



Date Posted: Tuesday July 22, 2025

## **Notice of Meeting**

### **Richland County Joint Ambulance Committee**

Please be advised that the Richland County Joint Ambulance Committee will convene on Monday July 28th, at 7PM in the Richland County Board Room of the Courthouse located at 181 W Seminary Street, Richland Center, Wisconsin 53581.

This meeting can also be attended via Webex with information available at:

<https://ems.co.richland.wi.us/about/agendas-minutes/>

## **Agenda**

1. Call Meeting to Order
2. Proof of Notification and Posting
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
6. Election of New Chairperson
7. Public Comment
8. EMT Delegation
9. Directors Report:
  - a. Call Data
  - b. Financial Update and Budget report
  - c. Vehicle Maintenance
  - d. Billing Report
10. Discussion & Possible Action: Training Agreement
11. Discussion & Possible Action: Staffing Change Recommendation to Executive Committee; Increasing Full-Time Staff by 2 with Temp Casual Reduction
12. Discussion & Possible Action: Review of MOU
13. Discussion & Possible Action: Building Roof Request for Proposal
14. Items for the next meeting
15. Adjourn

Richland County Joint Ambulance  
June 19, 2025  
Minutes

Present: Kerry Severson, Julie Flemming, Todd Coppernoll, Mary Rognholt, Shirley Welte, Daniel Timm, Glen Niemeyer, Don Stanke, Gordon Palmer, Doug Duhr, Jean Nicks, and Terrance Jindrick.

Absent: Tom McCarthy, Brian McGraw, Jerome Durst, Tim Willis.

1. The meeting was called to order at 7:03 pm by vice-chair, Don Stanke.
2. Notification of the meeting was made and the agenda was posted.
3. Committee attendance was as noted above.
4. Motion to approve the agenda with the removal of items 10, 11 and 12 was made by Jean Nicks with a second by Shirley Welte. Motion approved.
5. Previous meeting minutes were not approved as they were not provided in advance to the committee. They will be shared and reviewed at the next meeting.
6. Judy Shireman shared in public comment that there are no buildings open for the hot weather. She attempted to contact John Heinen and did not get a response back. In the past, county buildings were opened when the weather was hot like it has been. She shared there are no buildings open 24/7. She felt there needed to be a better response for the heating and cooling shelters as there is a mandate that the county is not following through on.

Discussion held about Brian McGraw stepping down as the chair of the committee. Todd Coppernoll shared that he was told that Mike Jessen is no longer with the county as his employment was terminated on Friday.

7. Rafael Lamourt shared that Friday's actions of removing Mike Jessen was a loss of advocacy for the service and the community. He asked that moving forward, the crew members have input in the future leadership put in place. He feels that the licensed medical professionals deserve more respect from those that oversee them. He is asking for more respect, kindness and consideration.
8. Administrator Clements explained that she has been placed in the role of the Service Director for the EMS service on a temporary basis by the Executive and Finance Committee. This is a short term appointment until a contract can be put in place for a interim service director.

Derek Goplen shared call numbers. 713 total for the year. June is at 80 – 90 calls for the month.

A financial update will be provided at the next meeting as the data was not available for the meeting.

A request to have a meeting at the end of July so that accurate data could be provided to the committee. The committee reminded the county that the MOU is up at the end of this year and they need to know what to expect moving forward. Jean

Nicks shared they are looking to engage with another ambulance service moving forward.

9. JAC meeting will be quarterly moving forward with meetings being held in February, May, May, August and November. Next meeting will be on July 28, 2025 to give an update to the committee.
10. Ambulance maintenance update will be provided to the committee next month as the data was not gathered for this meeting.
11. Discussion on the MOU between the municipalities and the county. Once a new MOU is presented, the municipalities can decide what they want to do. A motion was made by Jean Nicks with a second by Mary Rognholt to have a discussion on the JAC structure, approval of minutes, financial reports, call data and ambulance maintenance on the next agenda. Motion carried.

Prior to the meeting adjourning, Todd Coppernoll shared that the city and townships have a critical responsibility to provide an Ambulance Service. He feels there are many unanswered questions that need to be answered. Additionally, they need to know what is going on moving forward as they need to budget for an ambulance service. Motion made by Jean Nicks with a second by Julie Flemming to adjourn the meeting. Motion passed, meeting adjourned.

Call ttimes by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	10	1.36%
01:00:00 - 01:59:59	25	3.41%
02:00:00 - 02:59:59	19	2.59%
03:00:00 - 03:59:59	14	1.91%
04:00:00 - 04:59:59	16	2.18%
05:00:00 - 05:59:59	12	1.64%
06:00:00 - 06:59:59	20	2.73%
07:00:00 - 07:59:59	38	5.18%
08:00:00 - 08:59:59	29	3.96%
09:00:00 - 09:59:59	44	6.00%
10:00:00 - 10:59:59	57	7.78%
11:00:00 - 11:59:59	36	4.91%
12:00:00 - 12:59:59	40	5.46%
13:00:00 - 13:59:59	37	5.05%
14:00:00 - 14:59:59	44	6.00%
15:00:00 - 15:59:59	46	6.28%
16:00:00 - 16:59:59	33	4.50%
17:00:00 - 17:59:59	47	6.41%
18:00:00 - 18:59:59	38	5.18%
19:00:00 - 19:59:59	38	5.18%
20:00:00 - 20:59:59	21	2.86%
21:00:00 - 21:59:59	26	3.55%
22:00:00 - 22:59:59	28	3.82%
23:00:00 - 23:59:59	15	2.05%
Total: 733		Total: 100.00%

