

WAUNAKEE AREA EMS

## WWDDVS EMS Commission

Thursday, January 12, 2023

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. Departmental Reporting Network / Liaison
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 12, 2023**

**The meeting was called to order by Dean Grosskopf at 7:00 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 Westport: Dean Grosskopf  
Village of Waunakee: Phil Willems

**Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs  
WAEMS Assistant Service Director Barb Kalscheur

**Absent**

Town of Dane: Rich Haag

**Public / Membership Appearances**

- None

**Review / Approve Minutes**

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

**Review / Approve Expenditure Statement**

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

**Service Director Report**

We had one 7 year member leave us in early January. Thank you, Bryanna, for all of your hard work and dedication!

The six new employees will be starting on the 19<sup>th</sup>. After two days of orientation, the first shift will start on the 22<sup>nd</sup> at 08:00. Each shift will go through 48 hours of field training which will put the second ambulance on the road by January 28<sup>th</sup> at the latest.

The ambulance is back from being wrapped. We are currently getting the equipment laid out in it and working on setting up a date to have the radio installed.

I will be submitting the first financial reports early February. This will mostly be the ambulances and radios.

The uniforms have been ordered and are still on track to be here before the new employees start.

While only preliminary, the numbers are in from 2022, showing an increase yet again. We hit 1,816 calls that we responded to. Adding in the simultaneous calls we were unable to respond to, we had a total of 2,103 calls for service in 2022. I will be double checking all these numbers and get final numbers in the coming months.

### **Old Business**

- None

### **New Business**

- Discussion regarding Departmental Reporting Network concept, no action taken.

### **MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS**

- Discussion had regarding requesting Waunakee Fire Department for calls. No action taken.

Next EMS Commission Meeting is scheduled for **February 9, 2023 @ 7:00pm** at the EMS Station. **A motion to adjourn was made by Postler, second by Hoege. Motion carried 5/0 at 8:03 pm.**

Scott Russell  
Waunakee Area EMS Chief

WAUNAKEE AREA EMS

## WWDDVS EMS Commission

Thursday, February 9, 2023

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. CHIEF'S REPORT
7. OLD BUSINESS
  - a. Departmental internal reporting network / liaison
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 EMS**

**EMS Commission**

The Regular meeting of the Waunakee Area EMS Commission

Originally scheduled for February 9<sup>th</sup>, 2023

**Has been cancelled.**

The next regular meeting is scheduled for:

March 9, 2023 at 7:00pm

WAUNAKEE AREA EMS

## WWDDVS EMS Commission

Thursday, March 9, 2023

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. CHIEF'S REPORT
7. OLD BUSINESS
  - a. Departmental internal reporting network / liaison
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 EMS**

**EMS Commission**

The Regular meeting of the Waunakee Area EMS Commission

Originally scheduled for March 9<sup>th</sup>, 2023

**Has been cancelled.**

The next regular meeting is scheduled for:

April 13, 2023 at 7:00pm

WAUNAKEE AREA EMS

## WWDDVS EMS Commission

Thursday, April 13, 2023

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. CHIEF'S REPORT
7. OLD BUSINESS
  - a. Departmental internal reporting network / liaison
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 negotiation process for expiring CBA.
9. MISCELLANEOUS BUSINESS/FORTHCOMING EVENTS
10. ADJOURNMENT.

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





## EMS Commission Meeting Minutes

**Meeting Date:** April 13, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Don Postler  
Town of Dane: Rich Haag  
Town of Vienna: Tim Hoege  
Town of Springfield: Art Meinholz  
Village of Waunakee: Phil Willems  
Town of Westport: Dean Grosskopf

### **Others present at the meeting:**

WAEMS Chief Scott Russell

### **Absent**

None

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular January 2023 EMS Commission Meeting were reviewed. **A motion to approve the January 2023 EMS Commission Meeting Minutes as presented was made by Meinholz, second by Postler. Motion carried 6/0.**

### **Review / Approve Expenditure Statements**

- The expenditure statements for January, February and March of 2022 were reviewed. **A motion to approve the January, February and March 2023 Expenditures as presented was made by Postler, second by Meinholz. Motion carried 6/0.**

### **Chief's Report**

In January, we brought on our six (6) Full-Time employees. They have since done a great job of integrating into the rotations and their respective crews. Of the six employees hired, four of them were current part-time employees. We have recently put out a hiring process to work on backfilling their part-time vacancies. This process has not been producing very many applicants, but we are working to see what we can do to find applicants. Asking around, this has been a common theme throughout the area. In March, we attended a job fair at Madison



College to work on bringing on more volunteers. We have had some interest in this process and will be holding an interview day shortly for these applicants.

Our annual audit is performed as a part of the Village of Waunakee Audit. This year's audit took place on March 14<sup>th</sup> here at the Station. We did not have any surprises or issues arise. They will be getting us the year end adjustment entries in the next month or two to close out 2022.

