

WWDDVS EMS Commission

Thursday, January 14, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

CONNECTION INSTRUCTIONS

This WWDDVS EMS Commission meeting will be held as a live virtual meeting due to the Dane County Forward Dane Plan regulations and the current COVID-19 Pandemic. The public can participate in one of two ways:

- **PREFERRED METHOD:** Participate on-line in Zoom webinar by using the link to join: <https://us02web.zoom.us/j/89076448467>. A computer, tablet, or smart phone will allow participation.
- Call 877-873-8017 and enter Webinar ID: 588771. Those requiring special accommodations are asked to contact the EMS Station for details prior to the meeting at srussell@waems.net or (608) 849-7522.

PUBLIC SPEAKING INSTRUCTIONS

- **PUBLIC/MEMBERSHIP APPEARANCES:** This agenda item allows those attending to speak. During this item, those participating using the Zoom system will be instructed to “raise hand” if they wish to speak. Those participating by phone are asked to register to speak by calling (608) 849-7522 prior to the meeting. Each speaker is limited to one (1) minute. For further information on this process, please contact EMS Director Scott Russell at srussell@waems.net or (608) 849-7522 at least 24 hours prior to the meeting.

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. None
8. NEW BUSINESS
 - a. Volunteer Stipends
 - b. Consider moving into closed session pursuant to Wis. Stat. sec 19.85(1)(e) for purposes of conducting public business which requires a closed session, for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public

business, whenever competitive or bargaining reasons require a closed session, regarding restructuring discussions and unionization negotiations as they relate to new policies.

9. RECONVENE IN OPEN SESSION
10. POSSIBLE ACTION ON RESTRUCTURING DISCUSSIONS.
11. POSSIBLE ACTION ON UNIONIZATION NEGOTIATIONS.
12. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, February 11, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

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6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. Volunteer Stipends
 - b. Consider moving into closed session pursuant to Wis. Stat. sec 19.85(1)(e) for purposes of conducting public business which requires a closed session, for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding unionization negotiation updates.
 - c. Reconvene in open session.

8. NEW BUSINESS
 - a. None

10. ADJOURNMENT.

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WWDDVS EMS Commission

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6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. Volunteer Stipends
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8. NEW BUSINESS
 - a. None
9. RECONVENE IN OPEN SESSION
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, March 11, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

CONNECTION INSTRUCTIONS

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- **PREFERRED METHOD:** Participate on-line in Zoom webinar by using the link to join: <https://us02web.zoom.us/j/89369315943> A computer, tablet, or smart phone will allow participation.
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4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. Volunteer Stipends
8. NEW BUSINESS
 - a. None
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WWDDVS EMS Commission

Thursday, April 8, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

CONNECTION INSTRUCTIONS

This WWDDVS EMS Commission meeting will be held in person, however no physical public presence will be allowed due to the current COVID-19 Pandemic and the Public Health orders set forth in Dane County. The public can remotely participate in one of two ways:

- **PREFERRED METHOD:** Participate on-line in Zoom webinar by using the link to join: <https://us02web.zoom.us/j/88534980530> A computer, tablet, or smart phone will allow participation.
- Call 877-873-8017 and enter Webinar ID: 588771. Those requiring special accommodations are asked to contact the EMS Station for details prior to the meeting at srussell@waems.net or (608) 849-7522.

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3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. None
8. NEW BUSINESS
 - a. Consider moving into closed session pursuant to Wis. Stat. sec 19.85(1)(e) for purposes of conduction public business which requires a closed session, for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public

business, whenever competitive or bargaining reasons require a closed session, regarding regionalization concept discussion.

b. Reconvene in open session.

9. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WWDDVS EMS Commission

Thursday, May 13, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

CONNECTION INSTRUCTIONS

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- **PREFERRED METHOD:** Participate on-line in Zoom webinar by using the link to join: <https://us02web.zoom.us/j/87906996567> A computer, tablet, or smart phone will allow participation.
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2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS.
 - a. Consider moving into closed session pursuant to Wis. Stat. sec 19.85(1)(e) for purposes of conducting public business which requires a closed session, for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding Collective Bargaining Agreement.
 - b. Reconvene in open session
 - c. Possible Action on items discussed in closed session
 - d. Regionalization discussion update

8. NEW BUSINESS
 - a. None
9. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Wednesday, June 9, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

*****This WWDDVS EMS Commission meeting will be held in person.*****

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR'S REPORT
7. OLD BUSINESS.
 - a. Regionalization discussion update
8. NEW BUSINESS
 - a. Integrated IT System
 - b. Budget process schedule
9. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, July 8, 2021

7:00 P.M.

201 N Klein Dr.
Waunakee, WI 53597

*****This WWDDVS EMS Commission meeting will be held in person.*****

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR'S REPORT
7. OLD BUSINESS.
 - a. Regionalization discussion update
8. NEW BUSINESS
 - a. No new business
9. DISCUSSION ON ANY ITEM NOT ON THE AGENDA
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, August 12, 2021

7:00 P.M.

EMS Station
Community Room
201 N Klein Dr.
Waunakee, WI 53597

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR'S REPORT
7. OLD BUSINESS.
 - a. Regionalization discussion update
8. NEW BUSINESS
 - a. Employee Manual Update
 - b. 2022 Budget Proposals
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WWDDVS EMS Commission

Thursday, September 9, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

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2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS
 - a. Regionalization discussion updates
 - b. Employee Manual Update
 - c. 2022 Budget Proposals
8. NEW BUSINESS
 - a. None
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WWDDVS EMS Commission

Thursday, October 14, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

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3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS
 - a. Regionalization discussion updates
 - b. 2022 Budget Proposal
8. NEW BUSINESS
 - a. Garage Doors
 - b. User Fees
 - c. Service Director Review
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WWDDVS EMS Commission

Thursday, November 11, 2021

7:00 P.M.

Virtual Meeting
Via ZOOM Webinar

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5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR’S REPORT
7. OLD BUSINESS
 - a. User Fees
8. NEW BUSINESS
 - a. Consider moving into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding Service Director annual review.
 - b. Reconvene in open session.
 - c. Possible action on annual review of Service Director
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, December 9, 2021

7:00 P.M.

