**Minutes of the Annual**

**Joint Municipal Meeting of**

**Fitch-Rona EMS District - Draft**

Thursday, October 20th, 2022

Attendance:

EMS Commission: Alder Shannon Strassman, Connie Hilla, James Roberts, Alder Kate Cronin, Brent Kyzer-McHenry, Supervisor Dr. David Lonsdorf, Terry Schnapp, Sue Luginbuhl.

Fitch-Rona EMS District: Chief Patrick Anderson, Deputy Chief Jeff Dostalek, Office Manager Michelle Wachter

City of Fitchburg:

City of Verona: Mayor Luke Diaz

Town of Verona: Town Supervisors Mike Duerst and Tom Mathies

Others present: Scott Yarbrough, Fitchburg FACTv, Justin Mitmoen, paramedic Fitch-Rona EMS District, Casey Schmidt, paramedic Fitch-Rona EMS District

Call to Order:

The meeting was called to order by EMS Commission Chairperson, Terry Schnapp, at 7:00 PM.

Welcome and Introductions: Terry Schnapp welcomed and thanked everyone for attending the annual meeting and reviewed the parliamentary procedures for making motions by the municipalities.

Public Comments: None

Review and Approval of October 21, 2021 Minutes: Motion by the City of Verona to approve the minutes from the Joint Meeting. Second by the Town of Verona. *Motion carried.*

Length of Service Recognition:

Chief Anderson recognized the following paramedics who appeared in person and provided them with a certificate of service:

Dale Dow – 25 years

Sara Imhoff – 20 years

Chief Anderson also recognized additional staff with milestones who could not be in attendance:

Mollie Jesberger – 20 years

Ryan Dockry – 15 years

Ross Williams – 15 years

Chief’s Report: Chief Anderson welcomed and thanked everyone for attending. The Chief then went through the details of the report he provided to attendees. He provided an overview of the district size/area served, the number of employees, vehicles and the general cost per capita to operate. He noted that the district would be expanding due to Fitchburg absorbing a portion of the Town of Madison.

The Chief projected that the district would have around 4200 calls for 2022 and currently calls are up 1.6% for 2022. He went on to show a pie chart outlining where in the district the calls reside with the City of Fitchburg continuing to be where the majority of calls are occurring. This was followed up by a heat map that clearly shows the areas where most of the calls come from. This information is helpful when developing budget projections and the need and location for future staff and ambulances. The Chief went on to discuss fractile times for calls and the expectation of meeting, at a minimum, less than 9 minutes from being notified to arriving on scene. Fitch-Rona has a current median of 6.13 minutes and a 90th percentile just over the 9-minute benchmark.

He explained the accounts receivable aging report along with the rest of the financial data. This included business checking, savings, certificates of deposit, and WISC Funds. The Chief noted that Fitch-Rona received funding from the federal ARPA program, a Flex Grant, and an EPIC grant. He noted that the district was purchasing Powered Stair Chairs, a replacement Power Cot, IV Pumps and an Electric UTV. He explained how each would be used and how they would aid in employee safety and patient care. He also noted two additional areas of care which are: Point-of-Care Lab Testing (i-stat) which can alert hospitals much faster of blood test results, and a Pre-hospital ultrasound.

Chief Anderson continued on with his vision for the district along with growth estimates. This includes an additional 300 calls estimated for taking over a portion of the Town of Madison that will become the City of Fitchburg on November 1st. He would expect that growth will continue at 3%-5% and would anticipate purchasing a 4th ambulance in 2025 and a 5th ambulance by 2030. Chief Anderson noted that the projection is fluid as many things can happen in the next several years to impact the outcome. He noted that with the expected growth, there would be a need for a second Deputy Chief in 2024.

2023 Budget Presentation (Operational and CIP):

Chief Anderson explained the ambulance purchase process. The district purchases an ambulance every two years and uses it as a front-line ambulance for six years and a reserve ambulance for an additional four. The purchase price includes replacing most of the contents of the ambulance since most of the durable equipment inside, such as the cot, also has a life-life cycle of about 10 years. However, with the challenges of supply chains, and the timing of ordering and receiving ambulances, the life cycle would change to a 12-year rotation starting in 2024.

The Chief went through line items on the budget and explained that the majority of the budget increase, as usual, is wages and benefits. He explained scheduled and unscheduled overtime line items that are unique to EMS. He explained the increased availability and use of LTE paramedics has reduced the unscheduled overtime. He then explained operational expense variances from 2022 to 2023 noting areas that had larger than-average increases, such as fuel, repair costs, and medical equipment.

The final apportionments were presented based on Equalized Valuation.

Chief Anderson outlined a change this year involving reserve funding, tax levy exemption, and the criteria to meet the exemption. He noted that the plan was to get the reserve funding back to the agreed amount of 15%-25% in fewer years and allow the municipalities, if they chose, to remove their EMS increase from their limits.

Chief Anderson noted that all Fitch-Rona EMS District staff do a fantastic job and appreciate the support from all the municipalities.

Other Business:

Town Supervisor, Mike Duerst, mentioned that safety classes put on by the Dane County Farm Bureau would be held in the future related to power extraction and tractor rollovers. He was hoping to have district staff in attendance.

Adjournment: Motion to adjourn by the Town of Verona, second by the City of Verona - *Motion carried.* The Joint Municipal Meeting was adjourned at 8:01 P.M.

Submitted:

Kate Cronin, EMS Commissioner

Handouts: Agenda, Minutes of the October 21, 2021 Annual Meeting, Chief’s Report, 2022 Length of Service Recognition, the 2023 Proposed Operating Budget and Cost Apportionments.