Medic 22 has been completed to the point of being useable and has run its inaugural shifts without issues. We still have some equipment that gets moved over to it before it goes in service and will continue to run this way for some time yet. We are currently working on getting the internet connectivity up and running on it.

With the new ambulance replacement cycle, we are due for our next new ambulance in 2025. Unfortunately, the current lead time on ambulances is 18-24 months. Working with a couple of manufacturers, they are saying that we should start the process now instead of the planned early summer timeframe. We began working with some manufacturers to get the ball rolling. The hope is to get these ordered sooner than later and will be looking to lock in pricing as soon as possible.

The new uniforms have arrived and are already in service. We have had great feedback on the new branding. The overall new look has accomplished the original goal well of differentiating ourselves as medical only.

The current Collective Bargaining Agreement with the IAFF Local 311 represented employees (Full-time employees) is set to end at the end of 2023. Negotiations with the employees will be starting fairly soon, we are just waiting for the formal request.

The expense report has been submitted for the first half of the grant. We should be seeing the second installment soon. The details of the funds spent are in the expense report paperwork.

I am excited to announce that we are in the final stages of getting naloxone on the apparatus at Dane Fire. We provided the initial training in March to the department. I do not know a "go live" date as of yet, but this will help bring life saving capabilities to some of the more remote areas of our district.

March brought us the first month fully under the new organizational chart. With it, comes the end of the tenures for our Assistant Director Barb Kalscheur, Maintenance Officer Dan Voliva and Recruitment and Retention Officer Amy Hanson. I was to take a minute to thank all of you for your hard work and dedication to the department. All three of these officers are staying on in varying roles within the department.



The Village of Waunakee is looking at concepts to add mechanic capabilities to their public works department. We have started attending meetings with the Village on this process as we do utilize their mechanic to service our ambulances. This is just in the infancy stages and I will keep you apprised as we move forward with everything.

We have been getting pricing lately from companies to try to make our internet, phone and cable service more efficient and cost effective. We ended up settling on TDS. They are going to run fiber to our building and have us up on their network shortly. We will be getting 6x faster internet speeds and the same phone services. In addition, we are going to go to a full streaming service for television needs. With this changeover, we are looking at approximately \$1,800 in annual savings with improved services.

The County has started a new initiative to get all the municipalities to dust off the emergency management plans and start re-writing them. Historically, this has been a joint effort across a portion of the EMS District. As we work our way through this, I will be working with your municipalities to help get these documents built up.

#### **Old Business**

- Discussion regarding departmental internal reporting network / liaison was had. No action taken.

#### **New Business**

- Discussion regarding upcoming CBA negotiation timeframes and process was had. No action taken.

#### **Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for May 11, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Hoege, second by Meinholz. Motion carried 6/0 at 8:32 pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, May 11, 2023

7:00 pm

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. CHIEF'S REPORT
7. OLD BUSINESS
  - a. Departmental internal reporting network / liaison
  - 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 negotiation process for expiring CBA.
8. NEW BUSINESS
  - a. None
9. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
10. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:** May 11, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Dane: Rich Haag  
Town of Vienna: Tim Hoege  
Town of Springfield: Jim Pulvermacher (for Art Meinholz)  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf

### **Others present at the meeting:**

WAEMS Chief Scott Russell

### **Absent**

None

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular April 2023 EMS Commission Meeting were reviewed. **A motion to approve the April 2023 EMS Commission Meeting Minutes as presented was made by Hoege, second by Haag. Motion carried 5/0 with Pulvermacher Abstaining.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for April 2023 was reviewed. **A motion to approve the April 2023 Expenditures as presented was made by Schmidt, second by Hoege. Motion carried 6/0.**

### **Chief's Report**

We recently brought on three new volunteers. One of the three is currently in Paramedic class and the other two are looking to start class in the coming months. Our most recent part-time posting has closed with zero applications.



Working with AEV we were made aware of a tight window to order chassis. We are working with them to see if we need to get in on the 2023 chassis or if we can wait and order a 2024 without affecting our delivery timeframe. The rest of the process is going well.

The current Collective Bargaining Agreement with the IAFF Local 311 represented employees (Full-time employees) is set to end at the end of 2023. We still have not received the formal request for renegotiations.

The expense report has been submitted for the first half of the grant. We should be seeing the second installment soon; this has proven to be quite the wait as the State slowly works through everything. The details of the funds spent are in the expense report paperwork.

Dane fire is looking to conduct the final training on their Naloxone in June. We are working to get a date together with our Medical Direction to make this happen.

They started running the fiber to the building. The hope is that we will be fully switched over by the end of summer.

We had some preliminary meetings with the school district regarding their safety plan. We are hopeful to start running some tabletop exercises this fall to prepare for an eventual full-scale exercise. More details to come.

