

# **Strawberry Point Ambulance Board Meeting Minutes**

March 15<sup>th</sup>, 2022

## **I. Call to order**

Chairperson Taylor called to order the regular meeting of the Strawberry Point Ambulance Board at 8:09pm on March 15<sup>th</sup>, 2022, at City Hall, back conference room.

## **II. Roll call**

Chairperson Taylor conducted a roll call. The following persons were present: Becker, Horns, Taylor, Thompson (Medical Director); Guest(s): Tony Cripe (Administrative and Billing Specialist), Jeremiah Owens (Ambulance Director), Jason Gerhart (City Council Liaison), and community members: Walt Zehr, Ashley Hamlett and Deb Yokiell. Absent: Paris.

## **III. Approval of Past Meeting Minutes**

From regularly scheduled meeting on January 11<sup>th</sup>, 2022. *Motioned by Beker and Second by Horn and carried – all ayes.*

## **IV. Financial Reports**

- A. Financial Accounts YTD: Please see attachment provided by Cripe.
- B. Township Report: None. Cripe is investigating how this is processed.
- C. Claims Register (PCC monthly billing invoices/ analysis/ past due accounts/ collections): Please see attachment provided by Cripe.
- D. Grants/ Donations: \$3,000 grant received from Dubuque Racing Association. This money was used toward the XPS ambulance cots. Monetary donations received from local church and community members. See attachments.

## **V. Administrative and Billing Specialist's Report/ Recommendations**

Please see attachment provided by Cripe for Monthly Operating Expenses.

(Additional topics discussed under New Business)

## **VI. Service Director's Report/ Recommendations**

Please see attachment provided by Owens.

Cripe reports that they have been informed RMC is no longer able to order in minor equipment for Strawberry EMS Service to purchase, such as King tubes, etc. Taylor will discuss this with RMC materials manager. If unable to continue these purchases, Cripe will reach out to another local hospital for [minor equipment purchases](#).

## **VII. Medical Director's Report/ Recommendations**

Dr. Thompson asks Owens/ Cripe to clarify the LifePak capabilities for EKG transmission to receiving hospitals from within the ambulances. Owens states they are working on getting this set up and currently have one modem.

## **VIII. New Business**

### **A. Ambulance Board Membership**

1). Pope has contacted Taylor by phone on March 7th and resigned from the Board. Pope states she will be relocating. Taylor thanked Pope for her service and asked for a written resignation. Pope states she will forward this to Taylor

2). Guest, Walt Zehr, expresses interest in joining the Ambulance Board. *Motion to recommend [Walt Zehr as an Ambulance Board Member](#) by Horn Seconded by Becker. All ayes. Motion passes. Recommendation to go to City Council.*

3). There remains [one open seat on the board](#). This has been open for several months and advertised. Discussion to open up the membership to include community members from the service area. Presently members of the board must reside in Strawberry Point. *Motion by Taylor to allow [community members from the service area to sit on the Strawberry Ambulance Board](#). Second by Horns. All ayes: Motion passes. Recommendation to go to City Council.*

\*Note\* Taylor did clarify with Ashley Jasper that, as currently written, an Ambulance Board member may not be a member of an EMS service in Strawberry's service area.

4). Vote for Board Secretary. No interest from current board members. This is tabled until last seat is filled. Taylor will continue as secretary at this time.

### **B. Process for Appointing/ Hiring Board Appointed City Positions** (Amy/ Autumn)

Tabled discussion due to time constraints and complexity of topic.

### **C. Development of Procedure for Mutual Aid**

Decision to drop this topic from agenda following brief discussion, all Board Members along with Owens and Cripe in agreement. Owens will follow up with Strawberry Police Department or City Council, if needed.

#### **D. Request for New Desktop and Printer for EMS office**

Cripe will bring quotes on a new printer and laptop to May's meeting

#### **E. Binder Lift**

Please see attached packet, which includes quotes. Presently the EMS crew is ending a 30 day trial period (they have not had the opportunity to utilize this yet in field). Topic will be revisited in May's meeting. Cripe will ask for a 30 day extension on the trial period and will demo the lift with Lamont's service. Good reviews of the lift have been given by Hopkinton Service.

#### **F. ProCare Extended Service contract**

Cripe states that there are no service agreements on some needed and costly ambulance equipment such as the LifePak, LUCAS, Power cots and Power LOAD. He obtained quotes for a service agreement with ProCare Services. Please see the attachment for an inclusive list of equipment and price. Cripe adds the service contract can be dropped at any time. *Taylor motions to approve purchasing a 5 year contract agreement. Thompson seconds the motion. All ayes – motion passes.*

#### **G. Care Credit**

Cripe states he does not see much benefit in this service from an EMS billing standpoint. No interest in this service from the board members. No action taken. Please see attachment for description of service.

### **IX. Old Business**

#### **A. E911 Volunteer**

Tucker Andersen, EMT with Strawberry Ambulance Service would like to serve on this board. Cripe recommends Andersen for this position and is content to pass this onto Andersen. *Motion to have Tucker Andersen serve as volunteer on the E911 Board for Buchanan, Fayette and Delaware Counties, replacing Cripe by Horns, Second by Becker. All ayes. Motion passes. To City Council.*

**B. Ambulance Drive Signage** After investigation, Cripe has found there is not an official ambulance sign so the "Fire" signage is what can be used. Fire sign will stay.

**C. Citizens State Bank Account for SP Ambulance** Owens and Taylor have signed and submitted the appropriate paperwork to the bank that was needed following Callahan's death.

**D. Ambulance Board Folder** Cripe will continue investigating development of this.

**X. Other Business**

Cripe informed board members his residence will be changing, and he may be residing outside of Strawberry Point. He still wishes to serve on the Strawberry Ambulance service and intends to keep his position as Administrative and Billing Specialist. Cripe asked if the board had any concerns regarding this. There were no concerns voiced by board members.

**XI. Next Meeting** May 10<sup>th</sup> at 8pm City Hall, back conference room

**XII. Adjournment** 2146 3/15. *Motioned by Becker and second by Taylor. All ayes.*

Minutes respectfully submitted by Angela Taylor