

# Police and Fire Commission Meeting

May 2, 2016

6:30 p.m.

River Falls City Hall  
Council Chambers  
222 Lewis Street  
River Falls, WI

Police

Fire

Ambulance

**POLICE & FIRE COMMISSION MEETING**

**May 2, 2016 @ 6:30 p.m.**

River Falls City Hall

Council Chambers

222 Lewis Street

River Falls, WI

---

**NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM**

**Agenda**

Call Meeting to Order

Roll Call

Approval of Minutes: March 7, 2016

**Police Department**

- 1) Action on Grade Step for Patrol Officer James Walker – completion of Probation, move from Entry to C (effective April 12, 2016)
- 2) Information on Patrol Officer Logan Dohmeier completion of FTO (March 29, 2016)

**Fire Department**

- 3) All Company Business Meeting Agenda – April 4, 2016
- 4) Run Volume for March
- 5) Run Volume for April (Handed out at Meeting)
- 6) Activities and Highlights
- 7) Questions

**Adjournment**

---

*If you have a need for a sign language interpreter or other special accommodations, please contact the Americans with Disabilities (ADA) Coordinator at 425-0900; Telecommunications Device for the Deaf (TDD) at 425-0930 at least 48 hours before the meeting.*

**Posted: 4/27/16 at 1 p.m.**



**RIVER FALLS  
POLICE DEPARTMENT**

**Office of the Chief of Police**  
125 East Elm Street  
River Falls, WI 54022  
715.425.0909

**To:** Scot Simpson, City Administrator  
**From:** Gordon Young, Chief of Police  
**Date:** April 14, 2016  
**Re:** Public Safety Monthly Report for March of 2016

---

**Police Department**

**Personnel**

- March 21<sup>st</sup> - Kimberly Fischer, new Police Services Specialist, started full-time.
- March 16, 2016 - Lisa Cernohous resigned her position as Administrative Assistant. To better serve the Department, this position was modified and changed to "Police Services Specialist Supervisor." Interviews of potential candidates are scheduled for Wednesday, April 13<sup>th</sup>.
- March 29, 2016, Ofc. Logan Dohmeier finished the FTO program and is now patrolling on his own.

**Training**

- March 2<sup>nd</sup> - Sgt. Sather, Ofc. Lotze, Ofc. Moore, Ofc. Thomas, Ofc. Walker, Ofc. Golden and Ofc. Gottfredsen attended in-service training which comprised of firearms, CPR and legal update.
- March 15<sup>th</sup> - Sergeant Anderson and Officer Moore attended the monthly Emergency Response Unit training.

**Miscellaneous**

- March 10<sup>th</sup> - Community Service Officer, William Rasmussen, made an "Animal Welfare" presentation to the Animal Science class at UW-RF.

**Fire Department**

**Activities and Highlights -**

- Members reviewed and trained on wildland firefighting techniques. This training was provided free of charge by representatives from the Wisconsin Department of Natural Resources.

- Doug Rudesill was nominated for the River Fall's American Legion Outstanding Firefighter award. Doug will be receiving his award at the American Legion awards banquet on Saturday, April 16<sup>th</sup>.
- Members reviewed hazardous materials response and swift water rescue during the last training of the month on Monday, March 28<sup>th</sup>.
- **March Run Volume** – For March 2016, we responded to a total of 21 fire calls, which compares to 25 calls for the same period last year. Year to date is: 2016 – 54 calls; 2015 – 66 calls

**Incident Type Report (Summary)**  
**From 03/01/16 To 03/31/16**  
**Report Printed On: 04/04/2016**

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
Motor vehicle accident with injuries (322)	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
<b>4 Hazardous Condition (No Fire)</b>						
Hazardous condition, other (400)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	4	19.04%	\$0.00	\$0.00	\$0.00	0.00%
<b>6 Good Intent Call</b>						
Dispatched and cancelled en route (611)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	4	19.05%	\$0.00	\$0.00	\$0.00	0.00%
<b>7 False Alarm &amp; False Call</b>						
Central station, malicious false alarm (714)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
	8	38.10%	\$0.00	\$0.00	\$0.00	0.00%
<b>9 Special Incident Type</b>						
Citizen complaint (911)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Incident Count:</b>		<b>21</b>	<b>Total Est. Loss:</b>		<b>\$0.00</b>	

**EMS**

- **Personnel Issues/Updates** –
- Training officer interviews are currently taking place
- Prescott officers are finishing orientation
- **Vehicle/Equipment/Building Update** – LUCAS device should be arriving soon for Prescott

- **Miscellaneous Information to Share** –

- State inspection was passed

- **Upcoming Events EMS is Involved In**

- Relay for LIFE @ RFHS Apr 1 6p-1:30a
- UWRF Health Fair Apr 13 9a-3p
- FT Supervisor Training Apr 14 12p - 4:30p
- Bar Crawl 2016 on Main St. - RF Apr 16 12p-12a
- Spring Flood Run - Prescott Apr 16 10a-12a
- RF High School Mock Crash Apr 20 12p - 3p
- First National Bank 5K Run Apr 30 8a-11a

If you should have any questions, please feel free to contact me.

## POLICE and FIRE COMMISSION MEETING MINUTES

March 7, 2016

River Falls City Council Chambers

222 Lewis Street

River Falls, WI

Call to order 6:31 p.m.

Commission Members Present: Carole Mottaz, Dan Vande Yacht, Jean Wespetal, Gary Donath and Mark Sams

Also Present: Gordon Young, Scott Nelson and Aaron Taylor

### **POLICE DEPARTMENT**

Approval of Minutes: Regular Meeting Minutes from January 4, 2016

**MSC Donath/Vande Yacht to approve the January 4, 2016 Regular Meeting Minutes as read.**

**Unanimous.**

#### Extension of Patrol Officer Eligibility List

Chief Young explained that the current Eligibility List will expire in April of this year and he would like to extend it for another six (6) month period so to expire in October. The number one (1) candidate is currently in the Police Academy.

**MSC Vande Yacht/Wespetal to extend the Patrol Officer Eligibility List for six (6) months, so to expire in October of 2016. Unanimous.**

#### Resignation of Police Reserve Officer Elizabeth Berres (effective January 28, 2016)

Young explained that the Department received the resignation of Reserve Officer Elizabeth Berres, copy of letter was attached in Commission Packet.

**MSC Wespetal/Sams to accept the resignation of Police Reserve Officer Elizabeth Berres, effective January 28, 2016. Unanimous.**

#### Action on Grade Step for Patrol Officer Tom Overland from C-B (effective March 4, 2016)

Young explained to the Commission that he is looking for approval from them to move Officer Overland from Grade Step C-B.

**MSC Wespetal/Donath to approve the Grade Step from C-B of Patrol Officer Tom Overland, effective March 4, 2016. Unanimous.**

#### Action on Grade Step for Patrol Officer Steve Thomas from B-A (effective March 19, 2016)

Young recommended to the Commission approving the Grade Step for Patrol Officer Steve Thomas from B-A.

**MSC Vande Yacht/Wespetal to approve the Grade Step from B-A of Patrol Officer Steve Thomas, effective March 19, 2016. Unanimous.**

#### Jon Aubart's Reclassification to Deputy Chief (effective February 15, 2016)

Young explained that he would like to reclassify Jon Aubart's position to Deputy Chief from Sergeant. He is very happy and proud of Jon for everything that he has done. This will allow the Chief the opportunity not to deal with the day-to-day workings and will be able to work on future items for the Department.

**MSC Vande Yacht/Sams to approve the reclassification of Jon Aubart to Deputy Chief, effective February 15, 2016. Unanimous.**

Chairperson Mottaz on behalf of the Commission congratulated Tom Overland, Steve Thomas and Jon Aubart for their changes in status.

Young explained that this is Lisa's last meeting as she is resigning from the Police Department as of March 16<sup>th</sup>. The position is being advertised as Police Services Specialist Supervisor and will supervise the front office. He stated that Lisa did so much more than the Administrative Assistant so this position will suit the Department more than it has been in the past. This position will be responsible for the Police Services Specialists of the Department.

## **FIRE DEPARTMENT**

All Company Business Meeting Minutes – February 1, 2016

### Run Volume – January and February

Chief Nelson explained that they had 33 calls in January and February, which compares to 41 calls for the same period last year.

### Activities and Highlights

- The first run with new Engine 15 was Thursday, January 7, 2016.
- The River Falls Fire Department's annual Oyster Feed was held on Monday, February 1, 2016.
- Chief Nelson attended an all-employee meeting at First National Bank to present information on a Rapid Deployment Craft (RDC). An RDC is an inflatable boat that could be used for river rescue on the Kinni or patient recovery on ice or snow. After the presentation the First National Bank committed funds from their upcoming 5K run for the purchase of the RDC.
- The River Falls Fire Department has completed their first RFFD Fire Academy. Members were able to choose from four (4) different classes including: Leadership; Advanced Pump Operations; Duties Outside the Hot Zone and Specialized Operations Team. In addition to RFFD members attending the classes, fire officers from seven (7) neighboring departments joined in with this educational experience.
- Doug Rudesill was awarded the RFFD Firefighter of the Year for 2015 by his peers at the Department's Annual Awards Banquet. Doug is a 30 year veteran of the Department and serves as Captain of the Ladder truck and is also involved with their inspections and fire prevention programs.