**EMS Station
201 N Klein Dr
Waunakee, WI 53597**

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE ROLL CALL.
3. PUBLIC / MEMBERSHIP APPEARANCES.
4. REVIEW / APPROVE MINUTES
5. REVIEW / APPROVE EXPENDITURE STATEMENT/S
6. DIRECTOR'S REPORT
7. OLD BUSINESS
 - a. User Fees
8. NEW BUSINESS
 - a. None
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

NOTES: Persons needing special accommodation should call 849-7522 at least 24 hours prior to the meeting.

Waunakee Area Emergency Medical Service

210 Klein Drive • P.O. Box 33 • Waunakee, WI 53597 • Office Phone (608)849-7522 • FAX (608)849-7583

WWDDVS Meeting Minutes

Meeting Date: January 14, 2020

The meeting was called to order by Chair Dean Grosskopf at 7:01 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Village of Waunakee: Dr. William Ranum
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

Asst. Service Director Barb Kalscheur
Amy Hanson

Absent

Town of Vienna: Vacant

Public / Membership Appearances

- None.

Review / Approve Minutes

- The minutes of the regular December 2020 EMS Commission meeting were reviewed. **A motion to approve the December 2020 minutes was made by Postler, second by Haag. Motion carried 4/0, Meinholz abstained.**

Review / Approve Expenditure Statement

- The expenditure statements for December 2020 were reviewed. **A motion to approve the December 2020 expenditure statements was made by Postler, second by Haag. Motion carried 5/0.**

Service Director Report

- There was no measurable change with membership.
- Working on finalizing a date to get the insulation blown in above the bays. The new refrigerator has been delivered and installed

The last of our first round of sponsored volunteer members successfully completed their Paramedic class and applicable Registry Tests and is now running at the Paramedic level. There is just one employee left from the first round of sponsored members that has not yet obtained their license.

- Preliminary numbers show that we had 1,460 calls for service in 2020. This is up from 1,325 in 2019. January of 2021 is showing a continued trend of growth.
- Starting next month (if all keeps going well) we will be joining in on a county wide initiative that will see us being able to restock our used supplies and medications at the hospital prior to returning. This will allow us not have to keep as much back-stock in our station as well as cut down on some of the waste that we have with having to buy in bulk and watching medications expire. In addition, the costs of the supplies and medications will end up being cheaper being that the county will be using Meriter's pharmacy for ordering and they have a lot more buying power than we do as a smaller customer.
- As you may recall, when we moved up to the paramedic level in July, we did not jump right into providing ALS intercepts for our neighboring districts. Although we are not providing this service as of yet, we are still considered closest ALS on some calls and have been responding accordingly into Lodi and occasionally Cross Plains and District 1. With this, I am working on finalizing the ALS Intercept agreements with these departments so that we have a fair billing practice between us all. We are still not going to provide true intercept services for a little while yet. I would like to see more consistent staffing of both ambulances before we move into this venture.
- As the nation still grapples with the crippling effects of COVID-19 Dane County has slowly started see a downswing in COVID-19 cases. By no means can we start to let down our guard, but this is a good sign that the measures put in place are not only working, but also being diligently followed.

While I cannot speak to our overall numbers at our district level, our response dispositions are showing the same trend. For a while we were seeing well over 60-70% of our patients being positive, over the last few weeks, this has drastically dropped to under 20%.

The big news on the COVID-19 front for December was vaccines. I am happy to report that our entire department has been offered a vaccine. The vast majority of membership have received their first round of vaccine with the second doses starting the week of January 18th. This was a huge undertaking, and I must take this opportunity to thank Dane County Public Health, Dane County Emergency Management and the Dane County EMS Office. These groups worked tirelessly to make sure that the true front-line workers were able to be offered these vaccines very quickly.

Below is a synopsis of what internal measures we are taking regarding COVID. No actual changes to the policies and measures that are in place. We have remained fairly strict on policies throughout the entire duration of the pandemic so far and will keep these guidelines in place. I am hoping to loosen up on some of the response models the end of February as everyone makes it through the vaccinations.

EMS Station:

The station remains closed to public. We continue to disinfect the whole station daily and spot clean throughout the day (door handles/surfaces/etc.). We continue to require masks of all people within the building when significant social distancing is not possible (in personal offices, dorm rooms etc.). We have removed the kitchen table and the patio table out back to prevent close gathering at mealtimes.

Staffing:

In November we went back to a “skeleton” staffing concept to lessen the amount of members being exposed on a given call. I am hoping this concept will cease by the end of February.

Response Changes:

We are still operating with minimal responses from Police and Fire. This has been working well. There have been a few calls where we needed extra help and they were right there.

Dane County 911 Center has implemented an Emergency Infectious Disease Surveillance (EIDS) screening that they have implemented on every call they receive. The EIDS screening determines if the patient meets the criteria to be at a higher risk of being COVID-19 Positive. Also, Governor Evers’ Order #19 has implemented Public Health notifying the 911 center of addresses of all positively tested residents in the county. This information was being relayed to the responding crew only should they be paged to an address that is flagged. However, with the recent influx in testing and positive cases, this has proven to be too work intensive. This process is no longer in place and crews are to assume that every patient is positive regardless of information received.

Patient Treatment Changes:

While we always offer needed care and transport to every patient we encounter, there have been some minor changes in the delivery of care to all patients as well as additional measures for EIDS positive patients. These changes all revolve around keeping our members safe and preserving PPE.

The biggest change in patient treatment surrounds aerosolizing treatments. We had temporarily suspended as much of these procedures as possible for staff safety reasons. We have since partnered with the local Hometown Pharmacy and procured meter-dosed inhalers that we are using with patients that need these treatments. This has allowed us to safely treat our patients to the highest level that we are used to.

The other large patient care change revolves around the number of members coming in contact with the patient. When able, we are keeping the driver and/or second EMT in the ambulance and only sending in one member to talk with and evaluate the patient. Further, if there is a high likelihood of the patient being positive, we maintain a very low threshold for keeping two of the three crew members in the front of the ambulance throughout transport.

Personal Protective Equipment (PPE):

This has been the hot topic nationwide during this pandemic. I would like to start off by thanking our district residents and the outpouring of support as it pertains to PPE. Thanks to the efforts of the community and the National Stockpile distributions, I am happy to report that we are still doing pretty good on PPE supplies. Right now, we have a large enough stock and systems in place to safely reuse N95 masks, Face shields and gowns.

