

EMS ADVISORY BOARD MINUTES

June 4, 2018 @ 6:30 p.m.

River Falls EMS Station

175 East Cedar Street

River Falls, WI

Call Meeting to Order 6:31 p.m.

Advisory Board Members Present:

Carole Mottaz, Gary Donath, Ken McNiff, Kent Kittleston, Judy Edgar, Hal Watson

Also Present: Dave Matteson, Interim EMS Director; Scot Simpson, City Administrator; Scott Morrissette, City Council Member

Advisory Board Members Absent:

Jeanne Wespetal

Approval of Minutes: Regular Meeting Minutes from April 2, 2018

MSC Donath/McNiff to approve minutes. Unanimous.

1) Election of Officers

- a. Motion to elect Carole Mottaz as Chairperson. **MSC Donath/Edgar Unanimous**
- b. Selection of Vice Chair Person. Based on previous communication, Wespetal was selected as Vice Chair. (no vote required)

2) Review of Bylaws

- a. Duties and responsibilities of EMS Department: No changes to be made.
- b. Duties and responsibilities of the EMS Board
 - A. 2.52.040.C. Recommendation change to bimonthly meetings with the option to meet more frequently if necessary. It was believed that this change had already been made. **CA Simpson will check to see if this passed Council at an earlier date.**
 - B. 2.52.020.B Terms: **Recommend change** to term verbiage. Recommend the change to term expiration date to May 1, rather than the first Monday in May.
 - C. 2.52.020.C Discussion around “full-time employees”. Simpson explained the City’s similar policy is for regular, benefit-eligible employees, but indicated the Board can be more restrictive. Requested Simpson clarify with ACA Bergstrom regarding the: origin of this issue. **Tabled to revisit this at future meeting.**
 - D. 2.52.050.D – Discussion regarding whether Board needs to approve operation policies. It was determined to take **no action** on this for now.

- 3) Update on EMS Director recruitment process
 - a. Confirmation from three board members for the two-panel interview to be held June 22 at 9 a.m. Board members sitting on an interview panel were requested to arrive early. Currently only one candidate was invited to interview. Discussed the candidate and hiring process to date. Also discussed the Allina Cooperative Services Agreement signed May 31, which will run for five months as a month-to-month management services contract. This will continue operational assistance during the interim and with the possibility to continue in the future as a backup to the director.
 - b. Discussion led by Simpson regarding tasking the new director, if one is hired, to listen, look, evaluate short-term changes and get in the path of long-term discussion. Job is not to come in and shut everything out. If a director cannot be hired, he suggests a 24-month extension with Allina and have EMS Board come up with suggestion to Council as to what RF EMS Service will look like. The current method of operation is utilizing a lot of organizational resources to maintain.
 - c. Discussed utilizing peer to peer resources between Allina and the new director, if one is hired. If one is not hired, Matteson has an Allina Supervisor to recommend filling in during the interim while the Board decides how to proceed.
- 4) Board Photo was taken.
- 5) Tour of facility was given.

Adjournment: MSC Edgar/Watson 7:56 p.m.

Respectfully Submitted,



Ailene Splittgerber
Police Services Specialist Supervisor