 'Prescott' wording is not as strong as they would like it to be to represent the community. Johnson agrees to initiate a discussion with Rixmann regarding this issue.

CHIEF'S REPORT: Ambulance Director Rixmann had a schedule conflict and was unable to be in attendance.

CHIEF'S REPORT: Fire Chief Lytle reports having had seven calls since the last meeting. The department had a short period of time in which both engines were out of service for maintenance. Surrounding departments were notified of this but weren't needed during the short time before we had operational apparatus. The E-Dispatch contract ended at the end of July and we owed no money on it at that time. Fire staff members are concerned about the condition of the Fire Station roof as there is a leak and repairs will be needed. The Fire Department has three new members enrolled in Fire Training. Lytle reports that the Fire Department had a good showing at the Prescott 'Touch-A-Truck' Event. Johnson commends the event and the planning it took to prepare and run the event stating it was, 'Well done.' Lytle states that they will be ordering shirts for the members as they have not ordered shirts for public relations and events for some time and they want to present professionally at public events. Johnson presents the idea for the Association to purchase shirts for the members of the Fire Department as well as the Association. As this is within the current budget, no motion is necessary. There is no opposition on this topic and the Association will cover the cost of shirts.

FINANCE: Overall the Association notes that we are below budget and up on cash. Previous questions regarding the payment for the repair for the Fire Station garage doors are tabled as there are still discussions pending.

Johnson/Shearen motion to approve Fire and EMS cash balances for July 2016, Budget as of July 2016 and Payables as of July 2016 passed without a negative voice vote.

No motion necessary for LifeQuest finance information. Allina Bill from 2014 is tabled pending production of records of the training. Transfer of Service Award program funds will be tabled as the Fire Department has not taken action on the item for recommendation to the Association. 2017 budget is discussed and presented based on recommendations by the City Finance Department, Board Chair Johnson and Chief Lytle. It is recommended that the board move \$8,400.00 from the Fire budget to the EMS budget for the Dive Team as the Dive Team remains under the EMS budget to cover the half of the Dive Budget as planned. The other half of the Dive Team budget is to be covered by surrounding and serviced communities and agencies. It is the recommendation of the City that the Board use available cash to pay down debt and increase the escrow account. The long term hope is to be able to plan toward purchase of new apparatus. Johnson believes the budget is reasonable but recognizes that the budget is not due until the end of September so the board can wait to approve the budget until next month's meeting if they would like to review it further.

Gray/Shearen motion to approve paying off the proposed amount of debt to save on future interest and free up further money in the following years' budgets passed without a negative voice vote.

Johnson again confirms his support for the budget as proposed stating that the numbers look good and we are able to put money toward the escrow account and put money toward the Dive Team. Lytle is questioned regarding upcoming needs for Fire equipment. Lytle states equipment currently looks good.

Eggers/Shearen motion to approve the 2017 Budget as proposed passed with one negative voice vote by Olson. Motion Carries.

CONTRACT UPDATES: Regarding the Fire Department Fee Structure, Johnson has been in contact with Attorney Loberg. They have an updated version of the Fee Structure which includes caps discussed last August as well as rates set for the Fire Boat. This item will be tabled as the most up-to-date version is not available for this meeting. Johnson confirms that the rates which have been based on FEMA guidelines will not be changing, only the wording of the Fee Structure. Johnson states there is nothing new to report regarding Collections Company vendors, this item to be tabled until next month.

DIVE TEAM: Knutson presents the proposed Dive Team Budget. The graphics on the Dive Truck ended up costing more than were originally planned for. Thompson reports the new graphics are done and look good. Olson also approves of the new graphics. Knutson has commitments from surrounding agencies for monetary support covering 50% of the Dive Team budget as had been hoped for, for the 2017 budget year. Also, River Falls Fire has stated that they may be able to put some money toward the 2016 Dive Budget as well. Knutson reports that the Team has done a lot of training in the last few months including training with the Sheriff's Dept., exploring different venues, using sonar equipment and with Siewert's Towing Company on vehicle recovery. Knutson also submits an invoice for training costs for instructor fees. Knutson wishes the record to show that when he has instructed and is paid as an instructor, he does not also claim the time to be paid as a member of the Dive Team, as not to 'double dip'. Training records are discussed. Pierce County Fire Chiefs will create an advisory committee that will recommend operational guidelines to the Association. Gray and Johnson commend Knutson on all the work He and the Dive Team have done to get the team funded, formed and structured this last year.

OTHER BUSINESS: No other business is discussed.

NEXT MEETING: will be Wednesday September 21st, 2016 at 7pm at the Prescott Fire Hall, 260 Flora St. Prescott WI 54021.

Daugherty/Eggers motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

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