

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The August 21, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kitkowski, Matt Krueger, Robin Meier, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Tim Stone, Terry Turnquist and Phil Wedekind
- Also present were: Attorney Maffei, Administrator Geick, Chief Sechler, Deputy Chief Rago, Koepp, Larson, Seefeld, Snow, Vande Hei, Willer
- Dahlke confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Wedekind, seconded by Sloan. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the July 24, 2019 minutes was made by Stieve, seconded by Sloan, with the following changes: 1) Correct the spelling for Puttkamer and Stieve. 2) Stieve requested that the minutes reflect in paragraph 3.e. his displeasure with the Billing plan as it was presented. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

New Business

1. Update of Billing Department. Vande Hei shared that Seefeld is back to working the same schedule in the Billing office as prior to her being deployed. Bills / claims were always sent out in a timely manner, with an average of 12 – 14 days. Currently, the claims are being sent out between 5 -7 days. Vande Hei said that one of the Billers was able to follow up on some Medicare / Medicaid claims to address a missing modifier, which then resulted in getting revenue from claims that had previously been denied. Additionally, look-backs on patient accounts are being performed each week. Training and cross-training is occurring with the other part-time Billing staff. Seefeld shared that the follow-up from when she was gone in 2018 have been brought up to date. Insurance companies are paying on the various claims, as well as private pay individuals. Seefeld noted that the amount of income / revenue has steadily increased. She also explained that follow-up is a continual / on-going process that has always been pursued until the claim is either paid off or written off. For example, an insurance payment check may be sent directly to the patient, and then the Billers follow up to collect the funds from the patient. Seefeld stated that the numbers and reports from 2018 had been forwarded to the auditor, and she will send them any back-up information as it is requested. The Billing Office has begun accepting paper-style credit cards for immediate full payment. Lastly, Seefeld stated that the Billers are staying current with the 2019 accounts and payments. Petty asked if there was a time limit on submitting claims. Both Vande Hei and Seefeld responded that there are different dates for different companies. Medicare / Medicaid have a time limit of 365 days; Blue Cross /Blue Shield has a time limit of 14 months. Petty asked if any entities have a time limit of 3 months. Seefeld responded that the VA has a 90-day time limit. Both Seefeld and Vande Hei reiterated that even with a 90-day claim submission window for the VA the initial claims were sent out in an average of 12 – 14 days, which met that requirement. Meier asked if there is any revenue

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lost due to timely filing. Seefeld responded there potentially could be lost revenue, however, it would be very low, as there are avenues to pursue in getting reimbursed in the appeals process of a claim. Dahlke stated that even though the claims are being submitted in 5 – 7 days, he would like to see the Billing staff strive for a goal of 3 – 5 business days for getting the claims submitted to the respective payers.

2. Snow gave an update on the Line of Credit application. The Line of Credit with Baraboo State Bank is approved, but is on hold for completion until the 2018 audit is completed. He reached out to Community First Bank, and they are interested in offering a Line of Credit to Baraboo EMS, with similar terms as the Baraboo State Bank. Stieve asked if the last Members meeting had a quorum, in which to approve the Line of Credit. Maffei responded that on reviewing the Bylaws, there were not enough Members present, so another Members meeting should be scheduled to vote on the proposed Line of Credit. A motion was made by Krueger, seconded by Petty, to schedule a Member's meeting immediately following next week's Commission meeting, on Wednesday, August 28, 2019. All ayes, motion passed.
3. Dahlke commented on the Letter of Engagement from Wegner CPAs. Meier stated that is was standard practice for accountants to have this type of agreement with their clients. Maffei indicated he had an issue with the dates being retroactive back to January 1, 2019. He stated that he would like to contact Weger's, and have them change the dates from now to the end of the year. It was directed that this item be brought back to next week's Commission meeting.
4. A request has been made by the City of Baraboo to perform a special audit of A/R, cash, billing, and write-off's, at their expense. After discussion, a motion was made by Stieve, seconded by Sloan to approve the request. All ayes, Motion carried.

Commissioner Comments & Future Agenda Items

- Dahlke asked that the Commissioners please be cognizant about hitting "Reply to All" on emails between the Commissioners, as it could be considered a walking quorum.
- Dahlke apologized for the late notice of the meeting this evening. He won't be able to attend next week's meeting, and wanted to make sure that the Billing items were addressed right away.
- Stieve asked about a meeting that Maffei and Dahlke had and asked if information from that meeting would be distributed to the entire commission. Maffei and Dahlke both acknowledged this was a closed session item and could not be discussed.
- Meier stated that in preparation for the 2020 Budget, that the annual review of the Chief should be added to next week's agenda, in closed session. As well, Meier commented about costs to be considered, associated with an outside Billing agency, compared to current Billing staff.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - August 28, 2019

Adjournment

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

Respectfully Submitted,
Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service