

**Minutes  
Regular Meeting Board of Directors  
Tri-City Ambulance  
September 11, 2009  
8:00 AM**

Present: Mayor Schielke, Batavia; Terry Jeglum, St. Charles Countryside FPD; Ald. Ron Singer, Geneva; Ald. John McGuirk, St. Charles; Ald. Cathy Barnard, Batavia

Absent: Mayor DeWitte, St. Charles; Mark Wissing, Geneva Township; Wendy Lee, Batavia Township Fire Protection District

Also Present: Chief Mullen, St. Charles; AC Schelstreet, St. Charles; John Schultz, TCA Administrator; Chief Olson, Geneva

Chairman Schielke called a regular meeting of the Tri-City Ambulance Board of Directors to order at 8:07 AM.

**MINUTES**

**Minutes of the June 12, 2009 regular meeting** – Ald. Singer noted a typographic error in the entry for Receipts and Disbursement Report Presentation and Recording Secretary Nonda Anderson noted a duplicate entry as well. A motion was made by Ald. Singer and seconded by Mr. Jeglum to approve the minutes of the July 12, 2009 meeting as corrected. The motion passed by unanimous voice vote of those present.

**RECEIPTS AND DISBURSEMENT REPORT PRESENTATION**

The report was accepted and placed on file as presented.

**EXPENDITURE APPROVAL LISTING** – A motion was made by Ald. Singer and seconded by Mr. Jeglum to approve the expenditures. The motion was passed by unanimous voice vote of those present.

**CUMULATIVE REPORTS OF SERVICE** – The report was accepted and placed on file as presented.

**ADMINISTRATOR'S REPORT**

Mr. Schultz reported that the call volume is down from a year ago, explaining that transports have fallen 2% while refusals have risen 12%. He said he will be monitoring the trends. He reported that the collection rate is down 4%, however it is 23% above the revenue projected, but is affected by the adjustment in Andres' billing error. Mr. Schultz said he had received the results from the Naperville Ambulance Survey and TCA is now in the 71 percentile of resident BLS rates and in the 79 percentile for non-resident BLS rates. He noted this was down from the 95 percentile of a year ago. Ald. Singer asked if TCA should raise the fees. Mr. Schulz said he was not recommending that at this time due to increased revenue from back-billing residents.

**OLD BUSINESS**

**Recommendation for Collection Services** – Mr. Schultz reviewed the history of the current collection agency relationship with TCA. He said they were the vendor used by the City of St. Charles and they were not interested in entering into a business agreement with TCA, they were

not HIPAA compliant, and they were not interested in working with Andres. Mr. Schultz reported that two responses were received from the RFP, Northwest Collectors, Incorporated and Alliance Assets Management, Incorporated. He said Northwest Collectors has 39 years experience, will work directly with Andres, transfers information electronically, and most clients are municipalities. He said they are proposing a 30% fee, but 10% if collection is made within 10 days. Mr. Schultz told the Board that their references were impressive and they would be able to provide any type report that the Board requested. Mr. Schultz reported that Alliance Assets Management has 9 years in collections and they are proposing a 30% fee. He said only one of the references provided was a municipality and when contacted never responded. Mr. Schultz recommended Northwest Collectors, Incorporated. Ald. Singer asked when the collections would become effective after a contract was signed. Mr. Schultz replied Northwest Collectors indicated they could begin immediately. He said the contract would contain an option for renewal as well as cancellation. Ms. Barnard asked about how a bill is sent to collections. Mr. Schultz explained that the bill is with Andres for 120 days then sent to collections. He said the collections company would deal directly with the patient. Ms. Barnard asked how the collections company would explain the process to the patient. Chief Mullen stated there would most likely not be an explanation, just a letter.

Mr. Jeglum made a motion to accept the recommendation of Northwest Collectors, Incorporated as the collection agency for TCA. Ald. Singer seconded the motion. The motion was passed by unanimous voice vote of those present.

#### **NEW BUSINESS**

**Renewal of Administrator Contract** – John Schultz reported that he submitted his request for renewal per contract language. Chief Mullen told the Board that he and the other Tri-City Fire Chiefs concur with recommending renewal of the contract. Mr. Jeglum made a motion to renew the contract between John Schultz and Tri-City Ambulance. Ald. Singer seconded. The motion passed by unanimous voice vote of those present.

#### **OTHER BUSINESS**

Chief Mullen updated the Board on the preparations being made in light of the H1N1 season. He told the Board that each department is taking care of their own supplies, and TCA is preparing a stockpile. He said PSI has guaranteed staffing levels for the paramedics.

Mayor Schielke suggested to the Board that since there will be two new members it would be time to review meeting times for the Board. He asked that this be an agenda item for the next regular meeting.

With no further business, Ald. Singer made a motion to adjourn the meeting and Mr. Jeglum seconded. The meeting was adjourned at 8:39 AM.

Respectfully submitted,  
Nonda Anderson, Recording Secretary