Chairperson Mottaz on behalf of the Commission congratulated and thanked RFFD for the training last week. Anytime the Department can show professionalism, it really enhances visibility in the community,

### Adjournment

**Motion to adjourn at 6:50 p.m. MSC Wespetal/Donath. Passed.**

Respectfully submitted,



Lisa Cernohous  
Recording Secretary

EDUCATION  
PREVENTION  
SUPPRESSION

FAMILY  
YOUR EMPLOYMENT  
FIRE DEPARTMENT

**CITY OF RIVER FALLS**  
**Fire Department All Company Training**  
**April**  
**Meeting Minutes**  
**April 4, 2016**

Police and Fire Commission Meeting 1830 hours.

**Call to Order:** All Company Training Meeting called to order at 2014 hours by Fire Chief Scott Nelson in the Fire Hall Training Room. Roll Call: Present; Carl Gaulke, Frank Holter, Gene McKahan, Gary Eloranta, Paul Cudd, Tom Foley, Doug Rudesill, Bill Cernohous, Bill Lubich, Troy Malmer, Mike Moody, Pauline Williams, Chris Cernohous, Jason Sammon, Molly McLagan, Matt Cernohous, Dean Grisar, Ed Vlack, Adam Larson, Sean Slaikeu, Mike Fecht, Nathan Baar, Jonathan Gaulke, Danny Nicholson, James Rimer, Garrett Gill, Neil Engel, Rob Kerr, Ted Slowiak, Dan Dudley, Brendan Johnson, and Justin Wilson. Excused; Ed Nicholson, Evan Larsen, Scott Gavin, Matt Johnson, Ky Kaminski, Dustin Dodge, Matt Dodge, Steve McClusky, Charles Meyer, Mitch O'Keefe, Shawn Olsen, Brian Roquette, and Jonathan Wright.

**Approval of the Minutes:** MSC Assistant Chief Chris Cernohous/Lieutenant Frank Holter to approve the February 2, 2016 All Company Training Meeting Minutes. Unanimous.

Secretary/Financial Coordinator Troy Malmer Report:  
March Anniversaries of Doug Rudesill with 30 years of service.  
April Anniversaries of Mike Fecht with 9 years of service.

### **OLD BUSINESS**

1. I am Responding update; Assistant Chief Moody asked the members if they liked having the service on their cell phones? Overwhelmingly yes the members liked having it. He stated that Pierce County will be coming on line with it next month.

### **NEW BUSINESS**

1. Assistant Chief Moody talked about terminology learned during recent training, such as side A, B, C, D should be Alpha, Bravo, Charlie, Delta. Also when given an assignment you should say it back.

### **COMMITTEE REPORTS**

Administrative Rules; Assistant Chief Vlack stated that the committee is doing very well. Next meeting is next week.

Standard Operating Guidelines (SOG); Assistant Chief Cernohous stated that they have presented the first 2 SOG's to the officers.

Safety; Battalion Chief Gavin not present.

Training: Assistant Chief Vlack went over the upcoming training.

Truck: Nothing More.

Equipment: Nothing More.

**COMMITTEE REPORTS CONTINUED:**

Inventory & Testing: Nothing More.

Public Education: Pauline Williams stated that their will be a presentation to UWRF daycare May 21<sup>st</sup>. She also brought to the members a proposal to keep Engine 6 to use it for Fire Safety Education as a mobile classroom. MSC Assistant Chief Mike Moody/Captain Matt Cernohous to ask Chief Nelson with Pauline's assistance pursue a proposal to the City Administrator to keep Engine 6 for Fire Safety Education purposes. Unanimous.

Good of the Order: Captain Matt Cernohous stated that Engine 4 now has the old power unit and a full set of extrication tools. They also mounted an SCBA bracket on the drivers side rear compartment. Engine 7 has the small power unit with a ram and cutter.

Chief Nelson stated that Engine 4 is now our Mutual Aid response truck.

Chief Engineer Cudd asked if the batteries in the SCBA packs are lasting longer now that the packs have been reprogrammed. The members stated that yes they are lasting longer. He also advised that we now have 2 types of Tru Fuel one is a 50/50 mix and one regular. Lieutenant Dean Grisar stated that the surface tablets need to be used more and more training is needed on them.

Chief Nelson asked the members about selling the 1939 Ford truck in cold storage. The members agreed that it should be sold since it hasn't been used for years. He also went over the upcoming Capital Improvement Requests.

Fire Department - All Company Training  
Meeting Minutes - April 4, 2016  
Page 4.

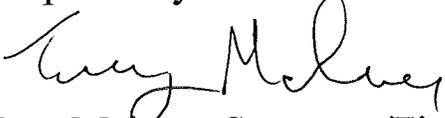
**COMMITTEE REPORTS CONTINUED:**

Chief Nelson Continued; He went over run volume for March, discussed the various upcoming activities for the members to sign up for if they can help out.

**ADJOURNMENT:**

MSC Lieutenant Frank Holter/Firefighter Mike Fecht to adjourn the meeting at 2117 hours. Unanimous.

Respectfully Submitted



Troy Malmer, Secretary/Financial Coordinator



## RIVER FALLS FIRE MARCH 2016 RUNS

### Run Volume...

For March 2016, we responded to a total of 21 fire calls, which compares to 25 calls for the same period last year. Year to date is: 2016 – 54 calls; 2015 – 66 calls.

**Incident Type Report (Summary)**  
**From 03/01/16 To 03/31/16**  
**Report Printed On: 04/04/2016**

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
<b>1 Fire</b>						
Building fire (111)	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
<b>3 Rescue &amp; Emergency Medical Service Incident</b>						
Motor vehicle accident with injuries (322)	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
	2	9.52%	\$0.00	\$0.00	\$0.00	0.00%
<b>4 Hazardous Condition (No Fire)</b>						
Hazardous condition, other (400)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Vehicle accident, general cleanup (463)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	4	19.04%	\$0.00	\$0.00	\$0.00	0.00%
<b>6 Good Intent Call</b>						
Dispatched and cancelled en route (611)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	4	19.05%	\$0.00	\$0.00	\$0.00	0.00%
<b>7 False Alarm &amp; False Call</b>						
Central station, malicious false alarm (714)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	3	14.29%	\$0.00	\$0.00	\$0.00	0.00%
	8	38.10%	\$0.00	\$0.00	\$0.00	0.00%
<b>9 Special Incident Type</b>						
Citizen complaint (911)	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
	1	4.76%	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Incident Count:</b>	<b>21</b>			<b>Total Est. Loss:</b>	<b>\$0.00</b>	

**AMBULANCE COMMISSION MEETING**

**May 2, 2016 @ 6:45 p.m.**

River Falls City Hall

Council Chambers

222 Lewis Street

River Falls, WI

---

***NOTE: OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM***

**Agenda**

Call Meeting to Order

Roll Call

Approval of Minutes: March 7, 2016

- 1) Personnel Update
- 2) Annual Report
- 3) Monthly Report
- 4) Review and discussion of proposed Emergency Medical Services Ordinance
- 5) First Responder Update

Adjournment

---

*If you have a need for a sign language interpreter or other special accommodations, please contact the Americans with Disabilities (ADA) Coordinator at 425-0900; Telecommunications Device for the Deaf (TDD) at 425-0930 at least 48 hours before the meeting.*

***Posted: 4/27/16 at 1 p.m.***

## AMBULANCE COMMISSION MEETING MINUTES

March 7, 2016

River Falls City Council Chambers  
222 Lewis Street  
River Falls, WI

Call to order 6:52 p.m.

Commission Members Present: Dan Vande Yacht, Jean Wespetal, Gary Donath, Mark Sams and Aaron Taylor

Also Present: Jeff Rixmann, Julie Bergstrom

### AMBULANCE

Approval of Minutes: December 7, 2015

**MSC Vande Yacht/Wespetal to approve December 7, 2015 Meeting Minutes as read. Unanimous.**

### Personnel Update

Director Rixmann explained that they have several new hires. They have filled seven (7) positions in Prescott.

There are four (4) people currently in the EMT class.

The full-time Prescott Paramedic Duty Operator position is currently being advertised and they are getting a lot of inquiries. The plan is to hold the interviews in early April and fill the position by the end of April.

All of their positions are full right now.

### Review and Discussion of Proposed Emergency Medical Services Ordinance

Finance Director Julie Bergstrom explained that she and Commission Chairperson Mottaz have been working on the Emergency Medical Service Ordinance for a while. When Bergstrom started working with Rixmann last year in reviewing the Ordinance there was concern that there were things in there that they were not doing. In thinking this through they would like to propose to make the Ambulance Board as more of a policy board instead of more for the day-to-day items. The Ambulance Commission needs a board to review the policies and bylaws and to decide how far to extend the service.

There was a lengthy discussion and then it was decided that they would table this until the next meeting as there are too many things to discuss.

MSC Sams/Taylor to table the discussion on the Ordinance amendments to Chapters 2.20 and 2.52 until the April Commission meeting.

### Monthly Report

Rixmann handed out the monthly report and explained the top page was the runs to date for this year and the other page is from last year, copy attached. The Department is staying busy but not as busy as last year.

### Set Next Meeting Dates

Next meeting dates are set for April 4, 2016; May 2, 2016 and June 6, 2016 at 6:30 p.m.

