

Prescott Area Fire and EMS Association

MEETING MINUTES WEDNESDAY, February 19, 2020

Pursuant to due call and proper public notices the Prescott Area Fire and EMS Association Committee met on Wednesday, February 19, 2020 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 7:07 pm. Present were Board Members Mike Harriage, Dan Johnson, Lee Olson, and Joseph Rohl; Dive Team Members Josh Knutson, Howard Thompson, Ken McNiff; Prescott Fire Chief Tom Lytle, Fire Inspector Brian Little, Assistant City Administrator-City of River Falls, EMS Interim Director Jason Stroud; and Association Admin Asst. Dawn Harris

Changes or Corrections to the Agenda

It was noted by Chairperson Tricia Shearen to add EMS Report to the Agenda.

Approve Minutes from Association Meeting of December 18, 2019

Olson/Rohl motion to approve and seconded for minutes of October 9, 2019, passed without a negative voice vote.

PUBLIC COMMENTS - none

EMS Report/Update - Jason Stroud reported that the City of River Falls voted unanimously to proceed with transitioning to Allina to provide EMS services. A letter of intent has been sent to Allina indicating that the City plans to enter into agreement for EMS services. A Draft Contract, already reviewed by Allina, has been sent to the City of River Falls' Attorney. It is anticipated that an approved contract will be available for our review within the next 2-6 weeks. There was discussion on the space needed here in Prescott as Allina has toured the space and has indicated they only have need for a place to park the truck, a small office space and a general gathering room that includes a "living quarters" type set-up for comfort of staff between calls (suggested items include a tv, microwave, refrigerator and comfortable seating). River Falls is currently advertising for EMS positions to be filled. Staffing EMS needs to be addressed in transition to Allina as some employees have determined to carry-over, some have left, some have used this time to go back to school. Discussion on use of space, how to determine fair market value and in-kind services. This discussion will continue during contract negotiations.

CHIEF'S REPORTS

Report from Fire Chief Tom Lytle – February 5, 2020 was the Fireman's Business Meeting where we also introduced Dawn Harris (new admin) to the group. Getting ready for Pancake Breakfasts; scheduled for Sunday mornings March 1st – April 26th. The extractor, dryer and a washer and dryer are here and will be installed next week. Donation monies have come in from Marathon Petroleum. Awards Night was last month. Retired Firefighter of the Year is Ron Sterud and Prescott Firefighter of the Year is John Ecker . We thank them for their service.

Sealed bids for the old heavy rescue truck was extended to accept bids until 4:30 p.m. on 2/14/20. The winning bid was \$6,000. New heavy rescue is here with quite a bit of training done the past few weeks. Plan is to be in service on March 16th. If we need more time we will delay so that we are sure to have everyone thoroughly trained and ready to go. We can tour the truck after this meeting.

Dive Team – Josh Knutson reported that team members had a meeting with Chief Lytle to discuss the financial support for 2020/2021. The team is funded for 2020, but we need to determine what direction we will go for 2021 and future. Discussion on teams costs, best use of the team, location and possibly a new home for 2021. The Sheriff does not use this team; she tends to call on Goodhue, Washington or Dakota counties for services. There is value to this committed team, but if not used, hard to justify financially supporting as is. If the team were to re-group/re-form, the target may be to move toward rapid diving and swimming, be centrally located and become a county service and get funding from additional

communities. With this type of plan you would have more swimmers and faster response times. The Association gave the dive team permission to look for a new home or restructure. The assets that are currently part of this team belong to the team. The team will keep in touch and the discussions will continue. The Association has not determined 2021 to date.

Report from Fire Inspections – Brian Little, Inspector, reported on fire safety inspections. To date, 88 out of 261 inspections have been completed with 10 of those have being re-inspections. Another 24 will be completed this next week. We are restructuring the pattern of inspections with a new schedule for 2020. Brian is tracking hours dedicated to inspections and including administrative time which is currently at 105 hours for 2020.