Our current PPE protocols require our members to wear a surgical mask and eye protection on every patient contact, and to have a low threshold for donning a gown. Should the patient need any aerosolizing treatments and/or CPR, the member is to upgrade their mask to an N95 mask

with a surgical mask over it. All PPE is to be properly doffed upon leaving the room that the patient is transferred to at the hospital and dealt with accordingly. After transferring patient care, the crew then dons new PPE and fully disinfects the ambulance prior to returning back to quarters.

The one thing that we have noticed and is becoming concerning are the outrageous price increases in PPE. We are seeing just about everything we use getting 50, 60 and even 70 percent price increases. This seems to be an industry wide trend.

Continuity of Operations Planning (COOP):

We have everything in place that is needed should we run into any issues with staffing during the pandemic. The cross-credentialing system is still in place should we need it. Right now I am working on coming up with a true “critical staffing” threshold that we can use to determine whether or not to start utilizing some of these true crises measures.

We have been monitoring this very closely as a department as well as a county so that we can hopefully see the need before it gets here and we can put our COOP plans in place to keep us all going without disruption of services.

Old Business

- None

New Business

- Discussion was had regarding volunteer stipend pay as it related to volunteers with Paramedic licenses. No action taken.
- No business discussed. No business required a closed session.

Next WWDDVS Meeting is scheduled for **February 11, 2021 @ 7:00pm** at the WAEMS Building in the Community Room. *This meeting may switch to a virtual meeting.*

There being no further business, **a motion to adjourn was made by Postler, second by Ranum. Motion carried 5/0 at 7:44 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

210 Klein Drive • P.O. Box 33 • Waunakee, WI 53597 • Office Phone (608)849-7522 • FAX (608)849-7583

WWDDVS Meeting Minutes

Meeting Date: February 11, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:01 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Village of Waunakee: Dr. William Ranum
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

Asst. Service Director Barb Kalscheur
Amy Hanson
Eric Anderson

Absent

Town of Vienna: Vacant

Public / Membership Appearances

- Art Meinholz – Spoke regarding the possibility of starting a program with local high school to bring students in to learn the industry. He will send contact info to Russell.

Review / Approve Minutes

- The minutes of the regular January 2021 EMS Commission meeting were reviewed. **A motion to approve the January 2021 minutes was made by Haag, second by Postler. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statements for January 2021 were reviewed. **A motion to approve the January 2021 expenditure statements was made by Postler, second by Meinholz. Motion carried 5/0.**

Service Director Report

- We held interviews for new volunteer members this month for the first time since July. I am happy to announce that we made offers to three (3) new volunteers and they will come in to orient on the 15th and we will get them up a running.
- The insulation above the garages was blown in. So far we have noticed improvement through the cold weather snap.

- We started a new training concept and delivery method in January that we are very hopeful will help us provide a more effective learning environment. Instead of doing the historical “once a month” training with the whole department, we have gone to twice-a-day daily training. The overall goal with this is creating a more intimate training experience where people can feel comfortable learning and asking questions. These trainings range anywhere from full simulation training provided by medical direction to scene management training, interpersonal improvements, etc.
- I want to take this opportunity to thank Kurt Acker from the Village’s Public Works for all the hard work he’s put into the ambulances. We made the switch to using him for our regular maintenance, which has been very helpful, but he also has performed all of the warranty work on our vehicles for us so that we didn’t have to get them back and forth to the dealership etc. It has been invaluable to have him on the team! The “dump” systems are now finally fully troubleshooted and both trucks are working great with just about all of the warranty work finished.
- February’s department meeting saw us starting the voting process for the Recruitment and Retention Officer and Maintenance Officer positions. Being we couldn’t get the whole department together with restrictions in place, this election took place online and was kept open for 9 days. The process ends tonight and we will have the positions set. There was only one person that ran for each position, both incumbents.
- While the numbers locally have been seeing a positive drop, we will be continuing to take every precaution we possibly can, just as we always have through this pandemic. There are only two members that are not through both rounds of vaccines, but both of them should have the whole process done by the end of March.

Below is a snapshot of the operational changes still in effect during the pandemic. *Changes from last month’s report are in italics.*

EMS Station:

The station remains closed to public. We continue to disinfect the whole station daily and spot clean throughout the day (door handles/surfaces/etc.). We continue to require masks of all people within the building when significant social distancing is not possible (in personal offices, dorm rooms etc.). We have removed the kitchen table and the patio table out back to prevent close gathering at mealtimes.

Staffing:

In November we went back to a “skeleton” staffing concept to lessen the number of members being exposed on a given call. *We are going back to normal staffing on the 15th of February.*

Response Changes:

We are still operating with minimal responses from Police and Fire. This has been working well. There have been a few calls where we needed extra help and they were right there.

Dane County 911 Center has implemented an Emergency Infectious Disease Surveillance (EIDS) screening that they have implemented on every call they receive. The EIDS screening determines if the patient meets the criteria to be at a higher risk of being COVID-19 Positive. *There is discussion about dropping the EIDS screening at the County level being that all EMS and First responder agencies should be responding as if every person they come in contact with is positive.*

Patient Treatment Changes:

While we always offer needed care and transport to every patient we encounter, there have been some minor changes in the delivery of care to all patients as well as additional measures for EIDS positive patients. These changes all revolve around keeping our members safe and preserving PPE.

The biggest change in patient treatment surrounds aerosolizing treatments. We had temporarily suspended as much of these procedures as possible for staff safety reasons. We have since partnered with the local Hometown Pharmacy and procured meter-dosed inhalers that we are using with patients that need these treatments. This has allowed us to safely treat our patients to the highest level that we are used to.

The other large patient care change revolves around the number of members coming in contact with the patient. When able, we are keeping the driver and/or second EMT in the ambulance and only sending in one member to talk with and evaluate the patient. Further, if there is a high likelihood of the patient being positive, we maintain a very low threshold for keeping two of the three crew members in the front of the ambulance throughout transport.

