

Richland County Joint Ambulance Committee
February 21, 2018
Minutes

Present: Jeanetta Kirkpatrick, Fred Clary, Jacob Lundgren, Paul Corcoran, James Lingel, Brian McGraw, Verlin Coy, Glen Niemeyer, Steve Chupp, Ryan Keller, Gordon Palmer, Scott Banker, Bob Holets, Terrance Jindrick, Darin Gudgeon

Not Present: Mary Rognholt, Calvin Brown, Gordon Brockway, Pat Marshall, Jean Nicks

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 14 present.
4. A motion was made by McGraw to approve the agenda as posted. Palmer made a motion to second it. The agenda was approved.
5. The minutes for the December 20, 2017 meeting were discussed, with Holets asking if any information had been found regarding the Cvikota payments. Gudgeon stated that it was looked into and found that the County Clerk's office had been paying the wrong amount due to misreading of the invoice. It was corrected in the most recent payment to Cvikota. Following discussion, a motion was made by Holets and seconded by Banker to approve the minutes as presented. The minutes were approved.
6. There were no public comments at this time.
7. From the EMT delegation, Cheryl Dull addressed the committee, stating that an Assistance to Firefighters Grant (AFG) had been available that could potentially have been written for a new ambulance, however, the decision was made not to write for it due to not being sure of what the Service's future would hold.
8. A/B. The Clerk's report was reviewed. The following were noted: December – Gudgeon pointed out that the reason there was such a change in the account balance was due to two insurance premiums coming due. The first was for Workman's Comp, which Clary stated was for July through June annually. The second was for the vehicles, which Clary was not sure when that policy ran through. It was also reiterated that Cvikota receives 7.5% of the total amount of money collected from accounts they originally billed. It was again stated that we were underpaying Cvikota previously, which is why the payment is as documented. Gudgeon stated that the invoices provided by Cvikota will be presented to the committee in the future for clarity. The Clerk's report for January was also reviewed with no discussion. The report provided by Cvikota was also reviewed, with some discussion. It was noted that there is still money that will be coming into calls from 2017, however it would be documented as revenue in the month collected, not the month of the call. This is the report that would be provided to the auditors. Holets wondered how the outcome compared with the budget created for 2017. Gudgeon stated that with the revenue generated and the municipality payments, all expenses were

covered and the ambulance ended the year with a positive balance. The Payer Mix was also reviewed, with it being recognized that Medicare/Medicaid are the main source of write-offs. C. The December Call Summary was reviewed with no discussion. The 2017 Call Summary was reviewed, with discussion centering around the "No Transport" \$75 charge. Clary questioned if we have been successful in receiving payments for these calls. Billing this charge for the "No Transport" calls began on January 1, 2017, with approximately 161 patients getting billed for this in that year. Gudgeon stated that Medicare will not pay it and that no payment can be accepted from the patient; it must be written off. Medicaid will pay \$69, with the remainder being written off. Some other insurances will pay it, and others will not. Gudgeon stated that he would have to check with Cvikota to get anything more than that. There was discussion on how to potentially get more money for these types of calls. Gudgeon will check with CMS and Cvikota to see if there is anything more that can be done to receive these payments from Medicare or their patients. It was noted that not all calls billed to Medicare are entirely write-offs, and the pie chart is not representative of what is getting paid by whom but moreso who is getting billed. The January Call Summary was reviewed with no discussion.

D. Gudgeon presented a brief review of 2017 for the Ambulance Service, stating that there were 973 ambulance calls covered by Richland County Ambulance Service (RCAS). This accounted for 40-45% of all fire and EMS cans in Richland County. The 2017 year was closed out in the black with about \$24,000 in the account. This was due to the higher call volume, Cvikota billing for us which created a change in the amount paid for in-house personnel to bill versus paying 7.5% for them to handle billing, as well as the many paid-on-call volunteer hours provided to cover for only having two full-time AEMTs on payroll for half of the year. The service has approximately 13 licensed individuals and 5 drivers. If the Service had been operating with the four full-time AEMTs for the entirety of the year as Gudgeon has permission to hire, it is possible the year may not have ended with the account balance so positive. Clary asked if the expenses and revenues were done for 2017, which Gudgeon stated that he believed they were based on a conversation with the Clerk's office, however some were still not entered after the audit. Again, any money received from calls in previous months is entered as revenue in the month it is received.