Brian provided a handout with an updated quote on a proposed software program, ImageTrend, that will allow remote, off-line record entry while working (both fire safety inspections as well as fire run reporting) in the field. This can also link with the Wisconsin NFIRS reporting software through free software provided at request. Discussion on how many devices are recommended; need for a hotspot or internet, any limit on how many users, training provided, etc. The entered information is stored on a secure cloud and is immediately available for download. It was recommended that we would have 3 tablets, 2 in use at any given time. After a review by the Association a motion was made by Joe Rohl that we authorize Brian and Tom to purchase ImageTrend software and required hardware up to the amount of \$2345 with recommendation to purchase a third tablet, seconded by Dan Harriage. Passed without a negative voice vote.

Dawn Harris, Admin, reported that approximately 20 billings have been mailed. Waiting for confirmation of square footage one a few. Overall, billing is current and complete and the credits as determined at the December 18, 2019 meeting have been applied.

FINANCE

1. Fire & EMS Cash Balances for December 2019 and January 2020
2. Budget as of December 2019 and January 2020
3. Payables – December 2019 and January 2020
4. Finance Information from Fire Recovery – Discussion on collections and
5. Discuss 2020 Budget

Tricia opened items 1-4 for discussion. Motion and seconded by Dan Harriage/Lee Olson. All items passed without a negative voice vote.

OTHER BUSINESS

Senate Bill 310 and Assembly Bill 323 – Safe disposal of PFAS-containing foam

These bills have been introduced, not yet passed. Discussion on how much we have on-hand (estimated about 25-30 gallons), and our plan in place for disposal. It was discussed to use it up. A typical structure fire would use about 10-15 gallons. Cost of foam was estimated at about \$100/5 gal bucket. Asked if there was any at Station #2, determined no there is not. If the bills pass there will be a deadline and we will comply.

Question from Tricia as for items to consider needing attention with the upcoming year, specifically budget items:

Items included:

- another truck added in
- revisit bunker gear and radios
- EMS costs going forward, it was suggested a few hours of discussion should be committed between now and October on how are we manage budget when we have to renew the EMS contract and how to plan ahead
- we've had a lot of good grants, but we can't count on that resource
- requested that Tom look at his budget and estimate future needs (5 years) and what we should be looking at. Joe offered that he is going to a Wisconsin Towns Association conference in Eau Claire next month and could ask around if the Association can escrow

- funds for budgetary purposes. Constituents will appreciate a pro-active rather than re-active approach.
- putting money aside for capital and how that can be done
 - revisiting our town comp plans and impact fees
 - legal representation: Dan and Tricia spoke briefly about how we choose our Board Legal representation. We've used Bob **Moberg** for quite some time. He is still available. No hurry, but probably time to start thinking about how/who we retain for legal representation. Consider and conflicts of interest and areas of expertise. Should not be anyone that the city or the townships use. Idea of independency is a good one to explore. Ask the two we've worked with who they may recommend. Get a few names to consider and then have further discussion. The association agreement is outdated
 - preparation for when our Association Agreement expires, needs updating

Burning/controlled burn - Oak Grove Township has approximately 25 acres in Trumpeter Valley to be burned to eliminate buckthorn and overgrowth. They are willing to pay, or offer to department for training opportunity. Things to consider; this is a large area, would need to be done in portions, there would be a small window of time for the right conditions, possibly break it up over a period of time. To be determined.

NEXT MEETING is tentatively set for Wednesday, March 18, 2020 7:00 pm if the EMS contract is ready for review. If not, the NEXT MEETING would be held on Wednesday, April 15, 2020, 7:00 pm at the Prescott Fire Hall, 260 Flora St. Prescott, WI 54021.

Dawn to confirm with Tricia on March 6th to determine need for a March meeting and confirm with the Association.

ADJOURN: Johnson/Rohl motion to adjourn, passed without a negative voice vote at 8:57 pm.

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