Personal Protective Equipment (PPE):

This has been the hot topic nationwide during this pandemic. I would like to start off by thanking our district residents and the outpouring of support as it pertains to PPE. Thanks to the efforts of the community and the National Stockpile distributions, I am happy to report that we are still doing pretty good on PPE supplies. Right now, we have a large enough stock and systems in place to safely reuse N95 masks, Face shields and gowns.

Our current PPE protocols require our members to wear a surgical mask and eye protection on every patient contact, and to have a low threshold for donning a gown. Should the patient need any aerosolizing treatments and/or CPR, the member is to upgrade their mask to an N95 mask with a surgical mask over it. All PPE is to be properly doffed upon leaving the room that the patient is transferred to at the hospital and dealt with accordingly. After transferring patient care, the crew then dons new PPE and fully disinfects the ambulance prior to returning back to quarters.

The one thing that we have noticed and is becoming concerning are the outrageous price increases in PPE. We are seeing just about everything we use getting 50, 60 and even 70 percent price increases. This seems to be an industry wide trend.

Continuity of Operations Planning (COOP):

We have everything in place that is needed should we run into any issues with staffing during the pandemic. The cross-credentialing system is still in place should we need it. Right now I am working on coming up with a true “critical staffing” threshold that we can use to determine whether or not to start utilizing some of these true crises measures.

We have been monitoring this very closely as a department as well as a county so that we can hopefully see the need before it gets here and we can put our COOP plans in place to keep us all going without disruption of services.

Old Business

- Discussion regarding volunteer stipend for licensed Paramedics. Russell will bring formalized policies and proposal to March's meeting.
- Update was given on status of negotiations with union. No closed session was held.

New Business

- None

Next WWDDVS Meeting is scheduled for **March 11, 2021 @ 7:00pm** at the WAEMS Building in the Community Room. *This meeting may switch to a virtual meeting.*

There being no further business, **a motion to adjourn was made by Meinholz, second by Ranum. Motion carried 5/0 at 7:32 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

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WWDDVS Meeting Minutes

Meeting Date: March 11, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:02 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Village of Waunakee: Dr. William Ranum
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

Asst. Service Director Barb Kalscheur
Kevin Davies

Absent

Town of Vienna: Vacant

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular February 2021 EMS Commission meeting were reviewed. **A motion to approve the January 2021 minutes was made by Postler, second by Haag. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statements for February 2021 were reviewed. **A motion to approve the February 2021 expenditure statements was made by Haag, second by Ranum. Motion carried 5/0.**

Service Director Report

- We had five (5) members leave us through resignations and terminations. We are working on setting dates to hold another set of interviews to bring new members on, hopefully in April sometime.
- Congratulations to Vaughn Frye for responding to his 3000th call for service with Waunakee Area EMS!

- All of the exterior lights have been fixed and switched over to LED. No major repairs or maintenance needed this month.
- Our new daily training has been a huge success thus far. Membership really enjoys it and I have heard a lot of comments regarding people learning more through this delivery method than the traditional monthly training. I am hopeful that this will keep up and we will continue to grow the concept and make an even more robust regiment.
- We have submitted all of our financials and requested information to the auditors. Being that it's a remote process this year, we do not know when it will be finished. I will keep you all in the loop as this finishes up.
- No movement on negotiations. We are working with our Attorney and the Union to set up a face-to-face meeting to get the rest of the language ironed out.
- While the numbers locally have been seeing a positive drop, we will be continuing to take every precaution we possibly can, just as we always have through this pandemic.

Below is a snapshot of the operational changes still in effect during the pandemic. *Changes from last month's report are in italics.*

EMS Station:

The station remains closed to public. We continue to disinfect the whole station daily and spot clean throughout the day (door handles/surfaces/etc.). We continue to require masks of all people within the building when significant social distancing is not possible (in personal offices, dorm rooms etc.). *We have put the kitchen table back in place for membership to use. We are keeping a close eye on the new CDC guidelines regarding vaccinated individuals as they relate to mask wearing. At this point, we do not have any intentions of loosening the mask mandates.*

Staffing:

All staffing models are back to pre-pandemic SOGs.

Response Changes:

We are still operating with minimal responses from Police and Fire. This has been working well. There have been a few calls where we needed extra help and they were right there.

Dane County 911 Center has implemented an Emergency Infectious Disease Surveillance (EIDS) screening that they have implemented on every call they receive. The EIDS screening determines if the patient meets the criteria to be at a higher risk of being COVID-19 Positive. There is discussion about dropping the EIDS screening at the County level being that all EMS and First responder agencies should be responding as if every person they come in contact with is positive. *We are still waiting on further information regarding the County 911 center.*

Patient Treatment Changes:

While we always offer needed care and transport to every patient we encounter, there have been some minor changes in the delivery of care to all patients as well as additional measures for EIDS positive patients. These changes all revolve around keeping our members safe and preserving PPE.

The biggest change in patient treatment surrounds aerosolizing treatments. We had temporarily suspended as much of these procedures as possible for staff safety reasons. We have since partnered with the local Hometown Pharmacy and procured meter-dosed inhalers that we are using with patients that need these treatments. This has allowed us to safely treat our patients to the highest level that we are used to.

The other large patient care change revolves around the number of members coming in contact with the patient. When able, we are keeping the driver and/or second EMT in the ambulance and only sending in one member to talk with and evaluate the patient. Further, if there is a high likelihood of the patient being positive, we maintain a very low threshold for keeping two of the three crew members in the front of the ambulance throughout transport.

Personal Protective Equipment (PPE):

This has been the hot topic nationwide during this pandemic. I would like to start off by thanking our district residents and the outpouring of support as it pertains to PPE. Thanks to the efforts of the community and the National Stockpile distributions, I am happy to report that we are still doing pretty good on PPE supplies. Right now, we have a large enough stock and systems in place to safely reuse N95 masks, Face shields and gowns.

Our current PPE protocols require our members to wear a surgical mask and eye protection on every patient contact, and to have a low threshold for donning a gown. Should the patient need any aerosolizing treatments and/or CPR, the member is to upgrade their mask to an N95 mask with a surgical mask over it. All PPE is to be properly doffed upon leaving the room that the patient is transferred to at the hospital and dealt with accordingly. After transferring patient care, the crew then dons new PPE and fully disinfects the ambulance prior to returning back to quarters.

