

AGENDA

FINANCE AND PERSONNEL COMMITTEE
MONONA PUBLIC LIBRARY MUNICIPAL ROOM
1000 NICHOLS ROAD
MONDAY, JANUARY 6, 2020
6:00 P.M.

1. Call to Order.
2. Roll Call.
3. Approval of Minutes from December 16, 2019.
4. Appearances.
 1. Monona Cub Scouts Pack 146
5. Unfinished Business. (None)
6. New Business.
 - A. Consideration of Resolution 20-1-2389 Approving the Purchase of a Zoll “X” Series Manual Defibrillator.
7. Acceptance of General Fund Accounts Payable Checks Dated December 13, 2019–January 2, 2020. (Documentation of invoices paid is available in the City Clerk’s office.)
8. Adjournment.

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

FINANCE AND PERSONNEL COMMITTEE MINUTES
December 16, 2019

The regular meeting of the Finance and Personnel Committee for the City of Monona was called to order by Mayor O'Connor at 6:16 p.m.

Present: Mayor Mary K. O'Connor and Alderpersons Andrew Kitslaar and Doug Wood

Also Present: City Administrator Bryan Gadow, Finance Director Marc Houtakker, Director of Administrative Services Leah Kimmell, Public Works Director Dan Stephany, and City Clerk Joan Andrusz

APPROVAL OF MINUTES

A motion by Alder Kitslaar, seconded by Alder Wood to approve the Minutes of the December 2, 2019 Finance & Personnel Committee meeting, was carried.

APPEARANCES

There were no Appearances.

UNFINISHED BUSINESS

Mayor O'Connor began Review and Discussion of Paid Family Care Policy Options, reminding members that at the last meeting they wanted to compare more options and the issues these options raised. Director of Administrative Services Kimmell reported she considered pros and cons and found the options previously discussed didn't address Alder Kitslaar's original intention to help employees with a family health crisis. Alder Kitslaar stated he wanted leave time available in the easiest way possible without regard to sick leave so employees can take care of their family when they need it the most. He wanted family leave so all employees could benefit. He is flexible regarding family only versus family and employee for this benefit.

Director of Administrative Services Kimmell reviewed the report of proposals, including those she created since the last meeting. The last one, "Alternate Automatic 2 Weeks", is the one she prefers, and it will be amended to cover family members only. It doesn't seem too burdensome for an employee to have to schedule a meeting with an Administrative staff team to discuss their need and there is less chance of policy abuse. Team members will need to be aware of privacy issues. City Administrator Gadow stated this reduces financial liability; the employee still has sick leave to use if this benefit is denied.

Alder Kitslaar stated this option is simpler and because it's a policy it can be revisited after review. Alder Wood stated "serious medical situation" still has to be defined. Director of Administrative Services Kimmell stated the labor attorney will review privacy limits. Staff has to sign a statement certifying the truthfulness of their request and that they understand the consequences if not truthful. FMLA can ask for certifications of justification for coverage. This would be concurrent with FLMA; FLMA is unpaid leave while this is for 2 weeks of paid leave. This option may cause a higher payout at retirement but that amount can't be predicted. The carry-over cap was discussed. Members agree Director of Administrative Services Kimmell should draft a policy based upon this option.

NEW BUSINESS

Finance Director Houtakker provided information on a water rate increase. Annual debt service payments are 1.25% of net income. This debt requirement won't be met with the current borrowing and new water meters. Public fire charges automatically increase yearly with the land assessment mil rate. Along with the rate increase, water measurement will change from cubic units to gallons and billing will be monthly. Meter replacement may be denied by the PSC (Public Service Commission) because the current meters haven't depreciated enough. This will effect borrowing. The current meters are 6 to 12 years old and the internal software will go out of date after 5 to 6 years.

The Public Works Department wants the new meter's service to figure readings from City Hall and residents can check their meters from their phone or other device. City Administrator Gadow reported that now Public Works trucks drive around the City to take readings. The new meters are more efficient; Utility Billing Clerk Michelle Rosemeyer could press a button at her desk to read meters. She has an extra hour added to her schedule to handle billing. Finance Director Houtakker reported Monthly billing will help collections and reduce payment plans and shut-offs for non-payment. Residents can opt for electronic billing.