Adjournment

**Motion to adjourn at 7:49 p.m. MSC Vande Yacht/Donath. Unanimous.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lisa Cernohous".

Lisa Cernohous  
Recording Secretary



Call Summary Report  
 From 01/01/16 To 03/07/16  
 Report Printed On: 03/07/2016

Response Code	#	%
No Lights and Sirens	141	40.63%
Lights and Sirens	206	59.37%
<b>Total</b>	<b>347</b>	<b>100.00%</b>
Transport Code	#	%
Not Available	2	0.58%
Not Applicable	68	19.60%
No Lights or Sirens	220	63.40%
Lights and Sirens	34	9.80%
Initial No Lights or Sirens, Upgraded to Lights and Sirens	2	0.58%
Initial Lights and Sirens, Downgraded to No Lights or Sirens	2	0.58%
Unknown	19	5.48%
<b>Total</b>	<b>347</b>	<b>100.00%</b>
Response Disposition	#	%
Treated, Transported by Law Enforcement	3	0.86%
Treated, Transported by EMS (BLS)	6	1.73%
Treated, Transported by EMS (ALS)	250	72.05%
Treated, Transferred Care	1	0.29%
Treated and Released	1	0.29%
Standby Only - No Patient Contacts	19	5.48%
Patient Refused Care	44	12.68%
No Treatment Required	1	0.29%
No Patient Found	3	0.86%
Dead at Scene	6	1.73%
Cancelled	13	3.75%
<b>Total</b>	<b>347</b>	<b>100.00%</b>
Response Request	#	%
Standby	20	5.76%
Mutual Aid	1	0.29%
Interfacility Transfer (Unscheduled)	81	23.34%
911 Response (Scene)	245	70.61%
<b>Total</b>	<b>347</b>	<b>100.00%</b>
Responding Unit	#	%
Ambulance #1	98	28.24%
Ambulance #2	5	1.44%
Ambulance #3	111	31.99%
Ambulance #4	78	22.48%
Ambulance #5	52	14.99%
Medic 6	2	0.58%
Not Available	1	0.29%
<b>Total</b>	<b>347</b>	<b>100.00%</b>

Search Criteria	
Dates	From 01/01/2016 To 03/07/2016 (mm/dd/yyyy)
Service	River Falls EMS
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All



Call Summary Report  
 From 01/01/15 To 03/07/15  
 Report Printed On: 03/07/2016

Response Code	#	%
No Lights and Sirens	174	42.86%
Lights and Sirens	232	57.14%
<b>Total</b>	<b>406</b>	<b>100.00%</b>
Transport Code	#	%
Not Applicable	76	18.72%
No Lights or Sirens	245	60.34%
Lights and Sirens	73	17.98%
Initial No Lights or Sirens, Upgraded to Lights and Sirens	2	0.49%
Initial Lights and Sirens, Downgraded to No Lights or Sirens	1	0.25%
Unknown	9	2.22%
<b>Total</b>	<b>406</b>	<b>100.00%</b>
Response Disposition	#	%
Treatment Refused, Transported	1	0.25%
Treated, Transported by Law Enforcement	3	0.74%
Treated, Transported by EMS (BLS)	7	1.72%
Treated, Transported by EMS (ALS)	280	68.97%
Treated, Transported by EMS	33	8.13%
Treated and refused Transport	1	0.25%
Standby Only - No Patient Contacts	17	4.19%
Patient Refused Care	33	8.13%
No Treatment Required	6	1.48%
No Patient Found	7	1.72%
Dead at Scene	5	1.23%
Cancelled - Request Transferred to Another Provider	1	0.25%
Cancelled	12	2.96%
<b>Total</b>	<b>406</b>	<b>100.00%</b>
Response Request	#	%
Standby	17	4.19%
Mutual Aid	10	2.46%
Interfacility Transfer (Unscheduled)	97	23.89%
Interfacility Transfer (Scheduled)	17	4.19%
Intercept	4	0.99%
911 Response (Scene)	281	64.29%
<b>Total</b>	<b>406</b>	<b>100.00%</b>
Responding Unit	#	%
Ambulance #1	106	26.11%
Ambulance #2	105	25.86%
Ambulance #3	112	27.59%
Ambulance #4	23	5.67%
Ambulance #5	55	13.55%
Medic 6	5	1.23%
<b>Total</b>	<b>406</b>	<b>100.00%</b>

Search Criteria	
Dates	From 01/01/2015 To 03/07/2015 (mm/dd/yyyy)
Service	River Falls EMS
Staff	All Active
Unit	All
Call Sign	All
Zone/District	All
Type of Service Requested	All
Patient Disposition	All

# River Falls EMS

2015 Annual Report



**Jeff Rixmann**  
**Director, CC-Paramedic**

**OUR DEPARTMENT:**

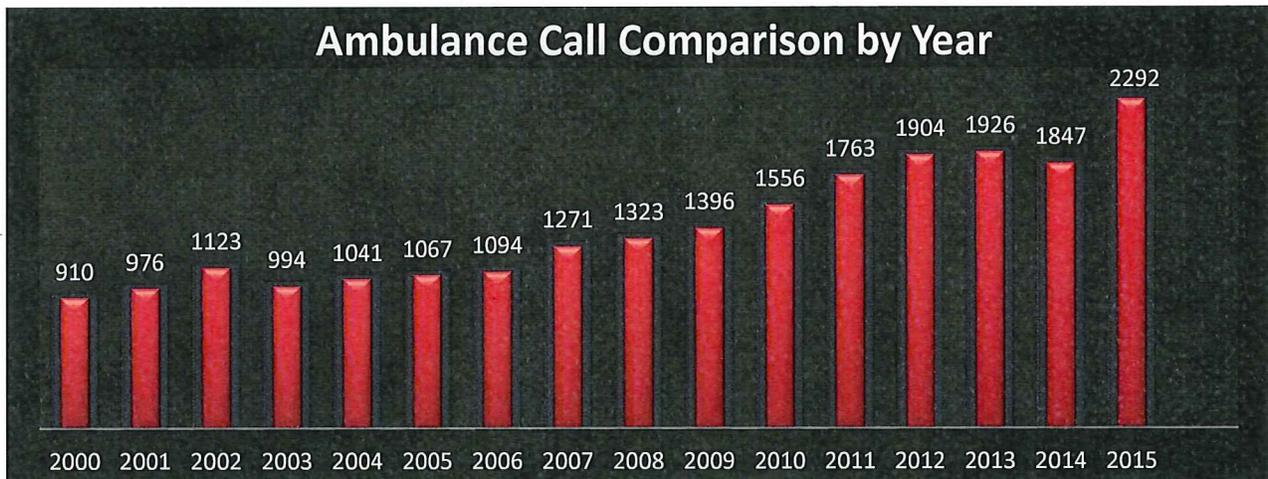
River Falls EMS is a combination department consisting of 48 paid on call volunteer members, 7 full time/critical care paramedics, 7 part time paramedics/EMT's, 5 casual paramedics, 1 full-time Administrative Assistant, and 1 full time EMS Director. River Falls EMS is licensed in WI at the Critical Care Paramedic level using 5 ambulances, 3 paramedic quick response vehicles, a Bobcat UTV, and a command/operations trailer. Our total response area consists of 234 square miles covering a combination of two counties, seven rural towns, and two cities. Our department operates out of two EMS stations, one in River Falls and one in Prescott. Four ambulances are housed in River Falls, one in Prescott.

Daily staffing includes two scheduled ambulances in River Falls, one in Prescott. Additional crews are called in based on need or volume. Our department also uses a system status management approach, where we rotate vehicles or personnel between the two stations where they are needed most.

**EMS CALLS BY YEAR:**

During the fiscal year 2015, River Falls EMS responded to 2,292 calls. This is an increase of 445 calls over 2014 and is again the highest in the department's history. EMS calls continue to increase each year. Our department continues to meet these increased demands of the community by continuously monitoring the responses and ensuring we are capable of providing the highest quality EMS services to our residents.

As you can see, River Falls EMS has had a steady increase of calls since 2000. Our community continues to grow and the demands for our services grow with it. Neighboring EMS departments rely on our assistance to cover them while they are short staffed or responding to their own calls.



**DEPARTMENT GROWTH IN 2015:**

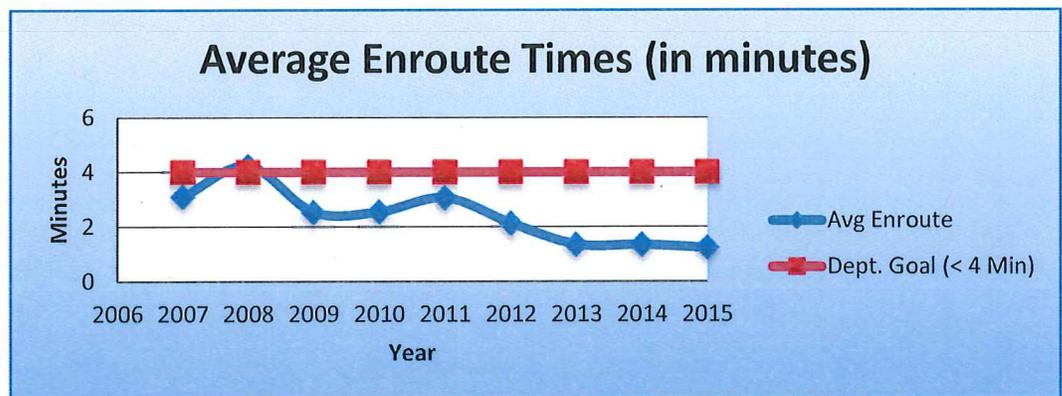
In the fall of 2014, the Prescott Fire and EMS Association asked River Falls EMS if there was interest in combining the two departments into one. Prescott was facing some staffing and financial issues going into the future and wanted to see what options they had. Several meetings between the two communities took place. In November, a decision was made by Prescott Fire and EMS Association to contract with River Falls EMS for 2015-2017 calendar years.