The one thing that we have noticed and is becoming concerning are the outrageous price increases in PPE. We are seeing just about everything we use getting 50, 60 and even 70 percent price increases. This seems to be an industry wide trend.

Continuity of Operations Planning (COOP):

We have everything in place that is needed should we run into any issues with staffing during the pandemic. The cross-credentialing system is still in place should we need it. Right now I am working on coming up with a true “critical staffing” threshold that we can use to determine whether or not to start utilizing some of these true crises measures.

We have been monitoring this very closely as a department as well as a county so that we can hopefully see the need before it gets here and we can put our COOP plans in place to keep us all going without disruption of services.

- Discussion regarding volunteer stipend for licensed Paramedics. **Motion to approve the proposed Paramedic Monthly Stipend plan on a trial basis for five (5) months and review at that time was made by Meinholz, second by Ranum. Motion Carried 5/0.**

New Business

- Russell shared an email from the City of Middleton asking if we are interested in participating in a conversation regarding working with neighboring EMS departments to see if there are any efficiencies that could be had. Discussion was had, no motions were made.

Next WWDDVS Meeting is scheduled for **April 8, 2021 @ 7:00pm** at the WAEMS Building in the Community Room. *This meeting may switch to a virtual meeting.*

There being no further business, **a motion to adjourn was made by Ranum, second by Postler. Motion carried 5/0 at 7:49 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

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WWDDVS Meeting Minutes

Meeting Date: May 13, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:00 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Village of Waunakee: Dr. William Ranum (7:10)
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
Town of Vienna: Sherri Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

Vaughn Frye
Nila Frye

Absent

None

Public / Membership Appearances

- Nila Frye – Voiced concerns and frustration with monument and bench processes
- Vaughn Frye – Thanked the Commission for continued support in the monument and bench projects

Review / Approve Minutes

- The minutes of the regular March 2021 EMS Commission meeting were reviewed. **A motion to approve the March 2021 minutes was made by Postler, second by Meinholz. Motion carried 6/0.**

Review / Approve Expenditure Statement

- The expenditure statement for March 2021 was reviewed. **A motion to approve the March 2021 expenditure statement was made by Meinholz, second by Haag. Motion carried 6/0.**
- The expenditure statement for April 2021 was reviewed. **A motion to approve the April 2021 expenditure statement was made by Postler, second by Haag. Motion carried 6/0.**

Service Director Report

- We brought on three new members the end of February and one new member in April. We are excited to be able to train new members again and will be interviewing another group in June.

- We are starting the process of getting some recall work done on the ambulances. The screens that operate the IG4 system were recalled and have been replaced. Also, a bearing in the transmission has been recalled. We worked with Bell Ford in Arlington to get this taken care and borrowed the Dane County R30 vehicle to get through the week.
- We were able to partner with SSM, the Waunakee School District and the Waunakee Library to not only help administer second vaccine doses to the school district employees but were also able to offer first dose vaccines to library staff throughout the county. We helped administer the library staff's second dose at a second clinic, at the Waunakee Library, on April 23rd.

On May 13th, we will be helping the school district administer vaccines to the students. There will be another clinic approximately three weeks after for the second dose. We will be having these clinics/sites pop up as the summer goes on and look forward to helping get the area vaccinated.

- We began working with the Consortium and Dane County EMS to prepare the 2022 set of protocols. This is going to be a huge process trying to meld two different sets of protocols into one workable county wide document.
- I'm excited to announce that our May training was the first time we were able to get the entire department back together for a group training.
- Hopefully by the time this meeting happens the bench will have been installed. It is slated for the morning of May 13th. We will have the landscapers come in afterwards and do the finishing work around the bench.
- We have received word from Public Works in Waunakee that they are willing to remove the bushes by the parking lot that create a safety hazard for motorists. We are working on getting bids to get that area "re-stoned" after removal.
- Our contract with LifeQuest is coming due this June. Over the last month I have been inviting in all of the different medical billing companies to give me pricing and pitches to see what is out there and to shop around a little. I have one left to bring in this month and I will make a decision moving forward. One thing that is a must going forward is a one-year renewable contract to keep the chosen company honest and to always have an out just in case.
- I have been working with a company called Elevity to see if we could get a much-needed managed IT system in place. Elevity is a part of Gordon Flesch, who we already use for our printing solutions. After meeting with them, I think they are exactly what we need here to manage our IT. Their package includes a fully managed system with a monthly cost instead of time and material. They will provide the security we need, and currently lack, to bring us up to full compliance with electronic HIPAA compliance, cyber security, full system back-ups and

public record compliance, cloud storage to get rid of our outdated server, level out our IT costs and provide unlimited IT support.

- While the numbers locally have been seeing a positive drop and vaccinations continue to rise, we will be continuing to take a cautious approach as always. As things continue to change and new orders come out, we are working to adapt our policies to coincide as much as possible while staying cautious.

Below is a snapshot of the operational changes still in effect during the pandemic. *Changes from last month's report are in italics.*

EMS Station:

The station remains closed to public. We continue to disinfect the whole station regularly. We have officially dropped the mask mandate in the station for membership. There are still some exceptions to this that require mask donning whenever there is public in the building and to address membership comfort level.

Staffing:

All staffing models are back to pre-pandemic SOGs.

Response Changes:

Responses are officially back to their full compliment of law enforcement and fire as applicable.

EIDS screening at the County level is still taking place but at much lesser detail. The questions, and subsequently what gets relayed to the field, have taken a turn towards asking if the patient is positive or possibly positive and just being left at that.

Patient Treatment Changes:

While we always offer needed care and transport to every patient we encounter, there have been some minor changes in the delivery of care to all patients as well as additional measures for EIDS positive patients. These changes all revolve around keeping our members safe and preserving PPE.

The biggest change in patient treatment surrounds aerosolizing treatments. We had temporarily suspended as much of these procedures as possible for staff safety reasons. We have since partnered with the local Hometown Pharmacy and procured meter-dosed inhalers that we are using with patients that need these treatments. This has allowed us to safely treat our patients to the highest level that we are used to.

The other large patient care change revolves around the number of members coming in contact with the patient. When able, we are keeping the driver and/or second EMT in the ambulance and only sending in one member to talk with and evaluate the patient.

