



**Joint Fire/EMS Services Exploration Committee
Meeting Minutes
Thursday, August 5, 2004 5:00 p.m.
YMCA at Pabst Farms, Senior Center
1750 Valley Road
Oconomowoc, Wisconsin 53066**

CALL MEETING TO ORDER, CITY ADMINISTRATOR DIANE GARD

City Administrator D. Gard called the meeting to order at 5:02 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Erv Sadowski
Marcia Stocks
Allyn Swayze
Matt Carlson
Diane Gard
Hugh Martin
Tim Kassens
Glenn Leidel

Absent

Mike Roberts
Joe Snyder

Also Present:

Sarah Kitsembel, Finance Director – City of Oconomowoc

APPROVE MINUTES FROM JULY 22, 2004 MEETING

The following changes were made to the minutes: Page 2, first paragraph, fourth sentence, the word “answered” was replaced with “discussed.” Page 2, second paragraph, the last sentence was removed.

M. STOCKS MOTIONED TO APPROVE THE MINUTES AS CORRECTED. G. LEIDEL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

REPORT DISCUSSION

D. Gard stated that this project has required a significant time from the committee members and staff members. She read a paragraph from the inter-municipal agreement stating the purpose of this committee. This committee needs to determine whether a merger is feasible.

FINANCIAL PROJECTIONS

A correction was made to the Summary of Financial Analysis, #7, #2 should state “an additional six staff..”

M. Stocks asked what the base fee was inclusive of in the Cost Allocation Summary – Operating Costs for the Year of Merger - 2006. S. Kitsembel stated that 45% of total costs were allocated in a flat base charge among the municipalities evenly and the remaining 55% was applied to the North Shore Model.

E. Sadowski discussed the “Hazardous Materials Supplies & Expenses” under “Operating Expenses” on the sheet entitled “Delafield & Oconomowoc Fire & EMS Merger - 20 Year Financial Projection of Merged Entity”. G. Leidel clarified that the City of Waukesha will supply Level B and local departments will be responsible for hydrocarbon spills and minor Level B spills and Level C. Milwaukee is the designated Level A team. This charge includes expenses to fund the program. The City of Waukesha has been designated as the County-wide team.

On the same sheet, it was clarified that professional services include annual ladder recertification, pump testing, physicals, things where outside professionals are used. There is a large increase in 2012 because this is the year where an additional station is assumed to be added.

E. Sadowski suggested inviting both Councils to attend the next Joint Fire/EMS Exploration meeting to give the Councils an opportunity to ask questions and receive answers on the spot. The data could then be dissected by the individual councils. This would be a way for the Councils to get to know this committee and would further enable the council members to be prepared for their council meeting.

Discussion took place on which Scenario would be used, #1 or #2? G. Leidel stated if a merged department took place, the scenario with four additional full-time employees should be used. Whatever the new system entails, Oconomowoc will still rely on paid on-call and part-time personnel. D. Gard stated that M. Roberts felt that Scenario #2 was the only scenario that he was comfortable with. M. Stocks stated that there was concern in Delafield not to lose the level of service that they currently have. T. Kassens stated if there were full time people, you would need less paid on call people committed to a crew. G. Leidel stated that this was unknown. Having two paramedics on an ambulance was discussed. A. Swayze stated that in Delafield, nights have more paid on-call personnel available. He did not think there were ever enough firefighters and firefighters/EMT's to fill a crew. Facility space was a factor and there was difficulty finding paid on-call personnel. A. Swayze agreed that the solution to reducing multiple pages on calls was having the addition of full time people.

Discussion took place on using paramedics versus EMT's. A. Swayze said whether the departments were separate or merged they would not have adequate staff to dispatch by the degree of call that was received – they would need to send what was available at the time. New employees should be firefighters/paramedics. If both groups of people were available, a tiered response would be used. H. Martin was concerned that paramedics were not always needed on every call. There should be a way of pooling the resources and developing a tiered resource. M. Carlson stated that not everyone needed to be a paramedic, but there needed to be enough people to cover all sections. More people could be added to the system. H. Martin stated that if there was recognition that a high level standard on some calls was met with EMT's that was okay, but if a high level of service was only going to be recognized by using all Paramedics, it would not be feasible. M. Carlson stated that the threshold was the number of people available. The next point is if more people were going to be hired, why not hire paramedics? H. Martin stated that a system needed to be developed to utilize both EMT and paramedics. T. Kassens was concerned about motivating the EMT's. A. Swayze stated that on some paramedic calls, EMT's could also be used.

D. Gard asked the committee if the existing staff needed to be added to or if maintaining the existing levels and building them up would make this feasible. M. Stocks would not like to see the Delafield crew leave Delafield. She felt the Delafield needed personnel and did not want to see Delafield understaffed. G. Leidel asked how willing both communities would be to relinquish their ownership and control of the resources. M. Carlson stated that Scenario #1 would be higher risk than Scenario #2 in regards to having people available to respond to the calls. Perhaps somewhere between the two scenarios would be a place that both communities would find acceptable.

E. Sadowski stated that this is a joint committee. The committee is not here to negotiate numbers. He referenced the agreement. He stated that the committee would like to improve services, safety and welfare. He did not think that Scenario #1 would meet those goals but that Scenario #2 would. The purpose was to keep the City safe, improve services, and reduce costs. The concern was which scenario made sense and is there one equalized value that works? Scenario #2 is the better scenario for all. He would support Scenario #2. The concern now is not the money, but what is best for the City. General discussion took place. E. Sadowski proposed a scenario where there were more full time employees to improve the level of service with a merged department.

T. Kassens agreed that more staffing was needed.

G. Leidel felt that, not looking at the numbers and using Scenario #2, a merger was feasible.

E. Sadowski felt that under scenario #2 it would be feasible.

T. Kassens stated that the merger was feasible with economic reasons put aside.

M. Stocks stated that it was feasible under Scenario #2 or in a scenario that takes that into account.

DISCUSSION OF DRAFT REPORT

Staff will try to put together all of the materials in one location, prepare the executive summary summarizing the major discussions and building in recommendations. The report would be given to the committee members prior to the next meeting and revisions could be made prior to that meeting. Subjects to be included in the report will include governance, communications, capital expenditures, proposed additional stations, an organizational chart, and financial assumptions. The report will be distributed within one week to ten days for review prior to the August 26 meeting.

E. Sadowski stated that when the merger goes through, more players will want to be included. If there are no other players, the projections for the stations were good, but if more players were involved the proposed stations may change. No order or year definitions are needed in the report. Flexibility should be maintained to accommodate additional partners. He cautioned that under Scenario #2 the contract entities should be kept under watch as to how much increase/decrease there would be with the people that are being contracted with.

M. Carlson stated that there would be an opportunity to express a minority view within the report and an opportunity to add to the report would be provided.

AUGUST MEETING TOPICS:

Draft Report

NEXT MEETING DATE:

August 26, 2004, 5 p.m. at the YMCA at Pabst Farms

ADJOURNMENT

E. SADOWSKI MOTIONED TO ADJOURN FROM THE MEETING. G. LEIDEL SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 6:40 P.M.

Minutes prepared by:

Sue Hildebrand
Accurate Business Communications LLC