

Prescott Area Fire and EMS Association

MEETING MINUTES
WEDNESDAY, FEBRUARY 23, 2022

Pursuant to due call and proper public notices the Prescott Area Fire and EMS Association met on Wednesday, February 23, 2022 at the Prescott Fire Department, 260 Flora St, Prescott WI.

CALL TO ORDER/ROLL CALL: Chairperson Dan Johnson-Oak Grove called meeting to order at 7:03 pm. Members Present: Mike Harriage-Clifton, Tricia Shearen-Oak Grove, Tom Oss-Prescott, Steve Most-Prescott, Coni Gray-Prescott. Absent: Joe Rohl-Clifton. A quorum is met.

Also Present: Tom Lytle-Fire Chief, Brian Little-Fire Safety Inspector, Matthew Bouthilet-Allina EMS Director, Dawn Harris-Association Administrative Assistant.

CHANGES/CORRECTIONS TO AGENDA – none

APPROVAL OF MINUTES: Motion by Tom Oss to approve minutes of September 11 and November 10, 2021 meetings. Seconded by Mike Harriage. Motion passed without negative voice.

PUBLIC COMMENTS

Open for Public Comments – No Comments/Public not present

REPORTS

Fire Chief – Activity Report

- New truck is about ready, pump has been built and 5-6 crew members have gone to Waterous in S St Paul for training.
- Grant application for water ways was denied.
- Tanker 2 had a large leak in the tank. This has been repaired.
- Chevron's will be applied to back of all trucks at a total cost of \$4,905. Funds will come out of repair and maintenance.
- Post-covid activities; we've hosted a couple Cub Scout tours, sent a truck to the police department for a program they were providing with EMS, early December meat raffle-all proceeds went to food shelf.
- Two resignations; a retirement and a moved-out-of-area. One new hire.
- Annual Awards Dinner; Monique Allington was named Fire Fighter of the Year. Jon Pechacek is Retired Fire Fighter of the Year.
- CPR certification complete. Ice rescue training coming up.
- Will do a controlled burn on the bluff below the Freedom Park Learning Center sometime in March as weather permits. This will assist them with prairie grass restoration.
- Will resume Pancake Breakfasts this year beginning March 20th, 4 of them in-house.
- We will have an April 30th event with open house, dance, card tournament, raffles, meal, bingo, etc. We will apply for a liquor license.

- Dan Johnson, Chair, read a letter from Tom Lytle, Fire Chief resigning his position after 35 years of service, this will go into effect the end of 2022. Discussion: many thanks from the Association for Tom's, his continued service and moving the entire department forward under his leadership.
- Tom believes there are a few current fire fighters who may be interested in stepping into the Chief position.

Fire Safety Inspections – Activity Report

- Slow start to completing inspections so far this year as primary job has increased heavily in hours. Brian Little states he will not be able to continue inspections. Looking to Department/Association on how to hand over the inspections. Discussion: Looking at possibility of third-party to provide inspections; costs, who to use, speaking to other departments in the area. Durand Chief has called back with information so far. Some costs from Durand are average of \$42/inspection. Further investigation and follow-up at next meeting.
- Brian asked if the Association would want to re-negotiate his pay. That will be held until a new process is put into place.

Ambulance Operations – Activity Report

- Things going well. A report was reviewed by Matthew and the paper copy has been attached to this meeting packet with electronic copy emailed to all Association members.
- Response times were reviewed. COVID activity and response was heavy and well within response. Placement of ambulance/crew reviewed and discussed.
- Staffing is still being watched closely but improvement is there. 97% of Allina EMS crew is fully immunized.
- Discussion regarding Allina transport runs and how they may affect response times.
- Looking toward special events for 2022, please update Matthew with anything we are interested in having them attend. They recently provided programming for Prescott Girl Scouts.
- Tom Oss requested that Matthew forward his reports on a regular basis to the Administrative Assistant for inclusion in the meeting packets.
- Matthew will be out of the country for a few weeks.

Department Admin – Activity Report

- Went over numbers for fire runs as well as inspections. Discussed non-billable runs. Asked how we want to look at these
- Handed out flyers to post promoting the Pancake Breakfasts at Fire Station.
- Prescott City Hall is preparing for audits next week. No requests from additional information from Fire at this time.
- Dawn will be attending grant-writing virtual classes in late March.

FINANCE

- Fire & EMS Cash Balances, Budget Detail, and Payable Detail ending November and December 2021, January 2022 were reviewed.
- There were a few questions regarding finances from Dan Johnson. The amount of admin costs; jump up twice per year, what is that due to? Dawn to confirm with Beth and Beth should respond to Dan. Also, over budget for telephones. Investigate costs of lines in Oak Grove, someone should contact Andria at Oak Grove office regarding an unused/dead phone line in that office. Dawn will follow-up and report back.

- \$12,000 overrun on supplies. Uniform allowance. Tom states that radios and pagers are reflected because of the DNR 50/50 grant. This will sift out when DNR check is applied.
- Overall, \$14k under budget. We'll make some adjustments when we go over budgets later in the summer.

Motion by Tricia Shearen to approve the December 2021 and January 2022 budgets, Seconded by Tom Oss and approved without negative voice.

Dan Johnson asked about the invoice received from the City of Prescott for the use of the backhoe and driver during the brush fire at the city compost site. The invoice was dated November 2021 and it is too late to put it into the 2021 budget. This will be seen on the 2022 budget.

Discussion: new form for use during any CO2 calls was reviewed by our attorney. He made suggestions for changes. The form has been updated at the fire hall. Tricia Shearen made a motion to approve and thereafter amended it to approve and incorporate changes as recommended. Seconded by Coni Grey. All approve with no negative voice.

Set next meeting date – March 30, 2022 at 7:00 p.m. Fire Station.

ADJOURN: Motion to adjourn made by Coni Grey, seconded by Mike Harriage. Passed without negative voice. Meeting adjourned at 8:20 p.m.

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