

FITCH-RONA EMS COMMISSION MEETING MINUTES
Fitch-Rona EMS District
101 Lincoln St., Verona, WI
Thursday, April 16, 2026

With a quorum present, the meeting was called to order at 7:00 PM. New commission member Allison Kirk introduced herself and was welcomed to the commission. She is a new citizen appointment for the City of Fitchburg.

Roll Call Present: James Roberts, Allison Kirk, Daniel Schultz, Jake Lepper, Stephen Fusco, David Lonsdorf. Absent: Patrick Lytle. Also present: Chief Patrick Anderson, Deputy Chief Devon Anders, Office Manager Michelle Wachter and Scott Yarbrough, Fitchburg FACTv.

Public Comments: None

Review and approval of meeting minutes from February 19, 2026

Motion by Lepper, Schulz second. *Motion carried.*

Sub-committee assignments – Personnel and Finance

Chief Anderson explained the committees and roles of members. After a brief discussion, the following are the committees for 2026:

Finance: Fusco, Lonsdorf, Kirk

Personnel: Schulz, Lepper, Roberts

Commission member Lytle will be assigned to one of the committees upon return.

Chief's Report

Chief Anderson mentioned current calls were down 2.8%. He noted that last year was a big jump in calls and current calls seem to be leveling out.

The Chief went through financials and discussed the aging report and working with the billing company on outstanding accounts.

Chief Anderson noted milestones for two LTE's: Nett 3 years and Weber 1 year. He also noted that full time paramedic Greg Bailey was resigning after 15 years of service and wished him all the best. He noted two other retirements and one other vacancy. With that he noted that there would be four new hires who have accepted offers with a tentative swearing in at next month's commission meeting and starting in May and June

The Chief thanked paramedics Parman, Hankley and Ennis for their help in the interview process. In addition, he thanked all the staff for picking up extra shifts.

The Chief noted that Johnson Block provided the district with their final draft of the 2025 audit. Representatives from Johnson Block will be attending the May commission meeting to present their findings.

There were a couple of general questions asked that the Chief responded to.

Review and approval of accounts payable checks authorized by Chief Anderson

Motion Lepper, Second Roberts. *Motion carried.*

Discussion and possible action on policy updates – Procurement, Administration, Storage and Disposal of Medications and Controlled Substances

Chief Anderson indicated that this is largely an operational item but exists as a policy instead of an operating procedure. Chief explained that new DEA guidelines took effect and the policy needed to be updated to be compliant. He stated the tracking system the district uses already meets most of the standards. A couple of typo errors were noted.

Motion to approve the policy by Kirk, Second Schulz. *Motion carried.*

Discussion on Permanent Part-time staffing for the Peak Time Ambulance

The Chief explained the current operations of the peak time truck. His intent is to move the positions from LTE (Limited Term Employees) to PTE (Permanent Part-time) (committing to 2 – 12 hours shift days per week for 2 employees.) This allows commitment from the employee and employer to staffing. Currently, the truck is only staffed when there are LTEs available to work. These positions would be represented employees. All proposed language and benefits have been discussed except wages with 311. These positions were funded at the LTE wage rate for 2026. By funding permanent part-time wages would be higher and the Chief is proposing to fund them with the unassigned fund balance. The employee status language would indicate a minimum of 24 hours worked each week. The union has a copy for review and has no issues. Benefits would be pro-rated. Commission members have a copy to review and can vote on this item at the next meeting.

A couple of operational questions were asked that the Chief stated he would discuss with the union steward and bring back responses. The question also came up about continued funding since fund balance would be used this year (2026), but this would require the district to commit funds to the 2027 budget to continue to support the positions in the future years. The Chief said he would bring back the financial impact for 2027 at the next meeting.

Discussion and possible action on the 2027 Capital Improvement Project budget

Chief Anderson explained the proposed capital budget. No other projects are included in the budget for 2027 beyond the usual cost increases. He noted the current cost and the replacement schedule. When asked he noted that the cost of an electric ambulance was around \$600K and that would be just the shell. One fully operational, closer to \$1M.

Motion to forward to municipalities for approval by Lepper, Second Roberts. *Motion carried.*

Other Business:

There will be a Mayoral Proclamation at the May 12 Fitchburg City Council meeting for EMS Week.

Adjournment: Motion Roberts, Kirk second to adjourn at 8:11 PM. *Motion carried.*

Next meeting – May 21, 2026, at 7 pm.

Approved:

David Lonsdorf, EMS Commission Chair

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