

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The June 26, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Matt Krueger, Robin Meier, Darlene Otto, Joel Petty, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Attorney Wayne Maffei , Chief Sechler, Deputy Chief Rago, Snow, Vande Hei, and Nancy Rago
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Sloan, seconded by Petty. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the May 22, 2019 minutes was made by Otto, seconded by Wedekind. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Appearances/Announcements/Correspondence

- None

Reports

1. Legal Counsel Report – No report.
2. Treasurer’s Report – Meier stated that she met with Troy and Tony and they worked on some format changes to the way in which the Financials are prepared. A “YTD column” has been added. As well, additional funds (such as grants, etc.) are listed separately at the bottom of the ‘Actual vs. Budget’ page, so as to give a better picture of the Financials. Lastly, Meier would like to recommend that there is a section that would indicate the gross A/R, allowance, and the net. She would like the group to think through the proposed changes to the various items, and comment back at the next meeting.
3. President’s Report – No report.
4. Chief’s Report – Sechler reviewed the written report that was submitted in the Commission packet.

Consent Agenda

1. Approve check details and online payments for May 12, 2019 – June 15, 2019 in the amount of \$106,444.24.
2. Approve write-offs in the amount of \$20,924.96.
A motion to approve as presented was made by Petty seconded by Wedekind. Voice vote, all ayes. Motion carried.

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New Business

1. Sechler presented a revised contract agreement for the Bariatric ambulance. There is a revised due date (due to a shortage of the F550 truck chassis) which will be the middle of December, and an updated signed contract needs to be sent to the Assistance to Firefighters Grant (AFG) program coordinator. At a previous meeting, it was directed that the approved price was not to exceed \$232,000. The agreed upon final price landed at \$230,951.00, including the additional equipment—in which the new rig will very closely match the current Demer's rig. Motion by Sloan, seconded by Petty to approve the new contract due date, with the stipulation that the AFG would approve the requested grant extension. Voice vote, all ayes. Motion carried.
2. Sechler gave an update regarding the proposed Fire/EMS Building. A Pre-Proposal meeting for Design Services was held on June 17th which included a tour of the Fire station and EMS station / admin buildings. The architectural services proposal deadline is set for July 3rd. A short list of firms to be interviewed will be determined July 12th. Sechler and Stieve have been appointed to the Building committee, and will be working on the various steps outlined in the proposed schedule. The City anticipates a total project cost in the range of \$9,000,000 to \$12,000,000 for the full project, including Furniture, Fixtures, and Equipment (FF&E). The building itself is anticipated to be bid at around \$10,000,000. Sechler then went over some rough numbers regarding what the annual payments might be, at the various price points. At this time, it is not known what will be expected from Baraboo EMS, regarding leasing a portion of the building which would house the current operations and administrative aspects of the Service. Discussion took place, with several of the Township representatives asking about how an increase in a lease payment would be addressed in future budgets. Sechler indicated that the sale of the current administrative building could assist with covering any increases in the first year, but that any significant increases beyond that would most likely be covered with an increase in the per capita rates. A reminder was given by several of the Townships that they are limited to no more than a 2% tax levy increase each year. They also stated that if the cost of the building lease was more than they could afford, that they would have to consider looking for EMS coverage from other ambulance services. No action was taken, other than to direct Sechler and Stieve to continue participating with the Building committee.
3. Sechler presented the Fee Schedule and Revenue Rates that have been revised since the last approval from the Commission. These are the numbers that are used in the Transfer Worksheet, to determine the quotes for inter-facility transfers that are requested by entities such as MTM. After discussion, there was a motion by Turnquist, seconded by Meier to approve the Fee Schedule and Revenue Rates as presented. Voice vote, all ayes. Motion carried.
4. Sechler presented factors related to the transfer of funds from designated reserve accounts to the operations / checking account, in order to cover a decreased cash flow. He reviewed a number of items that have occurred in the past years including: writing off unpaid accounts from LogistiCare and MTM; accepting assignment from Medicare / Medicaid recipients; no increases

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from Medicare since 1/1/2008; slow payments from insurance companies; attempts from insurance companies to negotiate discounted rates and/or pay via credit card style reimbursements (which includes various fees); private pay accounts making monthly payments; along with other factors. Comments were also given by Snow, N. Rago, Vande Hei and others regarding some of the Billing aspects within the department. It was noted that the Billing Coordinator has been deployed since July of last year, and has recently come back to work at Baraboo EMS. During that time period, the Billing staff maintained sending claims out to payers anywhere between 2 – 18 days, with the average being about 14 days. It was determined that additional follow up is needed on claims that have been denied, so that they can be reworked and submitted for payment. As a result, the cash flow has decreased over the past time period, such that funds from the reserve accounts have had to be transferred over to the operational checking account. Discussion occurred regarding the shift schedule of the Billing coordinator. It was also stated that another part-time Certified Ambulance Coder (CAC) has been hired to work 30 hours a week, to be able to specifically follow up on any accounts that need to be reworked and resubmitted. Sechler mentioned that it had been proposed in 2015 to consider obtaining a line of credit at that time, to assist with cash flow, on an as needed basis. He suggested that the service look into the options related to obtaining a line of credit at this point, so that it would assist in covering expenses between now, and when the cash flow would begin to increase. After additional discussion, direction was given for Sechler to prepare a plan of what operational decisions will be made, and implemented, for the Billing department to be able to provide the needed follow up on the insurance claims, and private pay accounts, as well as to assure staff coverage, if the Billing Coordinator would happen to ever be deployed again. Additionally, it was directed to look into options related to obtaining a line of credit. The items related to this topic will be placed on the next Commission agenda for discussion / review / approval.

Commissioner Comments & Future Agenda Items

- Please mark your calendars for the next Commission meetings, which will be the following:
 - July 24, 2019
 - August 28, 2019

Adjournment

- Motion to adjourn by Turnquist, seconded by Petty at 8:50 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service