

New Richmond Area Ambulance Service
Board of Directors Meeting
Tuesday, September 9, 2014
6:30pm – Ambulance Garage

Call to Order: Chairperson Steve Lewis called the meeting to order at 6:30pm

Roll Call: Board members present were: Steve Lewis, John VanDyke, Jim Jackson, Jane Hansen, Craig Kittel, Randy Olson, Chris Boardman, Brad Johnson, Jim Peirson, Randy Zemke, Mike Kamm, Jerry Croes. Others present were Matt Melby, Steve Massey

Approval of Agenda: Motion to approve the agenda by Johnson and seconded by Boardman. Motion carried.

Approval of Minutes from May 13, 2014: Motion to approve the minutes with adjustments made by Olson and seconded by Zemke. Motion carried.

Charging for Fire Assists and Patient Refusals/ Lift Assists

Revisions to the draft policy were reviewed. Fire Assists will be billed at \$75 per hour for the first vehicle, \$50 per hour for each subsequent vehicle. Patient Refusal/ Lift Assists will be billed at \$100 to the responsible party. Motion by Croes, second by Boardman; motion passed to approve the policy as presented.

Financial Report – Steve Massey

- a. Year to Date financial statements: Accounts receivable and expenses to date were reviewed. A goal of 75 days cash on hand was established as a financial goal. The 2014 budgeted collection factor is 52% and actual, year to date is 42.2%.
- b. Cost/Benefit analysis of BCBS contract: The cost benefit analysis has not been done yet. Financial implications of continuing vs ending the contract were discussed. It appeared the contract with BCBS was not financially beneficial and a motion to discontinue the contract was made by Zemke, seconded by Boardman and passed.

Billing Rate Increase This was approved at the May 13, 2014 meeting and was reviewed.

Budget 2015: Steve Massey presented a draft budget which included a 12.5% increase in patient revenue and a net 0.8% increase in non-operating revenue, 7.2% increase in expenses and a projected 4.7% loss from operations which includes depreciation expense and is prior to the municipal assessment revenue.

Matt Melby presented a draft budget which included detail further detail of the expenses and revenue line items. \$30,000 per year for 7 years for a new ambulance is included in the budget. Hansen mentioned as Treasurer, she would like the budget information in advance of the meeting so that she and all board members have a chance to review the information. A motion to adopt Matt Melby's budget as presented was made by Johnson and seconded by Kittel. All except Hansen voted in favor, motion passed.

Assessments for 2015: Assessments for 2015 were presented by Melby. Current assessments are based on population and usage. Melby stated that he has not seen other communities use population AND usage for the assessment calculation. Other communities calculate on population only. Hansen commented that it would be more fair to calculate on population only, as the City of New Richmond has many non-profit elderly units that do not pay property taxes. She would like board consideration of this topic at a future meeting. Assessment total is \$165,300 for all municipalities. Last year's assessment was \$135,300 total.

Operational Report

Melby presented the operations report and discussed the maintenance program. Run volumes through August were reviewed.

Ambulance Purchase: It will take 6 months to build and receive an ambulance after it is ordered. Melby supports a diesel engine in the new ambulance. The budget just passed allows for \$30,000 payment in 2015. He is estimating a 7 year payback. It is unclear whether the next replacement of an ambulance can be put off for 7 years, raising the question of affordability of making payments on two ambulances for a few years. Motion to allow up to \$180,000 for purchase of a new ambulance made by Johnson, seconded by VanDyke. Motion carried.

Closed Session per WI. Statute 19.85 (1)(c) Employment Review

Motion made by Boardman, seconded by Jackson to go into closed session. Motion passed.

Bylaw change : "Elections" Reminder to all participants of the Association to have their boards pass a resolution allowing NRAAS executive board elections to occur in the 2nd quarter of each year to allow for board appointment changes after spring elections.

Secretary/Treasurer Position Duties – Discussion

Secretary/Treasurer Hansen discussed changes to record storage and documentation. All current records are now stored at the Ambulance Garage. Melby has been distributing the agendas, checks have been signed by the Chair or Vice Chair. Hansen discussed possibly splitting the Secretary and Treasurer duties. She asked the board to discuss expectations of this position, is there is little interaction with financials or budgeting process. The board chair will look into this further.

Announcements

Next meeting will be Wednesday November 19 at 6:30pm

Motion to adjourn made by Boardman and Seconded by Zemke. Carried.

Respectfully Submitted

Jane Hansen, Treasurer/Secretary