

Eastern Pennington County Ambulance Board of Directors  
Minutes  
March 21, 2023  
Wall Fire Hall

1. Call meeting to order – L. Stone called meeting to order at 6:00 PM
2. Roll Call –

Angel Sieler, Mike Anderson, Linda Eisenbraun, Melanie Shull, Zack Hoffman, Liliya Stone – present for a quorum

Others – Lynn Riggins, Cindy Weaver, Cassidy Cowen, Mayor Mary Williams, Wayne Shull, Catlyn Cordell

3. Attendance on Zoom – None

4. Approve Agenda

Motion by M. Shull to approve Agenda, L. Eisenbraun seconded, no further discussion, motion carries

5. Approve Minutes

Angel request to amend minutes from 2/27/23. Item 7; state that compliance with the city's request is under discussion with the board. Item 9; clarify lose funding to lose 10% of runs if we do not participate. Item 15; change Lilly indicated to the board to Angel and Lilly notified the board of opening the bank account for donation purpose only.

- Approve as amended minutes from 2/27/23 motion made by L. Eisenbraun, A. Sieler seconded, no further discussion, motion carries

Angel requested to amend minutes from 3/8/2023 Add to item 6: Angel wanted to know if board members received copy of tentative budget

- Approve minutes as amended from 3/8/23 motion made by A. Sieler, M. Shull seconded, no further discussion, motion carries
- Approve minutes from 3/13/23 motion made by A. Sieler, L. Eisenbraun seconded, no further discussion, motion carries
- Approve minutes from 3/14/23 motion made by M. Shull, Z. Hoffman seconded, no further discussion, motion carries

6. Treasure/Secretary report

- Approve Bills

Angel indicated new vendor for computer repairs HCS LLC.

M. Shull asked if workman's comp was taken out annually or quarterly. Angel thought quarterly but unsure

Liliya asked if we can get a list of everyone that donates, Angel stated we would keep those records with a 501c3. Liliya would like to send thank you's out to the donators.

Motion to approve bills made by M. Shull, L. Eisenbraun seconded, no further discussion, motion carries

- Account Signature cards

Liliya made recommendation to add new officers and update to current titles at First Interstate Bank

Motion made by M. Shull to add Liliya Stone, President, Melanie Shull, Vice-president, Angel Sieler, Treasurer and Zack Hoffman, Secretary to all bank accounts with First Interstate bank, A. Sieler seconded, no further discussion, motion carries

- Account oversight

Motion made by Z. Hoffman to add Melanie Shull and Liliya Stone to online banking at First Interstate Bank, A. Sieler seconded, no further discussion, motion carries

Motion made by A. Sieler to add Vice President to Quick Books online account , L. Eisenbraun seconded, no further discussion, motion carries

- Audit

Angel feels we should conduct internal audit before we have a 3<sup>rd</sup> party Auditor, indicated community members willing to help. Melanie stated other organizations do internal audits and it's a good check and balance

- 501c3

Angel provided an answered questionnaire on forming a 501c3. She will get copies to board members

- Census

Motion made by L. Eisenbraun to not to participate in Census, A. Sieler seconded, no further discussion, motion carries

- Tax Levy received

#### 7. Director's report

- Wellmark pays out \$720 for ALS we are billing out \$706. Wellmark pays \$607 for BLS we are billing out \$595. If board wants to make the changes Lynn would need a request from board
- \$15,000 Assessment check from County is in bank account
- Insurance Check is deposited in bank account for accident in December, waiting to hear back from Kenny's Body shop
- April schedule is done, Lynn stated shifts would not be covered unless there is overtime
- Noticed there is a user in the ImageTrend System that she did not know had clearance, feels it may be a HIPPA violation
- Runs from February 21<sup>st</sup> to March 20<sup>th</sup> – 13 runs. 6 transport, 2 patient refusals, 3 canceled, 1 landing zone, and not one evaluation with no transport needed
- State radio upgrade in April, when going West will have to change channels
- Melanie asked if canceled and patient refusals are included in runs totals, Lynn stated they are
- Cassidy Cowen stated the iPad's are able to log on to Image Trend and can complete documents and have it so cardiac monitors can transmit 12 lead, 4 lead, and vital signs. Able to timestamp and not have to write down. Can send patient information to hospital that patient is being transmitted to. Cassidy will be looking for the passwords for the Life pack to be able to transmit information to hospitals. Cassidy will be in contact with Melanie Shull
- Lynn is unable to access Image Trend from home; she would like to add Cassidy to Image Trend for access when Lynn is unavailable

