

**FITCH-RONA EMS COMMISSION MEETING MINUTES**  
**Fitch-Rona EMS District**  
**101 Lincoln St., Verona, WI**  
**Thursday, July 21st, 2022**

With a quorum present, the meeting was called to order at 7:05 PM. Roll Call Present: Shannon Strassman, Connie Hilla, James Roberts, Kate Cronin, Derek Johnson, Brent Kyzer-McHenry, Terry Schnapp, Dave Lonsdorf, Sue Luginbuhl. Also present: Patrick Anderson, Michelle Wachter, EMS Office Manager, and Scott Yarbrough, Fitchburg FACTv.

**Public Comments:** None

**Presentation of 2022 Financial Audit – Johnson Block:** Brent Hofmeister from Johnson Block presented the Fitch-Rona 2021 Financial Audit. He noted that the audit met GAAP (Generally Accepted Accounting Principles) standards – no change from the previous year. He went through a copy of the audit and explained the highlights. He noted that the unassigned fund balance was 13%, which is lower than recommended. He indicated that the recommended balance would be 15%-25% to cover operational needs.

**Review and Approval of May 19, 2022 Minutes:** Motion Roberts, Second Strassman. *Motion carried.*

**Chief's Report:** Chief Anderson noted that call volume for June was at 370 which was down a little from the previous month. He added “out of resources” numbers when other districts need to help out in our area. He noted that this has happened 5 times this year so far. He also noted that June alone had 23 times when all 3 ambulances were out at the same time, which can give you an idea of why we would need other district help at times. He also noted that there is another metric when 911 sends closer ambulance services once the acuity code is known. He went on to explain that before the Syene Station, we were missing 4-9 calls per month, so the 3<sup>rd</sup> ambulance has picked up a lot for that area. The Chief then went on to answer additional questions explaining how coverage with other districts is handled. The Chief went on to explain other routine reporting, training, and milestones.

The Chief discussed the financials and noted they are where they should be at this point in the year. He noted that some expenses look higher in June due to quarterly payments being made. He noted that the district received a donation from Once Upon a Child in June.

Chief Anderson noted union negotiations were starting with the first union/management meeting set for August 24<sup>th</sup>. He noted the hire of more LTE and EMT staff, indicating that conditional offers were made.

The Chief discussed receiving FAP fund received and noted that the district also received ARPA (American Rescue Plan Act) funds. The ARPA funds are provided in two 50% increments and must be reported and expensed along the same lines as FAP funding. He noted that the funds can be used to supplement a budget, but cannot replace a budget item. He indicated that he and Deputy Chief Dostalek are discussing the best use of those funds.

The Chief did a brief check in on the current budget status at six months. He noted that run income was coming in a little higher, that unscheduled overtime is higher than anticipated and the payout of sick time for the Kyle Wells retirement. He noted that total expenses were at

50.2%, a little over the six month mark, but was hopeful that run income will continue to increase to help with increasing costs and to build the reserve back to what it should be.

**Committee Reports:**

**a. Personnel –**

- i. MOU – Compensatory Time for Short Notice Coverage Trial  
The Chief explained how it would work. Committee Chair Johnson noted that the committee felt it was not a good time to start the trial due to contract negotiations in progress.
- ii. Pay increase for LTE Short Notice Coverage Trial  
The Chief explained how it would work. Committee Chair Johnson noted that the committee felt this could be a trial until the end of 2022 to see how it works and whether to continue.

**b. Finance –**

- i. MOU – Compensatory Time for Short Notice Coverage Trial  
Committee Chair Lonsdorf noted that the committee had the same recommendation as the Personnel Committee.
- ii. Pay increase for LTE Short Notice Coverage Trial  
Committee Chair Lonsdorf noted that the committee had the same recommendation as the Personnel Committee.
- iii. Presentation of 2023 Operational Budget  
The committee didn't have time to discuss it at the subcommittee, so supported that the presentation be done at the full commission meeting.

**Presentation of the 2023 Operational Budget**

Chief Anderson went through and summary of significant changes. He noted that priorities were:

- Support of cost-of-living increases
- Maintaining a budget to cover the increasing cost of fuel, vehicle maintenance and medical supplies.
- Reinstating the fire intern paramedic program funding.
- Starting the process to return the reserve balance to the required 15%-25%.

The Chief went through the budget numbers and explained increases and decreases compared to the 2022 budget. He noted that the municipality amounts will change once the equalized values are out from the State.

There were a couple questions taken and minor discussion. A motion was made to approve the budget proposal as provided with the exception of the equalized value change by Lonsdorf, second Luginbuhl, *Motion carried.*

**Review and approval of accounts payable checks as authorized by Chief Anderson:** Motion to approve Johnson, Second by Roberts. *Motion carried*

**Review and approval of GASB 54 Fund Balance (Resolution 2022-02)**

Chief Anderson discussed the fund balance and the new numbers based on the completed audit. A motion was made to approve GASB 54 as shown by Luginbuhl, second by Strassman. *Motion carried.*

**Other Business:**

None

**Adjournment:** Motion Roberts, Second by Strassman to adjourn at 8:21 PM. *Motion carried.*

The next meeting the will be held on August 18, 2022, at 7 pm.

Approved:

A handwritten signature in black ink that reads "Terry Schnapp". The signature is written in a cursive, flowing style.

Terry Schnapp, Chair