9. The Committee membership was discussed with recognition that only municipalities being covered at least in part by RCAS would have a voting representative on the Joint Ambulance Committee (JAC). At this time, a motion was made by Keller, seconded by Palmer, that Bloom, Buena Vista, and Sylvan be removed from the municipality membership as of January 1, 2018. Corcoran asked if there as a procedure in place for a municipality wishing to join the JAC and be covered by RCAS. Gudgeon stated that a formal request would have to be made to him in writing, and he would bring it forth to the JAC for consideration and action. There was some discussion regarding the redrawing of the lines and potential charges, which it was again stated that the County did not charge any municipality or service for response area line changes. A voice vote was held for the motion stated above and was passed unanimously.
10. The need for a Strategic Planning Subcommittee was discussed. Palmer stated that he felt having the previous Subcommittee was very effective and that he was totally in favor of forming the Subcommittee again. McGraw asked about what issues the Subcommittee discussed

previously. Kirkpatrick stated it was focused primarily around the contract details. She foresaw the new Subcommittee discussing forming a district versus continuing with the County to assist the Committee in moving forward. Other topics would center around the previously laid out list of priorities, such as a new garage, new ambulance, and becoming a paramedic service. Gudgeon stated that it may be beneficial to invite a representative from the Richland Hospital to these meetings as well, perhaps a member of the Hospital Board or the Ambulance's new Medical Director. Palmer discussed the history of the previous Subcommittee and the priorities they'd set forth. Chupp stated that he felt this time that it should not be chaired by the County Board Chair or Committee Chair. Holets stated that he felt it was efficient, cleaner, clearer, and faster. Lundgren asked whether the Subcommittee membership is set by volunteer or assigned roles. Learning that it had been by volunteer, he stated that he felt it should be the same again, with no actions being taken by the Subcommittee but recommendations being brought before the full Committee for discussion and action. Clary also reminded all in attendance that it would have to follow Open Meeting Law and would be open to the public. Niemeyer stated that he felt it should have five (5) members. There was a call for volunteers, with Palmer, McGraw, Keller, and Holets volunteering. A representative from the City of Richland Center will also be on the Subcommittee, however, both representatives on the Committee are up for re-election to be held in April and could not individually commit themselves at this time. A motion was made by Clary to accept the five-person Subcommittee with the members as stated, with a second by Lingel. Motion passed.

11. There was discussion regarding possibly moving funds from the operating account to the new ambulance outlay account, with the recommendation that it be considered once the official year-end account balance is in from the Clerk's office. It should be placed on the next agenda. This is something, Clary stated, that could be done at any point in the year, not just at the year-end. There was discussion regarding the sale of ambulances on the Wisconsin Surplus auction website, which typically has an auction last approximately 14 days. At least two ambulances of decent or better quality have been seen on this site in the past year. Clary stated the solution could be the Outlay account and giving the director authority to bid within certain parameters if he finds an acceptable unit. It was requested that the next agenda include discussion and possible action allowing for the Service Director to bid on an ambulance if researched and approved by the Service Director and Chair of the Subcommittee. It was also requested once again that the next agenda consider transferring more funds into the Outlay account for such a potential purchase.
12. Niemeyer made a motion to go into closed session, with McGraw seconding that motion. A voice vote was conducted and was unanimous to go to closed session. There was discussion regarding the end of Lori Post's probationary period and placing her on regular status. Following discussion, a motion was made by Holets, seconded by Niemeyer, to go into open session.
13. Resuming open session, Holets made a motion for Lori Post to be taken off probationary status and given regular status, seconded by Palmer. A voice vote was unanimous in favor.
14. The next regular meeting is scheduled for May 16th, and a Subcommittee meeting will be scheduled prior to this time. Clary made a motion to adjourn, seconded by McGraw. The meeting was adjourned at 20:40.