

**EMS/Judicial Committee**  
**Service Center Room 248.1**  
**Wednesday February 13, 2013**  
**8:30 a.m.**

1. **Meeting called to order at 8:30 a.m.** by Chairman Lee  
**Members Present** – Lee, Giese, Loka, Zeitz and Caylor  
**Visitors Present** – Leydet, Byer, and Savone
2. **Approval of Minutes** – Motion/Second (M/S) Giese/Caylor to approve minutes of January 9<sup>th</sup> 2013 as provided in packet. – All voting aye.
3. **Tomahawk Report** - The Tomahawk report was included in the packet. The report showed gross billings of \$61,832.78 and expenses of \$54,504 for the month of January. A total of eighty-five runs were reported. M/S Caylor/Caylor to place on file – all voting aye.
4. **Merrill Report** – Written reports were provided to the Committee. Chief Savone summarized the detailed reports for the Committee. Savone reported one hundred and forty-four total patient contacts for the month of January. Expenses totaled \$63,294.98 for the month of January. Discussion followed. M/S Caylor/Giese to place on file – All voting aye.
5. **Circuit Court Contingency Fund Request** – Byer submitted a request for contingency funds in the amount of \$28,828. As previously reported to the Committee, juvenile cases and doctor fees were higher than expected. Discussion Followed. M/S Loka/Zeitz to approve contingency fund request and forward request to Finance and Insurance Committee – all voting aye.
6. **Circuit Court 2012 End-of Year Budget Modification** – Byer presented the line item adjustments needed at year end for the Circuit Court budget. M/S Caylor/Zeitz to approve the Circuit Court budget modification as presented – all voting aye.
7. **Circuit Court Annual Report** – Byer presented a 2012 annual report detailing case load increases over past years. Byer explained that costs from these cases are largely out of her control. Discussion followed. M/S Giese/Loka to accept annual report and place on file – all voting aye.
8. **Family Court Commissioner 2012 End - of - Year Budget Modification** – Byer presented the year end line item adjustments needed in the Court Commissioner budget for 2012. M/S Caylor/Zeitz to approve budget modification as presented – all voting aye.
9. **Emergency Medical Service (EMS) End – of – Year Budget Modification** - Leydet presented the year end budget modification for EMS. Leydet reported that the fund will lose around \$163,265 in 2012 largely due to write-offs exceeding budget by \$194,609. As discussed for most of the year the higher than anticipated write-offs are due to the fact that the receivable balance was not managed properly for the previous two years and the appropriate write-offs were not made in the previous periods. Additionally, the EMS service had thirty-four fewer runs than expected. M/S Loka/Giese to approve budget modification as presented – all voting aye
10. **Monthly Charge Report, including Write Offs and Collections** – Leydet presented reports to the Committee. Write offs in the amount of 39,038.94 were reported. The

outstanding balance stands at \$420,176.33 at the end of January. Discussion followed. M/S Zeitz/Loka to place reports on file and approve write-offs. All voting aye.

**11. Review Year-to-Date Budget Reports** –Leydet reported no concerns for the 2013 budgets at this time. Reports were placed on file.

**12. Set Next Meeting Date** – March 13, 2013 at 8:30 a.m.

**13. Adjourn** – M/S Giese/Loka to adjourn at 9:07 a.m. – all voting aye.

**Minutes prepared by,**

**Dan Leydet  
Finance Director**