Personal Protective Equipment (PPE):

This has been the hot topic nationwide during this pandemic. I would like to start off by thanking our district residents and the outpouring of support as it pertains to PPE. Thanks to the efforts of the community and the National Stockpile distributions, I am happy to report that we are still doing pretty good on PPE supplies. Right now, we have a large enough stock and systems in place to safely reuse N95 masks, Face shields and gowns.

Our current PPE protocols require our members to wear a surgical mask and eye protection on every patient contact, and to have a low threshold for donning a gown. Should the patient need any aerosolizing treatments and/or CPR, the member is to upgrade their mask to an N95 mask with a surgical mask over it. All PPE is to be properly doffed upon leaving the room that the patient is transferred to at the hospital and dealt with accordingly. After transferring patient care, the crew then dons new PPE and fully disinfects the ambulance prior to returning back to quarters.

The one thing that we have noticed and is becoming concerning are the outrageous price increases in PPE. We are seeing just about everything we use getting 50, 60 and even 70 percent price increases. This seems to be an industry wide trend.

Continuity of Operations Planning (COOP):

We have everything in place that is needed should we run into any issues with staffing during the pandemic. The cross-credentialing system is still in place should we need it. Right now I am working on coming up with a true “critical staffing” threshold that we can use to determine whether or not to start utilizing some of these true crises measures.

We have been monitoring this very closely as a department as well as a county so that we can hopefully see the need before it gets here and we can put our COOP plans in place to keep us all going without disruption of services.

Old Business

- **A motion to convene in closed session pursuant to Wis. Stat. sec 19.85(1)(e) for purposes of conduction public business which requires a closed session, for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, regarding Collective Bargaining Agreement was made by Postler, second by Ranum. Motion carried 6/0 and the meeting convened into closed session at 7:55pm.**
- **A motion to reconvene in open session was made by Ranum, second by Haag. Motion carried 6/0 and meeting reconvened in open session at 8:54pm.**
- **A motion to approve the Collective Bargaining Agreement with the International Association of Fire Fighters, AFL-CIO Local 311 as presented so long as no content changes are made, and to allow Chairperson Grosskopf to sign the agreement on behalf of the Commission upon ratification was made by Meinholz, second by Postler. Motion Carried 5/0 (Ranum left meeting).**
- No discussion had on agenda item “d. Regionalization discussion update”.

New Business

- No new business

Next WWDDVS Meeting is scheduled for **June 9, 2021 @ 7:00pm** at the WAEMS Building in the Community Room. *This meeting may switch to a virtual meeting.*

There being no further business, **a motion to adjourn was made by Postler, second by Meinholz. Motion carried 5/0 at 9:00 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

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WWDDVS Meeting Minutes

Meeting Date: June 9, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:01 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
Town of Vienna: Sherri Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

None

Absent

Village of Waunakee: Dr. William Ranum

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular May 2021 EMS Commission meeting were reviewed. **A motion to approve the May 2021 minutes with changes was made by Postler, second by A. Meinholz. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for May 2021 was reviewed. **A motion to approve the May 2021 expenditure statement was made by A. Meinholz, second by S. Meinholz. Motion carried 5/0.**

Service Director Report

- We brought on new member in May and interviewed three more. We are hoping to bring on at least one of these interviews in June. We had one part time employee resign.
- The morning of June 8 we helped the High School administer second round vaccines at their high school vaccine clinic. We will continue to help out the community with these vaccine clinics as they pop up.

- We are back to in person meetings. We have some people that still attend on a hybrid method, we are working through ways to make this work more seamless with our technical capabilities. The daily training model that we put in place a few months ago has proven to be very effective and we are going to start evaluating the concept of the “monthly” training meeting and different ways to most effectively and efficiently provide the training needed to membership.
- The memorial bench was installed, and a small ceremony was had with the families of the members who’s names appear on the bench. Overall, I think this was a wonderful event and the families definitely appreciated it.
- We have received word from Public Works in Waunakee that they are willing to remove the bushes by the parking lot that create a safety hazard for motorists. We are working on getting bids to get that area “re-stoned” after removal.
- Our contract came up with LifeQuest. I had four different companies come in and submit bids. All of the bids came in within .5% of each other on the cost. The incidentals provided by the companies ranged greatly. At the end, LifeQuest still gives us the greatest value for our dollar, and we will be continuing with them. I was able to get them to agree to a one-year auto renewal contract so that we can reevaluate their services every year to make sure we are getting what’s promised.
- The collective bargaining agreement with the employees/IAFF Local 311 was ratified on May 28th. We are still waiting for our final copy for signing.

COVID-19 Update

In our area, the pandemic as we know it is just about finished. In no way does this mean that COVID-19 or its variants are not out there still, it’s just not the full pandemic level that it has been. Just about all COVID-19 specific policies/protocols within our department have been removed. We still have the building closed to the general public at this time. Otherwise, everything else is fully back to pre-pandemic status, with a few changes that will forever be commonplace. These include things like facemasks on the ambulances, better disinfecting practices, etc. The concept of “cross credentialling” for major issues is one thing that came out of this year that we will forever continue to improve on. We are now fully cross-credentialled with three (3) departments and working on a fourth.

The one main change we’ve seen come of the pandemic, that unfortunately will also not go away, is the large price increases in medication and supply costs. Items we use every day, such as gloves/masks/O2 equipment, have all seen well over 100% cost increases, with gloves being close to 300%.

As stated earlier, we will continue to help where possible with COVID-19 Vaccine administration clinics where we can and continue to spread the word to get as many vaccines into arms as possible.

Old Business

- Update and discussion had on regionalization discussions. No action taken.

New Business

- The managed IT concept was discussed. **A motion to approve Elevity to provide fully managed IT to the department per the contract parameters was made by A. Meinholz, second by Haag. Motion carried 5/0.**
- Discussion was had regarding timeline for 2022 budgeting cycle. No action taken.

Next WWDDVS Meeting is scheduled for **July 8, 2021 @ 7:00pm** at the WAEMS Building in the Community Room.

