

WWDDVS EMS Commission

Thursday, January 13, 2022

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 orders 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://us06web.zoom.us/j/83199451292>. A computer, tablet, or smart phone will allow participation.
- Call 877-873-8017 and enter Webinar ID: 588771.

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. 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 EMS Commission Meeting Minutes

Meeting Date: January 13, 2022

The meeting was called to order by Chair Dean Grosskopf at 7:12 pm.

The following members were present at the meeting:

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

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

Town of Springfield: Art Meinholz
Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

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

Review / Approve Expenditure Statement

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

Service Director Report

We brought on one member in December and had one Part-Time employee leave us. We have three interviews set for the beginning of January.

We got M24 back from repairs and in service. Both M24 and M26 recently went through the state DOT inspection process and passed without issue.

The beginning of 2022 will see us switching our oxygen vendor from Badger Welding to AirGas. While there is a small increase in prices, the efficiency of deliveries and ordering mixed with the composite “carry around” bottles will greatly increase all aspects of oxygen delivery and management not only on

the ambulances but also on the WPD squad cars and Waunakee and Dane Fire Departments, all of which we sponsor oxygen delivery.

We have seen a recent rash of positive COVID tests coming back from our membership, volunteer, part-time and full-time. It has caused some very tricky staffing situations. We are hoping that we are through the worst but are staying very cognizant of the situation over the next couple of months.

I'm sure you have all heard about the hospital situation and lack of beds available. While it has not directly affected EMS significantly, it is a situation that we are keeping an eye on daily in case we need to change any of our transport or response protocols.

The new website is live! It can be found at www.waems.net. We got the Commission section updated and the January '22 agenda is the first to go up on our website. I am hoping this will help with meeting and minute postings. We will continue to work on making the website more robust as time goes on and we see the needs for posting other things.

While I do not have all the numbers compiled yet for a full year review, I did want to share a few of the run volume numbers. I will have the rest of the numbers compiled for the February meeting.

As you can see on the report, we hit 1,726 reportable calls through 1,697 responses. This is a stark increase from 2020 which saw 1,482 reportable calls through 1,460 responses and 2019 which saw 1,358 reportable calls through 1,325 responses.

In addition to the 1,697 responses, we had 221 responses in our district that we were unable to respond to, 19 of which were during times where we had 3 or more calls going on simultaneous.

Old Business

- No old Business

New Business

- No new business.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- Membership recognition banquet is March 4th at Rex's Innkeeper

Next WWDDVS Meeting is scheduled for **February 10, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Haag, second by Ranum. Motion carried 4/0 at 7:48pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, February 10, 2022

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. None
8. NEW BUSINESS
 - a. Cost Allocation Methods
 - b. Future Planning
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: February 10, 2022

The meeting was called to order by Chair Dean Grosskopf at 6:56 pm.

The following members were present at the meeting:

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

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur
Recruitment and Retention Officer Amy Hanson

Absent

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular January 2022 EMS Commission meeting were reviewed. **A motion to approve the January 2022 minutes was made by Postler, second by S. Meinholz. Motion carried 6/0.**

Review / Approve Expenditure Statement

- The expenditure statement for January 2022 was reviewed. **A motion to approve the January 2022 expenditure statement was made by Ranum, second by Haag. Motion carried 6/0.**

Service Director Report

We brought on three new members this month. Two volunteers and one Part-Time. The biggest news since our last meeting is that we saw the retirement of long-time member Mike Helt. Mike started just months after the department was chartered and has been with us for 42 years. Mike was, and always will be, a true cornerstone of this department. His imprint has been left on everything that we do. Not only has he run an unfathomable number of hours, he has also held the title of Service Director and was instrumental in the growth of the department and each individual member that has come through here. While I offer my congratulations to Mike on a happy retirement, I also know that this department, and myself personally, will not only miss having him around, but are in a better place because of him. Congratulations Mike!

Each year we hold internal elections and interview processes for officers within the department. This year, the Maintenance Officer, Recruitment and Retention Officer, and Training Captain were open for appointment. Congratulations to Dan Voliva for being elected our new Maintenance Officer and thank you to Randy Carpenter for all the hard work put in throughout your two-year tenure in this position. Congratulations to Amy Hanson for being elected as our Recruitment and Retention Officer for another term!

Unfortunately, we did not have anyone interested in running for the Training Captain position. We will be working with the FT/PT staff and Medical Direction to create the monthly curriculum in the absence of this position.

