

EMS/Judicial Committee
Service Center Room 248.1
Wednesday October 10, 2012
8:30 a.m.

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee
Members Present – Lee, Loka, Giese, Zeitz and Caylor
Visitors Present – Leydet, Odegard, Schulz, Dunphy, and Duchac
2. **Approval of Minutes** – Motion/Second (M/S) Caylor/Zeitz to approve minutes of September 12, 2012 as provided in packet. – All voting aye.
3. **Approve Changing Legal Secretary Position to Program Assistant Position in District Attorney's Office** – District Attorney explained the need for this change stating that the current staff level is falling behind in their work, and additional supervision is needed for the staff. Leydet explained that the overtime that the District Attorney staff is currently earning is not included in the 2013 budget. M/S Caylor/Loka to approve changing the legal secretary to program assistant in the DA's office. – passed by voice vote.
4. **Tomahawk Report** - Duchac reported that gross billings were \$40,256 from 58 runs and expenses were \$49,734 for September. M/S Caylor/Zeitz to place on file – all voting aye.
5. **Merrill Report** – Written reports were provided to the Committee. Chief Odegard fielded questions. Expenses for the year totaled \$637,088 which is 65.32 percent of budget. Overtime is low and expected to remain under budget for the year. Discussion followed. M/S Caylor/Lee to place on file – All voting aye.
6. **EMS Privacy Practices Policy** – Leydet reported to the Committee the need to update the privacy practices policy. The County needs to ensure that the policy is offered to patients and available to the public. Discussion followed. The Committee directed Leydet to review policy and report back to the Committee. The Committee also directed Leydet to work with Corporation Counsel to ensure the policy meets the Health Insurance Portability and Accountability Act (HIPAA).
7. **Monthly Charge Report, including Write Offs and Collections** – Leydet presented reports to the Committee. Writes offs in the amount of \$25,683.76 were reported due to collection agency and billing write-offs. The outstanding balance stands at \$439,585.06 at the end of September. We are 268 runs short of last year's runs. M/S Giese/Loka to approve write offs and place reports on file. All voting aye.
8. **Review Year-to-Date Budget Reports** – Leydet presented August year-to-date budget reports. No concerns were noted in the any of the budgets at this time. M/S Caylor/Zeitz to place reports on file – All voting aye.
9. **Set Next Meeting Date** – November 14, 2012 at 8:30 a.m.
10. **Adjourn** – M/S Lee/Giese to adjourn at 8:45 a.m. – all voting aye.

Minutes prepared by,

Dan Leydet
Finance Director