



## Commission Meeting MINUTES

EMS meeting located at 715 N Main St. Lodi, WI 53555

January 21, 2026

1. **Call to Order.** Chair Long called the meeting to order at 6:02 p.m.
2. **Roll Call:** Nancy Long, Rick Stone, Kevin Kessler, Nick Eberle, Amie Brown, Brandon Flanagan, and John Ungrodt
3. **Public input:** none
4. **Approval of the agenda:** Kessler/Stone
5. **Secretary's report and approval of minutes for December 17, 2025 meeting.** N.Eberle Kessler/Eberle, motion passed Brandon/John sustained. 4-0-2
6. **Treasurer's Report. K. Kessler and Interim Chief Brown:** Bills are up to date, but still working on reconciling December. Income state for the year was provided. Ungrodt/Stone motion passed 6-0
7. **Status of audit:** Kerber Rose and Nancy & Amie will have an appointment to go through the audit. The three municipalities may have offered to pay for the financial audit, representatives shall check with their municipalities?  
**Accounting software:** Quickbooks vs Caselle: Interim Chief would prefer to use Quickbooks. No action needed
8. **Interim Chief Report. Interim Chief Brown:** \*Report added to the bottom\*
9. **Request for mutual aid agreement from Arlington:** Chiefs Report
10. **WRS benefits earmark of funds Interim Chief Brown:** Chiefs Report
11. **How will sick time and leave accrue and be used:** Chiefs Report
12. **Move budget items to payroll Interim Chief Brown:** Chiefs Report
13. **IGA-Intergovernmental Agreement-Status Report:** John ask to have a date put on it. Draft from Town of Lodi is presented. Discussion on moving forward with this as it is very similar to the Fire Department's IGA. Town Supervisor will provide the document to the other municipalities.

**14. Website Development-status report Interim Chief Brown:** In Chiefs reports

**15. Records retention schedule - status report N. Long:** Nancy will get more information from the county.

**16. Future agenda items:**

- Employee Handbook
- IGA - City of Lodi, Town of West Point
- Records retention

**17. Date/time of the next meeting. Using current schedule, it would be February 11, 2026.**

**18. Adjourn:** Stone/Long 7:36pm

#### **Chief's report January 2026**

- Thank you for attending our first annual holiday party and pinning ceremony.
- Marge Walstad sent Lodi Area EMS a check that Brenda and I found to be concerning do to the amount. We wanted to ensure that it wasn't a mistake. Like there are too many zeros. Well, I couldn't find any call back information, so I set it aside. I recently got a call from Ms. Walstad wanting to know why we haven't cashed the check. I explained my concerns and she was grateful; I confirmed the amount and then I was grateful. She sent us \$6000.00.
- Data to support the increase in funding for payroll of new employees.
- We will need to ensure we are saving the amount of PTO, Sick, Vacation, Holiday pay, Bereavement, and Jury duty as stated in the handbook. I will begin this once I have a better understanding of what everyone is entitled to for each year they are employed so this can be added to the budget.
- Speaking of the handbook. I would like to start possible video sessions with each of you, one municipality at a time to go over the handbook. We can then make notes and suggestions for changes to be on the agenda. We can start with the most pertinent topics first, (ones that affect the employees). I hope to have it updated and released by mid-summer.
- The names of the new hires and their start dates.
- I will be closing out December 2025 once I pay all of the bills. Then starting QB for January.
- I will be ordering more checks for the new year and to help keep separated what QB account paid which bill.
- Arlington has asked for a Mutual Aid Agreement. These typically last 60days and Arlington should be giving me notice so I can staff the second ambulance accordingly. I won't leave Lodi without a primary ambulance so I will be staffing 618 when I am aware of Arlington's needs. This will increase our payroll costs and ambulance use for this time; however, I am inclined to help our neighbors as they would do the same for us if they were able.

- The agreements are typically for 60 days. Then a new one must be requested. If that is the case, the commission may need to consider reimbursement of expenses from Arlington EMS to Lodi EMS. Since we will staff on those days whether we get a call or not. I encourage the commission to reach out to Arlington EMSs commissioners to ensure they know we are here for them but do have to protect the funding from our taxpayers.
- We have begun the process of starting the .gov with Microsoft and the migration of the tenants from business to government. Once finished, I will create an email for all commission and career staff. I will maintain one license with Microsoft with my account so I can continue to have access to any documents. This way we can ensure all information is accessible and not lost to the migration. That account will remain open and accessible for at least 6 months or until we have completed our due diligence of ensuring all files were migrated.
- A system will be in place for the commission members, and an employee to have administrative rights to the Microsoft account in the event I am not available or employed here. Never again will you, the staff, or anyone else not have access to Lodi Area EMS accounts.
- The website work will begin in February.
- The next recruitment process will begin in March with interviews in April and start dates, in May. Orientation/training to be completed in 3 months, just in time for our staff members to start school.
- Licenses are due for renewal this year and since the staff members training documentation does not exist, I have started accounts for them to complete their CEUs while on shift. The accounts are CAPCE accredited and available for all levels. Hopefully we will not have to do this again in the future as all training documentation will be handled differently.

APPROVED