

October 9, 2019 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, October 9, 2019 at 7:00 pm at the Prescott Fire Hall, 260 Flora St. Prescott WI 54021.

Call to Order/Roll Call: Chairperson Tricia Shearen called the meeting to order at 7:00 pm. Present were Board Members: Mike Harriage, Dan Johnson, Lee Olson, Coni Gray, and Darlyn Hintz; Prescott Fire Chief Tom Lytle; Fire Inspector Brian Little, River Falls EMS Director Jason Stroud, City Administrator Jayne Brand and Association Admin Asst. Holly Mitchell.

Changes to Agenda: None

Olson/Johnson motion to approve minutes for September 11, 2019, passed without a negative voice vote.

PUBLIC COMMENTS: Mike Harriage informed the board he was able to tour and look at the facility where the new fire truck is being built.

CHIEF'S REPORTS: River Falls Ambulance Director Stroud reviewed the 2020 contract with River Falls for ambulance service. Each municipality will do a resolution for the accepting of the contract. River Falls Ambulance Director Stroud explained that expenses are out pacing revenues. Call service is down. Sixty-two percent of service calls are Medicare/Medicaid. An RFI has been sent to Allina. River Falls is starting to have discussions with committees and Council regarding the ambulance service for 2021 and beyond. Director Stroud stated about 2/3 of all municipalities currently do not have their own ambulance service. River Falls is negotiating for their service but are having discussions regarding their whole service area. They are hoping to be able to be able to have all municipalities be able to opt in. River Falls is still having discussions if they should be doing an RFI. They hope to have someone selected by January 2020. There was discussion on other services such as Lakeview, Mayo, Health East and North Memorial. Joe Rohl stated we will be looking for a minimum service guarantee for service. There was discussion if each municipality should do a memo of understanding that our municipalities want to participate in services moving forward in 2021. It was decided the Association Board will meet with River Falls City Administrator Scot Simpson and Ambulance Director Jason Stroud on Thursday, November 7th at 7:00 pm to discuss ambulance service 2021 and beyond.

Board members stated the Association needs to continue doing something because there may be the chance we may not be included in with River Falls.

CHIEF'S REPORTS: Fire Chief Lytle stated they are doing Fire Prevention Week at the schools. They have one new member with the possibility of an additional two members. They have completed the hose testing which was approximately 10,000 feet and 400 feet were bad. There is a fire department in East Bethel which had to change pagers with the changes in Minnesota frequencies. Chief Lytle may be able to get the pagers at 50% of cost. Three grants have been written. The department has received two grants. One for the credit-union for \$3,000 which will be used for loose goods including a thermal imager for station 2. One from the DNR which is a 50/50 grant for the upgrades of radios which will be approximately \$6,100. The AFG grant is still out. It appears they are in the 8th round and the department hasn't been notified that they are out of the running yet. This grant would be for extractor equipment. The fire truck is being completed. It may be ready for pick up in early November. Clifton should have their funds available but Oak Grove has it in their 2020 budget. The city could advance funds until Oak Grove has their funding.

There were discussions regarding event insurance. The city has been notified by their insurance company that it is their recommendation the fire department have event insurance for events such as Prescott Daze and their pancake breakfast. The discussion on event insurance will come back after the Council has made their decision on how to move forward.

Dive Team – no one present to provide information.

Administrative position for the fire department is currently vacant. The position has been posted and will be filled as soon as an applicant can be found.

Fire Inspections were discussed. At a previous meeting there was a motion not to bill for any first inspections but for all reinspections. Fire Inspector Brian Little stated he has some issues with not billing for the first inspection. Fire Inspector Little stated when some people don't get a bill they don't take the inspections seriously. Board Member Rohl stated there have been issues with billing and he feels it is unfair that certain businesses get billed and not others. He would like to see the 2018 and 2019 fees collected reimbursed. Fire Inspector Little stated we have worked together to fix the billing issues. The inspectors bring their inspection sheets directly to city hall and they get billed out from there. The process used to be the inspector would leave the inspection forms at the fire hall and the administrative person would need to go and get them and then bill. Fire Inspector Little stated it would be nice to go with an electronic system for doing inspections. This could save time as the codes can be included in the software and this is good when you are working with the residents. There has been over \$5,000 collected in inspections for 2019. Board Member Lee questioned if there could be a credit given rather than a reimbursement. Board Member Rohl stated he would only be comfortable with this if there is an audit done of the residents who have paid inspection fees. **Rohl/ Johnson motion to do an audit of fire inspection fees paid from 2012 through 2019 for establishing information to determine if the credit balances and for this audit to be completed by June 2020 passed without a negative voice vote.** There were discussions if the information will be available back to 2012 but staff will do the best to get the information back as far as possible. **Rohl/Johnson motion to continue billing fire inspections per current billing structure for remainder of 2019 passed without a negative voice vote.** Fire inspection fee structures will be looked at early in January 2020.

The proposed 2020 budgets for fire, EMS and dive team were reviewed. The budget remained at a 0% increase for 2020 except for EMS which was approved as part of the contract with River Falls. There were questions regarding the dive team and how much they are needed. There were discussions if the dive team should be handled by the County rather than the Association. How many calls has there been for the dive team in the last couple of years? The Board asked Chief Lytle if he would talk with his department and the dive team to get their thoughts. **Rohl/Hintz motion to approve the 2020 budgets for fire, EMS and dive team as presented passed without a negative voice vote.**

The board reviewed the cash balance, budget year to date, payables and finance information from Fire Recovery and Waukesha Collections. The board is recommending that any calls over four years old not having a current payment plan be pulled and sent to the tax intercept system offered by the Wisconsin Department of Revenue. **Hintz/Olson motion to approve finance reports as presented passed without a negative voice vote.**

Johnson/Rohl motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand
City Administrator