The Resolution is to apply for a rate increase, not raise rates. The application will be reviewed by the Public Works Committee and City Council before it is sent to the PSC. A public hearing is required. It will take at least a month to prepare the PSC report/rate request. There will be a separate water bond borrowing. The City has to borrow for the McKenna Road project so timing is a factor.

A motion by Alder Kitslaar, seconded by Alder Wood to approve Resolution 19-12-2387 Authorization to Proceed with a Water Rate Increase, was carried.

Finance Director Houtakker reviewed recent Accounts Payables and he and Public Works Director Stephany answered member's questions.

A motion by Alder Wood, seconded by Alder Kitslaar to Accept General Fund Accounts Payable Checks Dated November 28 through December 12, 2019, was carried.

A motion by Alder Wood, seconded by Alder Kitslaar to adjourn, was carried. (6:57 p.m.)

Joan Andrusz
City Clerk

**Resolution No. 20-1-2389
Monona Common Council**

**APPROVING THE PURCHASE OF A ZOLL “X” SERIES MANUAL
DEFIBRILLATOR**

WHEREAS, maintaining an up-to-date manual defibrillator is essential in order to provide the high level of emergency medical care residents have come to rely on; and,

WHEREAS, the City Council approved the replacement of the current manual defibrillator in the 2020 capital budget; and,

WHEREAS, the manual defibrillator scheduled for replacement in 2020 is a 2017 Zoll “X” Series; and,

WHEREAS, bids were solicited and received from Zoll.us under the Wisconsin state bid pricing and Wisconsin Emergency Medical Service Association; and,

WHEREAS, Chief Sullivan recommends purchasing the 2020 Zoll “X” Series” manual defibrillator and related equipment and mounting bracket.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Monona, Dane County, Wisconsin, that the Monona Fire Department is authorized to order and purchase one Zoll “X Series” manual defibrillator, related equipment and mounting bracket for the price of \$33,360.07.

Adopted this _____ day of _____, 2020.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O’Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: Fire Chief Scott Sullivan

Council Action:

Date Introduced: 1-6-20

Date Approved: _____

Date Disapproved: _____

City of Monona
POLICY AND FISCAL NOTE

| | | |
|--|---------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Original | <input type="checkbox"/> Update | Substitute No. _____ |
| | | Resolution No. <u>20-1-2389</u> |
| | | Ordinance Amendment No. _____ |

Title: Defibrillator

Policy Analysis Statement:

Brief Description Of Proposal:

The City budgeted \$35,000 for Defibrillators in the 2020 Capital budget. No budget amendment is needed.

Current Policy Or Practice:

Included in the 2020 budget

Impact Of Adopting Proposal:

Included in the 2020 budget

Fiscal Estimate:

Fiscal Effect (check/circle all that apply)

- No fiscal effect
- Creates new expenditure account
- Creates new revenue account
- Increases expenditures
- Increases revenues
- Increases/decreases fund balance _____ Fund

Budget Effect:

- Expenditure authorized in budget
- No change to budget required
- Expenditure not authorized in budget
- Budget amendment required

Vote Required:

- Majority
- Two-Thirds

Narrative/assumptions About Long Range Fiscal Effect:

Expenditure/Revenue Changes:

| Budget Amendment No. _____ | | | | No Budget Amendment Required _____ | | | | |
|----------------------------|----|---------|--------|------------------------------------|------------------------|-------|--------|----------------|
| Account Number | | | | Account Name | Budget Prior to Change | Debit | Credit | Amended Budget |
| Fund | CC | Account | Object | | | | | |
| 400 | 57 | 57220 | 857 | Defibrillator Replacement | 35,000 | | | 35,000 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Totals | | | | | | | | |

Prepared By:

Department: Fire

Prepared By:

Reviewed By: Marc Houtakker

Date:

