

Fire Rescue Task Force

March 13, 2014

6:00 p.m.

City Manager Conference Room
City of Whitewater Municipal Building
312 W Whitewater Street, Whitewater, Wisconsin

AGENDA

Member of the Task Force are: Don Gregoire (Fire Chief), Todd Lindert (Rescue), Jan Bilgen (Police Commission), Ken Kidd (Council), Phil Frawley (Council), Cameron Clapper (City Manager)

1. Call to order and roll call
2. Approve minutes from the February 13 and February 27, 2014 meetings
3. Follow-up on any changes to previously discussed items
4. Discussion of details pertaining to the organizational structure including composition of the governing body/board, duties and responsibilities of the fire chief, and duties and responsibilities of the city toward the proposed newly organized department
5. Confirmation of next meeting date: March 20, 6:00 p.m.
6. Adjourn

*There may be a quorum of Whitewater Common Council members present at this meeting.
No Council business will be conducted.*

*Anyone requiring special arrangements is asked to call the office of the
City Manager/ City Clerk at least 24 hours prior to the meeting.*

ADDITIONAL INFORMATION DISTRIBUTED AT MEETING

Fire and Rescue Duties Performed by Finance Department

This is not all inclusive.

Kathy Gregoire

- Pick up run sheets/check in sheets from rescue 2 to 4 times per week
- Payroll – track hours by call from run sheet per EMT in spreadsheet, submit to payroll monthly
- Check Ins- track check ins by call from check in sheet per EMT in spreadsheet for annual pay
- Daily-Report Review – review WARDs reports for accuracy and completeness for billing (IE: correct incident date, patient name spelling, all procedures accounted for, correct township, mileage, hospital)
- WARDs and Paperwork – make sure there is paperwork and a WARDs report for each call, if not track it down
- Contact EMT's for report corrections, add Addendum to report with details
- Submit hospital face sheets and patient billing authorizations to billing company weekly or more
- Submit records requests to billing
- UPS shipments, e-mail S. Schepp, sometimes find personnel to help with unloading
- Answer payroll questions
- Answer WARDs questions from billing company
- Create monthly WARDs summary for Finance Support Manager

In July of 2013 I had Kathy track the time she spent on rescue duties. She spent 37 hours.

Karen Dieter

- Yearly Township Ambulance Contracts – prepare cost analysis, update contracts, mail to townships, meet with individual townships to answer questions/concerns
- Monthly- ambulance accounts receivable balancing
- Monthly-township non-paid reporting
- Monthly-compare Wards to billings to verify all calls have been billed
- Daily-post incoming ambulance deposits from 3 Rivers, Medicare, Trip
- Work with Waukesha County collections on items in collection
- Regularly answer questions from customers about the billing or collections and answer disputes
- Work with billing company with all aspects of rescue and crash crew billing
- Crash Crew billing-get copies of all police reports and submit to billing company for billing
- Monthly-balance crash crew receivable balancing
- Send monthly payroll advices via email

Mary Hennessy

- Input payroll monthly for rescue personnel and vehicle maintenance workers
- Process the payroll-including state and federal withholding, WRS, ...
- Update personal data & payroll information in payroll system
- Complete employee verifications, surveys, & unemployment forms
- Input accounts payable requests and cut checks for the hospital fund
- Input & process rescue and fire payables
- Yearly-calculate, input and process payroll for fire personnel
- Unemployment processing

Doug Saubert

- Assist with the development of the annual budget for the Fire/Rescue/Crash function
- Provide payroll estimates for the annual budgets
- Assist/maintain the equipment replacement schedules
- Provide audit schedules for the annual audit
- Support the reconciliation function of all assets held in the Fire/Rescue/Hospital Fund name
- Yearly-Process LOSA paperwork
- File claim for LOSA payments & Provident accident insurance policy
- Provide liability & workers compensation insurance coverage for the entire organization
- Process liability insurance claims
- Process physical damage insurance claims
- Assist fire/rescue leadership with administrative tasks
- Investment of idle funds for the fire/rescue/Hospital fund
- Review all accounts payable vouchers for proper support & approvals
- Review monthly financial statements

Administration-second floor

- Provide HR support –new employees, terminated employees, clerical work, ICI, and Life, WRS
- Process first report of injury for workers compensation