We hosted the WATCH program here last month. It is a program similar to the citizen's academy but for 5-8<sup>th</sup> graders. The program was another great success and a great way to get our industry in front of today's youth.

All the plans are in place to switch from our physical server to a cloud server later this month. This is the last step with Elevity to finish out our master plan that we started a few years ago with them. This switch will enable us to not have to upkeep a physical server here, lowering our monthly costs, while improving our workflow and creating the needed firewalls for HIPAA compliance securities.

#### **Old Business**

- Discussion regarding departmental internal reporting network / liaison was had. No action taken.
- No discussion or action taken regarding CBA negotiations.

#### **New Business**

- None



**Miscellaneous Business / Forthcoming Events**

- Lake Melvin Fishing Extravaganza – April 22

Next EMS Commission Meeting is scheduled for June 8, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Hoege, second by Haag. Motion carried 6/0 at 7:42 pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS Commission Meeting Minutes

**Meeting Date:** June 8, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoege  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

Town of Dane: Rich Haag

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular May 2023 EMS Commission Meeting were reviewed. **A motion to approve the May 2023 EMS Commission Meeting Minutes as presented was made by Hoege, second by Schmidt. Motion carried 5/0.**

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### **Review / Approve Expenditure Statements**

- The expenditure statement for May 2023 was reviewed. **A motion to approve the May 2023 Expenditures as presented was made by Meinholz, second by Hoege. Motion carried 5/0.**

### **Chief's Report**

We had one volunteer leave us and both of the new volunteers have started their orientation shifts with us. We are still actively looking for Part-Time employees with little interest.

We are in the process of getting the drawings where we like them. All of the big decisions have been made, we are just working on fine-tuning the compartments. The goal is to get it as close





to the current trucks as possible with a few improvements to make the Medics jobs more efficient.

We finally got word that the first-half expense report has been accepted. We should see the second half funds shortly.

Last year we received a one-time supplemental FAP deposit over and above the normal annual funding. This money had been given to departments under the same requirements as the normal FAP funding each year. With this funding we are ordering transport ventilators and IV Pumps. We hope that these will be in-house next month, with our department being trained on it all throughout August and going live in September.

The final training date for the Dane Fire Department Naloxone project is June 14<sup>th</sup>. I will be hosting the training along with our Medical Direction, after which Dane Fire will begin carrying Naloxone on their vehicles.

TDS has finished installing the fiber lines into our building. The last step now is to coordinate a time where TDS and Elevelty can both be on site to make the switchover. We will run both internets simultaneously for a couple of weeks to ensure that everything is running smooth, then we will end the Spectrum service and move everything over to TDS.

Our financial software has fully switched up to Quickbooks Online. Aside from a learning curve that we are still working through, everything is going well. This has been a big switch and will continue to be a work in progress over the next couple of months as we get more efficient in it.

The Server is fully online and working great. This was a huge, last step, in the onboarding process with Elevelty. Not only does it provide us with a lot more flexibility and useability, but it also was the final step in fully protecting our IT end of Protected Health Information to fully meet all of our HIPAA needs. We still have to decommission the old server which should be happening later this month.

### **Old Business**

- Discussion regarding departmental internal reporting network / liaison was had. No action taken.
- Short discussion regarding CBA negotiation timeframe was had in open session. No action taken.

### **New Business**

- Discussion regarding consideration of revising the "Agreement Creating EMS District" was had. No action was taken.



**Miscellaneous Business / Forthcoming Events**

- Dane Fest June 23, 24, 25
- **Motion made to move July's regularly scheduled EMS Commission Meeting to July 6, 2023 @ 7:00pm was made by Hoege, second by Meinholz. Motion carried 5/0.**

Next EMS Commission Meeting is scheduled for July 6, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Schmidt, second by Meinholz. Motion carried 5/0 at 8:28pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS Commission Meeting Minutes

**Meeting Date:** June 8, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoege  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

Town of Dane: Rich Haag

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular May 2023 EMS Commission Meeting were reviewed. **A motion to approve the May 2023 EMS Commission Meeting Minutes as presented was made by Hoege, second by Schmidt. Motion carried 5/0.**

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### **Review / Approve Expenditure Statements**

- The expenditure statement for May 2023 was reviewed. **A motion to approve the May 2023 Expenditures as presented was made by Meinholz, second by Hoege. Motion carried 5/0.**

### **Chief's Report**

We had one volunteer leave us and both of the new volunteers have started their orientation shifts with us. We are still actively looking for Part-Time employees with little interest.

We are in the process of getting the drawings where we like them. All of the big decisions have been made, we are just working on fine-tuning the compartments. The goal is to get it as close



to the current trucks as possible with a few improvements to make the Medics jobs more efficient.

We finally got word that the first-half expense report has been accepted. We should see the second half funds shortly.