I am glad to report that we are past the worst of the COVID resurgence within the department. All of our policies remain in place at this time and will for the foreseeable future.

Due to dwindling testing supplies, we will not be able to offer tests for municipality employees too much longer. I have talked with Todd Schmidt as Waunakee was the main user of this process, so he is aware of our supply levels, and we will work together to set a hard end date for the process.

We will again be hosting Simulation Training put on by the UW Feb 11th here at our station. These have been great training opportunities for our membership, and we are really looking forward to continuing this training for a long time.

This February is our district wide CPR "Month." For the last few renewal cycles, we have held CPR recertifications every other February for our membership, both Fire Departments and Waunakee PD as well as offered to the DC Sheriff Deputies as needed. This has worked wonderful and prevents us from having to chase down CPR certifications. Starting next year, we will be doing the same process with ACLS and PALS for our membership on the opposite year of CPR.

I happy to announce that we will be hosting district wide ASIM Training in March. This Active Shooter Incident Management training is put on by the Dane County Sheriff's Department and Dane County Emergency Management. It is a very unique opportunity to bring all three public safety disciplines together to train in real-time scenarios. It does a great job of not only training each of our individual tasks on a chaotic scene, but also helps us all to understand what the other disciplines will be doing and how to communicate back and forth so that there are less chances of surprises and inefficiencies on larger-scale, high stress incidents.

The audit will be taking place around the end of February. I will have more information on this as it progresses. As in year's past, we will be having our external audit performed as a part of the Village of Waunakee Audit process.

The annual banquet will be held March 4th at Rex's Innkeeper in Waunakee. I hope to see some of you there as we pay homage to our past members and recognize the hard work and devotion of our current membership!

Old Business

- No old Business

New Business

- Discussion was had regarding cost allocation methods. No decisions were made

- Discussion was had regarding future planning. No decisions were made.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- Membership recognition banquet is March 4th at Rex's Innkeeper

Next WWDDVS Meeting is scheduled for **March 10, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Postler, second by Haag. Motion carried 6/0 at 7:49pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, March 10, 2022

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. Future Planning
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 EMS Commission Meeting Minutes

Meeting Date: March 10, 2022

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 Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur
Recruitment and Retention Officer Amy Hanson
Captain Steph Byrnes
Maintenance Officer Dan Voliva
Andrew Jensen
Dustin Riggs
Ken Quackenboss

Absent

Town of Dane: Rich Haag
Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular February 2022 EMS Commission meeting were reviewed. **A motion to approve the February 2022 minutes was made by Ranum, second by Postler. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for February 2022 was reviewed. **A motion to approve the February 2022 expenditure statement was made by Postler, second by A. Meinholz. Motion carried 4/0.**

Service Director Report

We had one volunteer leave us since our last meeting and did not bring on any new members throughout the month.

The audit was completed the beginning of March. There were no issues throughout the process. We should be receiving the adjusting entries in the next month or so and will put those into the system.

With the County mask mandate ending, we too are ending our mask mandate inside the building. All other precautions will stay in place for the time being as we evaluate how the numbers progress heading into the summer.

The yearly banquet was another success. Being able to see everyone in person was wonderful and we had an amazing turnout. Thank you to the Commission Members for being a part of the festivities and awards.

The first of two ASIM trainings were held. This a great training and provided us a unique opportunity to train across the entire district and find where we can improve in regard to multi-discipline responses. It's no surprise the biggest area of improvement that was recognized was communication. We will see what comes of the second training this month and compile all the feedback to start working towards the changes that can be made.

It was announced in February that the Governor appropriated millions of dollars to aid EMS departments across the State. While this bill is geared towards the state system as a whole, we will realize some financial benefits here locally. In our FAP Funding for the fiscal year 2023, we should be looking at roughly four times what we normally would receive, or roughly \$16-\$20k compared to \$4-\$5k on usual years. Where we will see our biggest financial benefit will be through the increase in Medicaid reimbursement (one year 16% increase). These numbers are still unknown as we are unsure how the formulas will work out, but with our call volume and payor mix we stand to see this increase helping us greatly.

A bill has been working its way through the Assembly and House the last few months that, if passed, will be another great financial benefit to our department. This bill would give us the ability to recoup a great portion of the mandatory "write-offs" that we absorb on the user billing. While I do not know all the intricate details of the process we will be looking at, it will be a substantial increase in revenue yearly. The bill just recently passed the Senate unanimously and is on the Governor's desk to sign (or veto) by April 14.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- None

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **April 14, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by A. Meinholz, second by Postler. Motion carried 4/0 at 8:29am.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, April 14, 2022

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. Future Planning
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.