- Melanie inquired that if IHS reimbursed anything it would have to be filed within 48 hours. Cassidy stated that providers have 24 hours to submit patient care report to IHS billing then billing had the other 24 hours.
- Cassidy questioned about if providers should remind IHS patients to file with IHS, Mike and Melanie felt it would be a good practice
- Cassidy stated she had a secured computer and that she would be able to help assist Lynn in the QA and QI on Image Trend. Cassidy has experience, uses it in Hot Springs
- Lynn asked how Liliya got access as Administrator on Image Trend for HIPPA reason, Liliya stated the State added her to the system, Liliya did not ask for access. Lynn's concern is patient information can be modified. Lynn asked if Liliya would object if she took her off Image Trend. Liliya stated if Lynn can run all the reports and provide all the information needed then sure. Melanie said it shouldn't be a problem for Lynn to run the reports if Liliya was removed from Image Trend. Lynn stated the report is messed up now that she can't run her own report because it is gone. Liliya stated it was not her, she has access to it and looks at it once and a while. Cassidy stated that anyone that logs into Image Trend that it is time stamped and must be very cautious on what is accessed on Image Trend. Angel had indicated previous board wanted a member to have access to Image Trend. Lynn said she would be fine with Angel having full access with her knowledge. Angel didn't want to take any additional duties as she already has enough as Treasurer. Melanie asked if Liliya would be comfortable to have her access changed to report only. Liliya agreed.
- Liliya asked if anyone would be opposed to allow Cassidy access for QA / QI Motion made by A. Sieler to change Cassidy's permissions in Image Trend from a provider to an Administrator for the purpose of QA and QI reports, L. Eisenbraun seconded, no further discussion, motion carries

8. President's report – none

9. Old Business

- Approve agreement with Health Care Visions  
Motion to approve agreement with Health Care Visions by Z. Hoffman, M. Shull seconded, no further discussion, motion carries  
Liliya stated that Health Care Visions need 50% of Assessment paid. Lynn said she can get a check tonight  
Assessment will need all contracts with Ambulance (townships, dispatch, Rapid Fire, Badlands National Park, Etc.)  
Motion to pay 50% of Health Care Visions contract by A. Sieler, M. Shull seconded, no further discussion, motion carries
- City Report  
Mayor Williams wants to clarify that the City would like to be kept in the loop with the Ambulance. Mayor stated that the County Fire Administration is the Ambulance's point of contact with Pennington County commissioners.  
Commissioners are requesting a monthly digital report, that demonstrates goals

and objectives, full financial report to include revenue expenses, workforce standing with solutions, progress reports with solutions, long-term plan with financial numbers starting at 3 years hoping to go to 10 years, and an overall budget plan and projections. They have offered technical assistance through County Office if needed. Mayor would like her, and Carolynn Anderson be CC'd on monthly reports. Mayor would recommend a board member to give a monthly report at City Council meetings. Mayor urges to fulfill County's request of a Leadership oversight group with stakeholders.

- County request  
Finance report, scheduling, workforce, revenue and expenses for month, and year to date. Liliya felt we could provide a full report in a month

#### 10. New business

- Establish Committees  
Melanie suggest we make three committees, a fundraising/PR Committee, Finance Committee, Personnel Committee  
Mike feels having committees is a good thing to have to bring back to the board.  
Linda would like to be added to Personnel Committee  
Motion to establish committees as presented Finance Committee with Liliya Stone, Melanie Shull, Angel Sieler, and Lynn Riggins. Personnel Committee with Liliya Stone, Melanie Shull, Mike Anderson, and Linda Eisenbraun.  
Fundraising/PR Committee with Liliya Stone, Zack Hoffman, Linda Eisenbraun, and Lynn Riggins. Motion made by L. Eisenbraun, Z. Hoffman seconded, no further discussion, motion carries
- Directors' job description  
Melanie stated that Lynn has voiced she has never had a job duties, now the board has compiled a job description for Lynns review. Lynn will review and bring it back to Personnel Committee.  
Motion to approve Directors' job description as presented, Motion made by L. Eisenbraun, M. Shull seconded, no further discussion, motion carries

#### 11. Public Comment – none

12. Next Meeting will be April 18, 2023, 6 pm at the Community Center

13. Motioned by Z. Hoffman, second by M. Shull to move into Executive Session for the purpose of discussing legal/personnel issues according to SDCL 1-25-2 at 7:34 pm.  
Motion carried

L. Stone called the meeting out of Executive Session out at 8:58 PM

With no other business to discuss L. Stone declared the meeting adjourned at 8:58 pm