

Richland County Joint Ambulance Committee
September 20, 2017
Minutes

Present: Jeanetta Kirkpatrick, Dan Schwinefus, Paul Corcoran, Gordon Brockway, James Lingel, Glen Niemeyer, Steve Chupp, Ryan Keller, Gordon Palmer, Pat Marshall, Bob Holets, Jean Nicks, Darin Gudgeon

Not Present: Fred Clary, Mary Rognholt, Calvin Brown, Marc Couey, Verlin Coy, Scott Banker, Terrance Jindrick

1. Meeting was called to order at 1900.
2. Notification of the meeting had been made and the agenda was posted.
3. Committee attendance was as noted above, with 12 present.
4. A motion was made by Nicks to approve the agenda as posted. Keller made a motion to second it. The agenda was approved.
5. A motion to approve the minutes for the August 16, 2017 meeting was made by Holets and seconded by Lingel. The minutes were approved.
6. There were no public comments at this time.
7. There were no comments from the EMT Delegation at this time.
8. A/B. The Clerk's report was reviewed. It was noted that Cvikota had billed for two months during this recorded month.
C. The Cvikota Call Data Report was reviewed. It was noted that the report reflected what had been coded for the month at this time. It was recognized that not all calls had been coded at the time of the report being generated. Kirkpatrick pointed out that, for the year, there was still an expected \$65,000 left to potentially collect. Again, it was mentioned that Cvikota sends a bill and does not automatically take their cut off the top. On the Payer Class break down, it was noted that commercial insurance is what would be considered the traditional insurance, whereas most others were in some way based off of the Medicare rates. The Call Summary report was reviewed with nothing to note.
9. Approval was sought for a bill from last month for a purchase over \$1,000 as well as for a future purchase expected to be over this limit. The future purchase will be pagers, which when purchased with neighboring services will decrease the charges for each pager, so for the seven pagers expected to be purchased, each would be approximately \$315 rather than \$405. The bill for seven pagers is anticipated to be approximately \$2,205 and would come out of new equipment. Nicks made a motion to approve the purchase of the seven pagers, seconded by Palmer. A voice vote took place with 11 for, 1 (Corcoran) against. A motion was made by Niemeyer to approve payment of the previous bill, seconded by Keller. A voice vote took place with 11 for, 1 (Corcoran) against.
10. It was recognized at previous meetings that certain townships had planned to withdraw from the Service. Kirkpatrick addressed the group and stated that the County will not charge a

municipality to leave the service. However, if lines are to be redrawn for both Fire and EMS in a municipality, she requested that the changes be submitted together to the County as soon as possible. She stated a letter must be received signed by the Town Chair with details of the change laid out. Such letters have previously been received by Buena Vista and Sylvan. A representative from Bloom stated that theirs was in the mail. Marshall is to vote at the next meeting. It was discussed that Wisconsin is a Home Rule state, so the local municipalities have the authority to review and make changes but are not required to have a public hearing for such. Gudgeon stated that if called upon, this Service will still provide back up of any neighboring services just as they had done for this Service when it was needed in the past. Backup Agreements are up to the services involved. There will not be a bill sent to the service, but the patient will be billed as normal.

11. The budget sheets were discussed as provided. Gudgeon explained that the salaries include three full-time, one part-time, and 40% of the Director's wage. The director cannot claim overtime, therefore overtime is only relevant to the three full-time staff. The Crew Pay is for the paid-on-call volunteers, which it was noted it looked like a significant amount but in comparison to the amount of hours covered, it is not. The increase in the salaries for full-time staff is based upon the neighboring wages for such positions to be competitive. It is currently \$11.41/hour. Gudgeon was seeking it to be raised to \$12.67/hour, as it is calculated in the budget presented. This increase is provided through the staff reduction due to Jeanne Rice's retirement. Gudgeon also requested the budget reflect one part-time position in case of a need.

There was a change in the software maintenance, as this was for Lytec for billing. Due to the switch to an external billing company, this is no longer needed and was removed. Other noted changes include an increase for maintenance of the Power Cots, a decrease in postage as the billing company handles a portion now, and Protective Gear due to the fact that it comes out of new equipment typically.

There was an increase in Computer Software, which Gudgeon noted he was recently informed would not be needed until the 2019 budget year to address needed upgrades to Microsoft Office. It was discussed and recommended that this budget should be split between this year and next.

Overall, Gudgeon noted that the total expenditures for the year is a moving target and includes the anticipated write-offs in order for them to balance. The revenue also reflected the known changes as discussed in item 10 on the agenda. Gudgeon also noted that the number of meetings will be decreased per the contracts but he did not adjust the numbers for per diem or mileage. Kirkpatrick confirmed that the County will still cover any losses if such should exist, as the contract states. It was discussed that any monies left at the end of the budget year could be appropriated to items such as a new ambulance or building.

Holets made a motion to change the computer software line to \$650, seconded by Nicks.

Motion carried by unanimous voice-vote. A motion was made to increase the wages as proposed in the budget and recommended the budget be accepted by Finance and Personnel by Keller, seconded by Chupp. Motion was carried by unanimous voice-vote.

12. It was requested that the subcommittee be added to the next agenda. The next meeting was scheduled for December 20th, 2017 at 7pm. The meeting was adjourned at 20:10.