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: April 14, 2022

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
Town of Dane: Rich Haag
Town of Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur
Recruitment and Retention Officer Amy Hanson
Captain Steph Byrnes
Maintenance Officer Dan Voliva
Eric Anderson
Dustin Riggs
Jared Heyn

Absent

Town of Vienna: Sherri Meinholz

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular March 2022 EMS Commission meeting were reviewed. **A motion to approve the March 2022 minutes was made by Postler, second by A. Meinholz. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for March 2022 was reviewed. **A motion to approve the March 2022 expenditure statement was made by A. Meinholz, second by Haag. Motion carried 5/0.**

Service Director Report

It's with great sadness that I announce long time honoree member and commission member, John van Dinter, passed away. John was a mainstay in this department and community and will be missed more

than words can express. His celebration of life will be held April 23rd. We will be a part of the services but at this point are not sure in what capacity.

We unfortunately received a two-week notice from one of the full-time employees. His last day will be April 24th. We are working on getting a process set up to fill the spot. We will be conducting this as an internal process with hopes of filling the position sooner than later.

I have been working on securing an ambulance for a back-up truck. I will be attending the Marshall Commission meeting this month to discuss that option in more detail. I've also been reaching out to other local departments and our current dealer to try finding options. More to come on this as we move along.

We will be hosting the EMS portion of the WATCH Program on April 30th. The "Waunakee Area Trusted Community Heroes (WATCH) is a program offered to 10–14-year-old participants looking to get some exposure to emergency services. We will be teaching the participants some basic trauma skills, Stop the Bleed, and they will all leave with a certified CPR license. We are excited to start trying to push the younger generation into our field!

Our department was recognized by the Chamber of Commerce as the Community Organization of the Year Award recipient for 2021. Winning an award like this is a huge testament to every member of this department that kept going out every day and every night, through the worst of the pandemic and everything that has been thrown at us the last year. We will be accepting the award again this summer at a more formal ceremony.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- None

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **May 12, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Ranum, second by A. Meinholz. Motion carried 5/0 at 8:34am.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, May 12, 2022

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. Future Planning
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: May 12, 2022

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: Phil Willems
Town of Vienna: Tim Hoega
Town of Springfield: Dave Laufenberg (Art Meinholz)
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur
Maintenance Officer Dan Voliva
Ken Quackenboss
Jared Heyn

Absent

Town of Dane: Rich Haag

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular April 2022 EMS Commission meeting were reviewed. **A motion to approve the April 2022 minutes was made by Postler, second by Grosskopf. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for April 2022 was reviewed. **A motion to approve the April 2022 expenditure statement was made by Postler, second by Willems. Motion carried 5/0.**

Service Director Report

24-year veteran Tim Hicks has retired. Tim has been an intricate part of this department over those 24 years having served on the board and led the driver training program, all while earning the respect of his colleagues through his work ethic and natural abilities on calls. Tim will be greatly missed both personally and by our organization.

We held interviews to fill the vacant full-time position. This process was open only to internal applicants and was honestly the hardest interview process I've been a part of in my time here. We had six providers that we interviewed, all of which are great providers and have been a huge part of our department. In the end, Jake Grenawalt was offered the position and accepted it. Jake will be starting on the C Shift the end of May. Welcome aboard Jake!

Still working on procuring a back-up ambulance. I have a few irons in the fire and am currently working to see which one will strike first. The Marshall ambulances are starting to look more and more like they may not be available.

The WATCH program was a huge success! Thank you very much to Captain Byrnes for all the hard work putting this together, as well as everyone that helped make it a success.

I am in the infancy stages of evaluating our A/V capabilities in the station and slowly starting to price out what needs to be done for updating purposes. The goal is to provide seamless technology capabilities to provide efficiencies in training as well as upgraded response capabilities and a more user-friendly environment for special guest presenters/public groups.

We are starting the process of looking into new monitors for the ambulances. Ours were due for replacement about 4 years ago but with them working ok and no new technology out there until now, we have put off buying new ones. This will be a long process. The funds are already appropriated through yearly sinking funds.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- None

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **June 9, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Postler, second by Willems. Motion carried 5/0 at 7:52 pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, June 9, 2022

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. Future Planning
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: June 9, 2022

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 Vienna: Tim Hoege
Town of Springfield: Art Meinholz
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

Village of Waunakee: Phil Willems

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular May 2022 EMS Commission meeting were reviewed. **A motion to approve the May 2022 minutes was made by Postler, second by Hoege. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for May 2022 was reviewed. **A motion to approve the May 2022 expenditure statement was made by Meinholz, second by Haag. Motion carried 5/0.**

Service Director Report

15-year veteran Jesse Kalscheur has retired. Jesse has been a mainstay on our Friday afternoon crews and a valuable liaison with the Waunakee Fire Department. Jesse will be missed around the station and on scenes alike. One additional volunteer left the department for medical school at Duke.

New Full-Time Paramedic Jake started the end of May. The onboarding and transition have gone great so far. We brought on three new volunteers and one part-time employee in May. We are working through the orientations right now.

I am meeting with MAEMS and SPEMS again this month to discuss those ambulances. I also have a meeting with two different dealers to look into some possibilities.

The Funding Assistance Program application has been completed and submitted. This year's funding should be substantially more than in previous years. I am hopeful to have hard calculations in the next couple of months.

The State of WI is using some of their American Rescue Plan Act-COVID Recovery Funds to supply Wisconsin EMS departments with a "Flex Grant" totaling \$12 Million. We are hoping to tap into this to help with both the new (used) ambulance purchase as well as to help ease the costs of the second ambulance staffing going into next year. The application period should open up around the 13th of June.

I know this sounds like a broken record, but we again are pushing record numbers every month. With this trend hitting almost two years, I am afraid that this has become our new normal. I try to keep up with the local meetings as much as possible but would like to ask each municipality to add me to the information loop as it pertains to any growth projections so that I can keep ahead of the growth as much as possible.

Summer events are in full swing this year. We have seen ourselves at community events throughout our district every weekend and are booked out for the next couple of months. If any of the townships have any events, please feel free to reach out. We cannot guarantee coverage as 911 calls will take precedence, but we will make it out to anything we can.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- None

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **July14, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Haag, second by Postler. Motion carried 5/0 at 7:36 pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, July 14, 2022

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. Future Planning
8. NEW BUSINESS
 - a. Door lock system
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: July 7, 2022

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 Vienna: Tim Hoege
Village of Waunakee: Phil Willems
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

Town of Springfield: Art Meinholz

Public / Membership Appearances

- Tim Kiefer – Spoke in favor of re-opening room rental for public
- Jacki Schultz – Spoke in favor of re-opening room rental for public
- Laurene Bach – Spoke in favor of re-opening room rental for public
- Nila Frye – Spoke in favor of re-opening room rental for public and retirees

Review / Approve Minutes

- The minutes of the regular June 2022 EMS Commission meeting were reviewed. **A motion to approve the June 2022 minutes was made by Postler, second by Hoege. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for June 2022 was reviewed. **A motion to approve the June 2022 expenditure statement was made by Haag, second by Hoege. Motion carried 5/0.**

Service Director Report

Medical Director, Dr. Mel Pearlman, retired on July 6th. Mel has been very active in leading our department as medical director for over 30 years. He has been one of the most active medical directors during this entire career. Mel will be missed more than words can describe. UW Medical Direction, Dr. Mike Lohmeier, will continue to lead our department in the position moving forward.

9 ½ year member Randy Carpenter Retired. Thank you, Randy, for your years of service to the department and community!

We lost three (3) volunteer members, brought on two (2) volunteers and one Part-Time employee.

I am now working with the City of Madison and Kurt to see about one of their ambulances they are decommissioning in the near future.

The Funding Assistance Program application has been completed and submitted. This year's funding should be substantially more than in previous years. I am hopeful to have hard calculations in the next couple of months.

The State of WI EMS Flex Grant (also known as the Gov Evers Grant) has been submitted. They had specific categories, each with amount maximums, that we had to write within including Supplies, Equipment, Training, Vehicles and Staffing. We wrote for new PAPR PPE systems in the supply category, portable radios for the newly staffed ambulance in the Equipment category, Onboarding training shifts and AV training equipment in the training category, the purchase of the used ambulance and the purchase of a new jump car in the vehicle category, and the maximum allowed towards the new staffing in the staffing category. All together, we are being considered for a total of \$226,071.57 in awards. I am very confident that we will see some of this, but realistically not all of it. We are supposed to hear about awards in August sometime.

We've been looking into replacing our current monitors. We have one more manufacturer to get in yet before making a decision but our plan is make the decision and order in August.

