



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

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

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## **Ambulance Commission**

### **Meeting Minutes: October 27, 2022**

Date/Location of Meeting: October 27, 2022, Northside Fire Station

Members in Attendance: Rick Murray, Sandra Vierck, Jerry Steele, and Richard Yarrington.

Members Absent: Brede Sorenson, Joyce Stenklyft, Barb Cram

Others Present: Public Safety Director Tim Adler, Deputy EMS Chief Adam Robarge.

Meeting called to order at 5:08 PM

- **Approve Minutes:** Motion made by Richard Yarrington, second by Sandra Vierck to approve the **August 25, 2022**, meeting minutes. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Closed Session:**
  - Motion made by Richard Yarrington to adjourn to closed session for discussion and approval of employee compensation, pursuant to Wisconsin State Statute 19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, second by Rick Murray. Motion carried.
  - Motion made by Sandra Vierck to adjourn from the closed session and return to open session, second by Rick Murray. Motion carried.
- **Director's Report:**
  - Staffing
    - We are currently at full staff with the recent hire of Jenna Quackenbush as a full-time paramedic.
    - Hired three part-time employees at the same time. One paramedic, and two EMT-Basics. All four are going through the Field Training Program.
    - Received a resignation from a full-time paramedic who will be leaving in December.
  - Building Update
    - Project update was given.
    - Finishing concrete over the next couple of weeks.
    - Seeing some delays in mortar for the exterior brick work.



- Plans are for the building to be enclosed by November
  - Vehicle Update
    - Only minor repairs on vehicles last month.
    - The new ambulance will be coming off the assembly line on October 28, 2022 and will be shipped to Everest on October 31, 2022. Everest will have the ambulance here on November 16, 2022, for final inspection prior to delivery.
    - Ordered the new chassis for the 2023 ambulance remount so we could take advantage of some discounts on the 2023 chassis models.
  - Monthly statistics and invoices presented for September 2022.
    - **See Attached Director's Report.**
  - Motion made by Rick Murray, second by Richard Yarrington to approve the Director's Report. Motion carried.
- **Discussion on NSure software purchase:**
  - Chief Adler presented information to the commission about a program we will be implementing this year into next year to assist our billing staff with locating patient's insurance information as well as missing demographic information.
  - The software will increase the efficiency of our billing process and will allow us to locate primary and secondary insurance information without having to rely on Tomah Health or the patient to provide the information to us.
  - The service agreement will cost the service approximately \$8,500 a year but is expected to generate \$80,000 - \$100,000 in revenue per year.
- **Discussion and Approval for a Temporary Increase in our Full-Time Position Count by One (1):**
  - As mentioned previously, we received a resignation from one of our full-time employees who will be leaving us in December of this year. This employee has enough vacation on the books which will allow them to take approximately three weeks off prior to their final day. This will leave the shifts short while they are off.
  - The open shifts will need to be filled to maintain staffing, either by part-time employees if available or through overtime.
  - The position will be filled once the resignation takes effect.
  - We are asking the commission for approval to increase our full-time position count by one (1) position to allow the full-time position to be filled prior to the resignation taking effect. This position would then fill the open shifts left short by the employee taking vacation.
  - Motion made by Sandra Vierck to proceed to the City Council with the request for a temporary increase in our full-time position count by one (1) to fill the vacancy left by the employee taking vacation prior to their resignation going into effect, second by Rick Murray. Motion carried.

- **Discussion and Approval for an Increase in Part-Time Employee Wages:**
  - Our part-time staff have not received raises since 2016 and their current wages are no longer comparable to surrounding services.
  - Request approval to take to the City Council a request to increase the part-time employee wages starting in 2023.
  - Motion made by Richard Yarrington to take the request to increase the part-time employee wages in 2023 to the City Council, second by Sandra Vierck. Motion carried.
  
- **Discussion and Approval of the 2023 Budget as presented:**
  - Director Adler presented the proposed budget for the ambulance service that is going before the City Council at the November council meeting.
  - Motion made by Rick Murray to approve the proposed budget as presented, second by Sandra Vierck. Motion carried.
  
- **Adjournment:** Motion made Richard Yarrington, second by Sandra Vierck to adjourn the meeting. Motion carried.

Meeting adjourned at 6:28 PM

Minutes Taken By: Deputy EMS Chief Adam Robarge  
Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler