

**GREENDALE FINANCE COMMITTEE  
JUNE 28, 2010 MEETING MINUTES  
HELD AT THE GREENDALE VILLAGE HALL  
6500 NORTHWAY**

Trustee James Birmingham called the meeting of the Finance Committee to order at 6:30 p.m.

**1. Roll Call:**

Present: Trustee Barbian, Trustee Turay and Trustee James Birmingham

Also Present: Clerk-Treasurer Kathryn Kasza; Trustee Genz; Village Manager Todd Michaels; and Fire Chief Timothy Saidler

**2. Consideration of Minutes: May 24, 2010 – Regular Meeting**

*It was moved by Trustee Turay and seconded by Trustee Barbian to approve the minutes of the May 24, 2010 meeting. The motion carried.*

**3. Unfinished Business: None.**

**4. New Business:**

**A) FC 10-20 Approval of EMS Billing Services.**

Fire Chief Saidler reviewed the request to change the EMS billing and collection services from Ebix, Inc. to EMS Medical Billing Associates, Inc. The change will also include the use of electronic forms and reporting to reduce the amount of time now spent on manual forms. This program is being used in the surrounding communities of Franklin, Greenfield and Hales Corners, as well as some type of electronic reporting being instituted throughout Milwaukee County. The benefits of this program include creation of a statistical database for reporting; increase our Quality Assurance program which is required by Milwaukee County EMS; simplifies the ability to transfer patient care reports between our “mutual aid departments” when on the same calls in other communities; eliminate the need to manually separate and mail copies of reports to the billing company and Milwaukee County EMS. Fire Chief Saidler stated that there was not a problem with the current service provider, Ebix, Inc., it is the need to be with the same service provider as the surrounding communities using the electronic reporting. The cost of the equipment, two (2) tuff-book computers and the shared costs of a spare with Hales Corners, would be purchased through the Act 102 EMS Grant funds. The ongoing operating costs of \$1,280 per year for two (2) internet access air cards and the \$200 annual support fee would be funded through the Fire Department General Fund budget.

Trustee Turay asked about the type of computers which would be purchased. Fire Chief Saidler described the type of laptops as the same type of tough-book lap tops which are currently being used by the Police Department. Trustee Birmingham questioned the use of the laptops and where they would be used. Fire Chief Saidler reviewed the use and location of in the field along with the EMT’s at each service call to enter the data into the electronic form instead of writing the information on a 3-part carbonless form and re-entering the information into the computer at the station after the run. Trustee Turay question the need for the internet access. Fire Chief Saidler informed the committee that the system uses a five (5) minute “real-time” update to the system server, which is located at the Franklin City Hall or Fire Station, to allow for continuous database updates and allows for the immediate file transfer to the other communities’ laptop to provide patient information, as well as at the hospital once the patient is given to them for treatment. The server is shared by all four (4) of the communities (Franklin, Greenfield, Hales Corners and Greendale). The committee asked about the third laptop. Fire Chief Saidler stated that the extra laptop was a 50/50 shared cost with the Village of Hales Corners to provide each with a spare should there be a problem with one of the laptops. It has not been determined where the spare will be located at this time. Trustee Birmingham questioned whether the Fire Department staff was agreeable to using the computer for data entry and whether it would be a problem

to enter the information onsite. Fire Chief Saidler informed the committee that his department is agreeable to using the computers to enter information and there may be a “learning curve” at first; however, the City of Milwaukee currently uses electronic reporting in the field with a limited amount of issues and hopes the Village’s 19 employees would be able to work with the system. Manager Michaels stated that this would be the same as when the Village went to the automatic water meter readings; the more times the information is entered the more likely errors will occur. Village Manager Michaels stated that there were no issues with Ebix, Inc., a local company used for billing; however, the opportunity to join in on a cooperative agreement with the surrounding communities to bring some efficiencies to the process was not to be passed over.

***The Finance Committee recommends, Trustee Turay moved, seconded by Trustee Barbian to approve the purchase of computer equipment; sign a three (3) year agreement with EMS Medical Billing Associates, Inc.; and the operating costs of \$1,280 per year from the General Fund, as presented. Motion carried unanimously.***

**B) FC 10-21 Request to Upgrade the Village’s Emergency Medical Service from EMT-Basic to EMT-Paramedic. (BOT 6/15/10 Communication 10-09)**

Fire Chief Saidler presented the request to upgrade the Village’s Emergency Medical Service from EMT-Basic to EMT-Paramedic which will also be presented to the Public Health, Welfare and Safety Committee for a recommendation. He reviewed the history of the Milwaukee County Paramedic Program and how a 911 call for paramedic service was handled in the Village. Currently any revenue generated from an “Advanced Life Support” (ALS) call is retained by the transporting paramedic unit, which is usually Greenfield or Franklin. Based on the number of calls for ALS service in 2008 and 2009, the Village lost \$50,000 to \$60,000 in additional revenue; however, incurred costs for supplies and call-in pay for responding to the call. Fire Chief Saidler reviewed the implementation plan. There is currently one (1) employee in the department which has paramedic certification from Waukesha County. He will not be able to practice in Milwaukee County until 1-year of working in Milwaukee County. The department is also in the process of hiring one (1) firefighter and paramedic certification is a requirement for the position. At this time the costs for training, (approximately \$7,000 per employee) is provided by Milwaukee County; the department would send three (3) current employees to the Milwaukee County Paramedic Training Center in September 2010 until April 2011. In 2011 and 2012 another three (3) employees would be sent for training in September until April each year until the department has 11 paramedics on staff. Once there are 11 paramedics on staff, the Village would then be able to operate 24 hours per day/7 days a week with 2 paramedics per shift, receive its State of WI license and accept paramedic calls, thus allow the generation of ALS call revenue. Fire Chief Saidler stressed to the committee that the Village is in a unique situation due to the fact it would be providing paramedic service without adding additional employees. He stated there are concerns about the continued funding of the paramedic program by Milwaukee County which provides the current paramedic communities with a subsidy for paramedic wages and benefits. Should the funding stop and the Village did not have its own paramedic program; the Village may have to contract with other communities to provide paramedic service and still continue to absorb costs for providing service on the initial call for service. Fire Chief Saidler reviewed the projected cost worksheets with the committee. The paramedic program start up costs would be approximately \$170,000 for the first three (3) years and would almost be a “break-even” program once the revenue from the calls would be realized. Manager Michaels and Fire Chief Saidler both stated the intent is to negotiate with the Firefighters’ Union regarding lowering the costs to implementation the program.

Trustee Turay questioned the amount of overtime scheduled in the proposal based on three firefighters being out seven (7) months. Fire Chief Saidler explained the staffing requirements of the department and there only being a need for overtime on 18 days during the seven month period due to minimum staffing. Fire Chief Saidler stated that the dollars presented in the proposal are based on a “worst case” scenario and that the department would try to maximize any cost savings measures to reduce those amounts presented. Trustee

Turay would like to see a “best case” scenario costs; however, Fire Chief Saidler stated it would be hard to project the numerous variables which impact a no additional cost to provide the staffing requirements needed.

Trustee Turay stated he was in favor of the concept; however, was concerned about the costs and impact to the budget to implement the program. Trustee Turay stated that the 5% rate increase should be delayed until the employee completed the schooling and maybe extended to when the unit is creating revenue to cover its costs. Fire Chief Saidler stated that surrounding area paramedic units receive the wage increase when the employee starts school or is retroactively paid back to the start of school once they complete the schooling. Manager Michaels stated that the proposal was cost out with what is being paid in the surrounding paramedic units and that the Village proposals would be negotiated with the Union.

Trustee Birmingham stated that he “believes the program is never going to “break even” and as a government program will always cost money and may cost more in the future with additional training”. Trustee Birmingham asked the Fire Chief and Village Manager to bring back a proposal next month with reduced implementation costs after talks with the Firefighters’ Union. The committee was in favor of the program as a benefit for the residents of the Village but wanted to see a lower cost. Trustee Birmingham requested additional information about the two biggest benefits to Greendale residents as presented in the memo. Fire Chief Saidler reviewed the way a call maybe responded to; which would determine whether the response time is shorter than having a surrounding community paramedic service respond. Trustee Turay asked about the response to a 911 call which required an ALS unit at the initial call. Fire Chief Saidler responded that the Greendale Fire Dept. would respond to the call even though a paramedic ALS unit was called up since the call was for a Greendale resident under their jurisdiction. This would be eliminated once the Village paramedic unit is running. Trustee Birmingham asked about the utilization of “paid on-call” to reduce the cost of overtime during implementation. Fire Chief Saidler and Village Manager Michaels informed the committee that “paid on-calls” was an area which needed to be addressed within the department and this issue may become part of the paramedic program implementation. The committee discussed the issue of surrounding communities’ financial position and the impacts on the Village and its implementation of the paramedic program. Trustee Barbian asked why this program was being brought forward now instead of during the budget process. Fire Chief Saidler and Village Manager Michaels explained the previous paramedic program proposal under former Fire Chief Cohn and the differences of this proposal.

The committee requested the Fire Chief and Village Manager work with the Firefighters’ Union to reduce the three (3) year start up costs to approximately \$100,000 to be able to present to the Village Board for approval. Trustee Turay asked about the timing of the next Finance Committee meeting, the Village Board meeting, and the July 12<sup>th</sup> startup date. Village Manager Michaels stated that because the schooling is done online starting July 12<sup>th</sup>, an allowance may be made to accommodate those firefighters and no additional overtime would be needed to cover this portion of the paramedic schooling. Another option for the committee may be to hold a special meeting to discuss and bring forward to the Village Board in July.

Trustee Turay asked that the employees who become paramedics through the program sign an employment agreement to stay a minimum of 3 to 5 years; since the Village is investing a considerable amount of money into the training and start up of the program. Village Manager Michaels stated they would look into adding this to the agreement with the Union.

***No action taken, item held over to the Finance Committee to be held July 26, 2010.***

**C) FC 10-22 Approval of Beverage Operator Licenses and Temporary Class B Beer and Liquor Licenses.**

Clerk-Treasurer Kasza presented the list of additional 2010-2011 Beverage Operator, Temporary Class B Liquor and Beer/Fermented Malt Beverage, Carnival and Amusement Devices License renewal applications.

*The Finance Committee recommends, Trustee Barbian, seconded by Trustee Turay, to approve the additional 2010-2011 Business License Renewals as presented. Motion carried unanimously.*

**D) Finance Committee Internal Audit Review of Bills Presented for Payment**

Trustee Turay will contact Clerk-Treasurer Kasza with his list of transactions from the July 6, 2010 Accounts Payable Check Listing. Trustee Barbian will review the invoices from last meeting through the Clerk-Treasurer's office at a later date. Clerk-Treasurer Kasza will provide the payment detail for review at the next meeting. Trustee Birmingham will select payment transaction for audit at the July 26, 2010 meeting.

*No action taken.*

**E) Approval of Accounts Payable Checks for Payment.**

*The Finance Committee recommends, Trustee Turay moved, seconded by Trustee Barbian, to approve Accounts Payable check Nos. 90300 to 90432 in the amount of \$240,211.70; ACH Payments in the amount of \$314,479.17; P-Card Purchases in the amount of \$131,327.87 for a total amount of \$686,018.74 Motion carried unanimously.*

**F) Status of Accounts – May 31, 2010, unaudited.**

Clerk-Treasurer Kasza presented the Status of Accounts.

**5. ADJOURNMENT**

*Trustee Turay moved, seconded by Trustee Birmingham, to adjourn the meeting at 8:05 P.M. Motion carried, Trustees Turay and Birmingham voted aye, Trustee Barbian voted no.*

Respectfully submitted,  
Kathryn Kasza, CPFO/CMTW  
Clerk-Treasurer