Last year we received a one-time supplemental FAP deposit over and above the normal annual funding. This money had been given to departments under the same requirements as the normal FAP funding each year. With this funding we are ordering transport ventilators and IV Pumps. We hope that these will be in-house next month, with our department being trained on it all throughout August and going live in September.

The final training date for the Dane Fire Department Naloxone project is June 14<sup>th</sup>. I will be hosting the training along with our Medical Direction, after which Dane Fire will begin carrying Naloxone on their vehicles.

TDS has finished installing the fiber lines into our building. The last step now is to coordinate a time where TDS and Elevelty can both be on site to make the switchover. We will run both internets simultaneously for a couple of weeks to ensure that everything is running smooth, then we will end the Spectrum service and move everything over to TDS.

Our financial software has fully switched up to Quickbooks Online. Aside from a learning curve that we are still working through, everything is going well. This has been a big switch and will continue to be a work in progress over the next couple of months as we get more efficient in it.

The Server is fully online and working great. This was a huge, last step, in the onboarding process with Elevelty. Not only does it provide us with a lot more flexibility and useability, but it also was the final step in fully protecting our IT end of Protected Health Information to fully meet all of our HIPAA needs. We still have to decommission the old server which should be happening later this month.

#### **Old Business**

- Discussion regarding departmental internal reporting network / liaison was had. No action taken.
- Short discussion regarding CBA negotiation timeframe was had in open session. No action taken.

#### **New Business**

- Discussion regarding consideration of revising the "Agreement Creating EMS District" was had. No action was taken.



**Miscellaneous Business / Forthcoming Events**

- Dane Fest June 23, 24, 25
- **Motion made to move July's regularly scheduled EMS Commission Meeting to July 6, 2023 @ 7:00pm was made by Hoege, second by Meinholz. Motion carried 5/0.**

Next EMS Commission Meeting is scheduled for July 6, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Schmidt, second by Meinholz. Motion carried 5/0 at 8:28pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## **WAUNAKEE AREA EMS COMMISSION**

### **GATHERING OF A POSSIBLE QUORUM**

Wednesday, June 14, 2023  
10:00 am  
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 an 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 608-849-7522 at least 24 hours prior to the meeting.



## EMS COMMISSION MEETING

**\*\*\*Thursday, July 6, 2023\*\*\***

7:00 pm

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

### **AGENDA**

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion/Action
  - 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 negotiation process for expiring CBA.
7. REVIEW / APPROVE EXPENDITURE STATEMENT/S
8. CHIEF'S REPORT
9. NEW BUSINESS
  - a. None
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

Meeting Date: July 6, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:02 pm.

### Commission Members Present at the meeting:

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoege  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf

### Others present at the meeting:

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### Absent

Town of Dane: Rich Haag

### Public / Membership Appearances

- None

### Review / Approve Minutes

- The minutes of the regular June 2023 EMS Commission Meeting were reviewed. **A motion to approve the June 2023 EMS Commission Meeting Minutes as presented was made by Meinholz, second by Hoege. Motion carried 5/0.**

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### Old Business

- Discussion regarding the intergovernmental agreement “Agreement Creating EMS District” was had. No action was taken.
- **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 negotiation process for expiring CBA was made by Hoege, second by McPherson. Motion carried 5/0 and the meeting went into closed session at 8:16pm.**
- **A motion to reconvene in open session was made by Hoege, second by McPherson. Motion carried 5/0 and the meeting returned to open session at 9:43pm.**

### Review / Approve Expenditure Statements





- The expenditure statement for May 2023 was reviewed. **A motion to approve the May 2023 Expenditures as presented was made by Meinholz, second by Hoege. Motion carried 5/0.**

### **Chief's Report**

We had no movement on membership. We are finalizing another formal Part-Time process to try coinciding with the conclusion of the current Paramedic cohorts that will be finishing up in August in hopes of tapping into a new pool of potential candidates.

We signed an agreement with ARV and Ford to formally get in line for a chassis for the new ambulance that will be delivered in 2025. There are still some specs that we are working through still but by doing this we secured the vehicle itself and all but confirming we can still get the delivery in 2025.

We received the second half of the flex grant in June. We just about have all of the projects finished with this process. We are hoping to submit the final paperwork and expense reports early this fall.

We talked last month about using the FAP Funding to help purchase transport ventilators for the ambulances. We were fortunate enough to qualify for a State of WI program to secure ventilators free of charge from the overstock left from the Pandemic. With the money saved, we were able to purchase a new LUCAS Device for M22 and to serve as a "back-up" should either of our units go down.

I am proud to say that Dane Fire Department is now carrying Narcan on two of their responding vehicles, providing our northern portions of the district as well as Lodi's southern district with first response capabilities in opiate related incidents.

The TDS project is finished, and we are currently in the timeframe where we are running both TDS and Spectrum concurrently. The second week of July, we will run a report that will show us if there were any issues with TDS that we have to worry about. If not, we will cancel out Spectrum and be 100% switched over.