On January 1, 2015, River Falls EMS assumed the operations of the Prescott area. Our department coverage area increased by 54 square miles and increased in population by about 7,500 people. The City of Prescott allowed us to operate out of the existing Prescott EMS station at 1503 Pine St. The Prescott Association donated one ambulance, a 2004 unit to River Falls to use in Prescott. Members of the Prescott EMS were given a choice to join with River Falls EMS or to retire. Some decided in both directions.

**RESPONSE TIMES:**

Our department enroute goal is 4 minutes from time of being notified of a call. Average dispatch to enroute time for all calls in 2015 was **1 minute 23 seconds**. This means when someone calls for our services, our ambulance is rolling within 1 minute and 23 seconds of being notified. These times show the dedication of our department to ensure the quickest response possible to the residents we serve. **Our staff exceeded the department goal by 2 minutes, 37 seconds in 2015.**

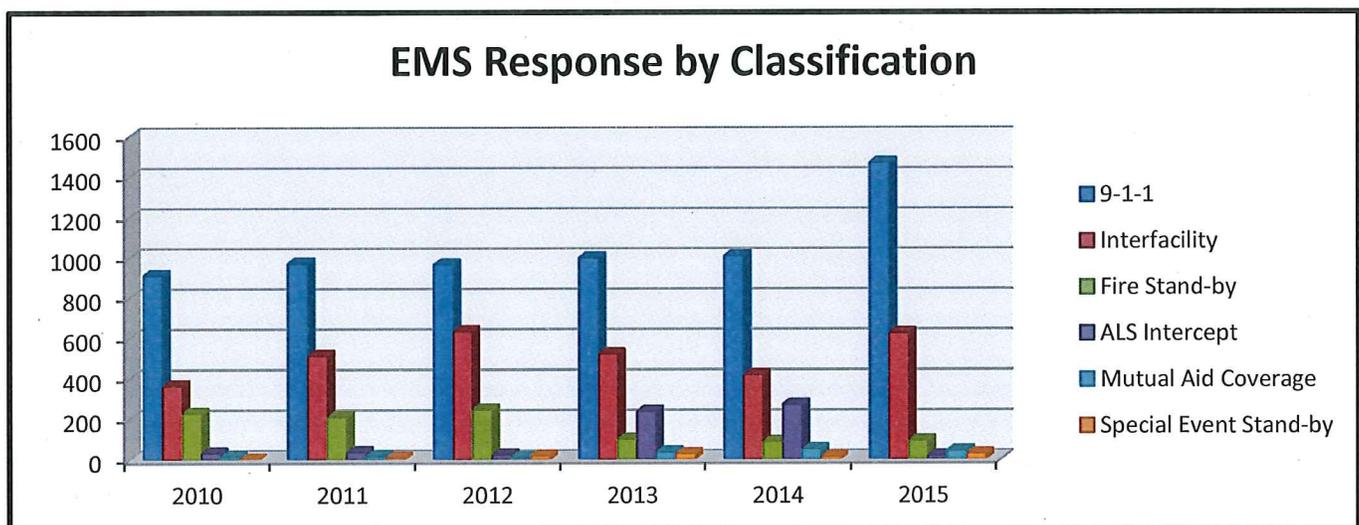
The graph to the right shows a ten year period of average response times for River Falls EMS. Our department 4 minute goal has been exceeded every year since 2009.



**RESPONSES BY TYPE OF CALL:** EMS calls are further broken down into six different classifications:

1. **9-1-1** – When someone calls 911 for an ambulance
2. **Interfacility** – Transports from one hospital to another
3. **Standby** – Standby at calls involving smoke, fire, or hazmat situations with the fire department
4. **ALS Intercepts** – Sending our paramedic to meet with another service needing paramedic level care
5. **Mutual Aid for Coverage** – responding to assist surrounding communities when requested by them
6. **Special Event Standby** – standby at a special event that requires EMS to be on site

*You will note that the majority of our EMS calls are for 9-1-1 requests and interfacility transports.*



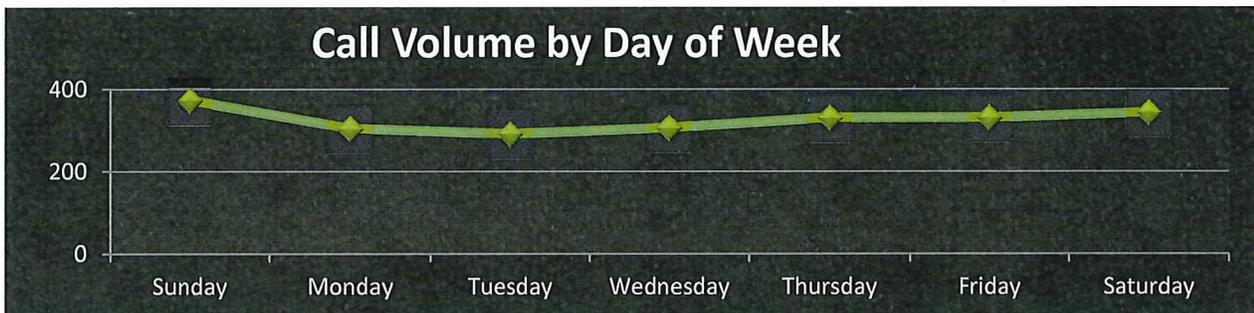
**Total miles/runs logged on the vehicles:**

Vehicle	Miles	Runs
Ambulance 6501	9,815	591
Ambulance 6502	8,124	293
Ambulance 6503	17,040	620
Ambulance 6504	18,982	333
Ambulance 6505	2,720	402
Medic QRV 6	13,939	39
Medic QRV 7	6,327	9
Medic QRV 8	-	0
Command Trailer	-	3
Bobcat UTV	-	2
<b>Totals</b>	<b>76,947</b>	<b>2,292</b>

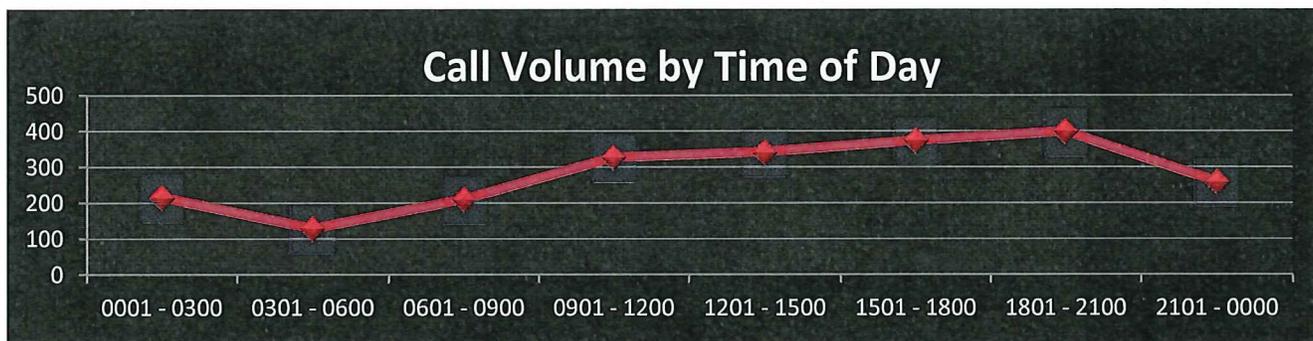
NOTE: Medic 6/7/8 runs are when no ambulance responds

**RESPONSES BY DAY AND TIME:**

Call volume by the days of the week change from year to year with no consistent pattern. EMS calls are generally very difficult to predict. The graph below shows the 2015 data. We do typically see higher call volumes on weekends being a college town.

