

Prescott Area Fire and EMS Association

MEETING MINUTES WEDNESDAY, August 19, 2020

Pursuant to due call and proper public notices the Prescott Area Fire and EMS Association Committee met on Wednesday, August 19, 2020 at the Prescott Fire Hall, 260 Flora St, Prescott WI 54021.

Call to Order/Roll Call: Chairperson Dan Johnson-Oak Grove called the meeting to order at 7:03 p.m. Present were Members Mike Harriage-Clifton Twnshp, Steve Most-Prescott, Dar Hintz-Prescott, Coni Gray-Prescott (by phone), Tricia Shearan-Oak Grove. Others in attendance were Prescott Fire Chief Tom Lytle, Dive Team Member Josh Knutson, River Falls Assistant City Administrator Jason Stroud (by phone); and Association Administrative Assistant Dawn Harris. Welcome to new member Steve Most-Prescott. A quorum was confirmed.

Changes or Corrections to the Agenda

All requested items were on the agenda.

Minutes from previous meetings will be included in the next meeting for approval. Discussion on requirements to download minutes of each meeting to the City of Prescott webpage. Dawn Harris to confirm these will be completed once agendas and minutes are approved.

PUBLIC COMMENTS – none

CHIEF'S REPORTS

Report from Fire Chief Tom Lytle – Hose testing scheduled for October 15th. We are still doing yearly fit-test and we are following CDC guidelines. Some fire safety inspections have been done by Brian, 8-10 done. Batch of calls in past 6 weeks; currently at about 72 runs.

NOTE: For the record, Joe Rohl-Clifton Twnshp arrived.

- Fire crew members have attended fire training in River Falls. Robert Duffy has passed officer class training.
- We provided a crew and light rescue truck at the Memorial Recognition of Fallen River Falls Fire Fighter, Eddie Nicholson, held in New Richmond at Cedar Lake Speedway.
- The Drive-Through Chicken Dinner fundraiser is planned for Saturday, October 3rd at the Fire Station in Prescott. We will be selling half chicken and side dinners along with a kid's meal. A 50/50 and a Gun raffle is planned.
- We had a visit from a first amendment auditor come through Prescott this past week prompting us to update/evaluate signage on all doors at the Fire Hall. We will "rope off" open garages using the yellow, plastic chains, much like what Hastings Fire Station uses. The Fire Chief and Crew has received the All Employees letter from Jayne Brand regarding how to respond to any future visits from an auditor.
- We got the okay to sell the light rescue truck and plan to hold off until after the Chicken Drive-Through so we can focus on getting it ready for pictures and posting.
- PPE cloth face masks and neck gaiters were purchased for use by the Fire Crew at a cost of about \$750. It was discussed that receipts should be submitted to Jayne Brand at City Hall for reimbursement through the CARES ACT grant. A generous donation was received from UNFI for about 5,000 disposable masks. Supplies for sanitation and PPE are still coming in from Pierce County.

- Further discussion was held regarding a youtube video of an encounter between someone identifying as a First Amendment Auditor and the Prescott Police Department/EMS crew. Dar will email the link to this video to the group.

Motion by Joe Rohl/Seconded by Mike Harriage that we forward information about the events where a person identifying as an auditor delayed the EMS crew leaving for a run be sent to our attorney for review of any potential charges. The delay was well documented and is understood to be under investigation. The Motion passed without negative voice. Further discussion continued on determining the most appropriate attorney to forward the investigation to; Prescott City attorney or the Association attorney. We will await the results of the investigation and provide it to the appropriate attorney for review.