June was our first big summer month with larger public events. Dane Fest went well as always and had a great showing, even with the altered parade route this year. Waunaboom also went well, but with the heat did see us fairly busy throughout the day. The next big event is Waunafest weekend the last weekend of July.

### **New Business**

- No new business was discussed



**Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for August 10, 2023 at 7:00 pm at the EMS Station.  
**A motion to adjourn was made by Schmidt, second by Meinholz. Motion carried 5/0 at 9:50pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, August 10, 2023  
7:00 pm  
EMS Station, 201 N Klein Dr., Waunakee, WI 53597

### AGENDA

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. REVIEW / APPROVE EXPENDITURE STATEMENT/S
7. CHIEF'S REPORT
8. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion
  - 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 negotiation process for expiring CBA.
9. NEW BUSINESS
  - a. 2024 Budget
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:** August 10, 2023

**The Meeting was Called to order by Chair Dean Grosskopf at 7:01 pm.**

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoega  
Town of Springfield: Art Meinholz  
Village of Waunakee: Kristin Runge (sub for Robert McPherson)  
Town of Westport: Dean Grosskopf  
Town of Dane: Rich Haag

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

- None

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular July 2023 EMS Commission Meeting were reviewed. **A motion to approve the July 2023 EMS Commission Meeting Minutes as presented was made by Hoega, second by Schmidt. Motion carried 5/0, Runge Abstain.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for July 2023 was reviewed. **A motion to approve the July 2023 Expenditures as presented was made by Meinholz, second by Haag. Motion carried 6/0.**

### **Chief's Report**

We had one Full-Time employee submit their notice of resignation. We have run an internal process to fill this vacancy with one of our current part-time employees. The offer was formally accepted on 8/9 and I would like to welcome Thomas Heumann as our newest Full-Time employee! Thomas has been a very active part-time employee with us and has worked great



with all of the crews. He will be an exceptional addition to the team. Thomas will start his first shift on 8/24 as a part of A shift.

We also posted another part-time process in hopes of bringing in more part-time employees. We tried to line it up with the end of local paramedic programs in hopes of attracting as many as possible.

We are completing some final reviews of our grant and expenditures to see what is left for submittal.

July is our busiest month with large Public Events. Between Waunaboom and Waunafest we stay pretty busy with preplanning and working the events. After this year's events, we are working on some changes to future events in our district and will be working with municipalities where large events take place in hopes of getting some better preplanning processes in place.

We have been working with Medical Control to get training programs put together to get the IV Pumps and Ventilators put into service. We are looking at September and October for training with hopes of both units being on the ambulances by the beginning of December at the latest.

We have had two great negotiation sessions with the Collective Bargaining Unit regarding the upcoming agreement renewal. Both sides have been working together great and I'm confident this will continue into next week for our next session in hopes of getting the new CBA signed in a timely manner.

This year's Dane County Save Banquet was another success. This event is held to celebrate out of hospital cardiac arrest survivors and to honor the first responders that were a part of the efforts. This year we four cardiac arrest saves, three of which were present at the events to meet the crews. It was a great year for Waunakee Area EMS and I can't say enough about how phenomenal our staff and all the blood, sweat and tears they put in to serve our communities!

### **Old Business**

- Discussion regarding the intergovernmental agreement "Agreement Creating EMS District" was had. No action was taken.
- **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 negotiation process for expiring CBA was made by Hoegel, second by Meinholz. Motion carried 6/0 and the meeting went into closed session at 7:45pm.**
- **A motion to reconvene in open session was made by Runge, second by Schmidt. Motion carried 6/0 and the meeting returned to open session at 8:20pm.**



**New Business**

- The 2024 Budget was discussed. No action was taken.

**Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for September 14, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Meinholz, second by Hoege. Motion carried 6/0 at 9:06pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, September 14, 2023  
7:00 pm  
EMS Station, 201 N Klein Dr., Waunakee, WI 53597

### AGENDA

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. REVIEW / APPROVE EXPENDITURE STATEMENT/S
7. CHIEF'S REPORT
8. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion/Possible Action
  - 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 negotiation process for expiring CBA.
  - c. 2024 Budget
9. NEW BUSINESS
  - a. None
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:** September 14, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoege  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf  
Town of Dane: Rich Haag

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

- None

### **Confirmation of Open Meeting Compliance**

- Public posting, official notices, and online availability were confirmed by Chief Russell for open meeting compliance.

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular August 2023 EMS Commission Meeting were reviewed. **A motion to approve the August 2023 EMS Commission Meeting Minutes as presented was made by Schmidt, second by Haag. Motion carried 5/0, McPherson Abstain.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for August 2023 was reviewed. **A motion to approve the August 2023 Expenditures as presented was made by Haag, second by Meinholz. Motion carried 6/0.**

### **Chief's Report**





We had one full-time employee leave us to join Sun Prairie Full-Time. We were able to use the list from the recent internal interview process to fill the position. Unfortunately, the new employee, will not be able to start until December 1<sup>st</sup> due to injury. We had one employee welcome his first child in August. We brought on one new part-time employee, are in the process of bringing on a second, have an interview for a possible third part-time employee in September and brought on one new volunteer. We are still seeing a lot of difficulty finding people and are working on more creative ways to bring people in.

