

EMS/Judicial Committee
Service Center Room 248
Wednesday September 14, 2016
8:30 a.m.

- 1. Meeting called to order at 8:30 a.m.** by Chair Loka
Members Present – Loka, Zeitz, Pike, Reichelt, and Voermans
Visitors Present – Leydet, Peterson, Sampson, Savone, and Lee
- 2. Approval of Minutes** – Motion/Second (M/S) Voermans/Zeitz to approve minutes of August 10, 2016 – All voting aye.
- 3. Tomahawk Report** - Report was presented by Sampson. Expenses for the month of August were \$51,877 and under budget at 62 percent for the year. Discussion followed. M/S Loka/ Zeitz to place report on file – all voting aye.
- 4. 2017 Tomahawk Budget** – Sampson presented the budget which calls for a 3.3 percent increase driven by medical supplies. Discussion followed. M/S Loka/Reichelt to accept budget and enter it into the 2017 budget – all voting aye.
- 5. Possible Elimination of Second Out Crew in tomahawk** – Sampson reported that he is looking at options to reduce staffing costs. He is not at this time ready for a recommendation, but will come back to the Committee when he has a recommendation. Discussion followed. No action needed at this time.
- 6. Merrill Report** – Written reports were included in the packet and addressed by Savone. The department had one hundred and thirty-three patient contacts with gross billings of \$97,082.90 in August. August expenses were \$74,353.21 and under budget for the year (63.46%). Discussion followed. M/S Loka/ Zeitz to place report on file – all voting aye.
- 7. Clerk of Courts Departmental Ten Year Long Range Plan** – Peterson presented the Clerk of Courts ten year plan. The plan addressed mandatory E-filing, staff turnover and transition issues, collection issues, and building issues. Discussion followed. M/S Zeitz/Voermans to approve plan and forward to Administrative Coordinator - all voting aye.
- 8. State Debt Collection Agreement** – Peterson presented the State Debt Collection Agreement which allows the Department of Revenue to collect any amount owed to Lincoln County. The Department of Revenue has additional debt collection vehicles to which the County does not have access. Discussion followed. Loka/Pike to allow Peterson to sign the State Debt Collection Agreement – all voting aye.
- 9. Emergency Medical Service Departmental Ten Year Long Range Plan** – Leydet presented the ten year plan to the Committee. The plan addressed the likelihood of increased tax levy to support the program. Discussion followed. M/S Zeitz/Voermans to approve plan and forward to Administrative Coordinator – all voting aye.
- 10. Monthly Charge Report, Write-offs, and Collections** – Leydet presented the 2016 August charge report, accounts receivable balance, and write-off reports. The accounts receivable balance is \$316,812.59 at the end of August and is current. Total billable runs for August were 171 with total billings of \$156,964.60. Write-offs in the amount of \$2,732.15 are being requested. Discussion followed. M/S Loka/Pike to approve write-offs and place report on file – all voting aye.
- 11. Review Year-to-Date Budget Reports** - Leydet reported that no budget concerns have been brought to his attention. Discussion followed. Reports were placed on file.
- 12. Set Next Meeting Date** – October 12, 2016 at 8:30a.m.
- 13. Adjourn** – M/S Zeitz/Pike to adjourn at 9:17 a.m. – all voting aye

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