

**EMS ADVISORY BOARD MEETING**

**August 6, 2018 @ 6:30 p.m.**

River Falls City Hall

222 Lewis Street

River Falls, WI

---

*OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM*

Call Meeting to Order – 6:30 p.m.

Roll Call

Approval of Minutes – June 4, 2018

1. Ordinance change discussion Chapter 2.52 EMS
2. Update on EMS Director position
3. Update on Allina contracted services

ADJOURNMENT

Posted: 8-1-18 City Hall

Library

Police Department

## 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 Kittleson, 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

## Chapter 2.52 - EMERGENCY MEDICAL SERVICES ADVISORY BOARD<sup>2</sup>

### Sections:

#### 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 for whose term shall be for one year. At least three of the remaining six members shall be residents of the City of River Falls and the remaining members from the service area with an interest in EMS and/or members with a medical background.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)

#### 2.52.020 - 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 May 1~~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.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)

#### 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.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)

#### 2.52.040 - Organization.

- A. Members of the board will elect a chairperson at the first regular meeting after May 1 of each year. The chairperson shall perform such other duties as may be prescribed by direction of the board or by resolution of the common council. The board will select a vice chairperson to act in the absence of the chairperson.
- B. Chairperson: The duties of the chairperson shall be to:
  - 1. Preside at all meetings of the board;
  - 2. Communicate the direction of the City of River Falls Emergency Medical Services Advisory Board; and
  - 3. 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 every two months, 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.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)

#### 2.52.050 - Powers and duties.

- A. The board shall review the powers and duties 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/retranchment.
- 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.
- H. The board shall provide two members to the hiring committee for the EMS director position.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)

#### 2.52.060 - Reports and minutes.

Approved minutes of the board meetings shall be filed with the city clerk on a regular basis.

( [Ord. No. 2016-06](#), § 2, 6-14-2016; [Ord. No. 2017-15](#), § 1, 7-11-2017)