Report Filters

Incident Date: is equal to 'This Year'

Agency Name (Dagency.03): is in 'Richland County Ambulance Service'

Response Type Of Service Requested (Eresponse.05): is in '911 Response (Scene), Emergency Response (Intercept), Emergency Response (Mutual Aid), Emergency Response (Primary Response Area), Evaluation for Special Referral/Intake Programs, Hospital to Non-Hospital Facility Transfer, Interfacility Transport'



Richland County, WI

# Budget Report

## Account Summary

For Fiscal: 2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 510 - AMBULANCE SERVICE FUND</b>							
<b>Revenue</b>							
<a href="#">510.5245.0000.45023</a>	AMBULANCE FEES INVOICED	1,000,000.00	1,000,000.00	498,151.67	512,465.04	-487,534.96	48.75 %
<a href="#">510.5245.0000.48001</a>	AMBULANCE ROOF APPROPRIATION	3,500.00	3,500.00	0.00	0.00	-3,500.00	100.00 %
<a href="#">510.5245.0000.48003</a>	AMB CONTRACT DUE FROM TOWNS	156,466.05	156,466.05	9,690.00	74,060.00	-82,406.05	52.67 %
<a href="#">510.5245.0000.48004</a>	AMBULANCE SERVICE DONATIONS	0.00	0.00	700.00	725.00	725.00	0.00 %
<a href="#">510.5245.0000.48005</a>	PRIOR YEAR AMBUL COLLECTION	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<a href="#">510.5245.0000.48013</a>	CREDIT CARD REBATES	0.00	0.00	0.00	73.36	73.36	0.00 %
<a href="#">510.5245.0000.48040</a>	OTHER MISCELLANEOUS REVENUE	0.00	0.00	152.01	152.01	152.01	0.00 %
<b>Revenue Total:</b>		<b>1,164,966.05</b>	<b>1,164,966.05</b>	<b>508,693.68</b>	<b>587,475.41</b>	<b>-577,490.64</b>	<b>49.57%</b>
<b>Expense</b>							
<a href="#">510.5245.0000.51011</a>	SALARIES - REGULAR	222,073.28	222,073.28	20,010.48	132,049.44	90,023.84	40.54 %
<a href="#">510.5245.0000.51012</a>	SALARIES - PART-TIME	0.00	0.00	0.00	9,817.68	-9,817.68	0.00 %
<a href="#">510.5245.0000.51013</a>	SALARIES - OVERTIME	49,035.24	49,035.24	8,371.07	55,657.38	-6,622.14	-13.50 %
<a href="#">510.5245.0000.51015</a>	TEMPORARY - CASUAL	86,455.20	86,455.20	10,798.86	58,000.86	28,454.34	32.91 %
<a href="#">510.5245.0000.51017</a>	AMBULANCE CREW PAY	65,625.00	65,625.00	1,794.25	16,159.50	49,465.50	75.38 %
<a href="#">510.5245.0000.51041</a>	PER DIEM	5,040.00	5,040.00	0.00	270.00	4,770.00	94.64 %
<a href="#">510.5245.0000.51050</a>	SECTION 125 PLAN - CO SHARE	340.00	340.00	26.15	156.90	183.10	53.85 %
<a href="#">510.5245.0000.51051</a>	FICA - COUNTY SHARE	32,759.48	32,759.48	3,094.39	19,800.95	12,958.53	39.56 %
<a href="#">510.5245.0000.51052</a>	RETIREMENT - COUNTY SHARE	18,842.05	18,842.05	2,511.31	15,936.74	2,905.31	15.42 %
<a href="#">510.5245.0000.51053</a>	DENTAL INSURANCE - CO SHARE	2,193.65	2,193.65	123.09	775.29	1,418.36	64.66 %
<a href="#">510.5245.0000.51054</a>	HEALTH INSURANCE - CO SHARE	82,749.07	82,749.07	4,976.36	38,284.21	44,464.86	53.73 %
<a href="#">510.5245.0000.51055</a>	LIFE INSURANCE - CO SHARE	28.08	28.08	3.38	21.98	6.10	21.72 %
<a href="#">510.5245.0000.51057</a>	TRAINING & AIDS	2,500.00	2,500.00	0.00	990.00	1,510.00	60.40 %
<a href="#">510.5245.0000.51061</a>	HEALTH INS REIMBURSEMENT DED	2,700.00	2,700.00	0.00	0.00	2,700.00	100.00 %
<a href="#">510.5245.0000.52014</a>	SOFTWARE MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
<a href="#">510.5245.0000.52017</a>	PEST CONTROL	500.00	500.00	46.98	46.98	453.02	90.60 %
<a href="#">510.5245.0000.52022</a>	LIGHTS	4,500.00	4,500.00	560.92	3,393.85	1,106.15	24.58 %
<a href="#">510.5245.0000.52025</a>	TELEPHONE	3,675.00	3,675.00	285.09	1,497.29	2,177.71	59.26 %
<a href="#">510.5245.0000.52026</a>	HEAT	3,000.00	3,000.00	101.84	2,997.93	2.07	0.07 %
<a href="#">510.5245.0000.52048</a>	SERVICES ON MACHINES	300.00	300.00	0.00	0.00	300.00	100.00 %
<a href="#">510.5245.0000.52091</a>	FIRE SYSTEM MAINTENANCE	600.00	600.00	0.00	1,101.45	-501.45	-83.58 %
<a href="#">510.5245.0000.52093</a>	AMBULANCE EQUIP MAINTENANCE	10,000.00	10,000.00	817.76	1,208.10	8,791.90	87.92 %
<a href="#">510.5245.0000.53000</a>	RECORDS CHECK	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">510.5245.0000.53001</a>	HTG & AIR COND MAINT AGREEMT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">510.5245.0000.53007</a>	IMMUNIZATIONS	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">510.5245.0000.53009</a>	MEDICAL SUPPLIES	30,000.00	30,000.00	2,897.47	19,184.73	10,815.27	36.05 %
<a href="#">510.5245.0000.53011</a>	POSTAGE	150.00	150.00	2.76	12.21	137.79	91.86 %
<a href="#">510.5245.0000.53019</a>	OFFICE SUPPLIES	1,250.00	1,250.00	288.90	1,421.73	-171.73	-13.74 %
<a href="#">510.5245.0000.53024</a>	DUES & SUBSCRIPTIONS	350.00	350.00	2.99	113.91	236.09	67.45 %
<a href="#">510.5245.0000.53026</a>	ADVERTISING	300.00	300.00	0.00	64.52	235.48	78.49 %
<a href="#">510.5245.0000.53036</a>	LODGING	400.00	400.00	0.00	0.00	400.00	100.00 %
<a href="#">510.5245.0000.53039</a>	MILEAGE	500.00	500.00	0.00	88.56	411.44	82.29 %
<a href="#">510.5245.0000.53046</a>	UNIFORM ALLOWANCE	6,000.00	6,000.00	0.00	506.46	5,493.54	91.56 %
<a href="#">510.5245.0000.53048</a>	PROTECTIVE CLOTHING & GEAR	5,000.00	5,000.00	0.00	459.95	4,540.05	90.80 %
<a href="#">510.5245.0000.53051</a>	DIESEL FUEL	7,950.00	7,950.00	609.16	4,241.51	3,708.49	46.65 %
<a href="#">510.5245.0000.53052</a>	AMBULANCE MAINTENANCE	15,000.00	15,000.00	1,992.65	11,797.62	3,202.38	21.35 %
<a href="#">510.5245.0000.53056</a>	AMBULANCE GARAGE MAINTENAN...	10,000.00	10,000.00	827.84	2,013.83	7,986.17	79.86 %
<a href="#">510.5245.0000.58013</a>	COMMUNICATIONS EQUIP MAINT	2,000.00	2,000.00	495.13	688.84	1,311.16	65.56 %
<a href="#">510.5245.0000.58014</a>	NEW EQUIPMENT OVER \$5000	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<a href="#">510.5245.0000.58015</a>	COMPUTER SOFTWARE	3,000.00	3,000.00	930.00	2,059.00	941.00	31.37 %
<a href="#">510.5245.0000.58019</a>	NEW EQUIPMENT UNDER \$5000	8,000.00	8,000.00	0.00	515.95	7,484.05	93.55 %