Report from Dive Team; Josh Knutson

- Repairs have been made to electrical drains, on the Dive Truck and it is good to go.
- Members of the team have received some on-line training on subjects of contaminated water diving and testifying in court. In-person functional diving training is scheduled for the weekend of September 25-27. This will include risk management and supervisor development.
- Contacts made with Susan Brand out of dispatch to update the roster. Pierce County Emergency Management Director Christine McPherson has a dispatch meeting this week and will follow up after that to discuss how the Dive Team may partner.
- Contact has been made with Mike Nelson from South Metro and Dave Whitehouse from Eau Claire, and will help with updating SOGs and guidelines or models that we may use for sustainability.
- Josh offered a Proposal: What would the discussion be on operating the Dive Team on a donation only budget through 2021 to allow more time to find a new home for the dive team. The Dive Team would run on donations since there will be no budget for 2021. He states he believes that they could come up with funding to cover all costs. Main concerns are liability insurance and workman's compensation. Estimated \$10-\$15k range per year for a 10-member team, truck and one boat. The Association requested a letter from the Fire Chiefs of other communities whose volunteers also make up the Dive team explaining coverage of workman's comp. It was also requested by the Association that Josh bring more details of how the team will be funded for 2021 to the next meeting.
- It was asked of Dawn Harris if donation letters had been sent out. Dawn was unaware of donation letters had been sent out that funded the Dive Team. Tom Lytle to provide more information and Dawn Harris to further research.

No report from Fire Safety Inspections.

FINANCE

1. Fire & EMS Cash Balances for July 2020
2. Budgets Detail for July 2020
3. Payables Detail for July 2020
4. EMS Dashboard for July 2020
5. September meeting to go over 2021 budget

Motion by Rohl/Seconded by Hintz to approve Finance items 1-4. Motion passed with 1 negative voice by Gray.

Chairman Dan Johnson states that item 5 will be completed in the September meeting as it is to be completed in September so that we can present to Prescott, Clifton Twnshp and Oak Grove municipalities in October.

Discussion regarding the 2021 budget and the new per capita with EMS contract began, and will be further discussed at the September meeting. Tricia Shearan brought up the budget difference with the new per capita. It was agreed that we can go back to more fully funding the Fire Department with the drop in cost for EMS. Dan Johnson brought into discussion that with the Road to Recovery Assistance program the three municipalities could contribute funding needed to replace turn-out gear. Oak Grove seems in agreement, Joe states Clifton wanted a bit more justification and asking if this was not budgeted? Budgeting was discussed. Joe Rohl believes the council would approve at the next meeting. Dar does not have a feel for Prescott council but will find out.

CONTRACTS

EMS Contract: Attorneys for both sides have extensively reviewed. The last meeting approved entering into the agreement, now we need to approve the agreement. It is anticipated this will be signed at the next meeting.

EMS Station Contract. Jayne is still waiting for the agreement draft. We did receive a copy of what River Falls signed for River Falls to get an expectation of what it will resemble. Discussion of how the new EMS per capita fees as well as the need to fully fund the Fire Department resulting in question; is there an agreement between Prescott and Allina that changes the Associations liability? To be discussed at next meeting.

Is there is an agreement between the city of Prescott and Allina does that change what we contribute at all. Joe Rohl shared some history on the arrangements between Prescott and the two joined municipalities. Dan asks for an understanding of how Prescott will charge for this space and how the municipalities will

OTHER BUSINESS

- Members were polled on their preference in how to receive agendas and attachments for these meetings. Dawn Harris is to provide both electronic and paper versions. She will send via email and postal service the agenda and what has been collected a week prior to the meeting and bring any additional items on paper to the meeting. Dan Johnson states that Dawn should request agenda items from all members with Dan finalizing as in the case of an overly full agenda.
- Future meetings will be held at the Fire Station unless otherwise noted. Tom Lytle to have solution by next meeting to accommodate telephone conferencing at the Fire Hall. Meetings that may require any further lockdown or distancing requirements can be accommodated at City Hall due to technology options for virtual meetings.
- ImageTrend – A draft of a contract was provided to the Association. Dan Johnson will sign this agreement as it stands. An email will be sent to Dan Johnson for signatures through Google docu-sign. Changes with this new service as well as cost savings were discussed. Tricia Shearan asked about the termination notice requirements. RecoveryHub requires 30-day notice to end their contract. Tricia suggested we move as soon as next day to get moving on the transition. It was agreed upon to move forward.

NEXT MEETING is scheduled for Wednesday, September 16, 2020 7:00 pm at the Prescott Fire Hall, 260 Flora St. Prescott, WI 54021.

ADJOURN: Gray/Harriage motion to adjourn, passed without a negative voice vote at 8:27 pm.

Respectfully Submitted,
Dawn L Harris
Administrative Assistant
Prescott Fire and EMS Association
City of Prescott