Summer events are in full swing this year. Dane Fest weekend and the Breakfast on the Farm went great! Unfortunately, we ended up having Waunaboom cancelled. Later this month we have WaunaFest, which we will be the honorary starters for the race and have a presence throughout the weekend.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- Discussion was had regarding the electronic key system repairs needed. **A motion to use operating funds to fund the repairs and approve transfer of funds at the end of the year only if needed by Postler, second by Hoege. Motion carried 5/0.**

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **August 11, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Haag, second by Postler. Motion carried 5/0 at 7:55 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 EMS Commission Meeting Minutes

Meeting Date: August 11, 2022

The meeting was called to order by Chair Dean Grosskopf at 7:06 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: Tim Hoege
WAEMS Service Director: Scott Russell

Others present at the meeting:

None

Absent

Town of Springfield: Art Meinholz
Village of Waunakee: Phil Willems

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular July 2022 EMS Commission meeting were reviewed. **A motion to approve the July 2022 minutes was made by Postler, second by Haag. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for July 2022 was reviewed. **A motion to approve the July 2022 expenditure statement was made by Postler, second by Hoege. Motion carried 4/0.**

Service Director Report

No movement in membership last month.

I went with Kurt to the City of Madison to see about their used ambulance. We both liked it. We are waiting for the truck to become available. It has to go through the City's selling process that we are working through right now. We do not have a firm price yet but should have one soon.

We received the FAP checks last month. Through the "regular" program, we got \$7,139.09 for training. Through the additional funding that Governor Evers added this year only, we received a total of

\$24,390.24. Half of the additional funding was received at this time with the remaining half being sent in February so long as the first half has been properly utilized.

We are still waiting to hear on the flex grant. We were originally told sometime in August, so I should know more soon.

We've been looking into replacing our current monitors. This has proven to be a harder decision than previously expected. We are looking to make a decision in the next week or so.

The new IT infrastructure needed for the Door System repairs have been installed and are ready to go. We are now just waiting on the materials to arrive so the system itself can be installed.

I have two security companies set up to come out over the next couple of weeks to get quotes. I also have not been able to hook up with Culvers to look at their system yet. In the meantime, I have been researching some standalone systems that may work for what we are looking for, more to come on this.

We are busy as always. Although the parade looked a little different this year, the Waunafest weekend was another success. We have the rescheduled Waunaboom event coming up on August 20th, which has proved to be our biggest event of the year as far as attendance is concerned. This event will look a little different from our perspective as well.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- Discussion was had regarding Public use of the EMS Station. **A motion to leave the meeting room closed to outside use, available to EMS use and Commission Meetings only with no exceptions for other use was made by Grosskopf, second by Hoege. Motion carried 4/0.**
- **A motion to change the name of the current Community Room to be the EMS Education and Training Room was made by Hoege, seconded by Haag. Motion carried 4/0.**

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **September 8, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Haag, second by Postler. Motion carried 4/0 at 7:51 pm.**

Scott Russell
Waunakee Area EMS Service Director

Waunakee Area Emergency Medical Service

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: August 11, 2022

The meeting was called to order by Chair Dean Grosskopf at 7:06 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: Tim Hoega
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

Town of Springfield: Art Meinholz
Village of Waunakee: Phil Willems

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular July 2022 EMS Commission meeting were reviewed. **A motion to approve the July 2022 minutes was made by Postler, second by Haag. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for July 2022 was reviewed. **A motion to approve the July 2022 expenditure statement was made by Postler, second by Hoega. Motion carried 4/0.**

Service Director Report

No movement in membership last month.

I went with Kurt to the City of Madison to see about their used ambulance. We both liked it. We are waiting for the truck to become available. It has to go through the City's selling process that we are working through right now. We do not have a firm price yet but should have one soon.

We received the FAP checks last month. Through the "regular" program, we got \$7,139.09 for training. Through the additional funding that Governor Evers added this year only, we received a total of

\$24,390.24. Half of the additional funding was received at this time with the remaining half being sent in February so long as the first half has been properly utilized.

We are still waiting to hear on the flex grant. We were originally told sometime in August, so I should know more soon.

We've been looking into replacing our current monitors. This has proven to be a harder decision than previously expected. We are looking to make a decision in the next week or so.

The new IT infrastructure needed for the Door System repairs have been installed and are ready to go. We are now just waiting on the materials to arrive so the system itself can be installed.

I have two security companies set up to come out over the next couple of weeks to get quotes. I also have not been able to hook up with Culvers to look at their system yet. In the meantime, I have been researching some standalone systems that may work for what we are looking for, more to come on this.

