

Richland County Joint Ambulance Committee

July 28th, 2025

Minutes

Present: Kerry Severson, Don Stanke, Shirley Welte, Brian McGraw, Daniel Timm, Gordon Palmer, Doug Duhr, Jean Nicks, Terrance Jindrick, Julie Fleming

Not Present: Todd Coppernoll, Mary Rognholt, Glen Niemeyer, Jerome Durst, Tim Willis, and Tom McCarthy

1. Meeting was called to order at 7:03 p.m.
2. Notification of the meeting had been made, and the agenda was properly posted.
3. Committee attendance was as noted above, with 10 members present.
4. A motion was made by Nicks, seconded by Fleming to approve the agenda as posted. Motion carried; the agenda was approved.
5. A motion was made by Severson, seconded by Nicks to approve the previous meetings minutes as presented. Motion carried; the minutes were approved.
6. Nominations for new JAC chair were Kerry Severson and Shirley Welte, after a ballot vote of 8 to 2 Kerry Severson has been voted the new chair of the JAC.
7. Shireman spoke for public comment.
8. No EMT chose to speak.
9. Directors Report: New Interim Director Barb Scott introduced herself. Scott gave an update on the staffing changes, with the news of the resignations and of the new hires that will be added to the current staff. An update was given that Gunderson Tri-State Ambulance Service will be covering one day a week as to not burn out the current staff. Scott added that a couple previous employees have been hired back to help cover calls. Those individuals include Darin Gudgeon, Brianna Johann, Abby Jongquist, and Cody Layer.
 - a. Scott gave an update on call data, summary of calls as it stands right now is at 733 calls. Call data was ran based on the hours of the day, more calls are received during the mid-day than through the nights.
 - b. Financial update was given for the month of June. All salary lines were discussed. Miscellaneous revenue was discussed pertaining to the stand-by events and our charges for other events. Scott recommends looking at the end balance of the lines to tell what is remaining. Part-time salary line is at 0%, there had been nothing put into that line. Current overtime budget is over by a rather large margin, but currently are working to decrease that expense. The current billing company has been found to be somewhat difficult to interact with and receive appropriate timely responses from.
 - c. Ambulance maintenance report was given. Maintenance records were discussed on each truck and the overall condition of each. All three trucks were put through DOT inspections, and all passed. The DOT inspections were \$90 each to complete and were completed at RC Fleet Services. Scott shared that Viola's ambulance was taken for a

- test drive because we had a possible opportunity to purchase, but it was found to be super rough riding and in the overall same condition as the current ambulances in the garage. Despite it having low miles, it wasn't in any nicer shape than any of the current trucks.
- d. Billing report was given by interim director. The overall current balances were discussed, and the format in which they are being depicted. The biggest month that is an outlier is the month of April. The format in which the billing report should be shown was discussed.
10. Training agreement was discussed. Personnel needs were discussed as to have the service pay for our employee's advancement to go from EMT to AEMT. It's \$708 to pay for an employee to complete the course to advance their skills. The time that an employee would need to stay to after completion of schooling was discussed. 18 months and 24 months were discussed as a needed time frame. Discussion regarding exact timeframe was tabled until further information can be given.
 11. 1. Staffing change based upon the rate at which the service needs to run is discussed. 6 full time employees are needed to cut the cost of the overtime drastically. Kelly day is a built-in day where it is either filled by part-time employees or other staff to interrupt the 56 hour work week. Staffing models were discussed as to other running schedules as to different possibilities to consider. Our current schedule is a very attractive module for perspective employees.
2. Discussion on the addition of a county employee as ambulance secretary is needed. Moving a lot of the administrative needs to be completed by the new county hired secretary. Scott shared that the new county administrative position was already built into the 2026 budget. All salary lines were reviewed again.
 12. The current status of the MOU's is discussed. The county administrator Tricia Clements discusses the role as to what is to be expected by the JAC. \$2500 would be the cost for the service in your township/municipality. The municipality charges were discussed regarding Pine Valley Community Village and where that is to be billed to. Transfers, out of service area, and stand-bys are not to be charged and included. The goal of setting up funds for a new ambulance are discussed. Clements and Scott are to come back with more information on the proposal of a new MOU.
 13. Discussion of the roof proposal and information was shared by Scott that vents on the roof are being placed to help the water from coming into the building. It is a current work in progress. The roof bids are known to not be accurate in this current time but gives a general idea of what it will possibly be to have the roof replaced. Scott is recommending that the roof appropriation be taken to executive and finance committee.
 14. Ideas for the next meeting include Tri-State bill and updated billing report. Meeting start time was discussed and changed to 6:00 p.m.
 15. A motion was made by Nicks and seconded by Fleming to adjourn. Motion carried and meeting was adjourned at 8:40 p.m.