

**Tama County Essential Services Advisory Board Meeting
Minutes November 20, 2025**

The Tama County Essential Service Advisory Board Meeting held a meeting on November 20, 2025, via Zoom, that was called to order by Chair Scadden at 6:01 p.m.

Member's present: Julie Scadden, (TCEMSA), Billie Van Egmond (Dysart EMS), Greg Johnson (Treasurer), Mike Buchanan (Montour First Responders), Randie Brodigan (Dysart Alt), Kern Kemp (Gladbrook-Lincoln EMS), Randie Brodigan (Dysart Alt), Sherry Parks (Garwin EMS), Stacy Koeppen (Tama County Public Health) and Jacob Reineke (911 Director), Alicia Lidtke (Elberon EMS), Kathy Vavrock (Gladbrook-Lincoln EMS, Alt.), Jesse Brown (Toledo EMS), Luther Heller (Montour Alt.), Alea Dvorak (Traer Alt.), Jimmy Hicklin (Tama EMS), Ryan Goodenbour (EMA Coordinator), Ronda Edwards (Clutier Alt), Debbra Stamp (Garwin Alt.), Lori Johnson (Public Health Alt.)

Member not present: Jay Owens (Public member, North), Paul McCoy (Public Member, South), Todd Baines (Elberon Alt.), Chris Harris (Tama Alt.), Sharon Knoop, (Clutier First Responders),

Public present: Bryan Staker and Supervisor David Turner

Minutes were approved from October 16, 2025, meeting with corrections, Motion made by Van Egmond, Seconded by Lidtke. Motion Carried.

No Public Comments

Motion to approve the agenda with adding laptop discussion agreement. Motion by Van Egmond. Seconded by Lidtke.

Scadden emphasized the necessity of a legal review of the charter, following advice from Mark Doland to consult an attorney prior to presenting it to the Board of Supervisors. Scadden also shared a draft of a 28 E agreement, highlighting the importance of legal counsel in its review, and Jacob Reineke offered assistance in connecting with Scadden to a more responsive contact at Belle Plaine for further discussions.

Input was sought on the trust fund policy regarding eligibility for EMS services in Tama County, with a focus on reimbursement processes and the requirement for agencies to submit budgets and call data for accountability. Scadden outlined the fund allocation formula that requires Board of Supervisors approval, noting that specific dollar amounts cannot be predetermined annually. Billie raised a concern about establishing a cap for the reserve fund, referencing previous discussions on maintaining fiscal responsibility. Scadden also detailed the reimbursement procedures, stating that all requests must be

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submitted by the first Friday of each month, and vendors are required to provide a W-9 for direct payments along with proof of payment for reimbursements.

The discussion included finalizing the wording for the reserve fund policy, with suggestions to cap the reserve at \$500,000 and consider a percentage-based allocation for services. Scadden noted that discussing financial matters using the fiscal year might be more effective, while tracking service runs by the calendar year could prevent discrepancies. Scadden also raised budgetary concerns for first responders, particularly regarding units without a budget due to their affiliation with fire departments and highlighted a situation in another county where funds from a disbanded first responder unit were reallocated, stressing the need for clarity in fund distribution.

Trust Fund Policy Discussion

Scadden highlighted the necessity for collaboration on the trust fund policy, emphasizing that it must be sent to Karen for approval by the Board of Supervisors. He detailed the eligibility criteria for EMS services and the reimbursement process, noting that agencies must submit budgets and call data to receive funding. Scadden also mentioned the challenges of ensuring timely submissions to avoid delays in funding.

Reimbursement process and timelines for first responder agencies.

Fund Allocation and Reserve Fund Discussion

Scadden discussed the fund allocation formula that the Board of Supervisors must approve, noting that exact dollar amounts cannot be established yearly. Billie questioned whether a cap for the reserve fund should be included, referencing a past agreement to limit it to \$500,000 to ensure fiscal responsibility. Greg suggested that up to 20% could be withheld to maintain the revolving loan fund.

Discussion on the reserve fund cap and its implications for the trust fund policy

Reimbursement Procedures and Guidelines

Scadden discussed the reimbursement process, stating that all eligible agencies must submit their requests by the first Friday of each month to ensure timely payment. He highlighted the need for vendors to submit a W-9 and for reimbursement requests to include proof of payment. Additionally, he mentioned the importance of meeting deadlines to get claims approved by the Board of Supervisors.

Clarifying Bill Language

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David pointed out issues with the wording in a section of the bill, noting that it could be cleaned up for clarity. He suggested removing unnecessary conjunctions and ensuring that the language made sense. Scadden acknowledged that the definition was nearly verbatim from the bill and agreed that some adjustments were needed.

Reserve Fund Policy Discussion

Scadden sought input on the reserve fund policy, aiming to finalize it for Karen's review. The group discussed capping the reserve fund at \$500,000 and the possibility of using a percentage of annual budgets for allocations rather than a fixed amount. Billie and other members agreed on the need for documentation regarding fund usage and potential reallocations among services.

Review and approval process for the trust fund policy.

Discussion on Fiscal Year vs. Calendar Year for Budgeting and Reporting

Scadden emphasized the importance of aligning budgeting with the fiscal year for better planning, particularly for staffing needs. He proposed a motion to adopt the fiscal year for financial matters and the calendar year for data and reporting, which was seconded by Jacob Reineke. The motion was carried unanimously.

Discussion on First Responder Budgets and Service Allocation

Scadden raised concerns about the budgeting process for first responders, particularly regarding units that may not be operational. He referenced a case where funds from a disbanded unit were returned to a trust fund and redistributed, stressing the importance of understanding how funds are managed. David and Billie contributed to the discussion, suggesting that funds could be redirected to transport services that cover the affected areas.

A laptop was approved to purchase a laptop for the Treasurer. Motion by Van Egmond. Second, Brown. Motion carried.

Next meeting will be December 18th at 6pm on Zoom.

Motion to adjourn by Lidtke. Seconded by Reinke at 7:18pm.

Respectfully Submitted by

Ryan Goodenbour

Essential Service Board Secretary