



Fire Chief Tim Adler
Public Safety Director

Adam Robarge, CCTP
Deputy EMS Chief

Ambulance Commission

Meeting Minutes: April 27, 2023

Date/Location of Meeting: April 27, 2023, Northside Fire Station

Members in Attendance: Brede Sorenson, Joyce Stenklyft, Kerwin Greeno, Sandra Vierck, Jerry Steele, and Richard Yarrington.

Members Absent: Rick Murray

Others Present: Public Safety Director Tim Adler, Deputy EMS Chief Adam Robarge.

Meeting called to order at 5:00 PM

- **Approve Minutes:** Motion made by Joyce Stenklyft, second by Richard Yarrington to approve the **October 27, 2022**, meeting minutes. Motion carried.
- **Persons Desiring to be Heard:** None.
- **Director's Report:**
 - Staffing
 - We are currently at full staff with the recent hire of Dylan Evenson as a full-time paramedic.
 - We are continuing to receive applications for part-time positions and are continuing to hire part-time employees.
 - Part-time wage increase from 2022 is helping to draw part-time employees and retain them.
 - Building Update
 - Project update was given.
 - Scheduled to be ready in June.
 - Starting to finish up all of the projects.
 - Vehicle Update
 - Only minor repairs on vehicles since last meeting and all trucks are in good working order.
 - Monthly statistics and invoices presented for March 2023.
 - **See Attached Director's Report.**
 - Update on NSure Software
 - Director Adler gave an update on the use of the NSure program in the billing process.



- We will need a full year of statistics and information before we know exactly how well it is doing.
 - Based on the initial batch of information provided to NSure, we are recovering enough revenue to pay for the program.
 - Update on Part-Time Wage Increase
 - Director Adler gave an update on the part-time wage increase approved in 2022.
 - Update on Recruitment and Retention Bonus
 - Director Adler gave an update on the Recruitment and Retention Bonus provided utilizing EMS Flex Grant Funding.
 - Bonuses were paid out in February 2023.
 - Update on Grants
 - Director Adler and Deputy Chief Robarge provided information on grants received in 2022 and 2023 and the projects funded by those grants.
 - Update on Medicare Ground Ambulance Data Collection System
 - The report was submitted a month and a half before the deadline.
 - Deputy Chief Robarge thanked Public Safety Administrative Assistant Christi Anderson and Ambulance Billing Clerk Candice Maas for their hard work evaluating and collecting the revenue data requested by the report. The two of them looked through over 6,600 payments received in 2022 to make sure they were entered under the correct payee information.
 - Update on Medicare Revalidation
 - Revalidation was completed and submitted a month prior to the deadline.
 - There were a couple issues identified, which were rectified and resubmitted prior to the deadline.
 - Motion made by Jerry Steele, second by Brede Sorenson to approve the Director's Report. Motion carried.
- **Adjournment:** Motion made Jerry Steele, second by Joyce Stenklyft to adjourn the meeting.

Meeting adjourned at 6:02 PM

Minutes Taken By: Deputy EMS Chief Adam Robarge

Minutes Typed By: Deputy EMS Chief Adam Robarge

Respectfully Submitted

Public Safety Director Tim Adler