

FITCH-RONA EMS COMMISSION MEETING MINUTES

Fitch-Rona EMS District
101 Lincoln St., Verona, WI
Thursday, June 13th, 2024

With a quorum present, the meeting was called to order at 7 PM. Roll Call Present: James Roberts, Connie Hilla, Dave Lonsdorf, Deb Paul, Patrick Lytle, Derek Johnson, Brent Kyzer-McHenry, Absent: Jim Wheeler, and Sue Luginbuhl. Also present: Chief Patrick Anderson, Deputy Chief Jeff Dostalek, and Scott Yarbrough and Chad Cole, Fitchburg FACTv, Brett Hofmeister (Johnson Block, cpa)

Roll call: Introductions were made of the Commission members and welcoming of Deb Paul from the Town of Verona and Patrick Lytle from the City of Verona.

Public Comments: None

Review and approval of meeting minutes from April 11th, 2024

Motion by Roberts, Lonsdorf second. Abstentions from Paul and Lytle due to absence from the meeting. *Motion carried.*

Presentation: Brett Hofmeister from Johnson Block, c.p.a., provided a summary of the 2023 financial review completed in April.

Chief's Report

Chief Anderson reviewed the monthly data shared in the report

He noted that call volume was on par with 2023 levels.

The Chief explained that the \$24,000 assigned fund balance for the labor contract negotiations that previously was identified as being in the WISC accounts has moved to the savings account to be able to access the funds more easily.

Shout-outs to the staff read.

Subcommittee Reports

a. Personnel:

- a. The personnel committee met and reviewed the policy that was approved in April regarding Work Period, Wages, Overtime, and Other Compensation for the non-represented employees. The Chief made a formatting change to better reflect the Grades that the Chief, Deputy Chiefs, and Office Manager fall into in the policy. No concerns from the personnel committee.
- b. They also discussed the evaluation process for the Chief. The Deputy Chief positions should be evaluated by the Chief. The Chief will send out a list of contacts for stakeholders and the committee members will divide the names and reach out for input regarding the performance of the Chief. The goal is to have the evaluation complete prior to the budget submission to determine the potential increase in steps, or performance merits for the following year.

b. Finance:

- a. The committee reviewed the Chief's proposed 2025 budget. The Chief shared a summary of the budget changed for 2025. There was an overall increase in costs, but

with an assumed increase in run revenue, the current anticipated increase for all the municipalities is 1%. The Chief did note that those numbers would change when the equalized valuation is published at the end of July. The chair clarified that no action was required this month. The commission has the opportunity to take the proposal back to the municipalities or consider any changes prior to the July commission meeting when they will vote on the budget for submission to the municipalities. The Chief reminded the Commission that the FitchRona budget still had to be approved through the normal budget process at each municipality, and must be unanimous.

Review and approval of accounts payable checks authorized by Chief Anderson

Motion to approve Roberts, Second from Lonsdorf. *Motion carried.*

Resolution 2024-1 Approval of GASB 54

The Chief the accounting standards that identify the assigned funds each month. The numbers come from the audit, and only the sick time liability and labor contact numbers will change each month as interest is earned, or those funds are expended. Motion to approve by Lonsdorf, second by Roberts. *Motion carried.*

Discussion and action on Fitch-Rona signatories

The Chief explained the check approval process in the district. Checks over \$5,000 that are not pre-approved by the existing policy, require two signatures. The Chief is one of the signatories, and historically, there has been one from each municipality. Kate Cronin was the signer for the City of Verona who left her alder post in April. The Chief inquired if Alder Patrick Lytle from the City of Verona, who replaced Kate, would be interested in being added to the signature cards. Alder Lytle agreed to be added to the signature cards for the district. His name would be added in addition to Lonsdorf and Roberts. Motion to add Lytle made by Paul, Second by Lonsdorf. *Motion carried.* The Chief will reach out to Oak Bank to start the process of getting the cards updated.

Closed session. Motion to move to closed session pursuant to WI Statute 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Separation Agreement. Motion to approve Lonsdorf, Second Roberts. *Motion carried.* The committee entered closed session at 802 pm.

Reconvene to Open Session at 817 pm.

Discussion and possible actions on items discussed in closed session. – The Commission authorized the Chief to contact the district labor attorney to draft a separation agreement. The Chief stated that we would start the process and coordinate with the employee and Local 311. Motion made by Lytle, Second by Roberts. *Motion Carried*

Other Business, as allowed by law:

- 1) None

Adjournment: Motion Lonsdorf, Second by Paul to adjourn at 820 PM. *Motion carried.*

The next meeting will be held on July 11th, 2024, at 7 pm.

Approved:

A handwritten signature in black ink, appearing to read "David Lonsdorf". The signature is written in a cursive style with a large initial "D" and a long, sweeping underline.

David Lonsdorf, Chair (Pro Tem)