## Budget Report

For Fiscal: 2025 Period Ending: 06/30/2025

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<a href="#">510.5245.0000.58024</a>	FIRE ASSIST	5,200.00	5,200.00	200.00	1,200.00	4,000.00	76.92 %
<a href="#">510.5245.0000.58097</a>	INSURANCE	3,250.00	3,250.00	0.00	56.41	3,193.59	98.26 %
<a href="#">510.5245.0000.59000</a>	WORKERS' COMPENSATION INSUR	8,750.00	8,750.00	0.00	4,839.00	3,911.00	44.70 %
<a href="#">510.5245.0000.59001</a>	BLDG & PERSONAL PROP INSUR	900.00	900.00	0.00	371.00	529.00	58.78 %
<a href="#">510.5245.0000.59003</a>	VEHICLE INSURANCE	5,250.00	5,250.00	0.00	2,078.85	3,171.15	60.40 %
<a href="#">510.5245.0000.59057</a>	CLAIMS CLEARINGHOUSE	20,000.00	20,000.00	2,324.38	18,226.31	1,773.69	8.87 %
<a href="#">510.5245.0000.59070</a>	CONTRACT SERVICES	0.00	0.00	0.00	431.39	-431.39	0.00 %
<a href="#">510.5245.0000.59099</a>	BILLS - NO LINE DETAIL	7,500.00	7,500.00	154,730.37	154,980.37	-147,480.37	-1,966.40 %
<a href="#">510.5246.0000.59099</a>	BILLS - NO LINE DETAIL	400,000.00	400,000.00	-19,639.49	34,922.22	365,077.78	91.27 %
<a href="#">510.5248.0000.51023</a>	ITHACA	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">510.5248.0000.51042</a>	YUBA	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
Expense Total:		1,164,966.05	1,164,966.05	199,184.09	618,440.90	546,525.15	46.91%
Fund: 510 - AMBULANCE SERVICE FUND Surplus (Deficit):		0.00	0.00	309,509.59	-30,965.49	-30,965.49	0.00%
Report Surplus (Deficit):		0.00	0.00	309,509.59	-30,965.49	-30,965.49	0.00%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	Percent Remaining
					Favorable (Unfavorable)	
Fund: 510 - AMBULANCE SERVICE FUND						
Revenue	1,164,966.05	1,164,966.05	508,693.68	587,475.41	-577,490.64	49.57%
Expense	1,164,966.05	1,164,966.05	199,184.09	618,440.90	546,525.15	46.91%
Fund: 510 - AMBULANCE SERVICE FUND Surplus (Deficit):	0.00	0.00	309,509.59	-30,965.49	-30,965.49	0.00%
Report Surplus (Deficit):	0.00	0.00	309,509.59	-30,965.49	-30,965.49	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
510 - AMBULANCE SERVICE FUND	0.00	0.00	309,509.59	-30,965.49	-30,965.49
Report Surplus (Deficit):	0.00	0.00	309,509.59	-30,965.49	-30,965.49



