

Prescott Area Fire and EMS Association

MEETING MINUTES  
WEDNESDAY, MARCH 30, 2022

Pursuant to due call and proper public notices the Prescott Area Fire and EMS Association met on Wednesday, March 30, 2022 at the Prescott Fire Department, 260 Flora St, Prescott WI.

CALL TO ORDER/ROLL CALL: Chairperson Dan Johnson-Oak Grove called meeting to order at 7:02 pm. Members Present: Tricia Shearen-Oak Grove, Tom Oss-Prescott, Steve Most-Prescott, Coni Gray-Prescott, Joe Rohl-Clifton. Absent: Mike Harriage-Clifton. A quorum is met.

Also Present: Tom Lytle-Fire Chief, Matthew Bouthilet-Allina EMS Director, Dawn Harris-Association Administrative Assistant.

CHANGES/CORRECTIONS TO AGENDA: – none

APPROVAL OF MINUTES: Motion by Tom Oss to approve minutes of February 23, 2022 meeting. Seconded by Tricia Shearen. Motion passed without negative voice.

PUBLIC COMMENTS:

Open for Public Comments – Discussion regarding Invoice #ITPR102. Resident called stating she felt the billed amount was excessive as she pays taxes and was out of town when the call for service occurred. Dawn Harris described the process for how the billing was calculated and described why it was not billed at a flat rate of \$100 for an alarm call. Open discussion about the integrity of the invoice, the importance of consistency when billing, and using the Association members as a resource when residents request more detail in how they are billed. Motion by Joe Rohl to deny the request for a reduced invoice, seconded by Coni Gray. Joe Rohl will make contact with the resident to further explain the Association's position.

REPORTS:

**Fire Chief – Activity Report**

- 30 runs to date.
- New fire truck has arrived in Nebraska for build-out. City of Prescott made the down payment. Question: did the City bond for this payment? (Treasure was later asked and reported that no, this was not paid with bond money.) Full payment will be due by the estimated delivery time of November.
- The chevrons applied to PFD vehicles are nearly done, look good.
- 2 pancake breakfasts have been hosted with 460 served at the first and 504 at the second.
- Spring Fling is scheduled for April 30<sup>th</sup>. There will be a raffle with some really great donations already received. There will also be a chicken feed and card tournament.
- NFSC donated \$1,485 for Fire Week.
- We have two interviews scheduled for new members.
- Discussion about safety goggles; do we cover prescriptions? Currently we do not, but they can be purchased at Twin City Optical at a fair price.

- PFD purchased two thermal imagers.
- Attended Wisconsin Fire conference a few weeks ago.
- Discussed status of finding a company that could provide someone to come to this area and provide fire safety inspections. Tom spoke to Durand Fire Department and to Southern Wisconsin Inspections. Unfortunately, those contacted have not been able to provide resources as they are struggling with staffing as well. Tom spoke with the district regarding requirements for this position. Will continue to seek solutions to replacement of fire inspector. Tom Oss offered that possibly Dakota County Tech (MN) could assist as they have a training program.
- Discussion on process of appointing a new fire chief when Tom Lytle retires included reference to the 2015 by-laws. Tom says he has 2-3 candidates who will come forward to apply. The hiring committee will interview and make a recommendation and the Association will formally appoint. These discussion/interviews will begin October/November. Joe Rohl asked if Tom felt he was sitting well for a hand-off. Tom stated he felt he was.

#### **Ambulance Operations – Activity Report**

- Performance report given by Matt Bouthilet indicating that response times are on target for Oak Grove and Clifton Twnshp, slightly out of range for Prescott. Reports that staffing is back to desired levels. --Discussed that Pierce County dispatch did not notify EMS for at least one service call. There has been discussion between Allina and Pierce County on this matter. A new Medical Director, Dr. Joni Duren is now in place with Allina. Tom Oss requested future performance reports be sent for attachment to meeting packets. Copy of current report will be emailed to group for detail, Matt will get it to Dawn for distribution.

#### **Department Admin – Activity Report**

- Review of documents provided in meeting packet indicating status of fire safety inspections completed over past 3 years as well as locations needing inspections. Shared a nice note of appreciation from one of our fire runs.

#### **FINANCE:**

- Motion by Tricia Shearen to approve the December 2021 and January 2022 budgets, Seconded by Tom Oss and approved without negative voice.

#### **OTHER:**

- Dan Johnson reminded that May is election period for Chair and Vice Chair. Dan will not be running. Due to commitments requiring much time he will be taking a break. He indicated that Oak Grove Council will appoint another representative to replace him during this time. Dan offered that he felt the Fire Department has come a long way and is sitting in a good position at this time. He recommended that we continue to look to the future, long-term as well by considering a future build of a fire hall/police station; potentially a full-time fire chief to provide administrative leadership, inspections, etc.; and at what point do we give up the 2% funds and transfer liability. Things to consider per his opinion.

Set next meeting date – May 11, 2022 at 7:00 p.m. Fire Station. Association elections to be held at the May meeting.

**ADJOURN:** Motion to adjourn made by Coni Gray, seconded by Tom Oss. Passed without negative voice. Meeting adjourned at 8:19 p.m.

Respectfully Submitted,  
Dawn L Harris, Administrative Assistant  
Prescott Fire and EMS Association  
City of Prescott