We are busy as always. Although the parade looked a little different this year, the Waunafest weekend was another success. We have the rescheduled Waunaboom event coming up on August 20th, which has proved to be our biggest event of the year as far as attendance is concerned. This event will look a little different from our perspective as well.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- Discussion was had regarding Public use of the EMS Station. **A motion to leave the meeting room closed to outside use, available to EMS use and Commission Meetings only with no exceptions for other use was made by Grosskopf, second by Hoege. Motion carried 4/0.**
- **A motion to change the name of the current Community Room to be the EMS Education and Training Room was made by Hoege, seconded by Haag. Motion carried 4/0.**

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **September 8, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Haag, second by Postler. Motion carried 4/0 at 7:51 pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, September 8, 2022

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. Future Planning
8. NEW BUSINESS
 - a. 2023 Budget
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: September 8, 2022

The meeting was called to order by Chair Dean Grosskopf at 7:06 pm.

The following members were present at the meeting:

Town of Westport: Dean Grosskopf
Village of Dane: Don Postler
Town of Vienna: Tim Hoege
Town of Springfield: Art Meinholz
Village of Waunakee: Phil Willems
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

Town of Dane: Rich Haag

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular August 2022 EMS Commission meeting were reviewed. **A motion to approve the August 2022 minutes with the noted correction was made by Postler, second by Hoege. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for August 2022 was reviewed. **A motion to approve the July 2022 expenditure statement was made by Willems, second by Postler. Motion carried 5/0.**

Service Director Report

No movement in membership last month.

The job announcement was posted on 9/1/2022. The application period is open until end of business on 9/30. There are three (3) distinct steps in the process: a skills assessment, a panel interview and a Chief's interview. Each step will see the applicant pool shrink in size until the conditional offers are made in early to mid-December.

The City's ambulance had to be put back into service for a short while so the purchase of it has been delayed a little bit. We are checking with them frequently to get more shored up time frames.

We are still waiting to hear on this grant. We were originally told sometime in August; however we have not heard anything yet on it. I tried calling the State offices and no one has returned my calls as of this point.

I've made the decision to upgrade our current monitors at a much lesser cost and reevaluate all the new technology in a couple of years when it has been put through the tests by other departments.

The new IT infrastructure needed for the Door System repairs have been installed and are ready to go. We are now just waiting on the materials to arrive so the system itself can be installed.

We found a camera system that is going to work great. We are currently working through some operational changes with room locations etc before we order so that we know exactly how many cameras to get and where they will be going. We are hoping to have the cameras in over the next month or two.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.

New Business

- The proposed 2023 Budget was presented. **A motion to utilize the total budgeted need to calculate the updated per-capita cost of \$33.57 was made by Postler, second by Hoege. Motion carried 5/0.**

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next WWDDVS Meeting is scheduled for **October 13, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Willems, second by Hoege. Motion carried 5/0 at 7:46 pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Thursday, October 13, 2022

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. Future Planning
 - b. 2023 Budget
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: October 13, 2022

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 Vienna: Tim Hoege
Town of Springfield: Art Meinholz
Village of Waunakee: Phil Willems
Town of Dane: Rich Haag
WAEMS Service Director: Scott Russell

Others present at the meeting:

WAEMS Assistant Service Director Barb Kalscheur

Absent

None

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular September 2022 EMS Commission meeting were reviewed. **A motion to approve the September 2022 minutes with the noted correction was made by Postler, second by Willems. Motion carried 6/0.**

Review / Approve Expenditure Statement

- The expenditure statement for September 2022 was reviewed. **A motion to approve the September 2022 expenditure statement was made by Willems, second by Hoege. Motion carried 6/0.**

Service Director Report

We brought on two new volunteers in September. We will start onboarding them in the next week or so. We did not lose any members.

The open application process closed on September 30. We received 22 applications. It is a strong list with experience ranging from brand new to 19 years. All 22 applicants will be participating in a written and practical evaluation on October 27th at MATC.

I'm happy to announce that we officially purchased the ambulance. By the time of the commission meeting, we should have it in our possession. Our It will go straight to Public Works where Kurt will do

all the mechanical maintenance that's needed. From there it will be scheduled to be wrapped, then back to our station to get our equipment loaded into it etc. The final purchase price was \$15,000, and the unit comes with a power load system. We will ultimately be using flex grant funding for the whole purchase, and everything associated with getting it into service.

