

**Brodhead Fire Commission and Brodhead Area EMS Board**

**November 4, 2023**

**Brodhead EMS Garage**

**8:30 A.M.**

1. **Call to Order:** Meeting was called to order at 8:40 A.M.
2. **Roll Call to determine if a quorum is present:**  
**Present** - S. Hazeltine, P. Naramore, C. Jones, P. Faessler, T. Simpson (by phone)  
**Absent** - A. Schneider
3. **Approval of previous meeting minutes. Discussion/Possible Action:**  
Motion to approve the Brodhead Fire Commission and Brodhead Area EMS Board Meeting Minutes from April 26, 2023.  
Motion made by T. Simpson  
Seconded by P. Naramore  
Motion Passed
4. **Review Agreement Between the Brodhead Area EMS, Inc. and the Brodhead Fire District to form an Internship/Mentor Program. Discussion/Possible Action:**  
\*S. Hazeltine opened the meeting by saying that the merger agreement with corrected language has been completed. If in the future, Brodhead EMS would like to move forward with the agreement it is just waiting for signatures from both entities. Attorney fees have been paid in full.  
**\*Discussion was started in regards to the agreement between entities for the Internship/Mentorship Program.**  
Originally, the internship program was set up to get interested candidates to work at the 2 entities while BFD/BAEMS paid 50/50 for their schooling and other costs. BFD/BAEMS would provide a monthly reimbursement. Those candidates when not at school would need a mentor (paid on premise) at the BFD/BAEMS garage for training and daily supervision. Internship programs are less popular for students now as monthly reimbursement does not pay the bills. BFD/BAEMS at this time will not move forward with the internship program.  
D. Pinnow mentioned that several people interviewed for mentors for the program and wanted to know why they were not hired. Program started with 2 mentors FF/Paramedic Rick Bedward and FF/Paramedic Tiffany Griffin  
C. Searles mentioned we currently have 1 paid on premise, Rick Bedward, he is able to do the jobs that need to be done in the 1 to 2 days allotted between the 2 entities. That he doesn't see the need to add personnel at this time because the ambulance is consistently getting covered by EMS staff. T. Griffin was paid on premise but is no longer needed in this position.  
D. Pinnow not sure we need coverage from paid on premise personnel as in agreement. The situation 1 year ago is different than it is today. BAEMS on-call schedule is currently working with very few hours not covered. Financially it is better to fill the schedule with on-call personnel then it is to have a paid on premise personnel at \$25+ an hour sitting at BFD/BAEMS.

D. Pinnow asked if this is something that needs to be reviewed at the operational level and then brought to the District. More of a revision to the current Standard Operating Guidelines we currently have in place to fit the current situation.

Brodhead Fire District agreed it should start at the operational level and brought back to the board in January.

R. Bedward asked Mayor Jones why DPW workers were not FF/EMS certified in some other municipalities they are members of as part of job description and if that could be a job requirement going forward with new employees. Mayor Jones said he could bring it to the City Council but it is hard to get change. It is a long process at times. Mayor Jones gave a brief discussion of what is going on at the city level with the budget and development. Mayor Jones said before moving forward he wants to make sure he has all the information and facts before making any decisions.

In current agreement, April is currently the annual meeting. BFD/BAEMS feels they should meet more often. Both entities decided on quarterly meetings to discuss any issues that may have arisen and possible staffing issues.

Motion to move from annual to quarterly meeting made by C. Jones

Seconded by T. Simpson

Motion Passed

BFD and BAEMS agreed with no internship moving forward at this time and the staffing issues are being filled by on-call volunteers paid on premise will be held to 1 person until the need arises to hire more.

Operational Level to have revised Standard Operating Guidelines completed by next quarterly meeting January 6, 2024 8:00 A.M.

**4. Future agenda items and next meeting date and time:**

**January 6, 2024 at 8:00 A.M.**

**5. Motion to adjourn.**

Motion to adjourn at 9:30 A.M by C. Jones

Seconded by P. Naramore

Meeting adjourned

**Heather Osborne**

**Brodhead Fire District Admin. Assistant**