

Great Divide Ambulance  
Board of Directors Meeting Minutes  
Friday, July 29, 2022  
10am at the Great Divide Ambulance Station  
43555 US Highway 63, Cable, WI 54821

Roy Bloom called the meeting to order at 10:09am. In attendance were Roy Bloom, Jack McGregor, Jack Iverson, Ron Gran, Laura Bjork, Rob Puls and Matthew Prickett.

**Work Comp Insurance Presentation from Matt Prickett, R&R Insurance Services, Inc.** – Matt Prickett presented a Work Comp Insurance estimate based off of taking GDAS out of the State Pool, which allows for a premium discount and dividends. This would allow the service to save thousands of dollars. Matt Prickett had also referred an HR contact to Great Divide. The HR contact would have resources for Great Divide to utilize. Matt Prickett suggested that the service switch the liability insurance as well, however an estimate was not available. This would keep the insurance in one place. MOTION made by Jack McGregor to switch Work Comp insurance carrier to R&R Insurance. MOTION seconded by Jack Iverson. It was noted to only pay monthly until the reimbursement from the previous company is received, as there would be no penalties. It was also noted to inquire about higher coverage, which would be about \$500 before switching. MOTION carried. The board also decided to get a quote for the liability insurance from R&R Insurance.

**HR Consulting** – Matt Prickett referred Anne Wettstein, Human Resources Consulting LLC out of Green Bay. GDAS just applied for the Flex Grant which included \$48,900 expense for an HR employee. Recipients of the grant will be determined in August.

**Approve Employee Handbook Revisions** – The revisions were presented and as follows: Table of Contents, Employment Relationship (Employment Classification), PTO and the addition of Retirement Fund and QSEHRA. The revisions were reviewed by HR management and an attorney. MOTION made by Jack Iverson to approve the Employee Handbook Revisions as presented. MOTION seconded by Jack McGregor and carried. Laura Bjork will finalize the changes and send out to all employees, requiring a signature page of acknowledgment returned.

**Approve Grievance Policy** – The Grievance Policy was presented. It was reviewed by HR management and an attorney. MOTION made by Ron Gran to approve the Grievance Policy as presented. MOTION seconded by Jack McGregor and carried. Laura Bjork will send out to all employees, requiring a signature page of acknowledgement returned.

**Flex Grant Update** – Five items could be applied for with limits as follows: Supplies \$10,000, Equipment \$30,000, Emergency Response Vehicles \$200,000, Training \$15,000 and Staffing \$50,000. GDAS applied for all of these items. The supplies were to replace a laptop, two desktop computers, purchase protective hood generators and hoods at a cost of \$9,960. Equipment was for the purchase of twelve infusion pumps at a cost of \$26,988. Training was for sending two employees to the Critical Care Transport Medical Conference in Denver 2023 and also to advance two current EMT Basics to the Paramedic Level provider at a cost of \$14,900. The Vehicle was for a Braun Ambulance with an automatic loading cot at a cost of \$174,892. Staffing was for adding a professional Human Resource Staff employee to go through all policies and procedures and employee matters at a cost of \$48,500. The total amount applied for was \$275,240. The amount will be awarded at the end of August.

**Staffing Update** – Rob Puls explained that the service lost a full-time paramedic in Sept of 2021, who was never replaced. The hours left behind were absorbed from the current employees. The third paramedic shift was taken out. In two weeks from today, another full-time paramedic will be leaving, with no one to replace the position. Last year, there was an extra shift added to help take transfers. Currently transfers are being turned down because of a lack of employees. Staffing is a huge issue. The employee leaving in two weeks is also the station manager. This position should be posted. There is a potential candidate to hire as a paramedic, but it is not definite at this time. Currently there are nine EMTs and only six Paramedics. Barnes hired EMTs at \$20/hr. with town benefits. Currently EMTs are getting paid \$14/hr. with Great Divide. There are other places looking for EMTs. The board discussed this dilemma. There was discussion about paying for paramedic classes for Basic EMTs. There was discussion about possibly giving an incentive after receiving certification of completion of the class of up to \$10,000. There was also discussion about having that employee sign a minimum three-year contract with Great Divide. The board agreed to pursue more personnel and incentive programs through HR. MOTION made by Jack Iverson to contact HR and develop a program for recruitment and advancement. MOTION seconded by Jack McGregor and carried.

**Service Update** – Rob Puls stated that the service is about 50 calls behind last year. Last year we were behind quite a bit from the previous year. Duluth is on diversion again. COVID numbers are up. The service is having to travel longer distances again with high mile vehicles.

**Second Quarter Financials** – Laura Bjork presented second quarter financials. The end result is that the figures presented show the service is on target for what was budgeted.

**Status of New Ambulances** – Rob Puls explained that the two new ambulances were supposed to be delivered at the end of June, then it was July, then August and now September or October. They have not yet arrived at the Braun manufacturer. The service has taken out a loan for one ambulance, which is in escrow, and the other ambulance will need to be paid outright, possibly with grant money if we are a recipient.

**Special Event Policy** – Rob Puls met with Kristi Maki and explained what is involved for the ambulance service to cover an event. The agreement was made to charge an hourly rate of \$150. The Town of Namakagon has approved an event policy with mandatory contracted service if the event has over 300 people. The Town of Cable approved an event policy as well with no requirement for contracted ambulance service. Their policy reflected to contact GDAS if they felt services were needed. This is concerning as there are a lot of events now coming into the Town of Cable, which pull the ambulance service from local transfers and transports.

**2023 Budget** – Roy Bloom stated that we should wait until the recipients of the grant are released to discuss next year’s budget. It would also be helpful to have third quarter financials available. Possibly meet in October to have these available.

Roy Bloom adjourned the meeting at 12:35pm.