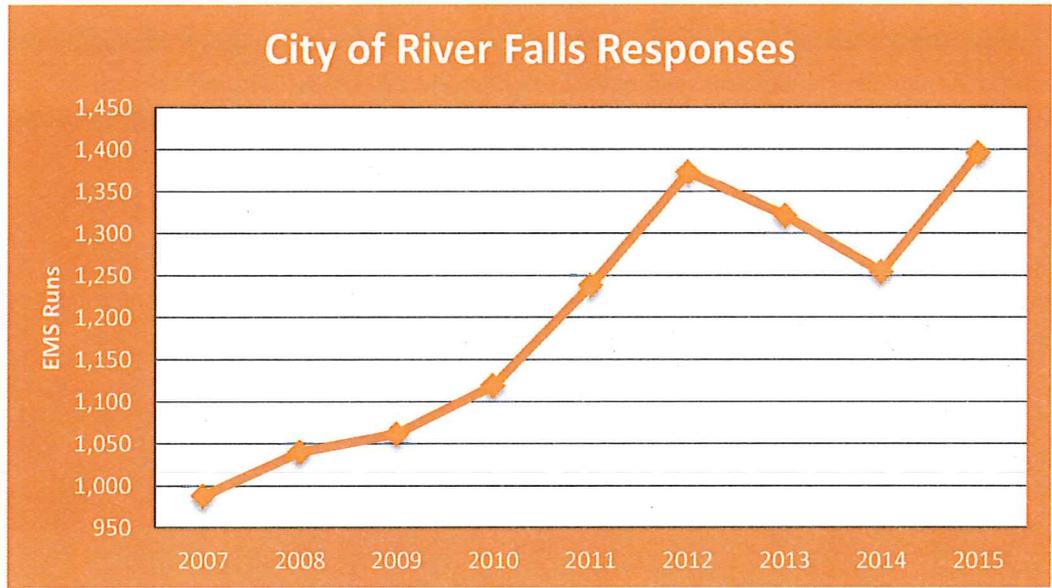


The graph below shows the 2015 call volume by time of day. For the past five years, the busiest time of day (regardless of the day) has consistently been between 9am and 9pm. Future considerations would be adding a fourth scheduled crew during these peak times or part of these peak times to keep up with the increased demands of our department.



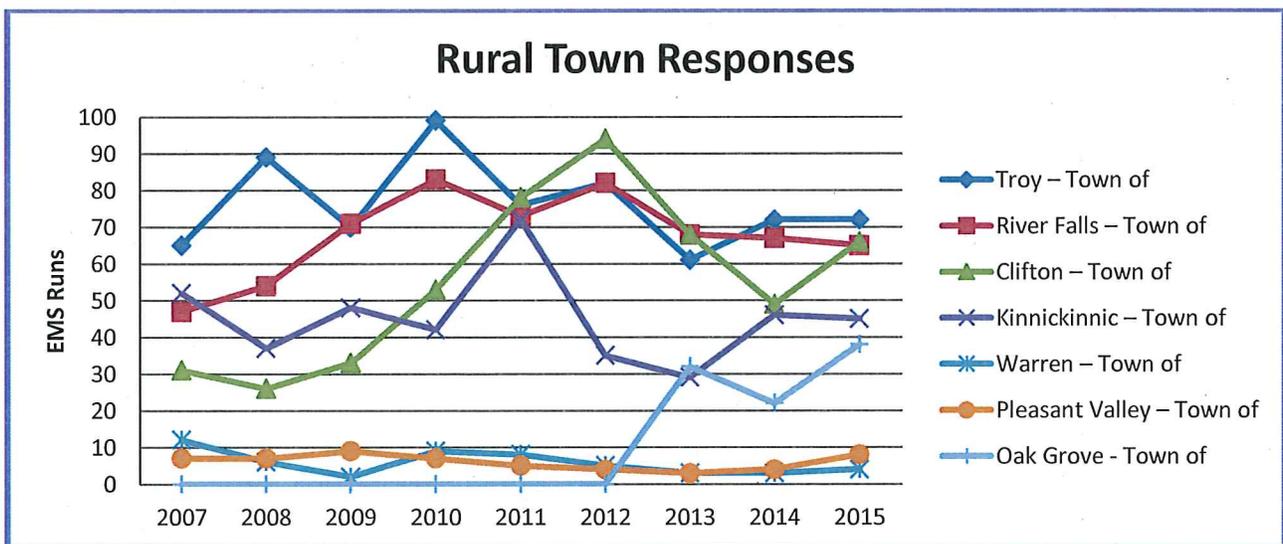
**RESPONSES BY LOCATION:**

The graph to the right shows the trends in EMS responses within the City of River Falls since 2007. The majority of our annual calls fall within the City of the River Falls. Nursing homes, assisted living facilities, UWRF campus, and River Falls Hospital are the biggest users of our department within the city.

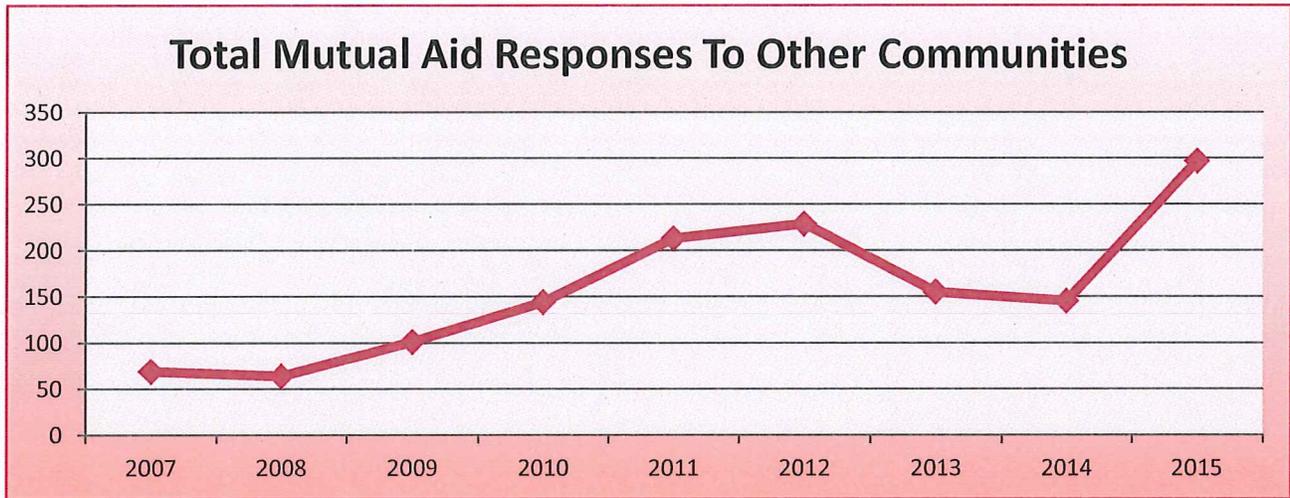


EMS responded to 373 calls within the city of Prescott in 2015. This is our first year covering Prescott, so we could not graph those calls.

River Falls EMS provides ambulance services to seven Towns surrounding the City of River Falls. The Towns covered by our department are Troy, Kinnickinnic, Pleasant Valley, Warren in St. Croix Co. and River Falls, Clifton, and Oak Grove in Pierce Co. You can see the response trends by town since 2007. The towns of Troy and River Falls have more population base and have been the biggest users of our department in the past. The towns of Warren and Pleasant Valley have a very small population base. The lower the population base covered, the fewer the EMS responses.

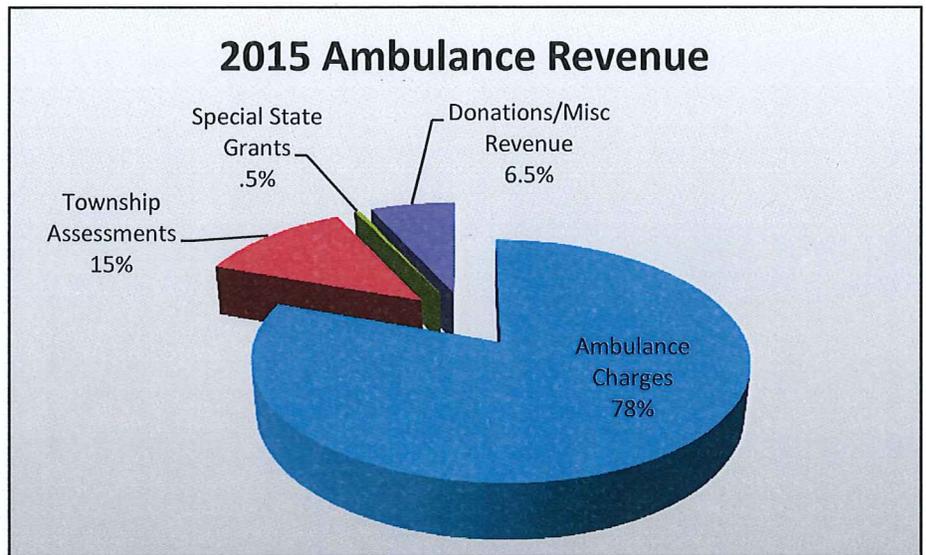


River Falls EMS performs several mutual aid assists each year to surrounding communities in need of our EMS assistance. River Falls EMS has been fortunate in the past to have enough staff and vehicles to assist other EMS departments when requested. The most frequent mutual aid requests are surrounding communities around River Falls and Prescott such as Hastings, Hudson, Baldwin, and Ellsworth.



**BUDGET:**

The department 2015 revenues are noted in the chart. Please note the majority (78%) of our department revenues come from user based charges. A high call volume and the acquisition of grants and donations help to keep our per capita assessments lower than other departments in our region. The 2015 operational budget was \$1,442,219.



**REIMBURSABLES & FEE STRUCTURE:**

Below are tables outlining the sources of revenue and types of calls.

This table shows various payer sources, percentage of trips, what was billed, collected and uncollectable.

