

Walworth County Fire/EMS Study Committee
August 10, 2017 Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Dale Wilson at 1:00 p.m.

Roll call was conducted, and a quorum of members was present: Chair Dale Wilson, Vice Chair John Peters, Dave Nelson and Denise Pieroni. Lowell Hagen, Bruce Vander Veen and James Weiss were excused. A quorum was declared.

Dr. Steven Andrews, Dr. James MacNeal and County Administrator David Bretl were in also attendance.

Members of the public in attendance: Rebecca LeMire –Village of Darien Administrator and Cheryl Kaufenberg – Village of Darien Trustee

Denise Pieroni made a motion, seconded by Dave Nelson, to approve the agenda as presented. Motion carried 4-0.

Dave Nelson made a motion, seconded by John Peters, to approve the June 22, 2017 meeting minutes. Motion carried by voice vote.

Public comment period – There was none.

Discussion and possible action regarding surveying county residents relative to Fire/EMS services
Chair Dale Wilson reported the citizen survey subcommittee met and developed a draft of questions based on similar survey instruments provided by Denise Pieroni. The objective was to limit the number of questions to encourage more participation. The format is based on Polco's survey recommendations, i.e. answers are Yes/No or "drop down" choices. Walworth County's Executive Committee will review and approve the questions before the survey is posted, and some minor adjustments will need to be discussed with Polco representatives. Chair Wilson asked for input from the committee members on the questions and a lengthy discussion ensued on sample representation, demographics, encouraging volunteers, etc. Consensus was to put the question on demographics at the end of the survey, so that if respondents didn't feel comfortable answering that question, the rest of the survey answers would be submitted. In response to the suggestion that respondents be asked who their service provider is, Dr. Andrews said many wouldn't know, and recommended instead that respondents be asked in what town, village or city they reside.

Chair Wilson summarized all of the requested modifications to the citizen survey: keep the introduction as drafted; move questions 1, 2 and 3 to the end of the survey and renumber the questions accordingly; in question 6, provide an alphabetical list of all the towns, villages and cities and ask the respondent to confirm where they reside; on the ALS Paramedics section, eliminate entirely the paragraph that begins with "As you can imagine;" make question 16 the last survey question, and provide a link to department contacts on the County fire/EMS webpage for those wishing to volunteer; and add Yes/No to question 17.
Denise Pieroni made a motion, seconded by Dave Nelson, to approve the citizen survey with the incorporation of the recommended modifications. Motion carried 4-0.

Chair Wilson directed discussion on distribution of the survey and random sampling. Polco only includes registered voters in Walworth County, and it was determined that Walworth County property owners who reside outside of the County should also be included in the survey. Dr. MacNeal added since there is a \$30,000 budget for the surveys, he recommended contacting everyone possible for recruitment purposes. There was a discussion on the desirable percentages of respondents needed to get an accurate

representation. It was agreed that entering data from paper surveys from property owners would be labor intensive, and other online survey methods were considered. County Administrator Dave Bretl suggested conducting the Polco survey for registered voters first to gauge responses, and then follow up with the random sampling of property owners. **Denise Pieroni made a motion, seconded by Dave Nelson, to send postcards to all registered voters notifying them of the Polco survey and volunteer opportunities; and to identify the survey instrument (electronic v. paper) and random sampling numbers of out-of-county property owners, which will be conducted at a later date. Motion carried 4-0.**

Report and Update regarding Fire/EMS department survey
Report and Update regarding Governmental Body survey

Chair Wilson said one governmental body survey has been returned. Vice Chair Peters will contact the Fire Chiefs Association to remind them to complete the surveys and to provide their appropriate contacts for the County fire/EMS webpage. Bretl will notify the Intergovernmental Cooperation Council (ICC).

Public comment period

Rebecca LeMire, Village of Darien Administrator, questioned why Polco was being used for the survey if it is limited to what it can provide. Chair Wilson replied that the County has a contract with them, and Polco can limit certain responses that other online surveys such as Survey Monkey cannot guarantee. LeMire asked about expectations on responses to the Governmental Body survey. Chair Wilson said the committee hopes that municipalities will include their entire governing body in preparing responses. Bretl said that this committee would provide assistance if requested to facilitate the meetings on the survey responses.

Confirmation of next meeting date and time: Thursday, September 21 at 1:00 p.m.

Chair Wilson said the next agenda will include final approval of the surveys after Executive Committee review; approval of the list and number of out-of-county property owners to be surveyed; and discussion on additional publicity efforts to promote the surveys.

Adjournment

On motion by Denise Pieroni, seconded by Dave Nelson, Chair Wilson adjourned the meeting at 2:30 p.m.