**June**

## Ambulance Cash Report

**Payroll**

20,129.19	Salaries
8,371.07	Overtime
10,798.86	Temp-Casual
1,794.25	Crew Pay
	Per Diem/Mileage
3,094.39	FICA
8,050.28	Retirement
9,256.20	Health Insurance
302.56	Dental Insurance
76.46	Life Insurance
5.00	Flex Admin Fees
21.15	HRA Admin Fees
	Health Ins Reimb Deductible
(5,022.62)	Payables-State Withholding
234.00	ST Disability July

**Receipts**

	Prior Years (2015 - 2022)
26,098.28	2025 Accounts
450.20	2024 Accounts
	Contract Pymts - Municip
9,690.00	City of Richland Center
852.01	Miscellaneous Revenues

**Disbursements**

254.94	Airgas Safety Inc
	Aladtec LLC
182.99	AT&T
31.00	Badger Welding Supplies
2,670.52	Bound Tree Medical LLC
19.57	Ed McConkey-Refridge Parts
	EMC MC Medical Billing
	Emergency Medical Products
	EMS Technology Solutions
1,969.58	Fillback Ford Inc
	Fire Safety USA
2,324.38	Cloud PCR- Jayesh Shah
	Jones Chevrolet & Auto Parts
	Kraemer's Water Store
609.16	Kwik Trip Fuel
1.64	O'Reilly Automotive
86.80	Pellitteri Waste Systems
2.76	Metered Mail
	Premier CO-OP
	Rafael Lamourt
200.00	Richland Center Fire Dept
560.92	Richland Center Utilities
	SW Technical Collage
	SW Workforce Development
	TC Auto Works
96.13	Tech Com
	Teleflex
68.25	Town & Country Sanitation
	Tri-State Regional Ambulance
2,828.19	US Bank-Credit Card
5.97	Verizon Telephone
21.43	Wal Mart
426.35	Walsh's Ace Hardware
101.84	WE Energies
	Wertz Plumbing & Heating

\$ 57,110.79

\$ 37,090.49

\$ 12,462.42

Maintenance Unit 33

Date In	Date Out	Mileage	Vendor	Reason	Cost (including labor)
10/1/2024	10/1/2024	60885	Jones	Exhaust System Nox Sensor	912.68
10/21/2024	10/22/2024	61405	Jones	Replaced Rfeductant Heater and Sender Assembly	1,127.27
10/24/2024	10/24/2024	61679	Reliant	Blown Siren Speaker	961.28
2/5/2025	2/13/2025	63568	Jones	Replaced glow plug module	1,429.19
2/20/2025	2/20/2025	63658	Jones	DEF light - suspected DEF crystalized temporarily	102.3
3/3/2025	3/7/2025	63896	Jones	Fuel leak at fuel sender on top of tank	2,026.54
					6,559.26 Total

Maintenance Unit 34

Date In	Date Out	Mileage	Vendor	Reason	Cost (including labor)
4/18/2024	4/30/2024	50856	Fillback	Rebuilt motor/replaced batteries/ Alignment	15,614.35
6/5/2024	6/5/2024	50935	Fillback	Coolant Leak	0
8/21/2024	8/21/2024	51780	Fillback	Rear brakes replaced/ Rear wheel seals	1,547.96
8/29/2024	8/29/2025	51899	Fillback	New Tires, 6 Total	1,012.00
4/7/2025	4/17/2025	51950	Fillback	Oil Leak - Oil filter housing leak - failed gasket	712.50
					18,886.81 Total



Maintenance Unit 35

Date In	Date Out	Mileage	Vendor	Reason	Cost (including labor)
3/25/2024	3/25/2024	86278	Fillback	Diesel Maintance Service - Oil Change	
Continued				New rear tires, 2 old moved to front	1,099.78
11/15/2024	11/25/2024	90026	Fillback	Gear shifter broke/ blower motor switch	1,044.19
11/27/2024	12/13/2024	90195	Fillback	Coolant Leaking - replaced heater hose	1,959.73
1/31/2025	2/1/2025		Napa	Crew reports sulfur smell - Replaced bad batteries in 35	Est 600
3/1/2025	3/1/2025		Bindl Tire	Tire patch due to screw found. Bill did not charge.	0.00
4/24/2025	4/24/2025	92693	Reliant	Door Latch Broke	1,072.90
6/4/2025	6/4/2025		Fillback	New brakes	1,969.58
6/29/2025	6/30/2025		Internal	Truck found dead at shift change. Wire found broke. Connection fixed and batteries charged. No issues since.	0.00
					\$7,746.18 Total

#	Calendar Year	Calendar Month	Beginning A/R	 Charges	Actual Payments	 Adjustments	Ending A/R
	2025	January	\$60,960.00	\$132,372.50	\$26,870.95	\$35,002.07	\$131,459.48
	2025	February	\$131,459.48	\$111,552.50	\$28,044.16	\$36,750.83	\$178,216.99
	2025	March	\$178,216.99	\$55,977.50	\$24,571.88	\$22,960.75	\$186,661.86
	2025	April	\$186,661.86	\$91,885.00	\$32,254.90	\$29,858.56	\$216,433.40
	2025	May	\$216,433.40	\$120,662.50	\$30,593.56	\$30,138.60	\$276,363.74
	2025	June	\$276,363.74	\$67,257.50	\$23,200.79	\$27,997.82	\$292,422.63
	2025	July	\$292,422.63	\$49,582.50	\$20,550.31	\$23,034.27	\$298,420.55
	2025	August					
	2025	September					
	2025	October					
	2025	November					
	2025	December					

#### 2025 Billed Claims Summary

Calendar Month	Paid Claims	Unpaid Claims	Total Claims	% Paid Claims	% Unpaid Claims
<u>January</u>	71	23	94	75.53%	24.47%
<u>February</u>	89	49	138	64.49%	35.51%
<u>March</u>	37	10	47	78.72%	21.28%
<u>April</u>	73	62	135	54.07%	45.93%
<u>May</u>	72	41	113	63.72%	36.28%
<u>June</u>	61	29	90	67.78%	32.22%
<u>July</u>	16	48	64	25.00%	75.00%

#	Calendar Year	Calendar Month	Beginning A/R	 Charges	Actual Payments	 Adjustments	Ending A/R
		<u>August</u>	0	0	0		
		<u>September</u>	0	0	0		
		<u>October</u>	0	0	0		
		<u>November</u>	0	0	0		
		<u>December</u>	0	0	0		
		<u>2025 YTD</u>	419	262	681	61.53%	38.47%

## Joint Ambulance Committee

### Agenda Item Cover

**Agenda Item Name:** Training Agreement

<b>Department:</b>	Emergency Services Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	July 28, 2025	<b>Action Needed:</b>	None
<b>Date submitted:</b>	July 17, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** Provide information to the committee on Staffing situation and to review education options.

**Background:** The current staffing situation has reached a critical point, compromising both safety and the ability to maintain our services. We are actively advertising and interviewing but are struggling to recruit qualified candidates. We are competing with other services who are offering large bonuses and compensation packages. I am suggesting an educational offering to staff in exchange for an 18-month commitment.

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**Attachments and References:** Sample of 18-month Training Repayment Agreement

**Financial Review:** Course cost for 2024-2025 are as follows: 30531-306 (EMT 2) – \$708.66. 30531-303 (AEMT) – \$946.38.

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

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*Barbara Scott*

*Tricia Clements*

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Department Head

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Administrator, Tricia Clements

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# **COUNTY Richland**

**Ambulance Service**

Barbara Scott, Interim Service Director  
emsdirector@co.richland.wi.us  
Office 608-647-6474  
Fax 608-647-7151

## **Training Repayment Agreement**

This agreement is entered into between **[Employee Name]** and Richland County Ambulance Service on this \_\_\_\_ day of \_\_\_\_\_, **20**.

### **1. Purpose**

The County agrees to cover the cost of training for the Employee to advance from:

- EMR to EMT, and/or
- EMT to EMT-A

### **2. Repayment Obligation**

In exchange for this training, the Employee agrees to remain employed with the County for a minimum of **eighteen (18) months** following the successful completion of the training program.

### **3. Repayment Terms**

If the Employee voluntarily resigns or is terminated for cause before completing the 18-month period, the Employee agrees to repay the County the full cost of the training.

### **4. Acknowledgment**

By signing below, the Employee acknowledges understanding of and agreement to the terms outlined above.

\_\_\_\_\_  
**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor/Authorized Official:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Joint Ambulance Committee

### Agenda Item Cover

**Agenda Item Name:** Staff Change Recommendation to Executive committee

<b>Department:</b>	Emergency Services Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	July 28, 2025	<b>Action Needed:</b>	None
<b>Date submitted:</b>	July 17, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** Recommend to increase full-time staff by 2 with decrease in Temp-Casual staffing.

**Background:** The current staffing model presents significant challenges and is not serving the county efficiently, particularly due to excessive overtime costs. As it stands, we are projected to incur over **\$110,000 in overtime expenses in 2025** alone.

To address this issue, we propose the following changes:

1. **Add one full-time EMT** position to reduce the reliance on overtime staffing.
2. **Convert the current contracted Office position into a County staff role**, promoting consistency, accountability, and internal equity.

These adjustments will not only enhance operational efficiency but also provide a more **cost-effective and equitable solution** for the County in the long term. By proactively managing staffing levels, we can significantly reduce overtime costs and better serve the community.