<b>Payer Sources (2015)</b>	<b>% of Trips</b>	<b>Amount Billed</b>	<b>Payments Received</b>	<b>Insurance Adjustments/ Write-Off's</b>
Medicare	47.21%	\$ 1,104,186.16	\$ 298,387.97	\$ 777,716.94
Medicaid	5.84%	\$ 120,856.84	\$ 11,115.05	\$ 90,284.56
Insurance	32.20%	\$ 748,780.71	\$ 317,453.90	\$ 193,762.24
Contracts	1.06%	\$ 12,422.75	\$ 4,380.73	\$ 3,476.94
Patient	13.68%	\$ 266,677.54	\$ 35,916.10	\$ 67,574.91

This table shows the various types of calls with their average charges and payments for each. Residents are those that live in our contracted EMS district. Non-Residents are those that live outside our contracted EMS district.

<b>Type of Call</b>	<b>2015 Average Charges</b>	<b>2015 Average Payments</b>
<b><u>Resident</u></b>		
Interfacility	\$ 1,840	\$ 862
BLS	\$ 1,508	\$ 759
ALS	\$ 2,015	\$ 1,122
Critical Care	\$ 1,090	\$ 546
On-Scene; No Transport	\$ 704	\$ 685
<b><u>Non-Resident</u></b>		
Interfacility	\$ 1,950	\$ 1,011
ALS Intercept	\$ 853	\$ 776
BLS	\$ 1,248	\$ 791
ALS	\$ 1,730	\$ 1,274
Critical Care	\$ 2,264	\$ 2,026

**DEPARTMENT ITEMS:**

**2015 Staff Summary:**

EMS Level	Number on RF EMS Staff	Training Hours to Obtain Level
First Responder (rural areas)	7	100
EMT	41	185
Advanced EMT	4	100 (+ EMT-Basic)
Intermediate	2	750 (+ EMT-Basic)
Paramedic	8	1,400 (+ EMT-Basic)
Critical Care Paramedic	9	200 (+ Paramedic)

**2015 Vehicle Summary:**

River Falls EMS added four new vehicles to our fleet in 2015. This is the most we have added at one time in our history.

**Ambulance 6503** was added in March 2015. It replaced a 2006 ambulance that was having continued engine problems. New 6503 is a 2015 Road Rescue on a Chevy C4500 diesel chassis. It went into service in April and is being used as one of our first out 911 ambulances. Unequipped vehicle cost was \$164,200



**Special Rescue Unit 6511** was added to our fleet in September 2015. This vehicle is new to our fleet and was purchased using state of WI funding assistance dollars for special rescue vehicles. Unit 6511 is a 2014 Bobcat 3600 diesel. It is equipped with a cab with heat and A/C for the EMS personnel and passengers. It is also equipped for patient transport. Our department contracts multiple special events throughout the summer months, where this vehicle will be used on site. Our department also covers a lot of snowmobile trails, and areas along the St. Croix and Mississippi river bluffs, where an ambulance is unable to drive. This vehicle will help rescue patients in those areas. The entire package, including the trailer to move the vehicle around was just under \$21,000.



**Ambulance 6505** was added in October. This replaced the 2004 ambulance donated to us by Prescott. Our department decided to replace the older ambulance due to its size and age. It had older technology and was not capable of our current technology needs in EMS. This was the first new ambulance added to Prescott since 2004. It now has all the current technology and equipment needed to perform at the Paramedic level. This ambulance was a modular remount meaning we re-used the box part from our 2006 ambulance with engine problems. This saved us about \$61,000. The box was placed on a 2015 Chevy C4500 diesel chassis. Total unequipped vehicle cost was \$108,941.



**Unit Medic 8** was added to our fleet in November. It is a new addition to our fleet not replacing any other vehicle. Medic 8 is a Chevy 1500 Super Duty. Its main purpose will be to haul our new special rescue UTV and our command trailer. It will also be used as a quick response vehicle. Vehicle cost was \$ 39,000



Vehicle	Year Purchased	Designation
Ambulance 6501	2012	Paramedic Level Ambulance
Ambulance 6502	2009	Paramedic Level Ambulance
Ambulance 6503	2015	Paramedic Level Ambulance
Ambulance 6504	2003	Paramedic Level Ambulance
Ambulance 6505	2015	Paramedic Level Ambulance – Prescott Station
Medic 6	2006	Paramedic Quick Response Vehicle 1
Medic 7	2013	Paramedic Quick Response Vehicle 2
Medic 8	2015	Quick Response Vehicle 3 / Special Rescue Vehicle
Command Trailer	2000	Mobile Command Trailer
Bobcat UTV	2015	Off Road Special Rescue Vehicle

**New Member Academy:** New EMTs or Paramedics are not allowed to respond to calls without a Preceptor until they have proven themselves medically competent. A Preceptor is an experienced member that helps oversee and mentor new personnel. The specific competencies are evaluated by the department Medical Director at the end of the academy. The academy is a three month program where employees learn the RF EMS system and operational procedures. Failure of the program in any way results in termination from the department. Once proven competent by the academy process and by the Medical Director, the person may respond on calls as an EMT or Paramedic without a Preceptor. This is one program which sets River Falls apart from other area EMS departments.

**Medical Director:** I would like to take a moment and recognize our department medical director. Our Medical Director is Dr. Thomas Monahan. An ambulance service cannot operate without medical direction oversight. The ambulance service operates under a medical director’s license. Our medical director spends several hours throughout the year assisting in the development of aggressive patient care protocols and testing our EMS staff to ensure they provide the highest quality care possible to our residents. Tom is a physician at River Falls Hospital ED. If you see him at the hospital or in the community, please thank him for doing this very important role. Our high reputation in the EMS community is directly related to his ability as medical direction oversight and what advanced skills he allows us to perform in the field.

**Staff Training:** In addition to having great medical direction, our department hosts training for our staff on the first two Wednesdays of each month from 6:30 pm to 9:30 pm. Our staff has the ability to train five hours per month refreshing their skills and learning new processes for patient care. In addition, each individual staff member is required to be checked off annually on their competencies to ensure they are performing to our department standards. The majority of our training is held in-house, where we determine what is taught and by whom. The more we train, the more skills we can perform in full competence in the field.

**Equipment:** River Falls EMS prides itself on using aggressive patient care procedures and the latest technology available for patient care. In June 2011, we replaced our three oldest LifePak 12 defibrillator/monitors. The new LifePak 12 monitors are capable of assisting our paramedics recognize and treat immediate and life-threatening cardiac related illnesses. The new devices replaced our eleven year old units that were outdated and could no longer perform up to our operating standards. Cost of replacing these three units was approximately \$50,000.

## **COMMUNITY OUTREACH & INVOLVEMENT:**

Each year our community outreach programs grow and excel into multiple areas. Organizations within the community thrive on the interaction we offer and, by simple word of mouth, we expand our annual community partnerships. River Falls EMS is proud to be a part of these outreach programs that benefit our community. In 2015, we participated in three outreach categories. These categories are: Local, Regional, and Statewide.

### **Local Programs:**

- Safety Camp - A one day seminar teaching kids ages 7-10 about general safety. Held at our EMS station. 2011 was the first annual camp and we had approximately 30 kids participate.
- EMS Week - A week of presenting safety and ambulance tours to each 3<sup>rd</sup> grade in RF.
- Citizen's Academy - Joint venture between Police, Fire and EMS to raise awareness about each respective department. This lasted one month.
- CPR programs - River Falls EMS staff are CPR instructors to teach CPR to local citizens
- Public Access Defibrillation Program - Very time consuming project. River Falls EMS oversees approximately 200 public defibrillators in the River Falls community.
- Partner in annual Relay for Life - Help to promote cancer awareness and fundraisers
- RF School District - Several outreach programs with the school district. These include: 6<sup>th</sup> grade demonstrations involving EMS equipment, live scenarios with lifeguarding classes at the HS, CPR and AED classes for the safety team, public access defibrillation scenarios at each building, presentations in school wide awareness on safety in the community, and attending RFSD planning meetings for future safety and evacuation
- Promoting RF EMS at the Pierce County Fair - Generally, we take an ambulance and display to promote our department and also for recruitment.
- Visit Senior Apartments - Assist the elderly to fill out medical history and medications sheets provided to them. These are hung on their refrigerators so we can obtain necessary information when and if we get called to their residence.
- Promote EMS and/or First Aid at various community organizations - Boy & Girl scout groups, Restorative Justice programs, and Have a Heart Farm

### **Regional Programs:**

- Participate in monthly Regional Trauma Advisory Committee (RTAC) - This committee focuses on regional trauma care and various treatment procedures.
- Participate in monthly Tri-County EMS Association meetings - These are regional EMS meetings where multiple EMS departments, hospitals, physicians, and nurses all meet to discuss medical care and trends within our region. I am the president and founder of this EMS Association.

### **Statewide Programs:**

- Attend the annual Hot Topics in EMS Conference in WI Dells - This conference focuses on statewide networking and finding solutions to common problems throughout EMS in WI.
- Attend EMS Leadership and Management seminars - These are held throughout the state and help teach leadership and management skills needed to be a good EMS leader.

