

Minutes
Regular Meeting Board of Directors
Tri-City Ambulance
March 11, 2011
8:30 AM

Present: Mayor Schielke, Batavia; Terry Jeglum, Fox River & Countryside Fire/Rescue; Ald. Ron Singer, Geneva; Mayor DeWitte, St. Charles; Peter Donat, Batavia FPD; Ald. McGuirk, St. Charles; Mark Wissing, Geneva Township

Absent: Ald. Liva, Batavia; Ald. Marks, Geneva;

Also Present: Chief Mullen, St. Charles; AC Schelstreet, St. Charles; John Schultz, TCA Administrator; Chief Deicke, Batavia; Bill McGrath, City of Batavia

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

Minutes of the December 10, 2010 Meeting

A motion was made by Mayor DeWitte and seconded by Ald. McGuirk to accept the minutes of the December 10, 2010 regular meeting as presented. The motion passed by unanimous voice vote.

Receipts and Disbursement Report Presentation

The report was accepted and placed on file.

Expenditure Approval Listing

A motion was made by Mr. Wissing and seconded by Ald. Singer to approve the expenditures as presented. The motion was passed by unanimous voice vote of those present.

Cumulative Reports of Service Year End 2010

Mr. Schultz gave a corrected copy of the year end reports to those present. With no discussion, the reports were accepted and placed on file.

Administrator's Report

Mr. Schultz reported that Batavia Fire Department took delivery of the replacement for M51 and they are very pleased with the unit. He also reported that the purchase of the cascade system upgrade is in the process. He explained the upgrade was necessary to remain compliant with FDA.

Old Business

RFP for billing service update – Mr. Schultz told the Board that four replies had been received through the RFP, including Andres Medical Billing, Ltd, Paramedic Services of Illinois, Inc., Med3000 and Life Quest Services. He said a committee had been formed to review the RFP narrowing the field to two vendors. Mr. Schultz noted that all proposal costs came in below what is currently paid. He reported presentations from the vendors had been scheduled and a recommendation would be made at the next regular Board meeting.

New Business

Approval to extend Andres Medical Billing, Ltd., contract - Mr. Schultz reminded the Board that Andres' contract ends on April 18. He said that because the RFP process is still ongoing, Andres was contacted to extend the contract to July 1. Mr. Schultz reported Andres agreed to the extension with the same terms as the current contract. He explained that the extension was until July 1 so if a new vendor was chosen there would be time for a smooth transition. Ald. McGuirk made a motion to approve the extension of the Andres Medical Billing, Ltd., contract to July 1, 2011 at the current contract terms. Mayor DeWitte seconded. The motion passed by unanimous voice vote.

Renewal of PSI contract – Mr. Schultz reminded the Board that the contract with Paramedic Services of Illinois, Inc. (PSI) has renewal clause for five years, this being the last year. He reported that PSI had contacted him and offered to waive the contractual three percent increase and renew at the current fiscal year rate. Mayor DeWitte made a motion to approve the renewal of the contract with PSI at the current fiscal year rate with no increase. Mr. Singer seconded. The motion was passed by unanimous voice vote of those present.

FY 2011/2012 Proposed Budget – Mr. Schultz presented a revised budget document reflecting no increase of for PSI. He said it showed a savings of approximately \$70,000. He said it was also reflected in the member agencies' contribution. He noted that the travel and training line item was decreased, but the fuel amount was increased based on recent activity in fuel prices. Mr. Schultz said the Professional Services was reduced to the loss of Fox River & Countryside and he expects it to be even lower based on the proposed costs of the new contract.

Mr. Schultz said the capital budget remains the same because of the purchase of tablet computers for the ambulances. He explained that the paramedics would be able to capture signatures on the tablets which satisfies Medicare and Medicaid requirements. Mr. Jeglum asked if Andres requires the signature. Mr. Schultz said it is a requirement of Medicare and Medicaid to obtain patient signatures. He said currently there is a log of TCA paramedic signatures, and an attestation form that is required for every printed report. He said tablets would eliminate this step and make a signed report available. Mr. Jeglum asked if the signature capture was part of the current software. Mr. Schultz said it was available with ESO. Mr. Jeglum asked if ESO was the only EMS software. Mr. Schultz replied that it was the software chosen by the EMS system, but the tablets would work with any software.

Mr. Schultz told the Board that the revenue assumptions were based on actual information for Geneva and Batavia, but St. Charles' numbers were a reflection of the loss of the District. He said M152 is due for replacement in FY 11/12 and reminded the Board that the replacement schedule was put on hold for a year this unit is ready to be replaced. Mr. Schultz reviewed the member contributions and the anticipated spend down. He said there could be a change in those numbers based on the last two months of the current fiscal year.

Chief Mullen told the Board that discussions had taken place among the three fire chiefs and city administrators over maintaining the current five ambulance system or going with a four ambulance system and how the funding would work for both. He said the proposed budget

Tri-City Ambulance Regular Meeting
March 11, 2011
Page 3

presented is maintaining the current fire ambulance system. With no further discussion, Ald. Singer made a motion to approve the proposed FY 2011/2012 budget as presented. Mr. Wissing seconded. Mayor DeWitte asked if the change from a five ambulance system to a four ambulance system would be Board decision or an administrative decision. Mayor said that the Board has always based decisions on the recommendations of fire chiefs. The vote was called. The motion was passed by unanimous voice vote of those present.

Other Business – No Other Business items

With no further business, a motion was made by Ald. McGuirk and seconded by Ald. Singer to adjourn the meeting. The meeting was adjourned at 8:50 AM.

Respectfully submitted,
Nonda Anderson, Recording Secretary