

**EMS/Judicial Committee**  
**Service Center Room 248**  
**Wednesday February 11, 2015**  
**8:30 a.m.**

1. **Meeting called to order at 8:30 a.m.** by Chair Lee  
**Members Present** – Zeitz, Lee, Loka Caylor, and Schwartzman  
**Visitors Present** – Leydet, Savone, Kimmons, and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Zeitz/Loka to approve minutes of January 14, 2015 – All voting aye.
3. **Tomahawk Report** - Duchac brought an updated report for the Committee. The report showed expenses of \$61,259 for the month of January. A total of sixty-seven runs were reported with gross billings of \$41,616. 8.41% of the 2015 budget has been spent. M/S Caylor/Schwartzman to place report on file – all voting aye.
4. **Merrill Report** – Written reports were in the packet and presented to the Committee by Savone. The department had one hundred and fifty-seven patient contacts with gross billings of \$120,976.70 in January. Expenditures for January are \$89,852.98 which is 9.03% of the 2015 budget. Discussion followed. M/S Caylor/Zeitz to place report on file – all voting aye.
5. **Request to Fill Authorized Position – Clerk of Courts Legal Secretary** – Kimmons relayed to the Committee that the small claims clerk has resigned. Kimmons asked to fill the position. Discussion followed. M/S Lee/Loka to fill the vacant position – all voting aye.
6. **Monthly Charge Report, Write-offs, and Collections** – Leydet presented the January 2015 charge report, accounts receivable balance reports and write-off report. Leydet reported one hundred and ninety-three runs for the month of January. The Accounts receivable balance is \$308,962.68 on January 31<sup>st</sup> and is current. Write-offs in the amount of \$5,034.73 are being requested. Discussion followed. M/S Loka/Schwartzman to approve write-offs and place reports on file – all voting aye.
7. **Review Year-to-Date Budget Reports** –Leydet reported that no budget concerns have been brought to his attention. Discussion followed. M/S Caylor/Lee to place reports on file – all voting aye.
8. **Set Next Meeting Date** – March 11, 2015 at 8:30a.m.
9. **Adjourn** – M/S Loka/Zeitz to adjourn at 8:40 a.m. – all voting aye.

**Minutes prepared by,**  
**Dan Leydet, Finance Director**