

**City of Whitewater
Fire/EMS Task Force Meeting
Whitewater Municipal Building-Community Room
December 11, 2015**

MINUTES

1. Call to Order and Roll Call

Meeting was called to order by Ken Kidd at 7:08 pm.

Present: Cameron Clapper, Ken Kidd, Don Gregoire, Todd Lindert, Jan Bilgen, Patrick Wellnitz, Wally McDonell and Doug Saubert. Also present: Mike Higgins, Bob Gabbey, and several members of the fire department.

2. Approval of minutes from 9/17/2015 and 10/22/2015.

Motion to approve minutes by Jan Bilgen. Second by Patrick Wellnitz, Motion passed. All-0.

3. Discuss fire department survey results

- Clarification from Chief Gregoire explaining that the survey noted in the agenda for discussion was really an EMS survey and not a department-wide survey. Only fire department members with an EMT certification also received the survey. Statements regarding the questions and feedback were as follows:
 - Question 1: Improve Whitewater Rescue Squad the most? Full-time EMS Director 83.33%, Paid on Premise (POP) 22.22%. No option provided for remain the same.
 - Question 2: If POP approved which hours most beneficial? 74.19% Days 6am-6pm, 35.48% Nights 6pm-6am.
 - Question 3: 1500 Call support the need for EMS Director? 91.67% Yes, 8.33% No.
- Fire/EMS meeting held on December 10, 2015, attendees agreed to accept survey results and would like to go forward with a full-time EMS Director. Current staff is unable to absorb the position.

4. Status update on sleeping quarter's construction and estimated completion date.

Bids have gone out with the range coming back for the remodel between \$23,000 and \$37,000. The current weight room is not just for the Fire/EMS personnel but for all city employees. The storage area which exists in the basement would become the new weight room. Old weight equipment will be returned to donors if they want their equipment back and new equipment will not be purchased with city funds but raised through donors and fundraisers.

5. Follow Up on staffing needs and discussion.

- Chief Gregoire also received approval from members to “borrow” up to \$60,000 to the city for the position with the city repaying loan in capital purchases. Clapper clarifies the funds were not a “loan” to the City, as the City will not be receiving any money but an agreement to provide capital funds later on to the fire department. Agreement to be worked out in the future.
- EMS Director: Gregoire lists an outline of duties for EMS Director: Training of personnel, work directly with personnel, scheduling, running call, helping EMT’s with making their skills more efficient, management experience in field. Higgins reads a rough draft of duties and responsibilities of the Director position to the committee.
- Clapper questions if POP would be needed with a full-time director. Higgins states this would be a recommendation and responsibility of the new director to advise if needed. Kidd clarifies POP would be put on hold until the EMS Director can assess. Wellnitz refers back to survey where the current 50 EMT staff feels they can handle the call load if a director is brought in as they would be able to run more efficiently with duties being reassigned to the director.
- The group discussed the Fire Department Bylaws as part of the staffing discussion. Currently, the bylaws are not yet completed. The draft of the position description cannot be completed without first completing the bylaws. Higgins has a rough draft of the new Bylaws but nothing formal at this point. Bilgen wants bylaws completed and job description before the director position is advertised. Clapper offers Human Resources, Molly Parrish, to assist with the job description for the new director position. Motion by Bilgen for deadline to be set for 1/15/2016 for completed bylaws and job description to be sent out to committee, with the Fire/EMS Task Force Meeting set for 1/20/2016 at 7:00 pm, second by Lindert, motion passed, All-0.

6. Discuss status on city and fire department progress toward the anticipated 2016 operating agreement.

- City supports the fire department with several areas such as payroll and human resources. These services will be subcontracted out with the city with separate financial software being purchased for the fire department. Interim agreement expires 3/1/2016 so new agreement will be completed before expiration of the current interim agreement.

7. Adjournment

Motion by Todd Lindert to adjourn. Second by Patrick Wellnitz. Motion, All-0 at 9:17 pm.