

**MEETING:** EMS COMMISSION  
**PLACE:** Common Council Conference Room, 15 S. School St.  
**DATE:** October 28, 2013  
**TIME:** 6:00 P.M.

**MINUTES**

**1. Call to Order and Roll Call.**

Meeting called to order at 6:00 p.m.

In Attendance: Bell, Kern, Stommel, Frings, Cundy

Others in Attendance: Bill Stanke, John Borst, Julie Staffin, Chief MacNeill

**2. Old Business.**

Accept minutes of the September 23, 2013, meeting.

Motion made by Kern, second by Stommel, to accept the minutes of September 23, 2013.

Motion carried 5-0.

**3. Citizens Comments.**

None.

**4. New Business:**

A. Personnel Report.

- **Staffing Levels:** See Attached Report.
- **Training:** See Attached Report.
- **Resignations/Vacancies:** See Attached Report.

**5. Adjournment.**

Motion made by Cundy, second by Stommel to adjourn at 6:08 p.m. Motion carried 5-0.

Minutes by: Gene Frings  
Secretary

## October 2013 EMS Commission

### New Business

#### 1) Staffing Levels

- a. We are holding our own and will only bring experienced applicants forward for interviews currently, goal is to keep our budget in line as much as possible through the end of the year.

#### 2) Training

##### a. Staff schooling/training

- a. The only New Hire that has not been completely cleared is Frank Stanczyk he continues to operate as a 4<sup>th</sup> to complete his driver training
- b. Matthew Pea continues his EMT Basic course, he just received his temp license. Joel Porter is doing well in EMT-Advanced course and Dusten Hilgendorf also is doing well in his paramedic level courses.

##### b. Meeting / Training

- a. Training was Gun Shot wounds for the upcoming hunting season. And practice drawing up EPI, in interest of saving \$100's of dollars annually for our budget.
- b. Additional training first aid training with the general public and blood pressures at St Mary's
- c. Also participated in 2 active shooter drills one With Dodge County emergency management in Hustisford and one with Washington County

##### c. Refreshers

- a. 6 Hour mini refresher is schedule for January 4<sup>th</sup>.

#### 3) Resignations / Vacancies

- a. Kaitie Marx has failed to complete her documentation for city employment Options:

1. Send her letter stating failure to complete the terms of employment from date of hire, the city withdraws...
2. Send her letter of termination letter.
  - a. Either way she needs to get an invoice for \$750.00 for pager and uniforms if she doesn't return items and key to city hall 10 days from the date of this letter...

\*\*\*Either way letters in the past have come from this body\*\*\*

##### b. Vacancies

- a. We will consider hiring already licensed EMT's and RN's only at this point
- b. With the number of trainees / students the current student spots are easily filled. The goal will be to hold off on future hires until we get a current status on the staff we have.