We got final approvals and numbers for the flex grant. I am pleased to announce that we were awarded \$98,935 in total. This funding came with dollar amount limits in certain categories that were decided by the State. We will be using the money for portable radios, AV Equipment for training, the used third ambulance purchase, and employee retention efforts including getting the station ready for the additional staffing.

The new door system is scheduled to be installed on site October 12-13. Everything has been readied to go and we should be up and running by the end of that week.

We found a camera system that is going to work great. We are currently working through some operational changes with room locations etc before we order so that we know exactly how many cameras to get and where they will be going. We are hoping to have the cameras in over the next month or two. This is still in the works but we have started to run cabling above the ceilings in preparation.

Old Business

- Discussion was held regarding future planning of the department. No action was taken.
- The proposed 2023 Budget was presented. A motion to approve the 2023 operational budget as presented was made by Postler, second by Meinholz. Motion carried 6/0.

New Business

- None

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- Willems reminded the group of the pancake breakfast at WNFD.

Next WWDDVS Meeting is scheduled for **November 10, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Meinholz, second by Postler. Motion carried 6/0 at 7:37 pm.**

Scott Russell
Waunakee Area EMS Service Director

WWDDVS EMS Commission

Thursday, November 10, 2022

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. None
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 and Captain position.
 - b. Reconvene in open session.
 - c. Possible action on items discussed in closed session
 - e. SOG/SOP and Employee Manual proposed changes
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: November 10, 2022

The meeting was called to order by Scott Russell at 7:10 pm.

The following members were present at the meeting:

Village of Dane: Don Postler
Town of Vienna: Tim Hoege
Town of Springfield: Art Meinholz
Village of Waunakee: Phil Willems

Others present at the meeting:

WAEMS Service Director: Scott Russell
WAEMS Assistant Service Director Barb Kalscheur

Absent

Town of Dane: Rich Haag
Town of Westport: Dean Grosskopf

- **Motion to appoint Don Postler as acting Chairperson for the meeting was made by Willems, second by Meinholz. Motion carried 4/0.**

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular October 2022 EMS Commission meeting were reviewed. **A motion to approve the October 2022 minutes was made by Meinholz, second by Hoege. Motion carried 4/0.**

Review / Approve Expenditure Statement

- The expenditure statement for October 2022 was reviewed. **A motion to approve the October 2022 expenditure statement was made by Willems, second by Meinholz. Motion carried 4/0.**

Service Director Report

We oriented two new volunteers and received another application that we will be interviewing in November. We had one part-time employee resign and brought on one more part-time employee.

The written and scenario evaluation process went well. Of the 22 applicants, we brought 14 forward to take part in the employee panel interviews. This interview is just as it sounds, a panel made up of our current full-time employees. From there, the successful applicants will be moved on to the Chief's panel interviews December 6th.

We have received the ambulance back from Kurt and it's in great working order. We are working on creating a punch list to take care of prior to putting it in service. I have been working with wrapping companies to try to find someone that will wrap it, but we may have to weigh the options of getting a little body work before wrapping.

We are still waiting on the funds to get deposited for this. There have been quite a few mix-ups at the State EMS office on the process that has caused a lot of confusion and ultimately held everything up pretty bad. I am holding tight on the purchases until this funding formally comes into the accounts.

The new door system is installed. There were some issues with the network and IT stuff that held things up for a little bit, but it has ultimately been finished and is working well. We finished

We met with Trending Now here in town to start the process of getting new uniform concepts and a rebranding. This is one of the final steps in the process that we talked about a long while ago in getting uniforms that can help differentiate us from law enforcement when we are on scenes to help with crew member safety. While I was hoping to have some samples for this meeting, it looks like it will be the December meeting that we will be unveiling the concepts.

The annual Holiday Dinner will be held December 7th. We will send out more information as it gets closer but wanted to make you all aware of it in case you are interested in attending.

Old Business

- None

New Business

- **A motion to convene 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 and Captain position was made by Willems, second by Hoege. Roll call was taken: Postler-Aye; Hoege-Aye; Meinholz-Aye; Willems-Aye. Motion carried and meeting went into closed session at 7:29pm.**
- **A motion to reconvene into open session was made by Meinholz, second by Hoege. Roll call was taken: Postler-Aye; Hoege-Aye; Meinholz-Aye; Willems-Aye. Meeting reconvened into open session at 8:07pm.**
- **A motion was made that due to the current Captain transitioning to a different position and Assistant Service Director's three year commitment ending, these positions shall be combined, making a new Deputy Chief position, to be promoted from within, was made by Hoege, second by Meinholz. Motion carried 4/0.**
- Discussion had regarding the proposed SOG/SOP and Employee Manual changes. No action was taken.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- Russell invited the Commission to the annual departmental holiday party on December 7th.

