

Eastern Pennington County Ambulance Board of Directors
Minutes
May 16, 2023 6:00 PM
WREA Conference Room

1. L. Stone called the meeting to order at 6:02pm
2. Roll Call – Present Angel Sieler, Linda Eisenbraun, Melanie Shull, Mike Anderson and Liliya Stone there is a quorum. Member Zack Hoffman was absent.
Others: Lynn Riggins, Mary Williams, Dawn Hilgenkamp,Carolynn Anderson
Attendance on Zoom - Michelle & Travis with PCC Billing
3. Approve Agenda – Motion by L. Eisenbraun, second by M Shull to approve the agenda.
Motion carried.
4. Motion by M Shull, second by A. Sieler to approve the April 18, 2023 minutes, discussion was held with Lynn Riggins questioning the minutes stating the director responsible for providing financial reports. Consensus the concern was not mentioned because it didn't pertain. Approval of minutes carried with no changes made.
5. L. Stone asked everyone to introduce themselves to Michelle & Travis on Zoom. Michelle explained she is not the person in charge of our account but is fully aware of all accounts and has done several trainings over the years as board members and directors have changed. Michelle gave an explanation on the reports she provided to the board and explained the information the reports provide. Michelle commented the fee schedules and fees for supplies should be reviewed annually at a minimum as expenses can change often. Contracts are needed with certain providers to be able to bill with them. Some providers do not allow billing for supplies such as Medicare, they bill a flat fee. Documentation is important in the narrative of the report to capture all the expenses possible. Michelle explained on private pay there needs to be a payment plan set up sometimes and ideally the payments are completed within 12 months. If they are unable to reach the patient after 5 months the bill is sent to collections. Authorization to bill insurance document is important to have completed at the time of the service so billing can start right away. Michelle expressed the importance of documenting personal information such as DOB, address or SS# for the treat with no transport calls because they cannot be submitted to insurance and this can get the payments made sooner. Michelle shared they will wait to hear back from the board on the fee schedule and supply fees before making changes.
6. Mary Williams was up on the agenda – she wanted to follow up on the concerns from the practice rodeo and an email that was received wondering about the fire lane at the Rodeo grounds. Mary then asked Dawn to share her comments with an ambulance issue at the rodeo. Dawn explained the ambulance parked between the office building and the sandbox near the west bleachers. The vehicle was left running and the fumes were going into the office building. Dawn explained she chose a job she would not need to interact with the ambulance because of prior issues, but the secretaries in the office asked her to ask the ambulance to shut their vehicle off because of the fumes. When she did, they replied they wanted to leave the vehicle run in case they needed to go on a run. Dawn then asked for them to move to another location and noticed they went to

the south east corner of the arena. She also noticed a second ambulance was parked over there and it was commented the second ambulance was there because they were bored and wanted something to do. Mary commented they did try to park on the south west area of the arena and realized there was not room and had to back out, which made her very nervous because children playing in the area of the sandbox. Dawn stated the Rodeo Grounds is at fault for not having proper signage giving the ambulance direction on where to park. They have purchase signage to remedy that issue going forward. Lynn asked to comment on the issue at last years Celebration rodeo and how they were asked to move the ambulance over 7 times. She commented the southeast corner of the arena is hard to see what is going on in the arena and feels this is dangerous. Dawn commented she received concern from Brenda Wilson that when the EMT's were called into the arena by the announcer there was a slow response because they were not paying attention to what was going on. L. Eisenbraun asked where the Rodeo Club would like to have the ambulance park in the future. The response was the southeast corner of the arena and signage will be placed there. L. Stone commented we are a small town and we need to work together. Lynn commented she won't be there, so it isn't a concern of hers. Motion by L. Eisenbraun, second by M Shull for the ambulance to park where the designated signage is at the rodeo grounds. Motion carried.

7. Director report – L Riggins commented on the reference to PCC commenting on down in calls by saying most of those were from repeat patients that have passed and that will bring the numbers down. Scheel's is giving away yeti cups on Sunday for the start of EMS week. They plan to be at the school on the 23rd to give the K-5 students a tour of the ambulance and DQ will be giving free cone tickets. She shared the schedule for April and May and gave the report on calls.
8. Treasurer/Secretary report – M Shull explained in reviewing the finance reports, there was a difference of \$11,000 in something that had occurred in prior years. It will show as an expense to get it off the books. She will be looking at some other things to get the books cleaned up. The revenue from assessments will be coming in and will help to offset that \$11,000 expense. Motion by L Eisenbraun, second by M Shull to approve the May 16th bills. Motion carried.
9. Finance committee update: An option to accept digital payments was reviewed. The fee will be covered by the payer. Motion by A Sieler, second by L Eisenbraun to start accepting digital payments. Motion carried.
10. Insurance rates -it was a consensus to start looking closer at the supply expenses to determine the need for increasing. Motion by A Sieler, second by M. Shull to increase the rate for fee schedules and to start an assessment on the supplies expenses for increasing rates at the end of the year. Motion carried.
11. President/Vice President update: M Shull attended a Fire Department meeting and feels we need to build a relationship since they will be volunteering as drivers. There has been some training with the volunteer drivers for going to the hospital and unloading patients and are working on the schedule for drivers. L Riggins commented she didn't feel it would work to dispatch the FD without knowing who would cover as a driver that shift. M Shull responded we need to try to see what adjustments need to be made.

Two Life packs can be surplus after receiving new ones. Motion by L Eisenbraun, second by L Stone to declare the 2 Life Packs surplus. Motion carried. M Shull gave an update on 'One Pay' that Ketel Thorstenson will be using for payroll. Historical information will still be there, and they will go thru the first payroll to see it's working properly. This will save money that Ketel was charging for payroll of roughly \$45 monthly; there will just be the annual cost with Ketel.

12. Old business – none
13. New business – none
14. Next meeting will be changed from June 20th to June 21, 2023 at 6:30PM in the Wall Community Center meeting room.
15. Motion by M Shull, second by A Sieler to move into Executive Session for the purpose of discussing legal/personnel issues according to SDCL 1-25-2 at 8:27PM. Motion carried.
16. L Stone declared the meeting out of executive session at 9:14PM
17. Pursuant to the Board's on-going effort to restructure and preserve the Wall Ambulance Service, motion by L. Eisenbraun, second by M. Shull to terminate the former position of Wall Ambulance Service Director, as previously and problematically existing, effective May 26, 2023. Motion carried.
18. Pursuant to the Board's on-going effort to restructure and preserve the Wall Ambulance Service, motion by L. Eisenbraun, second by M Shull to develop, advertise for, and hire a new Director position, responsible for administration and management of the Wall Ambulance Service; and not in combination with the position of EMT under the Wall Ambulance Service. Motion carried.
19. Meeting adjourned at 9:16PM