

**Minutes**  
**Tri-City Ambulance Board of Directors**  
**Regular Meeting**  
**March 11, 2016**  
**Geneva Fire Department Headquarters**  
**200 Eastside Drive**  
**8:30 AM**

Present: Ald. Ron Singer, Geneva; Gene Olmstead, Batavia FPD; Mayor Schielke, Batavia; Batavia; Ald. William Turner, St. Charles; Mayor Rogina, St. Charles;

Absent: Ald. Richard Marks, Geneva; Ald. Alan Wolff, Batavia

Also Present: Chief Schelstreet, St. Charles; Chief Deicke, Batavia; Chief Olson, Geneva; Stephanie Hanson, TCA Administrator; Trent Moser, St Charles PSI Coordinator; Nonda Anderson, Recording Secretary

Chairman Schielke called a regular meeting of the Tri-City Ambulance Board of Directors to order at 8:32 AM. Roll was called with five members present.

**Public Forum** – No public comments

**Minutes of December 11, 2015 Meeting** – A motion was made by Ald. Turner and seconded by Ald. Singer to approve the minutes of the December 11, 2015 Regular Meeting as presented. With no further questions, the motion passed by unanimous voice vote of those members present.

**Receipts and Disbursement Report Presentation** – The report was accepted and placed on file.

**Expenditure Approval Listing** – Mayor Rogina moved and Ald. Turner seconded to approve the expenditures as presented. The motion passed by unanimous voice vote of those members present.

**Reports of Service November 2015 through January 2016** – Ms. Hanson reported the call volume is up approximately 4.4% over last year and the transports have increased approximately 8.5%. With no further discussion, the report was placed on file.

**Administrator's Report** – Ms. Hanson reported that revenue is up 10.6% over last year and there has shown a slight increase in insured patients. Ms. Hanson cautioned that some of the newly insured patients could have a Medicaid policy which would limit the amount able to be collected. She said she does not anticipate a large increase in the future.

Ms. Hanson reported that the Mobile Integrated Health initiative is moving forward and a pilot program with Delnor is planned to begin in the summer. She reported she will be attending the Illinois EMS Summit meeting in April to hear more about mobile integrated health.

Ms. Hanson told the Board that she is two days away from submitting the accreditation application and anticipates a site visit in late summer or early fall.

**Old Business** – No Report

**New Business**

**Proposed FY 16/17 budget (Resolution 2016-1)** – Ms. Hanson told the Board that there is an overall 7.16% increase in the budget for FY 16/17 with a proposed \$300,000 spend down. She said the spend down is conservative and maintains the reserve as directed by the Board. Chief Schelstreet said the spend down was based on the increase in revenue and the audit report. Mr. Olmstead asked for a breakdown of the revenue that shows the percentage of revenue from insurance, post-insurance and collections. Mayor Schielke suggested including that information in the next meeting packet. Mr. Olmstead asked how the agency contribution is derived. Chief Schelstreet the IGA spells out the formula for determining the contribution from each agency. He said the IGA has a sunset clause that would require discussion and adoption of a new agreement. He said the formula for allocation could be part of that discussion. Mayor Rogina asked how long the current allocation formula has been in place. Chief Schelstreet said approximately five years and was changed when Fox River withdrew from TCA.

With no further discussion, Mayor Rogina moved to accept and approve the proposed FY 16/17 budget as presented with Resolution 2016-01. Alderman Turner seconded. The motion passed by unanimous voice vote of those members present.

**Approval of extension of PSI agreement (Resolution 2016-02)** – Ms. Hanson told the Board that this is the last extension of the current contract and includes a 1% increase in costs. She reminded the Board that an RFP process will begin later in the year. With no further discussion, Mayor Rogina moved to approve the final extension of the current PSI contract with a 1% increase in costs for a total of \$2,453,619.00. Ald. Turner seconded. The motion passed by unanimous vote by those members present.

**Replacement Ambulance** – Ms. Hanson said the approved FY 16/17 budget includes the cost of a replacement ambulance. She said the ambulance spec has been approved by all three communities and will become the standard spec for the Tri-Cities. She said the vendor is Foster Coach. Mayor Schielke asked if this will begin a five year replacement rotation. Ms. Hanson said it would. Mr. Olmstead asked why there was no bid process. Ms. Hanson explained it has been past practice of the Board to purchase through the Northwest Municipal Conference purchasing cooperative. She explained that the cooperative conducts the bid process, establishes a contract price and maintains a list of vendors that are part of the purchasing program. Chief Schelstreet told the members that each member community has used and continues to use this type of purchasing cooperative. With no further discussion, Ald. Turner moved to approve the purchase of an ambulance through the Northwest Municipal Conference purchasing cooperative through vendor, Foster Coach, in the amount of \$218,094. Mayor Rogina seconded. The motion passed by unanimous vote by those members present.

**Discussion of Ambulance Fee Increase** – Ms. Hanson distributed the proposed fee schedule to the members. She said the Board has directed that the fees charged should remain in the 80<sup>th</sup> percentile of area communities based on the annual Naperville fee study and currently TCA is in the 50<sup>th</sup> to 60<sup>th</sup> percentile. Ms. Hanson told the Board that the proposed increase would bring in approximately \$375,000 in additional revenue. Mayor Rogina commented that suggested fees would be a 38% increase. Chief Olson reminded the Board that it was at the Board's direction to maintain the fees at 80% of those charged by area communities. He said the increase in fees would keep the revenue steady and the agencies contributions steady. Ald. Singer asked if the fee increase would affect the Medicare reimbursement. Chief Schelstreet explained that the Medicare reimbursement is based on geographic area and is a set amount and would not be affected by TCA rate increase. Mr. Olmstead expressed concern over the tax burden for his citizens. He asked about accepting insurance payments only and forgiving the balance or putting off the increase for another year. Chief Olson said that would cause the increase to be a higher percentage. Chief Schelstreet explained that the Board made the decision some years ago to balance bill the patients. He said the fees are user fees and are only charged if the service is used. He said the tax levy provides the service and the user fees contribute to keeping the member agencies' contributions lower. Ms. Hanson told the Board that the total cost of an ambulance call is approximately \$3500 with the fees covering a third of that cost. Ald. Turner commented that the percentage of the increase is high, but compared to the actual cost he would vote to approve the increase as of May 1, 2016. Ald. Singer said he is comfortable with the staff recommendation. Ald. Turner moved to adopt the recommended fee schedule, effective May 1, 2016, as presented. Ald. Singer seconded.

Mayor Rogina asked about a reduced increase. Chief Schelstreet stated again that the increases were based on the Board's directive to keep fees within the 80<sup>th</sup> percentile of the Naperville ambulance study. Chief Deicke reminded the members that the survey was conducted last year, so the fees are not necessarily current. Mr. Olmstead said a yearly increase would be more palatable to customers.

Ald. Singer called the question. A vote was taken on the motion and was passed by unanimous vote of those members present.

**Executive Session** – no Executive Session required.

With no further business, Ald. Turner moved to adjourn the meeting. Ald. Singer seconded. The motion was passed by unanimous voice vote of those members present. The meeting adjourned at 9:35 AM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary