**FITCH-RONA EMS COMMISSION MEETING MINUTES**

**FINANCE SUBCOMMITTEE**

**Fitch-Rona EMS District**

**Fitchburg City Hall**

**5520 Lacy Rd, Fitchburg, WI 53711**

**Thursday, April 20th, 2023**

The EMS Commission Finance Subcommittee was held at Fitchburg City Hall. With a quorum present, the meeting was called to order at 6:00 PM. Roll Call Present: David Lonsdorf, Connie Hilla, Kate Cronin, Brent Kyzer-McHenry Also present: Derek Johnson, Commission Chair, and Patrick Anderson, EMS Chief

**Public Comments:** None

**Approval of Minutes from January 19th, 2023** – The date on the minutes was noted to be incorrect. Motion to approve as corrected from Hilla, Second Cronin. *Motion carried*

**Policy Review – Holidays, Vacation, Personal Days, Sick Leave, and Other Benefits – Non-Represented Staff**

Chief Anderson presented a proposal to update the current policy. During the last contract negotiation, Martin Luther King, Jr. Day and Juneteenth were added to the list of paid holidays for represented employees. The City of Fitchburg and the City of Verona have also added these to their list of paid holidays for non-represented employees. This update would bring our policy in line with the rest of the Fitch-Rona staff, and our other municipalities. Motion to recommend the change to the policy made by Hilla, Second Lonsdorf, *Motion Carried*

**New Policy- Longevity Pay for Non-Represented Staff**

 The Chief presented a new policy that had been proposed in the fall of 2022 during the pay scale review for the non-represented staff. The City of Fitchburg has “Step Increases” for their non-represented employees based on performance process evaluations and years of service. The City of Verona has a blanket longevity pay policy which adds an additional percent increase on the base rate of pay for years of service. The presented policy is a duplicate of the City of Verona policy. Additional discussion acknowledged that the represented staff has longevity increases in their collective bargaining agreement. The Chief explained that the policy would not go into effect until 2024, since it was not included in the 2023 budget.

 A discussion was had that it does cause an overall increase in the budget. The Chief noted that it would be included in the 2024 operational budget presentation as a change and could be taken back out after the overall budget was determined and presented.

 Since there is still time before the operational budget needs to be submitted, the recommendation to table the policy until May was made so additional thought could be made and consultation with the municipal bodies could be had.

**Presentation of the 2024 Capital Improvement Project (CIP) Budget-**

Chief Anderson reviewed the ambulance replacement process. This has been supported through the municipalities through a fleet replacement fund of designating funds each year to be placed in a fund in lieu of the biennial spikes caused by the biennial purchase. Because of the supply challenges that are being faced across most facets of industry, the ambulance that was ordered to be delivered in 2023 as part of the traditional replacement program, will not be delivered until the summer of 2024. With the knowledge that production times are currently 24 months, or longer, the Chief placed an order for two ambulances to be delivered in 2024. This second ambulance would be the unit that would have been replaced in 2025 but would be purchased at the price quoted in 2023, which had already seen a 40% increase in cost.

The Chief has met with the finance directors and city administrators for Verona and Fitchburg to request a change in funding since the funds for a second ambulance would be needed a year sooner that the usual proposal. Both municipalities believed that the plan could be supported based on the current funds in the fleet replacement process, or through other measures. The overall potential savings support the measure. The guidance from the finance directors was to present the CIP request as has been submitted in the past with the overall biennial funds shown. The Chief mentioned that he had already presented the CIP request to the finance director, city administrator, and mayor of Fitchburg earlier in the week, and explained the plan, with support for the move.

A motion was made to recommend the CIP request for the full Commission was made by Lonsdorf, Second by Hilla. *Motion carried*

**Other Business:**

None

**Adjournment:** Motion Hilla, Second by Cronin to adjourn at 6:43 PM. *Motion carried.*

Approved:

Dr. David Lonsdorf, Subcommittee Chair