

Tri-City Ambulance Board of Directors
Minutes of the Regular Meeting
Friday, September 11, 2020
Geneva Fire Department Headquarters
200 Eastside Drive
8:30 AM

Present: Mayor Schielke, Batavia; Mayor Rogina, St. Charles; Ald. Bob Swanson, Geneva; Mr. Gene Olmstead, Batavia FPD; Ald. Alan Wolff, Batavia; Ald. David Pietryla

Absent: Ald. Jeanne McGowan, Geneva;

Also Present: Chief Antenore, Geneva Fire Department; Chief Scott Swanson, St. Charles Fire Department; Chief Randy Deicke, Batavia Fire Department Stephanie Hanson, TCA Administrator; Trent Moser, PSI; Carole Murphy, Recording Secretary

1. Call to Order

Chairman Schielke called a regular meeting of the Tri-City Ambulance Board of Directors to order at 8:34 AM.

2. Roll Call

Roll was called with six members present.

3. Public Forum

N/A

4. Minutes of the March 13, 2020 Regular Meeting

A motion was made by Ald. Swanson and seconded by Mayor Rogina to approve the minutes of the March 13, 2020 regular meeting.

With no further comments, the motion passed by unanimous voice vote of those members present.

5. Administrators Report

a. Receipts and Disbursements Report Presentation

The report was distributed and reviewed by Stephanie Hanson. Ms. Hanson stated that in this report the salaries are broken down. In the 1st quarter, 28% has been spent in the salary portion of the budget. All commodities were combined, with 15% being spent totaling \$23,323.00. Bad debt and write-offs are from Medicare and Medicaid totaling \$1,001,977.00 with is 30% of the budget. Capital expenses had a budget of \$362,812.00 with \$232,941.00 being spent. This includes a replacement ambulance that will go to St. Charles, (M153).

The report was accepted and placed on file.

b. Reports of Service January – July 2020

The report was distributed and reviewed with explanation of the new format. Ambulance responses are up by 6% as compared to last year. This includes all responses that are cancelled or no patient contact. When those numbers are removed, responses are down by 8.6%, making billable revenue down by 1%.

6. Expenditure Approval

Ms. Hanson presented the expenditure list.

Ald. Wolff asked for clarification on a line item for vendor# 3030.

A motion was made by Ald. Wolff and seconded by, (inaudible) to approve the expenditure list as presented.

The motion was passed by a unanimous voice vote of those members present.

7. Old Business

a. Status of Replacement Ambulance

Ms. Hanson explained the new ambulance was ordered in July. The current M153 will not be able to withstand another year of being on the frontline position. Delivery is expected to take place in March 2021 and placed in service.

b. COVID-19 Discussion

• CARES Relief Fund Receipt

The update entailed that approximately 25 positive patients were transported from April – September. Precautions have been taken for all calls with all patients being screened. The minimum PPE is eye protection, surgical mask and gloves. The initial assessment is done at 6 feet apart screening the patients. The minimum number of personnel necessary is utilized to treat the patient. If the screening results are positive, personnel will then use a N95 mask and gown. An additional \$10,000.00 was spent in PPE that would not have normally been purchased.

In April, 3 medics had tested positive after coming in contact with the patient. The demand ambulance had been taken out of service for 15 days due to the shortage in staffing.

Ald. Swanson asked if PPE costs had gone up in price. Ms. Hanson stated that they have gone up and is trying to use other sources. The hospitals are currently restocking the PPE that is used.

Ald. Swanson asked about the number of positive transports with Bria of Geneva having over 50 cases alone. It was explained by Chief Antenore that most of those patients at that time were transported by private ambulance. Or there was no contact with our personnel. An extra level of PPE was added in the event of patient contact.

Ms. Hanson went on to explain the Federal Government created the CARES Relief Fund. TCA has received \$58,317.00 from that fund based from the previous year of Medicare transport. A cost report is needed to be filled out to report to the government how the funds are being spent. Finance made the decision to show how the money was spent in the last fiscal year. A

spreadsheet has been created for Sikich showing those funds were spent in the previous fiscal year. Additional funding had been applied for and denied. Mayor Schielke asked if there have been delays in Medicare or Medicare payments. Ms. Hanson said she has not seen any delays and we are receiving additional money from Medicaid through the GEMT, (Ground Emergency Medical Transportation) Program. An additional \$38,000.00 was received through this program.

Mayor Schielke reviewed other municipalities procedures of ambulance billing methods.

8. New Business

a. Motion to Pursue TCA's Own Tax-Exempt ID

Based on the recommendation of the City of St. Charles Finance Department, it would be in the best interest of TCA of file for its own tax exemption number. It will help keep things separate from the City of St. Charles and Tri City Ambulance. TCA has the ability to do this through the IGA, (Intergovernmental Agreement) to apply. Ms. Hanson is asking the Board for their approval to move forward in obtaining a separate tax exemption certificate. The application has been completed and if approved, signatures will be needed from the Board.

A motion was made by Mayor Rogina and seconded by Mr. Olmstead to approve Tri City Ambulance obtaining its own tax exemption certificate.

Ald. Wolff asked if there is any benefit in staying with the City. Ms. Hanson stated there is no benefit, it is to help separate funds.

The motion was passed by a unanimous voice vote of those members present.

b. Discussion of Current PSI Contract

Ms. Hanson stated that throughout the last year, there has been a minimal number of paramedics looking for jobs. It has become difficult to attract qualified paramedics to apply to a PSI contract because the salary is not as high as they would desire. The City of St. Charles has had 2 openings for paramedics since July. There has been one applicant that has already tested and will soon be available. There have also been 2 openings in Geneva since August. 1 position will be filled next week. The second position is available on the demand ambulance. Batavia will soon have an opening due to medic leaving for another job. The issues are trying to attract staff that are willing to work with the contract because the salary is too low. Another challenge is keeping the current staff rather than going to other higher paying positions. TCA needs start looking at how to raise the standard while remaining cost effective. Ms. Hanson would like to look as to how to increase funding for that area of the budget for the next contract. Larry Robins will be available to come to a meeting to answer any questions the Board would have.

Chief Swanson stated TCA/PSI is almost at the bottom of the pay scale. TCA/PSI is losing good people to other jobs. This issue needs to be addressed to be able to keep minimum staffing where it needs to be.

Mr. Olmstead asked if Tri City Ambulance could implement incentives for our paramedics that would not cover all PSI personnel.

Ms. Hanson explained that our contract is only for our paramedics and each contract PSI has pays differently. Comparables are being done to see what the pay scale should reflect.

Mayor Rogina would also like comparable information regarding PSI contracts. Chief Swanson said other factoring issues include the contract is covered by the \$15.00 minimum wage requirement. We are currently at approximately \$12.00 to start and need to raise wages to meet the state mandate.

c. Election of Officers

- Current Slate:
 - Chairman: Mayor Schielke
 - Vice Chairman: Mayor Rogina
 - Secretary: Ald. Turner
- New Slate:
 - Chairman: Mayor Schielke
 - Vice Chairman: Mayor Rogina
 - Secretary: Ald. Swanson

A motion was made by Mr. Olmstead and seconded by Ald. Wolff to approve the new slate of officers.

The motion was passed by a unanimous voice vote of those members present.

9. Other Business

N/A

10. Executive Session

N/A

11. Adjournment

With no further business, Mayor Schielke called for a motion to adjourn the meeting. A motion was made by Ald. Wolff and seconded by Mr. Olmstead. The motion was passed by unanimous voice vote of those members present.

The meeting adjourned at 9:08 AM.

Respectfully submitted,
Carole Murphy, Recording Secretary