**FITCH-RONA EMS COMMISSION MEETING MINUTES**

**Fitch-Rona EMS District**

**101 Lincoln St., Verona, WI**

**Thursday, May 8, 2025**

With a quorum present, the meeting was called to order at 7 PM. Roll Call Present: James Roberts, Jake Lepper, Patrick Lytle, Stephen Fusco, Derek Johnson, Sue Luginbuhl, Dave Lonsdorf, Deb Paul. Absent: Nichole Vafadari. Also present: Chief Patrick Anderson, Deputy Chief Devon Anders, and Scott Yarbrough, Fitchburg FACTv.

**Public Comments:** None

**Presentation – 2024 Audit – Johnson Block, CPAs**

Brett Hofmeister went through the 2024 financial audit. Explained the process, explained numbers, findings and noted any weaknesses, which is common in any audit. Weaknesses are typically due to year end adjusting of numbers and account balances that a CPA would understand and usually adjust in larger operations. In smaller operation such as the district, those adjustments are commonly noted at the end of the audit and the district then makes those adjustments after the fact. Johnson Block noted that this audit was graded with the highest level of assurance that you would want to see in an audit.

Commission member Lonsdorf had a question regarding an audit questionnaire received. That was discussed as a routine document that is sent randomly to a commission member as well as district staff.

A few questions were asked in regard to the documents presented. Chair Johnson summarized at the end of the discussion that the commission sees all financial activity for review through the check and Chief’s reports every month.

**Review and approval of meeting minutes from March 13, 2025**

Motion by Roberts, Fusco second. *Motion carried*.

**Chief’s Report**

1. District Updates

The district is on track for an increase in runs this year as runs continue to go up. The Chief thinks it will level off, but has not yet. If on track with the current level, we will hit over 6,000 calls this year.

The two response cars numbers have increased with the addition of DC Anders also being available to assist crews during the day.

Falls are still the number one calls.

With the commission meetings earlier in the month don’t always have the financial reports - Aging needed prior to the meeting which is the case this month. With that, the Cash on hand, assigned funds balances and grant expenditure were explained.

Medicaid supplement program – the Chief explained the numbers and the work needed to report out for the past two year and how that impacts funding. Chief explained what Medicaid covers for a run and that there will be a reimbursement application process to help with the funding gap.

Epic grant funding – The Chief shared he requested funds to upgrade to e-bikes as Epic purchased the previous bikes in 2012.

Medics Imhoff, Dockry and Jensen were mentioned for milestones.

Shout outs to firefighters and others who assist us when needed. Also shout out to our staff who the citizens of the district and peers recognize.

Follow up question on aging reports from commission member Paul. Chief Anderson explained the current situation with the transition to the new billing company. The question came up as to whether we can build a penalty into future contracts so that the timing of billing improves. Chief explained that the billing company is paid a flat rate on what they collect, so the process already encourages them to bill efficiently.

Follow-up question on Medicaid revenue versus other revenue from commission member Lytle. The chief provided further information.

Chief Anderson brought up the reserve funding and that the current governmental agreement says we will maintain a reserve funding between 15-25%. At the end of 2024, we were at 24% and this year we are currently at 40% (about $600,000). Based on this, Chief Anderson will share the information with the finance directors and mayors of the municipalities. Then we will need guidance from commission members on what to do with the additional reserve funds. Some options being the post-retirement health care fund (explained why), offset future increases in the operational budget (pros/cons) or offset any future CIP (ambulance, etc.) purchases. Those are the three big things. Another option is to have it sit out there and put it into the WISC investment account or a CD with Oak Bank and earn interest back into the operating budget. Will discuss further at the next meeting.

The other part of the financials is the FAP funding. It’s a funding assistance program through the state for two areas: support and improvements, and training. These are restricted funds. Historically, it’s around $8,000-$9,000 a year. About two years ago the governor and legislature put significant funds into the FAP program due to the underfunding of EMS in Wisconsin. Because of that, this year we received $172,000. That’s why you see the fund has changed from previous years. We cannot use for people/pay or positions. It cannot be used for an operational budget item, only to supplement. It can be for vehicles, equipment and training supplies. It can also fund health and wellness for staff. Chief will share ideas for discussion next month. We can also escrow the funds Chief answered some questions and there was more discussion on the possible use of those funds and referenced a hand-out from the State on the allowed uses of the funds.

1. Update to IGA discussions

The three municipalities met again. Chief has a copy of the proposed IGA. The plan is to present to the municipal councils for review and approval over the next month. We won’t know the municipal budget amounts as that is determined by equalized value that comes out August 1st. One of the things addressed in the new agreement is the financing structure changes from 100% equalized value to: a third to each municipality of equalized value, then based on call volume and per capita. That will determine the funding model to take effect January 1, 2026. It does affect the governance structure to four City of Fitchburg representatives, two City of Verona and one Town of Verona. That will also take effect January 1, 2026. The chief will distribute to commission when told it’s ok to do so.

The Chief noted that the commission should see the agreement in about four weeks.

**Review and approval of accounts payable checks authorized by Chief Anderson**

Motion to approve by Roberts, Lonsdorf second, *Motion carried*.

**Resolution 2025-1 – Approval of GASB 54**

Chief Anderson explained what the GASB is and what you will see change is the number that notes non-spendable funds or other adjustments. Specifically, there are funds dedicated to specific things. Comment by commission member Lytle on a decimal error.

Motion to approve Resolution 2025-1 GASB 54 by Lytle, Lughinbuhl second. *Motion carried*.

**Committee and Officer assignments**

Chair Johnson explained commission member assignments and asked other to consider if they want to switch committees. The chief explained the roles as he understands them.

1. Chair – Johnson continues in the role.
2. Secretary – Lughinbuhl continues in the role.
3. Personnel Subcommittee and chair – Roberts, Luginbuhl, Paul, Vafadari
4. Finance Subcommittee and chair – Lonsdorf, Fusco, Lepper, Lytle

**Discussion and possible action on updates to Signature Authority for district finances**

Chief explained the process and that we currently have Lonsdorf and Roberts as signatory authorities. We don’t have a City of Verona rep. Chief mentioned that commission member Lytle would be willing to accept the role.

Motion to nominate Patrick Lytle to be a signatory authority for the district by Lonsdorf, second by Roberts, *motion carried.*

**Discussion and possible action on Notice and Intent to Bargain from Local 311**

Chief explained the process and notice from Local 311. Commission will need to accept to start bargaining with the union. The agreement is with this board, not the municipalities. Chief asked commission to discuss with municipalities and ask who should sit on that contract negotiating committee for the district. Then the Chief will set up meeting. Chief’s role is more of a consulting role.

Motion to accept the notice to start bargaining negotiations with Local 311 by Roberts, Lepper second. *Motion carried.*

**Presentation of the 2025 Capital Improvement Project Budget**

Chief explained the capital improvement budget which is for fleet replacement costs. The district currently has a fleet of six. Purchase every two years and keep for 12 years. In addition, it replaces the durable goods inside the ambulances. Reviewed chart showing expenses for the fleet replacement program where the cost is spread out over each year rather than a spike in certain years. When the IGA is approved, there could be adjustments made to the apportionment to each municipality based on what the municipalities decide.

Discussion followed with questions answered on the possibility of an electric ambulance, the current pricing and the percentage of the spread out increase in the budget.

**Discussion and possible action on the 2025 CIP Budget**

After discussion about the CIP budget process and questions. Motion to submit the CIP budget to municipalities by Lonsdorf, second Lytle. *Motion carried.*

**Other Business:**

Commission member Roberts mentioned that other members may want to discuss with their municipalities to keep nine members on the commission in the Intergovernmental Agreement (IGA).

Chief Anderson mentioned that meetings have gone back and forth between the second and third Thursday each month. In June, the meeting will be held on the second Thursday, June 12th due to June Nineteenth being a City holiday. After further discussion, starting with July 17th, the commission meetings will go back to being held on the third Thursday of each month to assist with getting monthly financial reports for the commission.

**Adjournment:** Motion Paul, Roberts second to adjourn at 9:03 PM. *Motion carried.*

The next meeting will be held on June 12, 2025, at 7 pm.

Approved:

Derek Johnson, Chair