

EMS/Judicial Committee
Service Center Room 248.1
Wednesday June 13, 2012
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee
Members Present – Lee, Zeitz, Giese, Loka and Caylor
Visitors Present – Leydet, Odegard, Tlusty, Kimmons, Schulz and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Loka/Zeitz to approve minutes of May 9, 2012 as provided in packet. – all voting aye.
3. **Tomahawk Report** - Duchac reported that gross billings were \$42,499 and expenses were \$high at \$59,186 due to work discussed at the previous meeting of \$9,987. Discussion followed. M/S Caylor/Lee to place on file – all voting aye.
4. **Merrill Report** – Written reports were provided and Chief Odegard fielded questions. Odegard reported that runs were up but transfers were down. Odegard also requested that the standby issue be placed on next month’s agenda. Discussion followed. M/S Caylor/Lee to place on file – All voting aye.
5. **Ambulance Bids** – Odegard passed out a summary of the four quotes that were received. Odegard stated that he and Finance Director Leydet reviewed the quotes and recommended to the low bid for a Med-Tec ambulance from Pomasl for \$111,985 which includes a trade in of \$17,500 and a rebate of \$2,500 from WEMSA. Discussion followed. M/S Caylor/Zeitz to purchase the Med-Tec ambulance – All voting aye.
6. **Request to Fill Authorized Position** – Kimmons presented her request for a part-time small claims clerk position. Kimmons explained that the employee currently in the position is retiring. The position is currently a full-time position, but Kimmons felt that she could make due with a part-time employee. Kimmons also explained that the law had recently changed to allow a claim up to \$10,000, up from \$5,000, to go through small claims. This could increase to work load in small claims. Administrative Coordinator Schulz recommended not filling the position at all and wait and reevaluate the situation at the end of 2012. Schulz also noted that the tax levy request for the Clerk of Courts budget increased for 2013 \$34,000 due to declining revenues and reminded the Committee that that levy money will have to come from another department. Discussion followed. M/S Loka/Caylor to deny the request for a part-time small claims clerk and review the situation at the end of 2012 – motion passed by voice vote.
7. **Monthly Charge Report, including Write Offs and Collections** – Leydet presented reports to the Committee. Total runs are 150 lower than last year at this time. Writes offs in the amount of \$86,907.42 need to be approved. M/S Loka/Lee to approve write-offs and place reports on file – All voting aye.
8. **Review Year-to-Date Budget Reports** – Leydet presented May year-to-date budget reports. No concerns were noted in the any of the budgets at this time. Reports were placed on file.
9. **Set Next Meeting Date** – July 11, 2012 at 8:30 a.m. in room 248.1 of the Lincoln County Service Center
10. **Adjourn** –M/S Loka/Zeitz to adjourn at 9:15 a.m. – All voting aye.

Minutes prepared by,

Dan Leydet
Finance Director