

Rusk County Emergency Services
MEETING MINUTES
Wednesday, October 10, 2018 - 8:00 AM

Present: Schmitt, Fisher, Schneider and Stout

Others Present: Hraban, Rassbach, Jerilea Hendrick, Marty Huhn, David Willingham and Andy Albarado

1. Meeting called to order by Chair Schmitt at 8:00 AM.

- 2 & 3. Schneider/Fisher motion to approve the Sept. 12, 2018 & October 2, 2018 meeting minutes, motion carried.

4. Rusk County Emergency Management/Ambulance Director presentation
 - a. Hall is at training; however, he submitted the monthly EMA/Ambulance report which includes EMA/AMB, training and meetings.
 - b. Training request –No requests
 - c. Payment of bills –Stout/Fisher motion to approve payment approval report, motion carried.
 - d. 2018 YTD budget review – budgets were provides.
 - e. Bad debt write offs – no requests

5. Rusk County Medical Examiner presentation
 - a. Monthly report – Rassbach presented the monthly report. There were 12 natural deaths, 1 accidental, 1 suicide, 1 homicide, 1 pending death certificates, 9 cremations, 0 autopsies and 2 pending disinterment (one completed 10/9). Rassbach requested to advertise/hire 1 -2 additional deputy ME's. The only additional cost would be the \$100 per month per diem. Schneider/Stout motion to submit this request to Personnel with the support of ES to hire one (1) additional deputy ME, motion carried. Rassbach questioned the County mileage reimbursement rate and will attend the next Finance to clarify the rate for ME's.
 - b. Training requests – All upcoming training is in the county.
 - c. Payment of bills – Schneider/Fisher motion to approve the monthly payment approval report, motion carried.
 - d. 2018 YTD budget review – Rassbach advised the budget is on track.

6. Rusk County Sheriff presentation
 - a. Monthly report – Flater presented the monthly report which included inmate population, training, meetings, calls for service, inmate housing A/R and overtime. Average daily inmate population was 46, the average daily EMP was 4 and 1 inmate was housed out of county.
 - b. Training requests –Murray, Jail Admin Conf in Oshkosh Oct. 10-12, 2018. Schneider/Stout motion to approve the requested training.

- c. Payment of bills –Fisher/Stout motion to approve payment approval report, motion carried.
 - d. 2018 YTD budget review – the summary was reviewed.
 - e. Personnel updates – Will be interviewing for 1 full-time and 1 part-time female dispatch/jailer due to retirement and resignation and are currently advertising for 2 part-time patrol deputies.
 - f. East tower lease update – the contract for the east tower has been forwarded to the County’s insurance for review. JREC easement paperwork is being completed.
 - g. Squad cars – Approved to purchase two and take possession in 2019. The squads have been ordered but there is no guarantee we will receive. This is the last year Ford is making this model.
 - h. K-9 replacement – The department has purchased a narcotics detection dog from the K-9 donation monies (no levy) and intends to purchase a dual purpose dog in 2019. The narcotics detection dog will be assigned to Investigator Kummert. Decisions on a dual purpose dog will be finalized in 2019.
 - i. Verizon phone contract – Sheriff Wallace personally purchased an Apple watch and had it synced to his cellular phone. The monthly cost is being tracked and will be reimbursed at the end of the year. Deb will check with Finance if they’d rather have the amount prepaid annually or monthly.
 - j. WI DOR Statewide Debt Collection – contract for services – Ann Boehmer presented The SDC program and the advantages to Rusk County. There are no fees to the county and the SDC collects their fees directly from the debtor where currently Stark keeps 10%. Schneider/Fisher motion to approve contracting with WI DOR SDC, motion carried.
- 4.
- f. Request for Proposals (RFP) for Emergency Medical Services – Andy Albarado provided an updated RFP. Notice will be published in the newspaper next week along with the full RFP, prior studies and historic data published on Rusk County’s website. The mandatory pre-proposal conference will be held the week of November 5th. Proposals will be due December 11, 2018 at 4 PM and will be reviewed in closed session at the December 12, 2018 Emergency Services meeting. No decision will be taken at this meeting. Fisher/Stout motion to approve the RFP and timeline, motion carried. Schneider/Stout motion that the EMS Director to prepare and submit a Rusk County Ambulance proposal to the RFP, motion carried.
6. The next meeting will be Wednesday, November 14, 2018 at 8:00 AM.
7. Fisher/Schneider motion to adjourn at 10:01AM, motion carried.