Next WWDDVS Meeting is scheduled for **December 8, 2022 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Meinholz, second by Hoege. Motion carried 4/0 at 8:47 pm.**

Scott Russell
Waunakee Area EMS Service Director

WWDDVS EMS Commission

Thursday, December 8, 2022

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. None
8. NEW BUSINESS
 - a. Appointment of Deputy Chief
 - b. 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 items discussed in closed session
 - e. SOG/SOP Manual Changes
 - f. Employee Manual proposed changes
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

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WWDDVS EMS Commission Meeting Minutes

Meeting Date: December 8, 2022

The meeting was called to order by Dean Grosskopf at 7:05 pm.

The following members were present at the meeting:

Village of Dane: Don Postler
Town of Vienna: Tim Hoeg
Town of Springfield: Art Meinholz
Town of Dane: Rich Haag
Town of Westport: Dean Grosskopf

Others present at the meeting:

WAEMS Service Director: Scott Russell
WAEMS Assistant Service Director Barb Kalscheur

Absent

Village of Waunakee: Phil Willems

Public / Membership Appearances

- None

Review / Approve Minutes

- The minutes of the regular November 2022 EMS Commission meeting were reviewed. **A motion to approve the November 2022 minutes was made by Postler, second by Meinholz. Motion carried 5/0.**

Review / Approve Expenditure Statement

- The expenditure statement for November 2022 was reviewed. **A motion to approve the November 2022 expenditure statement was made by Haag, second by Postler. Motion carried 5/0.**

Service Director Report

We have one part-time employee coming in for orientation this month. No members left us in November.

Chief's interview panel will be December 6th. The timeframe from here is that we will extend offers either December 9th or December 12th.

We were able to find a local company that is going to wrap the ambulance for us as is. They came highly recommended from MedFlight. They also do not require any body work on the ambulance.

We have the punch list completed. We are going to start on fixing the last few issues and working on getting the radio and MDC installed and running. Everything is tracking very well.

The first half of the Flex Grant has been received. We have been starting to work on starting some of the initiatives. Aside from the ambulance, we ordered the portable radios that we need and have all of the AV equipment in. The hope is to have the radios programmed yet this month. The AV equipment will hopefully start getting installed the last week of December.

We've gone back and forth working with Trending Now on the new uniforms. We are hoping to get the first allotment of new uniforms ordered before Christmas so that they are ready to go into service prior to the new employees starting in January.

The annual Holiday Dinner will be held December 7th. This is a great event for our membership. Thank you all very much for allowing us to put on an event like this every year to thank the entire membership for everything they do throughout the year.

Old Business

- None

New Business

- **A motion to approve and appoint Dustin Riggs to the position of Deputy Chief with the Waunakee Area EMS was made by Haag, second by Postler. Motion carried 5/0.**
- **A motion to convene 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 Meinholz, second by Postler. Roll call was taken: Postler-Aye; Hoege-Aye; Meinholz-Aye; Grosskopf-Aye; Haag-Aye. Motion carried and meeting went into closed session at 7:29pm.**
- **A motion to reconvene into open session was made by Postler, second by Haag. Roll call was taken: Roll call was taken: Postler-Aye; Hoege-Aye; Meinholz-Aye; Grosskopf-Aye; Haag-Aye. Meeting reconvened into open session at 8:35pm.**
- **A motion was made to adjust the Service Director salary as discussed in closed session, was made by Postler, second by Haag. Motion carried 5/0.**
- **A motion to approve the SOP Manual changes as presented was made by Hoege, second by Meinholz. Motion carried 5/0.**
- No discussion or action taken on the Employee Manual proposed changes.

MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS

- None

Next EMS Commission Meeting is scheduled for **January 12, 2023 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Meinholz, second by Hoege. Motion carried 5/0 at 9:03 pm.**

Scott Russell
Waunakee Area EMS Service Director

WAUNAKEE AREA EMS

WWDDVS EMS Commission

Wednesday, December 7, 2022

6:00 P.M.

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

Potential Quorum at Waunakee Area EMS Station, 201 N Klein Dr., Waunakee WI 53597

This potential meeting is being noticed as a possible gather of a quorum of the Waunakee Area EMS Commission due to the possible attendance at a special event being held at the EMS Station. No action or discussion will be taken on any item as a Commission.

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