The final submittal for the Flex Grant is due at the end of September. We still have some funds left to use that I have reached out to the State for some guidance on. I have still not heard back from them, but as soon as I do we will finish up our grant paperwork and get it submitted.

We have had a few lingering summer events that we were present at. Most notably is the start of the local football games. We do not see as many public events in the fall that we provide medical services at, but continue to attend as many as possible.

We will have started the first round of Ventilator training before September's meeting. We have created a systematic process to get all of our staff through all of the needed trainings the next two months. We are still on track for the vents to be on the ambulances in December. The IV pumps should be on the ambulances either December or January. The pumps do not have as much of a training lift so that process will go fairly smoothly.

The hope is to be finished with the negotiations by the time of the September meeting. We will see if that happens or not. Overall, the process has gone well.

We met with the WCSO Safety Team to go over their emergency plans, processes and procedures. We worked with the team to develop the best practices on the EMS end of things to ensure the best chance of a coordinated response should anything happen.

### **Old Business**

- Discussion regarding the intergovernmental agreement "Agreement Creating EMS District" was had. **A motion was made by Grosskopf, second by Meinholz, to accept the agreed upon changes to the operating agreement as defined by the presented paperwork with two changes; under 3.01 change the verbiage to reflect the annual meeting "shall be held no later than October 31" and under 4.01/4.02 to reflect the adherence to state law if the amount is lower than the section allows for. The approved changes are to be drafted by the District's attorneys into one document for the six participating municipalities unanimous approval that make up the District. Motion carried 6/0.**
- A brief discussion was had regarding the progress of the CBA. No action was taken.



- A brief discussion was had regarding the 2024 draft operating budget. No action was taken.

#### **New Business**

- No new business.

#### **Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for October 12, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Schmidt, second by Meinholz. Motion carried 6/0 at 8:35pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, October 12, 2023  
7:00 pm  
EMS Station, 201 N Klein Dr., Waunakee, WI 53597

### AGENDA

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. REVIEW / APPROVE EXPENDITURE STATEMENT/S
7. CHIEF'S REPORT
8. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion/Possible Action
  - 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 negotiation process for expiring CBA.
  - c. 2024 Budget
9. NEW BUSINESS
  - a. None
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:**           **October 12, 2023**

**The Meeting was Called to order by Chair Dean Grosskopf at 7:00 pm.**

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoega  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf  
Town of Dane: Rich Haag

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

- None

### **Confirmation of Open Meeting Compliance**

- Public posting, official notices, and online availability were confirmed by Chief Russell for open meeting compliance.

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular September 2023 EMS Commission Meeting were reviewed. **A motion to approve the September 2023 EMS Commission Meeting Minutes as presented with Chief Russell to add a section reflecting the Open Meeting Compliance was made by Meinholz, second by Haag. Motion carried 6/0.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for September 2023 was reviewed. **A motion to approve the September 2023 Expenditures as presented was made by Haag, second by Schmidt. Motion carried 6/0.**



## Chief's Report

We brought on two new volunteers in September. Both are going to run under the volunteer paramedic program while they get experience on the ambulance while working towards possible part-time positions.

The final submittal of the flex grant expenditure reports has been finished and submitted. Barring any corrections that need to be made on the report, this will formally close out the Flex Grant. Everything that had been ordered through the grant has been received and we are working on getting it all in service.

The Act 102 expenditure reports were finished and submitted. This year's FAP was especially helpful as there was supplemental funding provided, of which we got an extra \$25,000. We used that to help get the monitors and IV Pumps. Every year there is an educational amount that is given to departments to help with EMR and EMT courses/materials. We did not have anywhere to spend that this year so we escrowed it into next year. Next year's applications have already opened up and we have that one submitted now as well.

We have reached a tentative agreement with the Collective Bargaining Unit. I'd like to give a big thank you to Dean Grosskopf for coming in and sitting through the process with us and helping the negotiations run smoothly.

I have been working with a couple of the Village of Waunakee departments on a concept to get some AEDs into a few of their parks. They received a donation for this project, and we are very excited to get more AEDs into public areas. These are going to be housed in weatherproof, heated boxes and strategically placed for best results. They have a locking mechanism on them so that when someone calls 911, they will have the access code given to them by the dispatcher. I am meeting with the Comm Center later this month to work through the logistics of the project.

We are starting to learn more about the Wisconsin Ground Emergency Medical Transport (WI GEMT) Supplemental Program (Act 228). This program is designed to provide additional money to transport services that service Medicaid patients. Medicare currently reimburses far less than the cost of transport. Through this program, we will submit our annual costs for Medicare transports and what we received per call from Medicare. During the first half of the next year, we will get reimbursed a portion of the difference. There is still not a lot of great detail on the program, and we haven't received the communications from DHS that we were supposed to, but I am hopeful that this will help our revenues going forward.

## Old Business

- Discussion regarding the intergovernmental agreement "Agreement Creating EMS District" was had. **A motion was made by McPherson, second by Meinholz, to adopt**



the agreement as revised and forward to each municipality for consideration. Motion carried 6/0.

- 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 negotiation process for expiring CBA was made by Grosskopf, second by Meinholz. Roll call vote was taken. Schmidt-Aye: Hoege-Aye: Meinholz-Aye: McPherson-Aye: Grosskopf-Aye: Haag-Aye. Motion carried and meeting went into closed session at 7:33pm.
- A motion to reconvene into open session was made by Meinholz, second by Hoege. Roll call vote was taken. Schmidt-Aye: Hoege-Aye: Meinholz-Aye: McPherson-Aye: Grosskopf-Aye: Haag-Aye. Motion carried and meeting reconvened into open session at 7:50pm.
- A motion to approve the Collective Bargaining Agreement with the Employees covered by IAFF Local 311 was made by Meinholz, second by Hoege. Motion carried 6/0.
- A brief discussion was had regarding the 2024 draft operating budget. A motion to approve the proposed 2024 EMS Operating Budget as presented was made by Schmidt, second by Haag. Motion carried 6/0.

#### New Business

- No new business.

#### Miscellaneous Business / Forthcoming Events

- None

Next EMS Commission Meeting is scheduled for November 9, 2023 at 7:00 pm at the EMS Station. A motion to adjourn was made by Schmidt, second by Meinholz. Motion carried 6/0 at 8:05pm.

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, November 9, 2023  
7:00 pm  
EMS Station, 201 N Klein Dr., Waunakee, WI 53597

### AGENDA

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. REVIEW / APPROVE EXPENDITURE STATEMENT
7. CHIEF'S REPORT
8. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion/Possible Action.
9. NEW BUSINESS
  - a. Ambulance User Fees Discussion/Possible Action
  - b. Main Bank Account Discussion/Possible Action
  - c. 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 chief's annual performance review.
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:** November 11, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:01 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoega  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf  
Town of Dane: Rich Haag

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

- None

### **Confirmation of Open Meeting Compliance**

- Public posting, official notices, and online availability were confirmed by Chief Russell for open meeting compliance.

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular October 2023 EMS Commission Meeting were reviewed. **A motion to approve the October 2023 EMS Commission Meeting Minutes as was made by Meinholz, second by Hoega. Motion carried 6/0.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for October 2023 was reviewed. **A motion to approve the October 2023 Expenditures as presented was made by Schmidt, second by Haag. Motion carried 6/0.**

### **Chief's Report**





We brought on one part-time employee in October. Applications are slowly coming in as the paramedic class starts to come to an end. We are still short one full-time employee, which be filled December 16<sup>th</sup> when the new employee will be starting.

We officially signed on to the Dane County ALS Agreement. This is the formal agreement that effectively “drops borders” to our district and others for the highest acuity calls. I don’t anticipate a lot of calls falling into this agreement, but overall it will help our citizens in their absolute greatest times of need, sending the closest ALS ambulance to these true life threats.

All three ambulances have been serviced and are ready for winter weather. We have been having some electrical issues with our iG4 system in M26 that we are working through.

The employees have officially ratified the collective bargaining agreement passed by the Commission at the October meeting. The attorney is currently drafting up the final clean copy for signatures. Part of the process was an agreement to work with the Employees to come up with a joint scheduling policy as it pertains to mandating, etc. We have been working on this and will hopefully have it in place by the end of November.

We met with DCCC to discuss the concept and how the whole process will work. We will be working very closely with them to get these up and running smoothly with them hopefully being installed and live in Spring.

Still have not heard any updates or seen any correspondence on WGEMT. Will continue to report as I hear more.

2023 was our year to conduct a yearlong “audit” for Medicare to see what our actual expenses are. Every department in the country has to do this in either '22, '23, or '24. We have been keeping the records needed as we go along. We will get this all submitted early January.

### Old Business

- Discussion regarding the intergovernmental agreement “Agreement Creating EMS District” was had. No motions were made.

### New Business

- Discussion regarding user fees was had. No motions were made.
- Discussion regarding the current department bank account were had. **A motion to use Fortify Bank as the primary depositor for the department’s banking needs was made by McPherson, second by Hoege. Motion carried.**
- Meeting remained in open session. Short discussion had. No motions were made.



**Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for December 14, 2023 at 7:00 pm at the EMS Station. **A motion to adjourn was made by McPherson, second by Meinholz. Motion carried 6/0 at 8:28pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## EMS COMMISSION MEETING

Thursday, December 14, 2023  
7:00 pm  
EMS Station, 201 N Klein Dr., Waunakee, WI 53597

### AGENDA

1. CALL TO ORDER
2. ATTENDANCE ROLL CALL
3. CONFIRMATION OF OPEN MEETING COMPLIANCE
4. PUBLIC / MEMBERSHIP APPEARANCES
5. REVIEW / APPROVE MINUTES
6. REVIEW / APPROVE EXPENDITURE STATEMENT
7. CHIEF'S REPORT
8. OLD BUSINESS
  - a. Consider revising the "Agreement Creating EMS District" Discussion/Possible Action.
  - b. Ambulance User Fees Discussion/Possible Action
9. NEW BUSINESS
  - a. None
10. MISCELLANEOUS BUSINESS / FORTHCOMING EVENTS
11. ADJOURNMENT

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.



## EMS Commission Meeting Minutes

**Meeting Date:** December 14, 2023

The Meeting was Called to order by Chair Dean Grosskopf at 7:04 pm.

### **Commission Members Present at the meeting:**

Village of Dane: Roger Schmidt  
Town of Vienna: Tim Hoega  
Town of Springfield: Art Meinholz  
Village of Waunakee: Robert McPherson  
Town of Westport: Dean Grosskopf  
Town of Dane: Rich Haag

### **Others present at the meeting:**

WAEMS Chief Scott Russell  
WAEMS Deputy Chief Dustin Riggs

### **Absent**

- None

### **Confirmation of Open Meeting Compliance**

- Public posting, official notices, and online availability were confirmed by Chief Russell for open meeting compliance.

### **Public / Membership Appearances**

- None

### **Review / Approve Minutes**

- The minutes of the regular November 2023 EMS Commission Meeting were reviewed. **A motion to approve the November 2023 EMS Commission Meeting Minutes as was made by Meinholz, second by Haag. Motion carried 6/0.**

### **Review / Approve Expenditure Statements**

- The expenditure statement for November 2023 was reviewed. **A motion to approve the November 2023 Expenditures as presented was made by Schmidt, second by Hoega. Motion carried 6/0.**

### **Chief's Report**



We received notice from two full-time employees that they will be leaving us the first week in January. One was hired by the City of Madison Fire Department and the other was hired by FitchRona EMS. With the two openings, these positions were posted internally and we had three internal applicants apply. As of the time of this meeting, two offers were made. We have one that accepted and one that will be getting back to us by the end of the week. We also had one part-time employee start this month. We will be running another part-time process in January to help re-bolster our part-time numbers.

We received some lights that need to be replaced on both in-service ambulances. The two 2020 ambulances need to get in for some warranty work that we will be planning shortly now that everything is ready to go for the winter weather.

We are working through the last of the three training “modules” to get the staff trained on using the ventilators so that we can get them onto the ambulances. Assuming everything goes as planned, we will have these live on the ambulances by mid January. I want to give a big thanks to the UW Consortium and all of the Physicians and staff that helped with the trainings and writing the protocols to make this happen.

The AEDs and outdoor boxes have been received. I will be reaching out to Dane County EM to help with a training at Rex’s for the community. This will be held in January with dates to be confirmed soon.

Still have not heard any updates or seen any correspondence on the WIGEMT. At the last State meeting, they were unable to give any hard updates on timeframes. I will continue to report as I hear more.

We were able to get our employees through their ACLS and PALS recertifications here in house thanks to having a couple of employees with instructor licenses and a willingness to help us through this process. This is a great asset to have and provides a sense of comfort knowing we don’t have to send employees externally for these.

#### **Old Business**

- No discussion regarding the intergovernmental agreement “Agreement Creating EMS District” was had. No motions were made.
- Discussion regarding user fees was had. **A motion to accept the recommended rates was made by Schmidt, second by Meinholz. Motion carried 6/0.**

#### **New Business**

- No new business



**Miscellaneous Business / Forthcoming Events**

- None

Next EMS Commission Meeting is scheduled for January 11, 2024 at 7:00 pm at the EMS Station. **A motion to adjourn was made by Meinholz, second by Hoega. Motion carried 6/0 at 7:32pm.**

Respectively Submitted by:

Scott Russell  
Waunakee Area EMS Chief



## **WAUNAKEE AREA EMS COMMISSION**

### **GATHERING OF A POSSIBLE QUORUM**

Wednesday, December 13, 2023

6:00 pm

The Lone Girl, 114 E Main St #101, Waunakee, WI 53597

Potential Quorum at The Lone Girl, 114 E Main St #101, 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 an event being held at the above location. No action or discussion will be taken on any item as a Commission.

**NOTES:** Persons needing special accommodation should call 608-849-7522 at least 24 hours prior to the meeting.