

Eastern Pennington County Ambulance Board of Directors  
Minutes  
January 16, 2023 6:00 PM  
Fire Hall

1. L. Stone called the meeting to order at 6:11 PM
2. Present – Angel Seiler, Zack Hoffman, Linda Eisenbraun, Liliya Stone, and Melanie Shull. Mike Anderson was absent.  
Other – Matt Thompson
3. No Attendance on Zoom
4. Motion by M. Shull, to approve the Minutes, second by Z. Hoffman. Motion carried
5. Treasurer/Secretary report – Motion by Z. Hoffman to approve bills, second by L. Eisenbraun. Motion carried  
Melanie informed the board that Ketel Thorstenson is increasing their payroll services. Melanie will reach out to other payroll services to see how much they charge. Melanie would like to make subaccounts underneath contributions and donations for the Ambulance revenue report. Melanie and Angel also worked out a system to keep better track of services and insurance payments. Going back to 2018 there has been over fifteen thousand dollars of miscategorized money, Melanie is working with Ketel Thorstenson to get those zeroed and should not have these problems in the future. Melanie is getting the 2024 budget ready. Melanie will do monthly comparisons to previous years to help adjust the budget.
6. Consulting Report – 11 calls if service for the month of December. 9 patients were transported to the hospital, 2 were no medical needed or refusals, and 1 was a fire standby. Matt has reviewed the run reports to ensure completeness and send them to billing. Matt is working with Colton to update the Controlled Substance documentation. Matt is continuing working on drafting articles of incorporation. Matt is also working with Pennington County Radio Techs to finish up the station alerting. There are grants opening that the Wall Ambulance needs to apply for.
7. President/VP report – Liliya provided an updated roster. There will be CPR training for the Ambulance drivers. The Annual Meeting will be March 12<sup>th</sup> at 6:00 PM. There will be amended By-laws at the next meeting for the board to vote on. Zack will reach out to the townships that donated this year. The board will follow up with a letter to all townships. Discussion was held on updating the by-laws. Liliya provided a job description for EMT and drivers. Motion by A. Seiler to adopt the job description for EMT and drivers, second by L. Eisenbraun. Motion carried
8. New Business – Matt is working with Pennington Fire to lower the fee for Ambulance services for dispatching. The Board will apply for grants to acquire funds to go towards a LUKAS machine, Linda will also send letters asking for donations. The Board will purchase T-shirts for fundraising in the future. Jazlyn Millhouse would like to be the head of a luggage/bag and needed items drive to donate to CASA in Rapid City for foster children. There was concurrence from the Board
9. Old Business – Zack will get with Michael to get the studded tires on W2.
10. Public comments – none

11. Next Meeting will be February 20, 2024 at 6 PM at Wall Community Center
12. Discuss legal/personnel issues according to SDCL 1-25-2 - none
13. Other – none
14. Meeting adjourned at 8:28 PM