Tama County Essential Services Advisory Council Meeting Minutes
October 22, 2026

The Tama County Essential Service Advisory Council met on October 22, 2026, at the Traer Fire Station and via Zoom, and Chair Scadden called the meeting to order at 6:04 p.m.

Members present: Billie Van Egmond (Dysart EMS), Mike Buchanan (Montour First Responders), Luther Heller (Montour Alt.), Ryan Goodenbour (EMA Coordinator), Ronda Edwards (Clutier, Alt.), Alea Dvorak (Traer, Alt.), Kern Kemp (Gladbrook-Lincoln EMS), Jacob Reineke (911 Director), Randie Brodigan (Dysart, Alt.), Shaun Kennedy (Traer EMS),

Members present via Zoom: Dwight Gliem (Grundy Center EMS), Lori Johnson (Public Health), Jesse Brown (Toledo EMS), Kathy Vavroch (Gladbrook-Lincoln EMS, Alt.), Alicia Lidtke (Elberon EMS), and David Turner (Tama County BOS).

Members not present: Sharon Knoop (Clutier First Responders), Greg Johnson (Treasurer), Todd Baines (Elberon, Alt.), Donnie Wietzell (Tama EMS), Debbra Stamp (Garwin, Alt.), Delrae Hennessy (Toledo, Alt.), Sherry Parks (Garwin EMS), and Jacob Patterson (Gilman).

Public present: Dallas Dvorak

Approval of Agenda

Van Egmond moved to approve the agenda, adding Tax on Claims under old business. Second by Buchanan. Motion carried unanimously.

Approval of Minutes

Buchanan made the motion to approve the minutes from May 21, 2026. Second by Brown. Motion carried unanimously.

Public Comments Opened 6:05 p.m.

No public comments

Public Comments Closed 6:06 p.m.

Distribution of Funds Quarter 1 of FY 27

Toledo, Tama, Dysart, and Gilman requested reimbursements of an estimated $60,000. The checks were made out at the end of the month instead of weekly, as previously stated. This is due to verifying the claims in the Tama County Auditor's office. New documentation requirements were clarified: items must include invoices or receipts, proof of payment (such as net pay reports), and clear highlights on multi-item bills to identify EMS-specific costs.

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Current EMS Trust Fund Total

As of October 19, 2026, there is $1,010,132.00.

Meeting with City Councils

Scadden said she has met with the Dysart, Tama, Clutier, Garwin, and Lincoln City Councils. One city council member suggested increasing the fund retention rate from 10% to 20%. Conversations revealed confusion regarding the difference between essential service funds and system development funds. Clutier suggested sharing unused portions of essential service funds with transport services like Traer or Dysart if local funds are not being fully utilized. Lincoln has not been talked to regarding the Essential Service Funds. Lincoln asked if they could still contribute to Gladbrook – Lincoln EMS. Scadden stated municipal contributions to ambulance services are legal as long as they are treated as part of the service ownership structure.

Tax on Claims

Scadden stated that, after consulting with the state auditor, it was determined that tax will be reimbursed for purchases from vendors like Amazon, Sam's Club, or Dollar General if no tax-exempt account is used.

Scadden encouraged cities to set up business or tax-exempt accounts with major vendors like Amazon to simplify the reimbursement process and avoid extra work for administrators.

New Business

Claims Submission

Scadden stated the claims need more specific documentation. The claims cannot be submitted by photo. Claims must be submitted as a PDF with your reimbursement request highlighted. Claims must be submitted before the 10th of each month.

Administrative Wage

Van Egmond proposed paying the administrator an hourly wage because verifying complex claim packets takes significant time. An administrative assistant wage ranges from $20 to $25 an hour.

Scadden provided a log showing an average workload of approximately 15 hours per month dedicated to claim review and coordination with the Tama County Auditor’s office.

Reineke motioned to pay Julie Scadden $25 per hour for administrative duties. Second by Kemp. Motion carried unanimously.

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Transport Counts

Scadden brought before the council how to handle call counts for Grundy County because they receive flat-rate monthly payments through a contract in Gladbrook's area. To ensure fairness in essential service dollar distribution, it was suggested that calls where Grundy transports via contract might need to be excluded from their primary count calculation.

Scadden decided to table any formal policy action on this matter until more data is collected through CAD reports and image trend reports provided by Dwight Gliem.

Adjournment

The next meeting will be on December 10, 2026, at 6 p.m., via Zoom.

Reineke made the motion to adjourn. Seconded by Van Egmond at 7:12, pm. Motion carried unanimously.

Respectfully Submitted by

Ryan Goodenbour

Essential Service Advisory Council Secretary

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