

Wall Ambulance Special Meeting Minutes  
May 2, 2022  
Wall Ambulance Barn

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President Dean Hinzman called the meeting to order at 6:05pm. Also in attendance were Board members Kaylynn Grimmert, Jonny Winn-Holsether, Angel Sieler, Shelly McGriff and Director Lynn Riggins.

Motion, by Kaylynn with a second by Angel, carried to approve the minutes of the April 19, 2022 meeting.

Bills, serious funding needs and billing that has been delinquent for a long period of time were the next topic. The District has 67 unpaid bills and 150 bills considered uncollectable. Taking pictures of driver's licenses and/or enrollment cards at the scene was addressed as a way to help avoid this problem in the future.

EMS Week is May 15-21 and will be celebrated by the EMS Service with various activities, including a Mobile Medic at various places, events at the school and daycares, a bike rodeo and a Chili Cook Off.

Lynn has two keys to the Ambulance post office box.

Following a discussion, a motion, by Jonny with a second by Kaylynn, carried to present previous Board members Jim Kitterman and Carrie Schell with Certificates of Appreciation and ~~\$25~~<sup>\$50</sup> in Wall Bucks; Motion, by Jonny with a second by Shelly, carried to give 14 EMS employees each \$20 in Wall Bucks as a Thank You for their dedicated service to the District; ambulance drivers' rates will be \$25/\$45 per run. All awards will be presented at the EMS Chili Cook-Off on May 19, 2022.

Dean will attend the May 5 City Council meeting to officially inform them of the Board's decision to research and read the lease and address it in January of 2023; he will also bring up the serious need for a new ambulance. The Board will review the lease at the November 2022 meeting; the city needs a lease agreement in January of each year.

Dr. Long, Ambulance Medical Director, will attend the May 17 meeting.

Dean, Kaylynn and Angel are authorized signatures at the bank; the credit card has been changed to Lynn's name and all other names have been removed. Following a motion by Angel with a second by Dean, Dean and Angel should have signature stamps for Ketel Thorstenson. A report is due to the County Auditors Office in July.



Jonny will send thank you cards to those who donated memorial funds in memory of Steve Drees; write thank you notes for the EMTs and the wording for the Certificates of Appreciation for Jim and Carrie; will contact Kelsey Clark at the chamber office to obtain available dates for the Board to watch the HIPPA video and will contact the Pennington County Current about an article on the EMS Week activities.

Angel presented the Board with research on the 501c3 possibilities and all it would entail. Also discussed was a 509a1, costs from the IRS and what that would do to our tax situation, as well as what detailed information and costs from the accountant would be. She also updated QuickBooks and is working on the existing payroll discrepancy.

Phone problems, the possibility of choosing a different server and looking into the possibility of switching from QuickBooks in the future came before the Board. Also discussed were the Employee Handbook and By-Laws; each Board member should have a copy of each.

Director Lynn Riggins told the Board she was very short on EMTs and hoped to recruit new ones and listed events for EMS Week, including the First Annual Chili Cook Off. She said the District may be reimbursed for the LifePaks.

With no further comments or any need for executive session, Dean adjourned the meeting at 8:39pm.

The next Regular Meeting will be Tuesday, May 17, 2022, at the Fire Hall at 6:00pm.