**Attachments and References:** Staffing Change Recommendation worksheet

**Financial Review:** Covered in 2026 Budget

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*Barbara Scott*

*Tricia Clements*

Department Head

Administrator, Tricia Clements

Name	2024 Budgeted	2024 Actual Spent	% Of Budget Used	2025 Budget	2025 To 6/30	2025 Projection
Salaries - Regular	\$ 231,772.38	\$ 215,931.58	93%	\$ 222,073.28	\$ 132,049.44	\$ 264,098.88
Salaries - Part-time	\$ -	\$ 3,338.40	33384%	\$ -	\$ 9,817.68	\$ 19,635.36
Salaries - Overtime	\$ 46,693.98	\$ 7,181.77	15%	\$ 49,035.24	\$ 55,657.38	\$ 111,314.76
Temporary Casual	\$ 91,022.88	\$ 106,546.82	117%	\$ 86,455.20	\$ 58,000.86	\$ 116,001.72
Ambulance Crew Pay	\$ 62,500.00	\$ 20,132.94	32%	\$ 65,625.00	\$ 16,159.50	\$ 32,319.00
Per Diem	\$ 5,040.00	\$ 1,740.00	35%	\$ 5,040.00	\$ 270.00	\$ 540.00
Retiree SK LV/ He Ins Coverage	\$ -	\$ -	0%	\$ -	\$ -	\$ -
Section 125 Plan Coshar	\$ 340.00	\$ 253.42	75%	\$ 340.00	\$ 156.90	\$ 313.80
FICA- County Share	\$ 31,881.47	\$ 31,048.36	97%	\$ 32,759.48	\$ 19,800.95	\$ 39,601.90
Retirement - County Share	\$ 17,814.99	\$ 22,743.67	128%	\$ 18,842.05	\$ 15,936.74	\$ 31,873.48
Dental Insurance - County Share	\$ 2,105.58	\$ 116.52	6%	\$ 2,193.65	\$ 775.29	\$ 1,550.58
Health Insurance - County Share	\$ 90,082.49	\$ 60,322.13	67%	\$ 82,749.07	\$ 38,284.21	\$ 76,568.42
Life Insurance County Share	\$ 42.74	\$ 56.91	133%	\$ 28.08	\$ 21.98	\$ 43.96
Totals	\$ 579,296.51	\$ 469,412.52	81%	\$ 565,141.05	\$ 346,930.93	\$ 693,861.86

Salaries - Regular	\$ 374,508.16
Salaries - Part-time	\$ 13,796.64
Salaries - Overtime	\$ 79,417.53
Temporary Casual	\$ 41,389.92
Ambulance Crew Pay	\$ 15,000.00
Per Diem	\$ 2,000.00
Retiree SK LV/ He Ins Coverage	\$ -
Section 125 Plan Coshar	\$ 540.00
FICA- County Share	\$ 32,871.65
Retirement - County Share	\$ 30,938.02
Health Insurance - County Share	\$ 130,189.44
Dental Insurance - County Share	\$ 4,101.30
Life Insurance County Share	\$ 50.00
Totals	\$ 724,802.66



**RESOLUTION NO. 24 - \_\_\_\_**

A Resolution Allowing for Request for Proposals For Replacement Of Existing Roof Of The Emergency Services Facility.

WHEREAS the building located at 1027 N Jefferson St has been purchased to house the County's emergency services programs; and

WHEREAS, the appraisal of the building from January 2020 indicated the roof was approximately 20 years old; and

WHEREAS, the Joint Ambulance Committee had indicated in the Business Plan to replace the western and northern sections of roof in 2026; and

WHEREAS, the Joint Ambulance Committee had intended to do minor repairs and found the replacement costs to be more economically feasible at this time; and

WHEREAS the Joint Ambulance Committee and Public Works Committee have carefully considered this matter and are now presenting this Resolution to the County Board for its consideration.

NOW, THEREFORE, BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for a request for proposals to be sought for a public works project consisting of replacing the existing roof for the western and northern roof sections of the emergency services facility; and

BE IT FURTHER RESOLVED that the funds to pay for these services shall come from Ambulance Funds (Funds 51 and 16); and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY JOINT  
AMBULANCE COMMITTEE

AYES \_\_\_\_\_ NOES \_\_\_\_\_

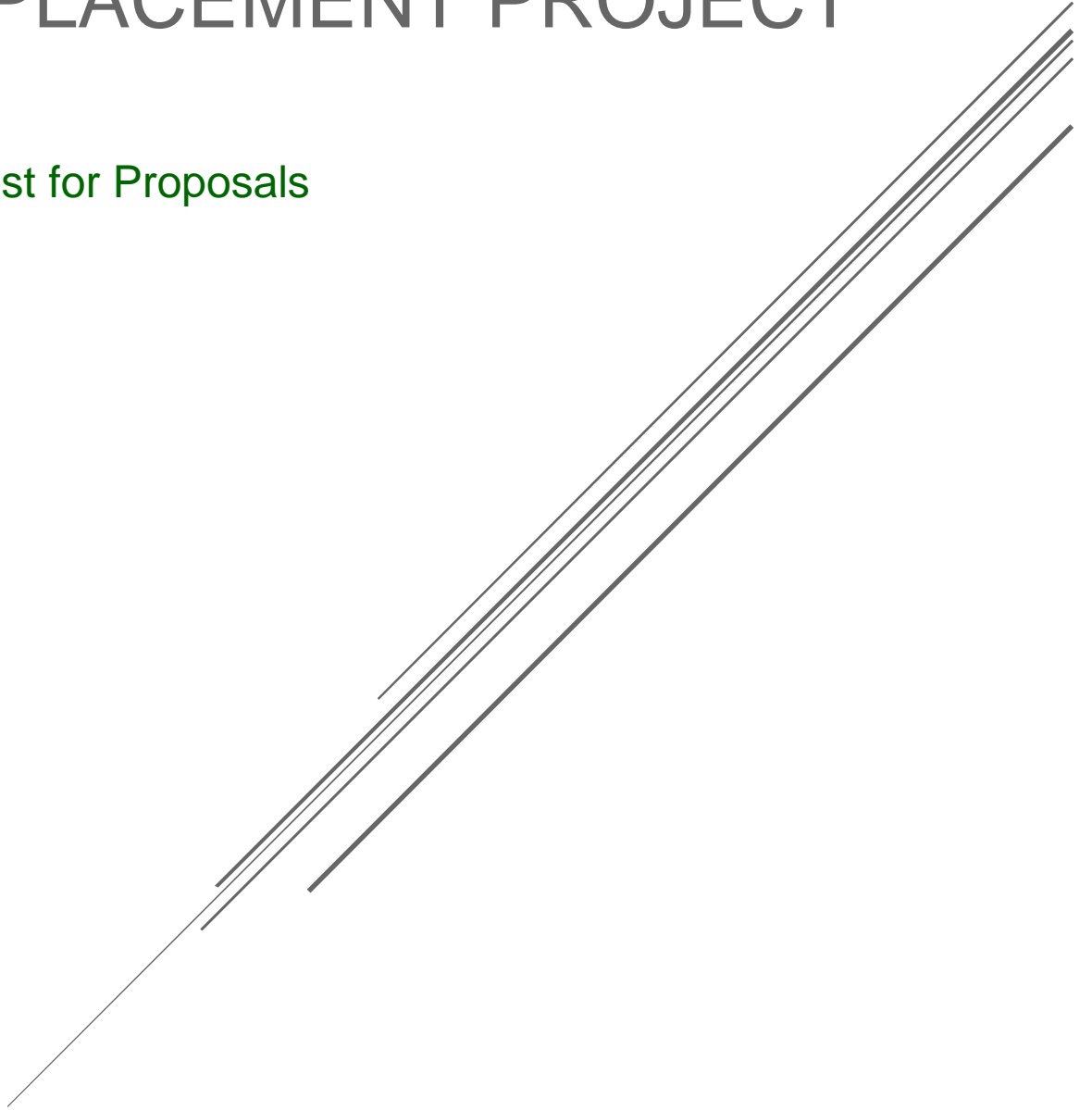
RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: APRIL \_\_, 2024

# EMERGENCY SERVICES FACILITY ROOF REPLACEMENT PROJECT

Request for Proposals



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**Request for Proposal for the  
Replacement of Emergency Services Facility Roof**

Proposals are to be submitted by 5pm on June 6, 2024.

PROJECT COMPLETION Summer/Fall 2024

For information regarding this Request for Proposal  
contact either:

Amber Burch  
at (608) 647-6474 or  
amber.burch@co.richland.wi.us

-OR-

Candace Pesch  
at (608) 649-3001 or  
candace.pesch@co.richland.wi.us

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## **Request for Proposals**

### **Richland County Emergency Services Facility**

#### **INTRODUCTION AND BACKGROUND**

The Joint Ambulance Committee for Richland County, WI, requests proposals in connection with the replacement and potential angulation of 20+ year old roof.

The building consists of three roofed sections, of which this project applies primarily to two. The third section contains new roof, installed as part of the garage addition project in 2022.

#### **CLARIFICATION OF SPECIFICATIONS**

All requests for additional background or technical information will be directed to the Richland County Ambulance Office, Amber Burch, Interim Director.

#### **ADDITIONAL CONSIDERATIONS**

Once the contract is awarded, the selected contractor should expect to meet with representatives of the County including the Joint Ambulance Committee and Ambulance Service staff. Preliminary in-person meetings and conference calls can be used at the discretion of all parties involved to ensure all critical parameters of this project are properly detailed at the outset. Any questions or concerns not already addressed in this RFP can be raised in those meetings.

#### **INCURRING COSTS**

The County of Richland is not liable for any cost incurred by proposers in responding to this Request for Proposal.

#### **RESPONSE SUBMISSION**

The sealed proposal package must be delivered to:

Amber Burch  
Richland County Ambulance Service  
1027 N Jefferson St  
Richland Center, WI 53581  
Ph#: (608) 647-6474

All responses must be received by the Office no later than by 5pm on June 6, 2024. The Proposer should submit two (2) copies of each proposal and any attachments. Proposers must allow sufficient time for mail delivery of their proposals by the date specified.

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## **CONTRACTING AGENCY**

The Richland County Clerk's office is the authorized contracting agency for the County of Richland. All negotiations will be handled by the Richland County Joint Ambulance Committee, being duly authorized by the Richland County Board of Supervisors.

## **CONTENTS OF PROPOSAL**

- Evaluation and selection of the successful proposal will be based on the information submitted in the proposals, references, and on-site visits, if any.
- Expected costs associated with the proposed work.
- Proposers are required to submit copies of proof of auto, liability, and worker's compensation insurance.
- Proposers may be asked to provide proof of licensure.

## **PROJECT SCOPE**

The services required include:

