

LINCOLN COUNTY COMMISSIONERS MINUTES

Ambulance District

February 12, 2018

Present: Cresley McConnell, Chairman, Rebecca Wood, Commissioner, Roy Hubert, Commissioner. Minutes were recorded for later typing.

9:30am Chairman McConnell called the meeting to order and led everyone present in the Pledge of Allegiance.

Minutes & Claims

Discussion on EMS employees needing to have ID badges. All should have one now.

Claims

Review of the claims to be paid.

Two checks were issued to the County for money deposited into the DL Evans bank.

Operation update.

Marc Essary presented a job description for a Deputy of Operations. Discussion on the need. He proposes that this position oversee the supplies and purchases and inventory and also be the 2nd in command when he is unavailable. There are 4 people who have expressed interest, but they have not yet seen the job description.

Expects this position to take 10 hours per week, during the time they are on duty and propose \$50 a week over the regular hourly rate, or \$2,600 per year.

Discussion on the division of duties with the Director.

Discussion on the starting wage of \$10.10 for regular EMS and how the stipend applies.

Discussion on tracking hours spent doing operations work.

Marc has contacted Systems Design West and setup an electronic connection to pull the charts from the EMS systems. To make this seamless, Marc will be reviewing the charts and training on how things need to be entered. There will be no more printing of charts and faxing to Systems Design West. They have run a test and all went well. They plan to go live on March 1. Everything will be scanned into patient charts. This will also change the way charts are identified to streamline process.

Anything that goes to Systems Design West will be online and available. Discussion on the information available from Systems Design West. Discussion on the reports the Commissioners would like to see.

Discussion on a claim from 2015 that didn't get billed to the insurance company for 13 months and was denied. They are now getting collection calls on the claim and he would like to write off the claim. Discussion on setting some criteria of old bills that just need to be written off.

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They had 33 people at the landing class last week, even some from adjoining counties.

State inspection will be Monday 26th or Wednesday 28th. He is not concerned about the inspection, all seems in order.

The twelve lead monitors were returned, but not sure if he wants to continue on this route. Seems to be old and unsure if they are still good, may look for other options.

Discussion on the need for Advanced techs on all calls. Discussion on a call in Richfield and the affective level of the EMT's there. Advanced techs will no longer be called out unless they are requested.

Discussion on the need for an update of a policy manual and some specific items that are out dated.

Will be doing a thorough inspection of the 2nd out ambulance and the procedure for restocking. Need to have a process for rotating stock.

Commissioner Hubert requested that Marc look into the possibility of a grant for a new ambulance.

Commissioner Wood gave Marc the contact information for the Dietrich QRU and requested a visit with them regarding training and cooperation.

Bank account statements were discussed. Discussion on the amount of money to be held in there bank, will wait for Clerk Farnworth to return for that discussion.

Cable one keeps calling about going over data and they have gone over for the last 3 months. Will ask Clerk Farnworth check.

Marc commented that there are two really old checks that have not cleared. Need to discuss with Clerk Farnworth.

Discussion on a claim to Larrin Sant for a windshield and why it isn't covered by insurance. Will need to discuss with Baker Insurance.

Commissioner Hubert made a motion to accept the minutes of the Lincoln County Ambulance for January 16, 2018 as presented. Commissioner Wood seconded. Vote unanimous in favor, motion carries.

Commissioner Wood made a motion to pay the Lincoln County Ambulance claims for February 2018 for \$11,730.58. Commissioner Hubert seconded. Discussion, need to check on the windshield to see if it is covered under insurance. Vote unanimous in favor, motion carries.

10:40am Chairman McConnell adjourned the meeting.

3:30pm Chairman McConnell re-convened the Ambulance District

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One write off requested, service was dated May 2015 and submitted to insurance in July of 2016 and they denied the claim. The claim was not submitted within the time frame of the contract and therefore was not covered.

Discussion on a box of old claims that were sent to collections that should have been given to our indigent director, Mary Davidson.

Review all possible write offs and put together a list suggesting what should be written off as bad debt.

Mary suggested that with all the old claims, it would be worth the effort to try to resubmit to the insurance company.

Commissioner Wood made a motion to write off the \$650 for a claim from 2015 for the Lincoln County Ambulance District. Commissioner Hubert seconded. Discussion, the insurance company would not pay because it was submitted after the contracted time. Vote unanimous in favor, motion carries.

Marc presented the current bank statement and a few month's prior. The current statement balance is approximately \$73k, less the approximately \$20k in checks issued to the County today. Marc called Larrin to discuss the balance and see if there was some reason that amount was kept in the account, he said no.

Discussion on balancing with the auditor and being on the same page.

Discussion on wages and going forward and budgeting.

Discussion on staffing full time verses part time.

Discussion on a vehicle with lights on it for his use for call outs. He may not need to be on a transport and would like a vehicle with a light bar so he looks official.

Discussion on possible paramedic status, since Marc is a licensed paramedic.

4:10pm Chairman McConnell adjourned the meeting.

Respectfully,

Brenda Farnworth, Clerk

Cresley McConnell, Chairman

Attest:

Brenda Farnworth, Clerk