There being no further business, **a motion to adjourn was made by Haag, second by Postler. Motion carried 5/0 at 8:30 pm.**

Scott Russell
Waunakee Area EMS Service Director

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WWDDVS Meeting Minutes

Meeting Date: July 8, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:00 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Springfield: Dan Dresen
WAEMS Service Director: Scott Russell

Others present at the meeting:

None

Absent

Village of Waunakee: Dr. William Ranum
Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular May 2021 EMS Commission meeting were reviewed. **A motion to approve the June 2021 minutes was made by Postler, second by Haag. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for June 2021 was reviewed. **A motion to approve the June 2021 expenditure statement was made by Haag, second by Postler. Motion carried 4/0.**

Service Director Report

We brought on a new member in June that is just starting to train this week. We had one member retire in June after 9 years. I'd like to thank Dan Shimeall for his time and dedication to our department and communities.

Our medical direction and Captain Byrnes have been involved with multiple meetings on the new protocols ensuring that our voice is heard in the new protocols. It is still on track to go live the beginning of 2022.

I have been working with our Maintenance Officer to get quotes from companies to help keep our landscaping up. We are hoping to get quotes shortly to bring back. He has been spraying the weeds as he can in the meantime.

The A/C in the Community Room malfunctioned and has been fixed. The A/C in the dorm area is acting up and NAMI will be coming in next week to look at this on as well. All of these units are beginning to show their age. The fact that these units are all residential style units, the life expectancy is not as long as a commercial system. I am working with NAMI to create a potential capital replacement outline so that we are prepared.

The ambulances are both going down to Foster Coach in July to have some “punch-list” items taken care of and have the refrigerators mounted in. We have a leak in the air-line that we are hoping they’ll have time to look at, otherwise we will have Kurt look when it gets back.

The collective bargaining agreement with the employees/IAFF Local 311 was ratified on May 28th. We are still waiting for our final copy for signing. No notable movement on the signing.

Old Business

- No discussion or action taken on Regionalization discussions.

New Business

- No new business

Next WWDDVS Meeting is scheduled for **August 12, 2021 @ 7:00pm** at the WAEMS Building in the Community Room.

There being no further business, **a motion to adjourn was made by Haag, second by Postler. Motion carried 4/0 at 7:32 pm.**

Scott Russell
Waunakee Area EMS Service Director

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WWDDVS Meeting Minutes

Meeting Date: September 9, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:00 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Springfield: Dan Dresen
WAEMS Service Director: Scott Russell

Others present at the meeting:

Amy Hanson
Barb Kalscheur

Absent

Village of Waunakee: Dr. William Ranum
Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular June 2021 and July 2021 EMS Commission meeting were reviewed. **A motion to approve the July 2021 minutes was made by Postler, second by Haag. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for June 2021 and July 2021 was reviewed. **A motion to approve the June 2021 expenditure statement was made by Haag, second by Postler. Motion carried 4/0.**

Service Director Report

We brought on one new volunteer and five new part-time members. We have successfully onboarded all but one of them as of today. All but two of them have had their first shift and are off and running.

Medical Direction continues to work with the County on the new protocols to ensure our voice is heard.

We found a company that quoted out the landscaping project at a reasonable price. We will be going forward with the project. They will also be providing us with a “maintenance” quote in the near future.

The A/C in the dorm room area had multiple leaks and was serviced the beginning of August. They are working on getting me a “life expectancy” list of all of our units so I can put together a better capital estimate on the replacements for everything.

We had a garage door stuck open early August. While being fixed we decided to switch our garage door company utilized over to Overhead Door due to the capabilities of emergency after hours availability.

We are still in the initial onboarding process with Elevity. It has been moving along steadily with only a couple hiccups. I am hopeful that the original set-up will be done over the next couple months. During this process we did have to make a decision regarding email hosting and chose to stick with Gmail at this time as it was a much cheaper option than Microsoft 365. I am working on streamlining the email list to bring the costs down to a point where we can afford to switch over in the future.

Our Medical Direction put on a UW Sponsored SIM Training with us and SP EMS at the Dane County LE Training Center. This session was a great opportunity for our crews to learn and was a huge hit with everyone involved. We have another one set up for October. We also have a specialized pediatric simulation case that we are hoping to be a part of towards the end of September.

The Collective Bargaining Agreement with the employees/IAFF Local 311 was signed by the union and will be signed by the department and commission this month.

I have enlisted help with creating a professional, useable website for the department. We are going through the same people that helped make DeForest Windsor’s site. I am hoping this will be live by our next meeting so that we can have the agenda/minutes etc all posted online through it.

We are helping the Village of Waunakee provide a few COVID 19 tests each week for their employees that are unvaccinated. We will have some extra kits here in case any of the other municipalities need help along the way as well.

We are still working our way through a lot of issues arising from the ambulance crash in August. Neither of the Medics are back to work yet but we are hopeful that they will be ready both physically and mentally in the coming weeks. I will continue to update you all as we move through this.

Old Business

- Discussion had on regionalization. No action taken.
- Proposed change to employee manual was made and discussed. **A motion to approve the red-lined changes as presented was made by Postler, second by Dresen. Motion Carried 4/0.**
- 2022 Budget Proposals were made. Commission gave Russell direction so a final draft budget could be brought to next meeting.

New Business

- No new business

Next WWDDVS Meeting is scheduled for **October 14, 2021 @ 7:00pm** via Zoom, **a motion to adjourn was made by Haag, second by Postler. Motion carried 4/0 at 8:22 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

210 Klein Drive • P.O. Box 33 • Waunakee, WI 53597 • Office Phone (608)849-7522 • FAX (608)849-7583

WWDDVS Meeting Minutes

Meeting Date: October 14, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:00 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
Village of Waunakee: Dr. William Ranum (7:10)
Town of Vienna: Sherri Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

Barb Kalscheur

Absent

None

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular September EMS Commission meeting were reviewed. **A motion to approve the September 2021 minutes was made by Postler, second by S. Meinholz. Motion carried 4/0 with A. Meinholz abstaining.**

Review / Approve Expenditure Statement

- The expenditure statement for September 2021 was reviewed. **A motion to approve the September 2021 expenditure statement was made by Postler, second by Haag. Motion carried 6/0.**

Service Director Report

We have had two individuals give notice of leaving. They will both finish out their last shift towards the end of October. We did not bring on any new members during this time frame.

Our medical direction and Captain Byrnes have been involved with multiple meetings to ensure that our input is heard during the latest re-write of the County Medical Protocols. These should be going into place the beginning of 2022.