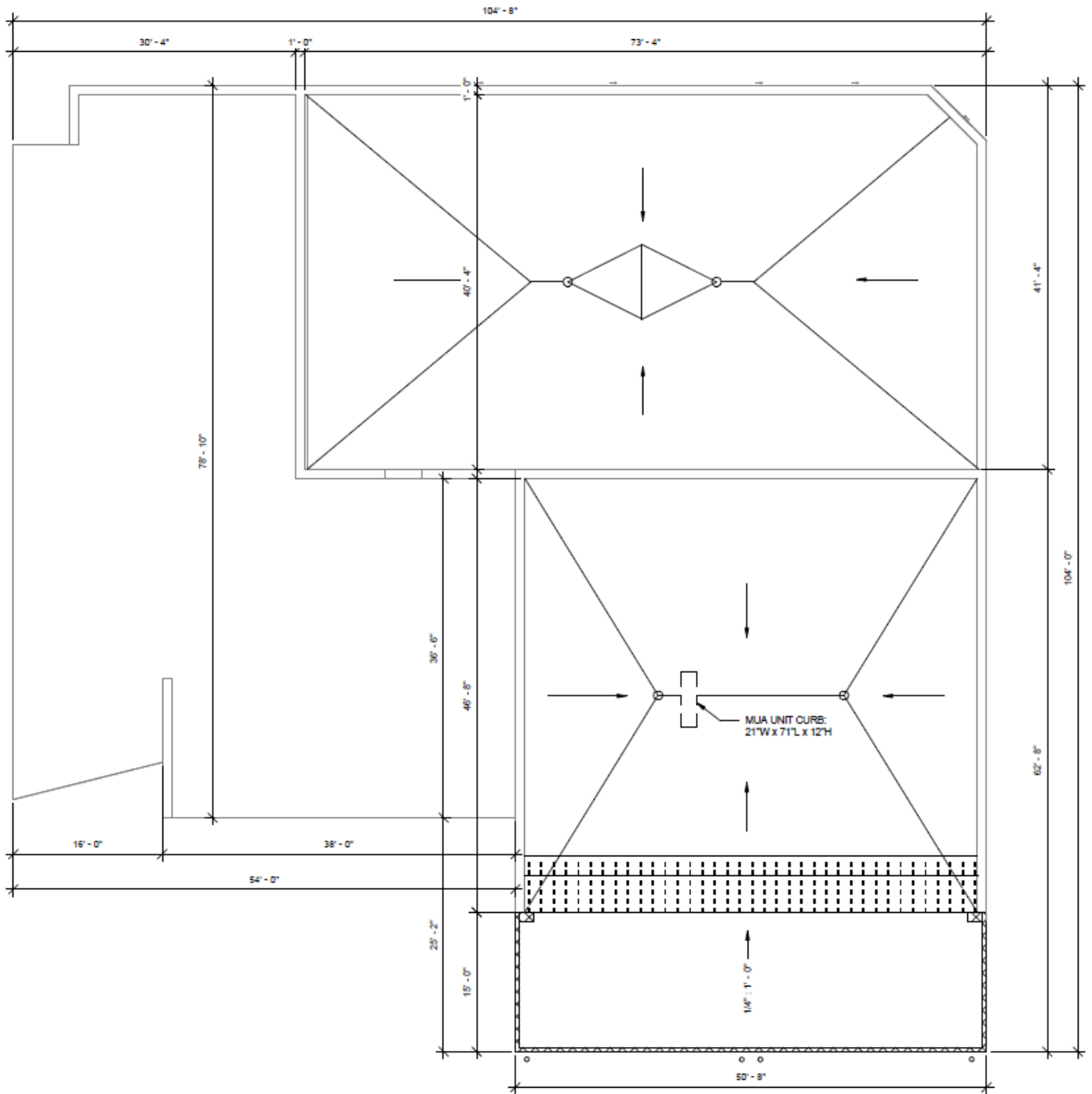
- Removal of existing metal flashing and EPDM roof membrane.
- Installation of insulation to ensure an appropriate grade to allow for drainage.
- Installation of new 60 mil EPDM roofing membrane ensuring a watertight seal and replacement of metal flashings.
- Clean up and removal of leftover material and debris.
- New roof to have at least 20 year warranty.

Proposals shall be itemized based upon this list, with compensation stated for each item. Other expenses for services not itemized but expected to be incurred shall also be identified and estimated in the proposal.

## **SELECTION PROCESS - AWARD EVALUATION CRITERIA**

The following Richland County Government Committees will evaluate all written proposals, submitted in response to this request for proposal: Joint Ambulance Committee, Executive & Finance Committee, and the Richland County Board of Supervisors, which will make the final decision on the selection. The selection will be based upon a determination of which proposal best meets the needs and interests of Richland County and may not necessarily be the lowest-cost proposal.

# Attachment 1 Roof Plan



## 2024 EMS Roof Bids

Contractor Name	Bid
Harris Exteriors	\$75,000.00
Schwickert's Tecta	\$229,300.00
Nieman Central Wisconsin Roofing	\$83,650.00
Molina Dynasty	\$194,156.00
Long Life Roofing Company	\$109,428.00
Custofoam Roofing Solutions	\$129,690.00
Arrow Design Services LLC	\$197,500.00

## Joint Ambulance Committee

### Agenda Item Cover

**Agenda Item Name:** Building Roof Request for Proposal

<b>Department:</b>	Emergency Services Department	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	July 28, 2025	<b>Action Needed:</b>	None
<b>Date submitted:</b>	July 17, 2025	<b>Referred by:</b>	

**Recommendation and/or action language:** To forward a recommendation to Executive and Finance to create and advertise proposals for a new roof for the EMS building.

**Background:** The current roof on the building is leaking. We are sustaining damage to the building that could lead to structural instability if not addressed. The roof was patched twice in November and December of 2024. In April of 2024 there was resolution presented to replace the roof, but there was no follow through on that resolution.

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**Attachments and References:** Bid Tab sheet from last RFP, Previous RFP, Resolution from April of 2024

**Financial Review:** No cost to obtain RFP if we use the same specifications from the last RFP

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

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*Barbara Scott*

*Tricia Clements*

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Department Head

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Administrator, Tricia Clements

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