



**Fire Chief Tim Adler**  
**Public Safety Director**

**Adam Robarge, CCTP**  
**Deputy EMS Chief**

---

## **Ambulance Commission**

### **Meeting Minutes: August 25, 2022**

Date/Location of Meeting: August 25, 2022, Northside Fire Station

Members in Attendance: Joyce Stenklyft, Barb Cram, Rick Murray, Sandra Vierck, Jerry Steele, and Richard Yarrington.

Members Absent: Brede Sorenson

Others Present: Public Safety Director Tim Adler, Deputy EMS Chief Adam Robarge, Public Works Director Kirk Arity, Dave Pierce – Town of Greenfield, Scott Berg – Town of Greenfield, Don Hall – Town of Greenfield, Cory Salzwedal – Town of Lincoln, Howard Hanson – Town of Tomah, Jason Guthrie – Village of Oakdale, Richard Lee – Village of Oakdale, Glen Bailey – Town of Adrian, Bob Amundson – Town of Adrian, Shawn Zabinski – Tomah City Council, Nellie Pater – Tomah City Council.

Meeting called to order at 5:00 PM

- **Approve Minutes:** Rick Murray pointed out his first name was spelt wrong in the draft of the meeting minutes for the August 04, 2022 meeting. Motion made by Richard Yarrington, second by Jerry Steele to approve the **August 04, 2022** meeting minutes with the correction made to the spelling of Rick Murray's first name in the motion to nominate the Vice-Chairperson and in the motion to approve the June 30, 2022 minutes. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Director's Report:**
  - Monthly statistics and invoices presented for July 2022.
    - **See Attached Director's Report.**
  - Staffing
    - Staffing update given by Public Safety Director Adler.
    - We are short one full-time paramedic position, but we are in the process of filling that position.
    - Candice Maas has started in her position of Billing Clerk and is starting to train with Christi.
  - Building Update
    - Project update was given.



- A little behind schedule, but no reported delays on any materials.
    - Plans are for the building to be enclosed by November.
  - Vehicle Update
    - We are putting a lot of miles on the fleet.
    - The new ambulance is on the assembly line and Everest is expecting delivery in October.
    - We are over our ambulance maintenance budget due to a lot of repairs needed to keep the fleet operational and in good shape.
    - Will be implementing yearly DOT inspections to help keep the ambulances in good running shape.
  - General Information and Grants
    - Starting to receive grants that Deputy EMS Chief Robarge has been applying for.
    - Medicaid Revalidation is being completed.
    - Starting to put budget together for 2023.
  - Motion made by Rick Murray, second by Barb Cram to approve the Director's Report. Motion carried.
- **Discussion and Approval of 2023 Per-Capita Rate:**
  - Public Safety Director Adler provided several items to the commission and Townships to explain what the per-capita is mainly used for and what it is not used for.
    - The per-capita is mainly used to staff one ambulance, 24/7, 365 days.
    - It is not used for administrative cost. It is not used for utilities, supplies, medications, or other operating expenses. It is not used for the new Emergency Services Building.
    - We are required to provide one 911 ambulance to the community and that ambulance is staffed by two providers each day for a minimum staffing of six providers.
    - On average, it cost approximately \$81,000.00 per provider. Times six providers and divided by the population of our service area, the per-capita rate should be approximately \$24.00
    - The current rate is \$15.00, and the per-capita rate makes up only about 5% of the ambulance services operating budget.
    - Cost of operations are continuing to rise – salaries, benefits, fuel, supplies.
    - Call volume is up, mileage is up, vehicle maintenance costs are up.
  - Discussion was open to all the municipality representatives present.
    - Request was made for a financial sheet to be presented to allow the municipalities to see and help understand where the per-capita money goes and how the ambulance service is sitting financially.
  - Motion made by Richard Yarrington, second by Joyce Stenklyft to raise the per-capita rate by \$2.50 to \$17.50 for 2023. Motion carried.
- **Adjourned:** Motion made Barb Cram, second by Sandra Vierck to adjourn the meeting. Motion carried.

Meeting adjourned at 6:15 PM

Minutes Taken By: Commission Member Joyce Stenklyft

Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler