

EMR Committee Meeting
Monday, February 24, 2025, 6:00 PM
4528 State Highway 57, (Institute), Sturgeon Bay, WI 54235

Minutes

Call to Order. The meeting was called to order by Supervisor Trent Olsen at 6:00 p.m.

Roll Call to Establish Quorum. In addition to Trent, EMR Crew Chief Ashley Staats was in attendance which constituted a quorum.

Other Attendees. Other attendees at the meeting were Amy Flock, Clerk/Treasurer for the Town of Sevastopol, and Whitney Bittorf, Assistant EMR Crew Chief and EMR Secretary

Agenda Notice. The agenda was identified as properly noticed.

New Business. Trent Olsen reviewed portions of the Town of Sevastopol Resolution No 2022-06TB to ensure understanding of duties of the committee.

Ashley presented proposed Bylaws which were reviewed to ensure compliance with regulations regarding EMR requirements, the needs of the Town, and the Committee. Ashley noted that she received input from Door County Emergency Services. Ashley noted changes that needed to be made, and once ready, the updated bylaws will be reviewed by Sevastopol Parliamentarian, Tim Pflieger, and Supervisor, Trent Olsen, before being presented to the EMR Agency members for input and approval. The EMR Agency intends to have a meeting to discuss the proposed bylaws and vote on them. The EMR Agency will also discuss a new time card policy.

Ashley noted some issues with the current process for EMR payroll. Each EMR turns in a signed blank form, and the Chief fills out the forms for calls attended by the EMRs. Ashley noted a better way to do it would be for her to compile call and meeting attendance from the EMR App, send to the EMR Group and copy Trent, and then each EMR can confirm attendance to Ashley. Ashley will then turn a report quarterly to the Sevastopol Town Clerk to process payroll. Amy confirmed this would be sufficient for Town needs.

Agenda Items for Next Meeting / Meeting Date The next meeting date will be March 25, 2025, 630pm. On the agenda will be a review of the Agency meeting, updates on EMR statistics so far in 2025, and planning the Sevastopol annual meeting presentation. We will also have regular business of reviewing minutes, the payroll process, any new member applications, and membership updates.

Adjourn. Whitney made a motion to adjourn, seconded by Ashley. Motion carried and meeting was adjourned at 6:46 pm.

Recorded by,

Whitney Bittorf