**2015 DEPARTMENT & COMMUNITY HIGHLIGHTS:**

- River Falls EMS assumed the Prescott Ambulance operations in the City of Prescott and towns of Clifton and Oak Grove.
- “System Status Management” was implemented: it works by shifting ambulances and resources during high call volumes. If both scheduled River Falls ambulances are out on calls, the Prescott crew will shift half-way to cover the entire district and vice versa. This ensures constant coverage.
- We transitioned to Andres Medical Billing
- During National EMS Week, our department went into all 3<sup>rd</sup> grade classes to teach them seatbelt and air bag safety. Jerry’s Towing donated a car seat for use as a demonstration.
- In June, the department participated in the triage and dispensing at the Pierce County Public Health Drill at RFHS.
- In October, our department participated in an Active Shooter Drill with River Falls Hospital where the focus was on mass casualty injuries and response. This was a joint effort with the local River Falls Police Department to help prepare for incidents like these.
- Our full time paramedics began supervisory training to help with supervision of day to day operations as well as oversight of our paid on call personnel.
- Our department also participated in the UWRF Halloween in the Halls by decorating one of our ambulances as a “Haunted Ambulance” and using some of our manikins as props.
- An Administrative Assistant was hired to take over day to day administrative tasks and assist with public relations.

**2016 EQUIPMENT PROJECT:**

Each year our department selects a project relating to the improvement of patient care. Once a project is selected, we start the process of grant writing and donation requests. Our 2016 project will focus on obtaining a LUCAS CPR device and a patient care ventilator. The LUCAS device runs about \$15,000 and performs automatic CPR on a patient. The ventilator will breathe for a patient that is intubated and cannot maintain breathing on their own. The ventilator runs about \$7,000. Total project cost will be \$22,000.



**SUMMARY:**

The year 2015 was another record breaking year for ambulance responses. Our department took on the full operations of the Prescott community and transitioned very well. Our call volume will only continue to increase as time goes on with the constant growth of our cities and rural communities.

We are well known throughout our region as being very progressive in patient care and for our involvement with the public in our community. Our staff really enjoys working with the public, schools, organizations, and businesses in our community to improve our community health awareness and medical response. Several hours are spent per year working on individual response plans for public access AED and then enacting the plans with each facility that has one. The interaction and planning process with the community proves to be very beneficial and provides confidence in the event of an emergency situation.

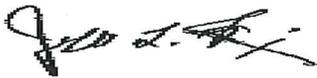
I truly believe we can continue to be one of the top recognized EMS departments in the region using the dedicated personnel we have on staff, our supportive ambulance commission and city council, and our interactive medical directors. The community should continue to feel safe with these dedicated people.

River Falls EMS prides itself on conducting business with a high level of professionalism and excellent patient care. We are able to achieve this by using the four pillars of River Falls EMS: Provide a high quality EMS Department for the community, promote positive attitudes and have mutual respect for others, challenge each employee's individual and leadership abilities, and engage the community through public relations and educational opportunities.

We look forward to another great year of providing high quality EMS in 2016.

Please do not hesitate to contact me if you have any questions or would like further clarification on any topic.

Sincerely,



Jeff L. Rixmann  
Director, CC-Paramedic  
River Falls EMS  
[jrixmann@rfaas.org](mailto:jrixmann@rfaas.org)  
715-425-0370 (Office)



## MEMORANDUM

**TO:** Ambulance Commission Members

**FROM:** Julie Bergstrom, Finance Director/Asst. City Administrator

**DATE:** March 7, 2016

**TITLE:** Proposed Changes to Ambulance Ordinances

---

### RECOMMENDED ACTION

Review and discussion of proposed changes in the ordinance that outlines the operation of the Ambulance department, and the duties and powers of the Ambulance Commission. Proposed changes include adding an additional board member, revising the terms from five years to three years, revising the duties of the board to include policy and service related issues, and removal of hiring and supervision duties currently included in the ordinance.

### BACKGROUND

The Ambulance Commission was established in 1994 in order to provide a formal reporting mechanism for the ambulance department. The original ordinance used the River Falls Utility Commission structure as a guide, which included more day to day operational oversight than most other City boards and commissions.

### DISCUSSION

The Ambulance department has advanced significantly since the establishment of the Ambulance Commission in 1994. The department has grown to 8 full time personnel, and many additional part time and paid per call employees with an annual budget of \$1.5 million. The extent of the River Falls operation, as well as the Prescott station, preclude the Ambulance Commission from operating as it has in the past. Moving to more of a policy role is reflected in the proposed ordinance changes.

Based on the need for overall revamping of the ordinance, we took the opportunity to review both sections that address the ambulance department - Chapter 2.20 describes the administration of the department itself and how that operates, and Chapter 2.52 describes the role of the Ambulance Commission.

Both the current ordinance and the proposed ordinance are attached for your review.

Proposed changes to the City's existing ordinance include the following general changes:

Chapter 2.20: Emergency Medical Services Department

1. Replace Ambulance Department language with Emergency Medical Services throughout both chapters, replace Ambulance Commission with Emergency Medical Services Advisory Board (EMS Advisory Board)
2. EMS bylaws would be approved by the EMS Advisory Board instead of the City Council
3. Compensation of employees would be per establish pay plan instead of the City Council (similar to other departments)
4. Delete selection of officers for the department (no longer used)
5. EMS Director will be appointed by the City Administrator through the standard hiring process
6. Modify the date for the submission of the annual report to the EMS Advisory Board from March 1<sup>st</sup> to April 1<sup>st</sup>
7. Language modifications for control and use of apparatus section (clarified for department use only)
8. Retain the language that the City Council reserves the right to contract with private vendors for emergency medical services instead of the Ambulance Commission.

Chapter 2.52: Emergency Medical Services Advisory Board

1. Seven members of the EMS Board instead of six, to include members that are residents of the service area with an interest in EMS and/or members with a medical background.
2. Initial term of the new board would be May 1, 2016
3. Expenditures section was removed as it would considered part of routine daily operations
4. Major changes to Section 2.52.050 Powers and Duties to remove the routine operational functions and add new policy duties, including review of by-laws, review of business plan, approve operation policies, review and recommendations of service boundaries, review of service levels, and customer advocacy.
5. Remove reference to annual audit, also part of routine operations.

Next Steps

Following review and discussion by Ambulance Commission members, any suggested changes will be made and brought forward to the City Council for review in April.

**FINANCIAL CONSIDERATIONS**

No financial implications of the ordinance changes are anticipated.

**CONCLUSION**

Discussion of proposed changes is recommended for future recommendation to the City Council.



ORDINANCE NO. 2016-XX

AN ORDINANCE AMENDING CHAPTERS 2.20 AND 2.52 REGARDING THE CITY'S  
EMERGENCY MEDICAL SERVICE

THE COMMON COUNCIL OF THE CITY OF RIVER FALLS DO ORDAIN:

SECTION 2. That Chapter 2.20 of the City of River Falls Municipal Code be amended as follows:

Chapter 2.20 –EMERGENCY MEDICAL SERVICES DEPARTMENT

2.20.010 – Administration

- A. Recognition. The River Falls Emergency Medical Services Department is officially recognized as the Emergency Medical Services Department of the city, and the duties of emergency medical services in the city are delegated to such department.
- B. Bylaws. The Emergency Medical Services Department shall adopt bylaws for its control, management and government and for regulating the business and proceedings of the department, which bylaws, after adoption by the members of the department, shall not become effective until approved by the Advisory Board. Amendments shall be adopted in the same manner.
- C. Expenditures. The Common Council retains the right to review and authorize all expenditures and approve all fees and charges.
- D. Compensation. Members of the Emergency Medical Services Department shall receive such compensation as may time to time be fixed by the City Administrator.

2.20.020 – Organization.

- A. Generally. The organization and internal regulation of the Emergency Medical Services Department shall be governed by the provisions of this chapter and by such bylaws adopted by the department as are approved by the Advisory Board, except as otherwise provided by law or ordinance.
- B. Director. The City Administrator shall appoint the Director of the Emergency Medical Services Department. The director's tenure, shall be subject to suspension or removal by the City Administrator.
- C. Subordinates.
  - 1. Volunteer members of the department shall be selected according to the bylaws.

2. Full-time paid members of the Emergency Medical Services Department shall be selected by the procedures prescribed in the city personnel policy.

**2.20.030 – Powers and duties of the Director**

- A. General Supervision. The director shall have the general supervision of the department. The supervision shall be subject to and not conflict with this chapter and the bylaws of the department, and it shall enforce a rigid observance of this chapter and the bylaws. The director shall be responsible for the personnel and general efficiency of the department.
- B. Reports. The director shall submit a written report to the Emergency Medical Services Advisory Board no later than April 1 of each year, and at such other times as he or she deems desirable, relating to the condition of various pieces of apparatus/ appurtenances, the number of calls since the previous report and the date of same, the total number of active members in the department and resignation and expulsions from the department. He or she shall also report upon the drill and training program of the department, together with such other pertinent information, including recommendations for improvements, as he or she deems proper and necessary for the operation of the department.
- C. Emergency Medical Services Records. The director shall keep records of every emergency medical services call to which the department was dispatched, the locality of the call and the time it was received, the cause of the delay (if any) in responding, the equipment used, the time the call was completed, the names of the EMTs responding to general remarks.
- D. Apparatus Inventory. The director shall keep an inventory of all apparatus and equipment.
- E. Duties of Commanding Officer. The director shall perform such other duties as are usually incumbent on the commanding officer of an emergency medical services department.

**2.20.040 – Control and care of apparatus.**

- A. Director Responsible. The director shall have control of all apparatus used by the department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the director.
- B. Use. No apparatus shall be used for any non-department related business.

**2.20.050 – Contracting for services.**

The Common Council shall retain the right to contract with private vendors of ambulance or emergency medical services for provision of emergency medical services.

