

BROOKLYN FIRE & EMS DISTRICT BOARD MEETING MINUTES 3/07/18

Meeting was called to order at 6:32 pm by President Mark O'Brien. Members present were Kim Gruebling, Sue McCallum, Jim Lunde and John Marx. Also present were Tom Bowers, Dan Dean, Leif Spilde, Mason Barber, Kyle Mortensen and Joanne Van Norman.

Motion: Gruebling/Lunde to approve minutes of 12/20/17 meeting. Motion carried.

No Public comments.

Chief Bowers explained that the EMR (Emergency Medical Responder) program replaces the First Responders program.

**Emergency Medical Responders** provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment.

There are currently 9 Brooklyn EMR's taking a refresher class. He asked if any of the Board Members had any questions and no one did.

Motion: Lunde/Marx to Convene into Closed Session at 6:36 pm Pursuant to WI Stats 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. Roll call vote: Lunde – Aye, Marx – Aye, O'Brien – Aye, Gruebling – Aye and Mc Callum – Aye. Motion carried.

Motion: Lunde/Marx to reconvene into open session at 7:36 pm. Roll call vote: Lunde – Aye, Marx – Aye, O'Brien – Aye, Gruebling – Aye and Mc Callum – Aye. Motion carried.

Chief Bowers reported that the WI Dept. of Safety – Professional Services audit went well. All the Clerks should have received a copy of the report. We substantially comply with all rules and regulations. He gave suggestions on better filing for Fire Inspections. All municipalities have completed their portion of the 2% dues so we should be receiving the dues this year. There was an Emergency Government Tabletop exercise held at the station several weeks with Dane County, EMS, Fire and Village Board. Everyone felt it was a good exercise and should be done more often and with some other municipalities. The new air compressor is installed and operating. Jack Brown, a former member of the department is asking to purchase the old bottles (8) that we can no longer use for his Fire Dept. located in Round Lake. The District Board directed him to donate all of the bottles to that Department.

EMS Director Dean handed out a Run Report for 2017. There were 164 runs. He apologized for not having a Year End report for EMS. John Marx asked what happens when there is only 1 EMT on call. Dean explained that there is a page for a second EMT and if there is none available, Mutual Aid would be paged out. If an EMT is at the station, they can respond to the scene with the ambulance and start treatment until the other ambulance arrives. (If authorized to drive the ambulance)

McCallum asked the status of Part-time staffing. There are currently 2 people who cover Mon-Fri. There have been some applicants but none who have experience. She asked what is the reason for not being able to hire more people? Wage and low volume of calls are the main issue. She requested that EMS address this issue as a group and develop a plan to solve it. Dean stated that combining

the services is one solution. 2/3's of the members are on both services and some things are repetitive. It would save money with less meetings, training etc. and may also help with personnel shortages with the possibility of cross-training.

There is one new member who was on the service several years ago. She will be starting the EMT class soon.

Gruebling asked if there had been any more calls for Evansville that Brooklyn should have responded to. Dean was not aware of any. Marx asked about the quarterly report from Rock County. Dean had not gotten it. He will have it at the next meeting in April.

District Secretary reported that the check from Payne and Dolan for the Water Rescue equipment had not been received yet. She completed the W-9 that had been requested. Check should be coming soon.

The audit will begin on Tues. 4/24 with final reports ready for June meeting.

The Financial statements included a 2017 year end that will be finalized after the audit is complete. Numbers won't change but categories may. She pointed out on the EMS yearend that the Run income is down. This is due to Medicare withholding payments because of difficulties getting the 5 year revalidation completed. Cvikota handles this process and there were some miscommunications etc. The revalidation process was just completed so we should be getting paid for any 2017 claims not processed.

As previously decided \$110,000 was taken from Fire Dept. undesignated funds and invested in a 13 month CD at 1.5% interest rate at the Monona Bank in Brooklyn. \$144,000 had been designated but the cost of the new compressor was to be deducted from that amount.

Mc Callum requested that next agenda have a line item regarding discussion on how to spend the \$85K in excess EMS funds for 2017. She asked that EMS provide some ideas on how to spend some/all of the funds at the next meeting. ie. staffing etc.

Gruebling also would like to discuss before the next budget meeting how to lower the per capita. The municipalities are now paying the building loan so there really wasn't a decrease in the per capita. He feels that we are double taxing the taxpayers. He would like to see a reduction in the per capita in 2019 Budget. He suggested possibly using some of the excess funds to pay off the ambulance loan instead of paying loan interest.

Some of the unused 2017 budget dollars is a result of not having as many part-time EMT's as was budgeted for. Dean suggested eliminating the requirement of having at least one year of experience to bring in more applicants. Mc Callum and Gruebling both requested that the use of unspent budget monies be an agenda item for the April meeting.

Next meeting will be on Wed. April 18, 2018 at 6:30 pm.

Motion: Lunde/Gruebling to adjourn at 8:28 pm. Motion carried.