

Minutes

Baraboo District Ambulance Commission

Call to Order & Roll Call

- The September 25, 2019 meeting of the Baraboo District Ambulance Service Commission was called to order by Dahlke at 7:00 pm.
- Commissioners present: Dave Dahlke, Dave Kittkowski, Matt Krueger, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind
- Also present were: Administrator Ed Geick, Attorney Maffei, Chief Sechler, Deputy Chief Rago, Dekeyser, Fiebig, Koepf, Seefeld, Snow, Vande Hei, R. 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 Puttkamer. Voice vote, all ayes. Motion carried.

Approval of Previous Minutes

- A motion to approve the September 16, 2019 minutes was made by Otto, seconded by Petty. Voice vote, all ayes. Motion carried.

Public Invited to Speak

- None

Reports

1. Legal Council Report – Maffei gave an update on the Line of Credit application with Community Bank. They had questions regarding the legal authority of the Commission to borrow money. Maffei has been working to educate them about the make-up of the Commission entity, in order to proceed with the application, and have it finalized
2. Treasurer's Report – Meier reported on the Financials, and stated that the A/R is currently at its highest point. The Billing department continues to follow-up on the various patient accounts, and it should take another 4 to 6 months to determine the results of the claims that have been followed up with. Meier has not heard anything from the auditors at this point in time. After the September bills have been paid for the month, the current checking account for today has about \$40,000 in it. Meier indicated that November will be the test month, as there are 3 payrolls in that month.
3. President's Report – Dahlke stated that he had received a request for the various policies related to Baraboo EMS. He asked the legal council to consolidate the policies, in order to give them to the Commission members. Maffei stated that they had consolidated and printed off the various policies, and he will pass them out at the end of the meeting. They are composed of three packets, including 1) Employee policies and procedures; 2) Commission policies; and additional policies, such as Compliance, etc.
4. Chief's Report – Sechler reported that there had been a change in mindset at the State DHS regarding the ET3 pilot program. There is going to be a Bill introduced very soon to allow for ambulance services to be able to participate in the program. As well, the deadline for the ET3 pilot program application is going to be extended to October 5th. Sechler requested some direction from the Commission, regarding applying for the pilot program. After discussion,

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Sloan stated that it would be worth the effort to apply, if there is time to do so.

Sechler also stated that he had received a request from another ambulance service to trade the two Zoll monitors that Baraboo EMS owns, for a new Bariatric cot that they owned. Sechler indicated that he felt it was a fair trade for both entities. After discussion, direction was given to proceed with making a trade on the equipment. A motion made by Kreger, seconded by Turnquist to approve the trade of the equipment. Voice vote, all ayes. Motion carried.

Consent Agenda

1. Approve check details and online payments for August 18, 2019 – September 14, 2019 in the amount of \$132,707.26. A motion to approve as presented was made by Petty, seconded by Wedekind. Voice vote, all ayes. Motion carried.

New Business

1. 2020 Budget discussions. Sechler reviewed the various line items within the proposed 2020 budget, which included the current and projected call volume; per capita rate options; funding of the reserve accounts, etc., that had been discussed at the prior Commission meeting. Meier requested that the surplus be added to the Operations reserve fund, not the Vehicle replacement fund. Meier asked if there should be a line item(s) added, to budget for any debt service expenses that might occur, if the Line of Credit would happen to be used. After discussion, the Commission directed that the following items be added in the final version of the 2020 Budget:
 1. Add \$75,000 into the Income section for debt service.
 2. Add \$75,000 into the Expenses section for debt service.
 3. Add \$2,000 into the Expenses section for interest payments.
 4. Net/net the remainder of funds for the Reserve account should balance to \$133,150.
 5. The \$133,150 should be moved to the Operations reserve fund, instead of the Vehicle replacement fund.

After all comments were made, it was moved by Meier, seconded by Sloan, to have Sechler forward a copy of the proposed 2020 Budget—along with an official letter to each of the Member municipality clerks that indicates the per capita rates (as had been done in previous years). As well, the proposed 2020 Budget should be forwarded to the next Commission and Annual members meetings, for review / approval. Voice vote, all ayes. Motion carried.

2. Discussion and possible action regarding proposals from Billing companies. Sechler stated that he had contacted a total of seven Billing companies. He asked them for quotes on performing all Billing services, as well as quotes for assisting on specific portions of the Billing, such as follow up on patient accounts. Most of the Companies asked for various pieces of information related to Billing, and after one of the companies received the information, they decided not to send in a quote. Another company got the dates mixed up, and had not sent in the proposal by the day of the Commission meeting. Thus, there are a total of five proposals that Sechler received, and that

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were forwarded to the Commissioners. Meier stated that she is the Commissioner at another ambulance service that uses LifeQuest as a Billing service, and she has not been impressed with them. Sloan expressed concern about what would happen to the current employees, if Baraboo EMS decided to go with an outside billing service. He stated that would rather that the tax money stayed in town with the current billing staff, rather than have it go out of town, with an outside billing agency. Stieve stated that with the information packets provided by the Billing companies, that it would be best for the Commission members to take some time to review each of the proposals that were provided, in order to discuss at a future Commission meeting. No action was taken.

Commissioner Comments & Future Agenda Items

- Meier stated that she plans to present a Cash Reserves policy at the next Commission meeting, for the Commissioners to review. Meier would also like to discuss separating out income and expense numbers for Richland Center.
- Stieve stated that in future years, he would like the initial Budget discussions to be performed at the August meeting.
- Please mark your calendars for the next Commission meeting, which will be the following:
 - October 23, 2019

Adjournment

- Motion to adjourn by Krueger, seconded by Sloan at 8:05 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director
Baraboo District Ambulance Service