Date: 1/2/2020



ZOLL Medical Corporation

Worldwide HeadQuarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

TO: Monona Fire Department
5211 Schluter Road
Monona, WI 53716

Attn: **Chris Vernig**

email: cvirniq@ci.monona.wi.us

Tel: 608-222-2528

QUOTATION 327472 V:2

DATE: December 18, 2019

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Free Freight

| ITEM | MODEL NUMBER | DESCRIPTION | QTY. | UNIT PRICE | DISC PRICE | TOTAL PRICE |
|------|----------------|---|------|-------------|-------------|---------------|
| 1 | 601-2221011-01 | <p>X Series ® Manual Monitor/Defibrillator \$14,995 with 4 trace tri-mode display monitor/ defibrillator/ printer, comes with Real CPR Help®, advisory algorithm, advanced communications package (Wi-Fi, Bluetooth, USB cellular modem capable) USB data transfer capable and large 6.5"(16.5cm) diagonal screen, full 12 ECG lead view with both dynamic and static 12-lead mode display.</p> <p>Accessories Included:</p> <ul style="list-style-type: none"> • MFC cable • MFC CPR connector • A/C power adapter/ battery charger • A/C power cord • One (1) roll printer paper • 6.6 Ah Li-ion battery • Carry case • Declaration of Conformity • Operator's Manual • Quick Reference Guide <p>• One (1)-year EMS warranty</p> <p>Advanced Options:</p> <p>Real CPR Help Expansion Pack \$ 995 CPR Dashboard quantitative depth and rate in real time, release indicator, interruption timer, perfusion performance indicator (PPI)</p> <ul style="list-style-type: none"> • See - Thru CPR artifact filtering | 1 | \$37,275.00 | \$30,520.40 | \$30,520.40 * |

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to this quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

Daniel Brehm
EMS Territory Manager
262-312-8868

1. DELIVERY WILL BE MADE 60-90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES QUOTED ARE VALID FOR 60 DAYS.
3. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. **FAX PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT 978-421-0015 OR EMAIL TO ESALES@ZOLL.COM.**
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING www.zollwebstore.com.



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|------|--------------|--|------|------------|------------|-------------|
| | | ZOLL Noninvasive Pacing Technology: \$2,550 Masimo Pulse Oximetry SP02 \$1,795 • Signal Extraction Technology (SET) • Rainbow SET NIBP Welch Allyn includes: \$3,495 • Smartcuff 10 foot Dual Lumen hose • SureBP Reusable Adult Medium Cuff End Tidal Carbon Dioxide monitoring (ETCO2) Oridion Microstream Technology: \$4,995 Order required Microstream tubing sets separately Interpretative 12- Lead ECG: \$8,450 • 12-Lead one step ECG cable- includes 4- Lead limb lead cable and removable precordial 6- Lead set | | | | |
| 2 | 8000-0330 | SpO2 Rainbow Reusable Patient Cable: Connects to LNCS Single Use and Reusable Sensors (4 ft) | 2 | \$295.00 | \$241.90 | \$483.80 * |
| 3 | 8000-0294 | SpO2 LNCS Adult Reusable Sensor (1 each) | 2 | \$295.00 | \$241.90 | \$483.80 * |
| 4 | 8000-0895 | Cuff Kit with Welch Allyn Small Adult, Large Adult and Thigh Cuffs | 1 | \$157.50 | \$129.15 | \$129.15 * |

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|--|----------------|---|------|------------|------------|--------------|--------------------|
| 5 | 8000-0580-01 | Six hour rechargeable Smart battery | 2 | \$519.75 | \$371.25 | \$742.50 | * |
| 6 | 8000-001405-01 | Kit, MultiTech MTC Cat M1 Cell Modem, Verizon | 1 | \$895.00 | \$733.90 | \$733.90 | ** |
| 7 | 8300-0802-01 | 12-Lead one step ECG cable - AAMI includes 4-Lead trunk cable and removable precordial 6 lead set. | 1 | \$341.25 | \$266.52 | \$266.52 | * |
| <p>*Reflects Wisconsin EMS Association (WEMSA) Contract Pricing.</p> <p>**Reflects Discount Pricing.</p> | | | | | | | |
| | | | | | | TOTAL | \$33,360.07 |

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