**2.20.060 – Provision for services.**

The city, through the Common Council, may contract to provide emergency medical services to other municipalities.

**SECTION 1.** That Chapter 2.52 of the City of River Falls Municipal Code be amended as follows:

**Chapter 2.52 Emergency Medical Services Advisory Board.**

**2.52.010 - Membership.**

The Emergency Medical Services Advisory Board shall consist of seven members. One of the seven members shall be an Alderperson, who shall serve on the board without additional compensation and whose term shall be for one year. The remaining six members shall be residents from the service area with an interest in EMS and/or members with a medical background.

**2.52.20 – Manner of Appointment**

- A. Members of the board shall be appointed by the Mayor, subject to confirmation by the Common Council, to three-year terms. The initial terms will commence on May 1, 2016.
- B. The terms of the board members first appointed shall expire successively, two each year, on the first Monday in May. Succeeding appointments shall commence on May 1 of the year of appointment.
- C. No person shall be appointed to the board who is a member of the River Falls Emergency Medical Service or related by blood or marriage to a full-time employee of the River Falls Emergency Medical Service.

**2.52.030 – Vacancies**

Vacancies shall be filled by appointment by the Mayor for the balance of the term in the same manner as full-term appointments.

**2.52.040 – Organization**

- A. Members of the board will elect a Chairperson at the first regular meeting after May 1 of each year.
- B. The chairperson shall perform such other duties as may be prescribed by direction of the board, or by resolution of the Common Council.

Chairperson: The duties of the chairperson shall be to:

- a. preside at all meetings of the board,
- b. communicate the direction of the City of River Falls  
Emergency Medical Services Advisory Board and
- c. perform the duties as may be prescribed by the direction of

the board, or by resolution of the Common Council.

- C. The board shall hold at least one regular meeting per month, plus other meetings as needed, to perform its duties. A quorum shall consist of a majority of the members with all actions requiring a majority vote of the total membership.
- D. The board members shall receive such salary or other compensation as may be fixed from time to time by the Common Council.

**2.52.050 – Powers and Duties**

- A. The board shall review the by-laws annually and when changes are needed.
- B. The board shall review the EMS Business Plan annually and make recommendations to the Common Council.
- C. The board shall approve operation policies excluding medical direction guidelines and protocols.
- D. The board shall review the EMS service area boundary and make recommendations for boundary extensions.
- E. The board shall review the department's service levels.
- F. The board shall serve as the customer advocate by listening to the community members' concerns, desires and needs.
- G. The board shall meet with the Common Council annually or at other times as necessary.

**2.52.060 - Reports and minutes**

Minutes of the board meetings shall be filed with the City Clerk on a monthly basis.

**SECTION 3.** This ordinance shall take effect on the day after publication.

Dated this \_\_\_\_th day of \_\_\_\_\_, 2016.

**FOR THE CITY OF RIVER FALLS**

\_\_\_\_\_  
Dan Toland, Mayor

ATTEST:

\_\_\_\_\_

Lu Ann Hecht, City Clerk

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

## Chapter 2.20 - AMBULANCE DEPARTMENT

**Sections:**

## 2.20.010 - Administration.

- A. Recognition. The River Falls ambulance department is officially recognized as the ambulance department of the city, and the duties of ambulance emergency medical services in the city are delegated to such department.
- B. Bylaws. The ambulance department shall adopt bylaws for its control, management and government and for regulating the business and proceedings of the department, which bylaws, after adoption by the members of the department, shall not become effective until approved by the city council. Amendments shall be adopted in the same manner.
- C. Expenditures. The city council retains the right to review and authorize all expenditures and approve all fees and charges.
- D. Compensation. The officers and members of the ambulance department shall receive such compensation as may from time to time be fixed by the city council.

(Prior code § 5A.01)

## 2.20.020 - Organization.

- A. Generally. The organization and internal regulation of the ambulance department shall be governed by the provisions of this chapter and by such bylaws adopted by the department as are approved by the city council, except as otherwise provided by law or ordinance.
- B. Selection of Officers. The election of the secretary, treasurer and such social officers as the bylaws may require shall be held at the annual meeting of the department in the manner provided by the bylaws. In case of any vacancy, the director shall appoint a member in good standing to fill the office until the next annual election.
- C. Director. The ambulance commission shall appoint the director of the ambulance department, who shall hold office during good behavior, subject to suspension or removal by the commission for cause.
- D. Subordinates.
  - 1. Volunteer members of the department shall be selected according to the bylaws.
  - 2. Full-time paid members of the ambulance department shall be selected by the procedures prescribed in the city personnel policy.

(Prior code § 5A.02)

## 2.20.030 - Powers and duties of director.

- A. General Supervision. The director shall have the general supervision of the department, which supervision shall be subject to and not conflict with this chapter and the bylaws of the department and shall enforce a rigid observance of this chapter and the bylaws. He or she shall be responsible for the personnel and general efficiency of the department.
- B. Presiding Officer. The director shall preside at all meetings, call special meetings, preserve order and decide all points of order that may arise.
- C.

Reports. The director shall submit a written report to the ambulance commission no later than March 1<sup>st</sup> of each year, and at such other times as he or she deems desirable, relating to the condition of various pieces of apparatus and appurtenances, the number of calls occurring since the previous report and the date of same, the total number of active members in the department and resignation and expulsions from the department. He or she shall also report upon the drill and training program of the department, together with such other pertinent information, including recommendations for improvements, as he or she deems proper and necessary for the operation of the department.

- D. Ambulance Records. The director shall keep records of every ambulance call to which the department was called, the locality of the call, the time the dispatch was received, the cause of the delay (if any) in responding, the equipment used, the time the call was completed, the names of the EMT's responding and general remarks.
- E. Apparatus Inventory. The director shall keep an inventory of all apparatus and equipment.
- F. Duties of Commanding Officer. The director shall perform such other duties as are usually incumbent on the commanding officer of an ambulance department.

(Prior code § 5A.03)

#### 2.20.040 - Control and care of apparatus.

- A. Director Responsible. The director shall have control of all apparatus used by the department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the director.
- B. Use. No apparatus shall be used for any purpose except for ambulance calls within the ambulance service area, or in training therefor, except pursuant to an agreement approved by the city council after the director has given his or her recommendations on such use. With the approval of the director, such apparatus may be used for other emergency purposes. A written report of all such uses shall be made quarterly to the ambulance commission.

(Prior code § 5A.04)

#### 2.20.050 - Contracting for services.

The ambulance commission shall retain the right to contract with private vendors of ambulance or emergency medical services for provision of the services outlined in the sections above.

(Prior code § 5A.05)

#### 2.20.060 - Provision for services.

The city, through its ambulance commission, may contract to provide ambulance emergency medical services to other municipalities.

(Prior code § 5A.06)

#### 2.20.070 - Violation—Penalty.

Any person who violates any provisions of this chapter or any order, rule or regulation made hereunder shall be subject to a penalty as provided in Chapter 1.20 of this municipal code.

(Prior code § 5A.07)

### Chapter 2.52 - AMBULANCE COMMISSION

**Sections:**

## 2.52.010 - Membership.

The ambulance commission shall consist of an alderperson and five members who are residents of the city.

(Prior code § 1.40(1))

(Ord. No. 2011-01, § 1, 1-25-2011)

## 2.52.020 - Manner of appointment.

Members of the ambulance commission shall be appointed by the mayor, subject to confirmation by the council, to five-year terms. The initial terms will commence on September 1, 1994. The terms of the commissioners first appointed shall expire successively, one each year, on the first Monday in May. Succeeding appointments shall commence on May 1<sup>st</sup> of the year of appointment. No person shall be appointed to the commission who is a member of or who has a relative by blood or marriage who is a member of the ambulance service.

(Prior code § 1.40(2))

## 2.52.030 - Vacancies.

Vacancies shall be filled by appointment for the balance of the term in the same manner as full-term appointments.

(Prior code § 1.40(3))

## 2.52.040 - Organization.

- A. Immediately after their appointment and qualification, members of the commission first appointed and on or before January 1<sup>st</sup> in each year thereafter, the members of the commission shall organize by electing a chairperson and secretary. A quorum shall consist of a majority of the members with all actions requiring a majority vote of the total membership.
- B. The commission shall hold at least one regular meeting per quarter, plus other meetings as needed, to perform its duties.

(Prior code § 1.40(4))

## 2.52.050 - Policies.

The commission shall establish its own operating policies and procedures and manage its own budget within the limitations of Section 2.52.060. It shall be empowered to hire a director and any other staff necessary to efficiently accomplish the service required.

(Prior code § 1.40(5))

## 2.52.060 - Expenditures.

The city council shall review and authorize all expenditures for this service and any receipts collected by the ambulance service. Initial rate structures and any changes must be authorized by the city council.

(Prior code § 1.40(6))

## 2.52.070 - Reports and minutes.

Minutes of the commission meetings shall be filed with the city clerk. A report shall be filed with the city clerk by March 1<sup>st</sup> of each year, including, but not limited to, a financial statement, service report and personnel report.

(Prior code § 1.40(7))

2.52.080 - Audit.

A general audit of the ambulance commission records shall be accomplished as a part of the general audit for the city, but shall be chargeable to the ambulance commission.

(Prior code § 1.40(8))