

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The July 24, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Puttkamer at 7:00 pm.
- Commissioners present: Dave Kitkowski, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, and Phil Wedekind
- Also present were: Attorney Maffei, Mayor Palm, Administrator Geick, Chief Sechler, Deputy Chief Rago, Johnson, Koepp, Larson, N. Rago, Seefeld, Snow, Vande Hei, Willer, Media
- Puttkamer 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 June 26, 2019 minutes was made by Wedekind, seconded by Sloan. 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 – No report.
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 June 16, 2019 – July 13, 2019 in the amount of \$85,232.19.
2. Approve write-offs in the amount of \$286.49.
A motion to approve as presented was made by Petty seconded by Sloan. Voice vote, all ayes. Motion carried.

Old Business

1. Update on the progress of the proposed new Fire/EMS building. Sechler reviewed the timeline for the various steps associated with the proposed new Fire / EMS building. The list of architectural firms was narrowed down to five entities, and they will be interviewed this Friday (July 26th). A final selection of the architectural firm is anticipated to be determined that day, with a recommendation going to the City Council at their next meeting in August. A question was asked about the percentage of space that would be used by Baraboo EMS, as well as the percentage of the cost that Baraboo EMS would be expected to pay towards the new building. Sechler explained that the initial architectural fees would be covered by the City, and that it was

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not yet known how much space would be used by Baraboo EMS. As well, the costs associated with leasing the space within the building were not yet known.

New Business

1. Sechler shared that he had met with the President and Vice-president of St. Clare Hospital this past week. Discussion included the process for scheduling MTM and voluntary psych transfers, with an effort to assure payments for those types of trips. There is a new interim ED Director that Sechler will be meeting with in the next month, to work on the process of their staff calling MTM for pre-authorization on non-emergency transfers. The contract with the Hospital still needs to be reviewed and agreed upon by their administration, but the intent of the contract is that the Hospital would be the payer of last resort, if no other payers were able to pay the claim for a transfer originating with the Hospital. Sloan asked if an agreement could be reached that either a pre-approval was given, or the Hospital would have to pay the difference. The issue is that there are different rules to follow for Medicare/Medicaid and MTM, as compared to other payers, so it is difficult to create a carte blanche agreement that addresses all the differences. Sechler and Kitkowski will be working together on this (with the Hospital) to bring about the best solution possible.
2. At the last Commission meeting, it had been requested that the current Baraboo EMS organizational chart be presented at this Commission meeting, along with a brief synopsis of the staff positions, and job duties. Stieve asked why the current IT / Logistics / Billing Coordinator was not part of the proposed Billing plan--that is going to be discussed as part of the next agenda item--since he is listed as such in the current organizational chart. Sechler responded that the intent is to transition the Billing duties associated with that position back to the Billing department staff between now and the end of the year. Other duties would then be assigned to that position.
3. Sechler presented the plan that has been developed for the Billing Department. Seefeld is back to working 40 hours a week in the Billing office. Seefeld and the other Billing staff are taking care of reworking and resubmitting the rejected / denied claims; sending out secondary and self-pay invoices; and other general follow-up that is needed for a claim to be paid. Sechler then reviewed a number of items in the document that previous Commissions had discussed and made decisions on, to verify what the current Commission would like to adjust or change, related to any of the current Billing practices for accepting payments. The items discussed are as follows:
 - a. Baraboo EMS does not accept offers of immediate payments from insurance companies or private pay individuals that are at a discounted rate. No change to this practice.
 - b. Baraboo EMS does not accept paper-style credit cards for immediate payment. After discussion, there was a Motion by Stieve, seconded by Sloan to approve to accept payments by credit card (with no discounts) with the understanding that the Service would absorb the associated credit card fees. Voice vote, all ayes. Motion carried.

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- c. Baraboo EMS does not currently add on a convenience fee for credit card payments that are received from self-pay patients. No change to this practice, as there could be issues related to Medicare / Medicaid recipients.
 - d. Baraboo EMS does not offer any discounts for immediate payment in full that are received from self-pay individuals. No change to this practice, as the Service does offer a 'no interest' payment plan, in lieu of a discount.
 - e. Baraboo EMS does not utilize a 3rd party entity for billing duties. After discussion, Stieve expressed his displeasure with the plan as presented. He then requested that outside Billing services be contacted to obtain a proposal for services, to determine what the rates would be, to provide Billing services to Baraboo EMS. The proposals could include options for "in an emergency" / back-up Billing services, as well as for performing all Billing services. Sechler was directed to contact various Billing Companies, and compile their proposals, to be presented at a future Commission meeting.
4. Snow presented the material and forms related to a Line of Credit with the Baraboo State Bank. Maffei had two points for the Commission to consider: 1) Any actions from this meeting would be only to set up a Line of Credit as an option for future use. Any withdrawals would require another meeting of the Members to authorize any withdrawals. 2) Maffei noted that this is a demand note, which means that the Bank can exercise an option to require it due immediately at any point. He suggested that it would be preferable to have the 'payable on demand' language removed from the note. A motion was made by Petty, seconded by Wedekind to recommend at the Member's meeting to accept the contractual agreement with the Baraboo State Bank, for a Line of Credit, for a total of \$500,000, with the understanding that no borrowing would occur until another Member's meeting approved any requested transfers. The authorized signers will be the Commission President, Secretary, and/or Treasurer. Voice vote, all ayes. Motion carried.

Commissioner Comments & Future Agenda Items

- The Commission requested that a financial update / billing update be placed as an agenda item for review at next month's Commission meeting.
- Please mark your calendars for the next Commission meetings, which will be the following:
 - August 28, 2019
 - September 25, 2019

Adjournment

- Motion to adjourn by Sloan, seconded by Petty at 8:31 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service