

Richland County Joint Ambulance Committee
August 16, 2023
Minutes

Present: Brian McGraw, Kerry Severson, Julie Fleming, Sharon Schmitz, Tom McCarthy, James Lingel, Todd Stittsburg, Jerome Durst, Glen Niemeyer, Don Stanke, Gordon Palmer, Doug Duhr, Terrance Jindrick, and Darin Gudgeon. Via Zoom: Mary Rognholt and Jean Nicks.

Not Present: Tim Willis.

1. Meeting was called to order at 19:45.
2. Notification of the meeting had been made, and the agenda was posted.
3. Committee attendance was as noted above, with 15 members present.
4. A motion was made by Severson to approve the agenda as posted. Fleming seconded it. Motion Carried; the agenda was approved.
5. A motion was made by Stanke and seconded by Palmer to approve the previous meeting's minutes as presented. Motion carried; the minutes were approved.
6. There were no comments from the public.
7. There were no comments from the EMT delegation.
8. A. Gudgeon reviewed financial reports for July 2023. The month started with a balance of \$245,892.42. There were \$45,476.42 in revenue and \$42,295.33 in expenditures, leaving an end balance of \$249,073.37.
B. It was noted Cvikota had not billed any reports in July, which had 109 calls per ELITE. 37 June calls had been billed showing a total for 478 for the year. These billed runs led to a total of \$369,864.50 billed out with \$168,198.10 in payments received and \$128,144.95 in allowances/write-offs.
C. The Call Summary Report showed between May 1 and July 31, there were 320 calls, of which 4.69% transported a patient emergent to the hospital.
D. For an operational update, Gudgeon informed the committee the electrical project had been completed; the only part of the building project remaining is the work on the air exchange unit. It was supposed to be completed the day of this meeting, however the group did not show. Gudgeon also informed the Committee that the ambulance discussed in the previous meeting had sold for more than \$53,000. He had spoken with County Administrator Pesch, who advised the Committee to handle any other potential purchase of an ambulance in the same manner as has recently been done rather than making a blanket approval for one, should it become available.
9. Gudgeon stated there continued to be a lag in billing services provided by Cvikota. It also had come to his attention the Treasurer's Office had not been receiving adequate communication regarding monies received, leading to more than \$9,000 in checks waiting to be put into the account. It appears nothing has been billed out since mid-July, which has left nearly 2 months' calls unbilled. Quotes were requested from various other services with two being received: EMS|MC and 24/7 Medical Billing Services. In reviewing the proposals, it was noted EMS|MC appeared to have a usable interface what would more easily answer the questions posed by the Committee. They would charge 7.5%, which is the same rate as Cvikota, however it is based off the Net not Gross income as Cvikota's is. 24/7 had 6% listed as their fee, however, they also included add-ons which were unclear what the actual cost would be. Gudgeon stated neither has been reviewed by Corp Counsel; any contract would need to be reviewed and approved by Corp Counsel

as well as the County Board. Cvikota's contract states they must receive 90 days notice prior to the end of the contract year. Gudgeon stated he expected to let Cvikota finish this year per contract and begin the transition to the newly approved service in December to be ready for January. There were questions regarding who would be responsible for managing the reports billed out by Cvikota. It was asked if returning to internal billing had been considered. Gudgeon stated at the cost of 7.5% for external billing, one staff member would cost more; this would also increase liability and potentially create numerous other problems. Schmitz made a motion to approve terminating the billing services contract with Cvikota Medical Billing Services, following the termination of contract as spelled out in the contract, and enter into a contract with EMS|MC, pending Corp Counsel and County Board approval. Motion seconded by Fleming. This item would be placed on the September County Board agenda, following Corp Counsel's approval of the language. Motion carried.

10. Gudgeon presented an invoice for payment from John Heinen for his work on the Business Plan. Gudgeon stated Heinen had volunteered to assist, however the work had transitioned beyond what Gudgeon felt should be considered volunteer, including the creation of planning models and figures that will be utilized for years to come. Gudgeon stated the Committee had approved \$6,000 to pay for an inter-facility transfer study, which had ultimately not been conducted due to lack of available information. The Committee had also approved a quote for \$25,000 for a county-wide study on EMS, which would have included similar work with a larger data set. For the work Heinen did, he charged \$105 per hour, for 43 hours, but Gudgeon stated Heinen had worked many more hours on this project. Heinen is a consultant for the County, typically working on projects such as planning as required by law for the extremely hazardous substances located within the County. During the planning for the Business Plan, Heinen had been working on the County's Hazard Mitigation Plan; Gudgeon had discussed the necessary components for the Business Plan and how to utilize the most appropriate data. Heinen assisted in planning, researching, and validating much of the information in the document. He did not expect to be paid for his work but simply was lending a hand, however Gudgeon recognized the work done was professional services not typically volunteered. Gudgeon had requested the invoice from Heinen. It was recognized the quality of the Business Plan was of a professional caliber, and the rate for contracting the project out would have cost far more than Gudgeon's salary for the time and the invoiced amount. Schmitz stated she would like to also include an additional amount to show the Committee's gratitude, however Gudgeon stated such addition would not be approved by the Audit Committee. Schmitz made a motion to pay the sum of \$4,515 to JT Heinen Global Consulting, seconded by Niemeyer. Motion carried.
11. The Goals and Priorities as established by the Committee in 2021 were presented to the Committee. McGraw recognized many had been accomplished or being implemented and requested the Committee consider assigning it to the Strategic Planning Subcommittee for review and revision, to be consistent the Business Plan. The members of the subcommittee were named as a reminder for all, and it was recognized the Subcommittee has no authority to take action; it is simply a planning subcommittee to prepare and review items as directed by the Committee. Niemeyer made a motion to assign the Subcommittee the task of updating the Goals and Priorities for review at the next Committee meeting, seconded by Severson. Motion carried.
12. There was no ambulance to discuss at this time.
13. Stanke made a motion to adjourn the meeting; motion seconded by Fleming. The motion carried; the meeting was adjourned at 20:37.