The main landscaping project has been completed and the building looks the best it has in many years! We still need to trim 2 bushes out back and clean up the small rock section by the parking lot out front, both of which we are planning as we come into later fall.

We had a rough stretch with the ambulances. One of the ambulances had the wrong fuel put into the tank and even though the individual caught it right away it was still too late. This truck is at the dealer right now awaiting the kit from Ford. There is no timeframe how long the parts will take to come in with the current supply chains.

We also had a vehicle strike one of the garage doors. We were able to get the door operational again and the vehicle has just minor paint damage, however the bottom panel on the door will need replacing. We ordered it right away but Overhead Door is estimating 3-5 months, again the supply chain issues being the big delay.

We finished up the main IT onboarding project. Overall, the project went well. The only real hiccup we had was the loss of an external hard drive. This was addressed with the company and going forward I now have access to all the back-up data and full transparency into what's being backed up and not so that we aren't told the wrong information again.

I have enlisted help with creating a professional, useable website for the department. We are going through the same people that helped make DeForest Windsor's site. We are working through some stuff yet for the website. I lost a lot of pictures that were just recently recovered so hopefully we can get this project moving again.

A motion to request a reduction of service costs in the amount of \$2,000 to \$3,000 from Elevity due to errors made causing significant staff hours was made by Ranum, second by A. Meinholz. Motion carried 6/0.

Old Business

- Discussion had on regionalization. No action taken.
- 2022 Operating Budget was presented. **Motion to approve 2022 Operating Budget as presented was made by A. Meinholz, second by Ranum. Motion carried 6/0.**

New Business

- Lights for bay garage doors were discussed. **A motion to approve the presented quote to add lights to the bay garage doors was made by Ranum, second by Postler. Motion carried 6/0.**
- Department user fees were discussed. **A motion approve accepting credit card payments and to enact collections, to include the TRIP program, was made by Postler, second by A. Meinholz. Motion carried 6/0.**
- Service Director Review process was discussed. Russell was given direction for November meeting.

Next WWDDVS Meeting is scheduled for **November 11, 2021 @ 7:00pm** via Zoom, **a motion to adjourn was made by A. Meinholz, second by Ranum. Motion carried 6/0 at 8:33 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: November 11, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:01 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Springfield: Dan Dresen (for Art Meinholz)
Village of Waunakee: Dr. William Ranum
WAEMS Service Director: Scott Russell

Others present at the meeting:

Barb Kalscheur

Absent

Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular October EMS Commission meeting were reviewed. **A motion to approve the October 2021 minutes was made by Haag, second by Postler. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for October 2021 was reviewed. **A motion to approve the October 2021 expenditure statement was made by Postler, second by Haag. Motion carried 5/0.**

Service Director Report

October saw three long time members leave us. Training Captain Morgan Quackenboss, Peter Bennett and Vaughn Frye all retired in October. Combined, they make up just over 40 years of service for our department, with Vaughn accounting for just over 30 of those years. Each one of these three members have left their mark on this department and they will all be missed in their own ways. Thank you Morgan, Peter and Vaughn for all that you have given our department, our communities and our patients!

Everything is on track for the new protocols to be ready in January. The medicine is not much different than the current ones. We will be training throughout January and hopefully going live on them in February some time.

M24 remains out of service waiting for parts for the repair. M26 had an issue with the passenger window that has been rectified.

Meeting is set with the new IT company regarding mistakes made during onboarding project. There is a meeting with them later in November to discuss this further.

The website is just about finished. We are working on some document storage concepts and linking it back to our social media outlets and then it should be ready to go live, hopefully before next month's meeting with the ultimate goal of being able to use it at full breadth by the new year.

Old Business

- User fees were not discussed. Further discussion will happen in December.

New Business

- A motion to move into closed session pursuant to Wis. Stat. sec. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, regarding Service Director annual review was made by Postler, second by Ranum. Motion carried 5/0. Meeting moved into closed session at 7:27pm.
- Motion to reconvene in open session was made by Ranum, second by Postler. Motion carried 5/0. Meeting moved into open session at 7:50pm.
- Motion to approve Service Director compensation as discussed in Closed Session was made by Ranum, second by Postler. Motion carried 5/0.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- Haag announced that the Farm Dairy Breakfast will be held in the EMS District in the Town of Dane on June 11th of 2022. EMS will be involved with planning and present for the duration of the event.

Next WWDDVS Meeting is scheduled for **December 9, 2021 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Postler, second by Ranum. Motion carried 5/0 at 7:53pm.**

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: December 8, 2021

The meeting was called to order by Chair Dean Grosskopf at 7:01 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Dane: Rich Haag
Town of Vienna: Sherri Meinholz
Village of Waunakee: Dr. William Ranum
WAEMS Service Director: Scott Russell

Others present at the meeting:

None

Absent

Town of Springfield: Art Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular November 2021 EMS Commission meeting were reviewed. **A motion to approve the November 2021 minutes was made by Postler, second by S. Meinholz. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for November 2021 was reviewed. **A motion to approve the November 2021 expenditure statement was made by Postler, second by Haag. Motion carried 5/0.**

Service Director Report

November did not see any additions or losses in membership numbers.

We are now working on getting the server reconfigured for ease of use and back up along with making sure everything is ready to go to set up the employees with correct access. Either late December or early January we will be setting up a training with the employees that will go over everything from system use to cyber security while using the computers and applicable systems.

I ran the HIPAA compliance audit against the new cyber security measures in place and we are now in the “green” for IT security.

After meeting with the new company regarding the issues during onboarding, we have come to an agreement to “reimburse” the department through short-billing over the next two months for a total “savings” of \$3,000.

The new website is live! It can be found at www.waems.net. It looks great. There are a couple last minute things that need to be put up there, including finishing out the “Commission” section of it which will have the names of the municipality representatives and will house the public postings, etc. We are saving this portion for the employee training mid-December and will build this out along with the developer so we can learn how to operate and update items as needed.

Old Business

- Discussion had regarding updating user fees. **Motion to approve user fees as presented was made by Postler, second by Ranum. Motion carried 5/0.**

New Business

- No new business.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **January 13, 2021 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Ranum, second by S. Meinholz. Motion carried 5/0 at 7:58pm.**

Scott Russell
Waunakee Area EMS Service Director