

**Butte County Ambulance Service  
Board Meeting at the Newell Ambulance Hall  
February 16, 2023**

**Attendance:** Bob Somervold, Sherry Hocking, Tim Speidel, Frank Walton, Donnie Walding, Jake O'Byrne, Derrick Erhart, Allen Youngberg

**Absence:** Karrol Herman

**Call to Order:** Chairman Frank Walton called the meeting to order at 5:30pm

**Approval of Agenda:** Motion by Allen to approve the agenda, second by Bob, motion carried.

**Approval of January minutes:** Motion by Bob to approve the January meeting minutes as written, seconded by Derrick, motion carried.

**Financial report discussion:** Tim reviewed the financials with those present to include the bills from each ambulance service.

Motion by Bob to approve the financial report and bills as presented, second by Allen, motion carried.

**Financial Review:** Casey Peterson provided the final financial review document. Tim provided a copy to those present for review. Tim encouraged everyone to read the document. Discussion regarding moving some funds at the recommendation of Casey Peterson.

Motion by Bob to open an account with First Interstate Bank, second by Derrick. Further discussion ensued. Bob rescinded his motion, due to needing more information, second by Derrick. Requested Tim/Jake will meet with the bank and bring back available options for the board to review and decide at the March meeting.

Motion by Allen to approve the financial report, seconded by Bob, motion carried.

Frank communicated to the board he had met with Tim and Jake. They discussed the current salary and hours the accounting firm is receiving and working. They are requesting a pay increase of \$50 per hour for 15 hours per month.

Motion made by Bob to increase the hourly rate for Belle Fourche Business and Tax Service to \$50 per hour, 15 hours per month, second by Derrick, motion carried.

Discussed the redundancy of printing the bill spreadsheet included in the financial packets. The board has already seen the bill spreadsheet electronically and approved payments. It was decided there is not a need to reprint the bills going forward.

**Director Reports:**

- **Newell** – Reported in January they responded to 19 calls for service. Also provided the data requested by the board to begin in January 2023 i.e. ambulance mileage for the month, bank account information, safety report, and monthly meeting report.
  - **Call Pay** – Presented a request to increase call pay for \$2.00 per hour to \$3.00 per hour with a limit of 60 hours of call time signed up per month, per staff member. Taking into consideration the already approved budget, the requested increase will still stay within the approved budget. There will be no impact to the approved budget.  
Motion made by Derrick to approve the requested increase in call pay, seconded by Bob, motion carried.
  - **EMR Pay** – Newell has had one crew member go from an EVOC driver to an EMR. An EMR has more skills and responsibilities than an EVOC driver, but, less skills and responsibilities than an EMT. Motion made by Allen to set the EMR rate of pay at \$14.10 per hour when on an ambulance call, second by Bob, motion carried.
- **Belle Fourche** – Reported in January they responded to 92 calls for service. It was a busy month. They are busy completing CPR training – total 11.
- **Director Conference Report** - It was a good conference. The Medicare mandatory reporting training was good. There will be a lot of work the directors will need to do with tracking and reporting. The training on report writing through Image Trend will be useful when looking for data. The CHW training was very good, Donnie is really looking forward to having a CHW in his service.

Motion made by Bob to approve the director report, second by Derrick, motion carried.

- **Old Business –**

- Review of Tri-Party Agreement –
- SOP Accounting
- SOP Directors
- SOP Board
- Electronic Funds Transfer Payroll

Discussion ensued regarding the 5 items under old business. Previously these were brought forward for board discussion in December 2022. It was decided Sherry would begin drafts for the 3 SOP's. These would be considered working documents the board would review, comment, until there are agreed final SOP's. Once the SOP's are in place the board will review the Tr-Party Agreement. The goal would be then to work on an accounting contract which would go out for bid Oct – Nov 2023 with plans to implement Jan 1, 2024 with a 3 year contract.

Electronic Funds Transfer for Payroll to begin March 1, 2023. It will cost \$30 per month and \$5 per batch. When taking into consideration printing checks, ink, envelopes, stamps, and staff time this should be a cost savings for the service.

Motion by Derrick to approve the plan for the 5 items under old business, seconded by Allen, motion carried.

- **New Business –**

- PCC Contract – review of the contract details monthly reports provided by PCC are due to the service by the 15<sup>th</sup> business day of the month. Reports are being provided just prior to the monthly meeting which is stressful for Sharon to get everything together in time for the meeting. Derrick made a motion to move the Butte County Ambulance Board monthly meeting from the 3<sup>rd</sup> Thursday of the month to the 4<sup>th</sup> Thursday of each month, second by Bob, motion carried.

- Next meeting will now be March 23, 2023 at 5:30pm at the Belle Fourche Ambulance Hall

Motion made by Bob to adjourn the meeting, second by Derrick

Recorder Sherry Hocking