

**Joint Powers Board
Minutes of Meeting February 14, 2013**

Members Present:

Doug Johnson – Chair
Dave Harms
Marcia Ward
Chuck Amunrud
Tim Gabrielson

Advisory Members Present:

Don Hauge – Executive Director
Cathy Anderson

Members Absent:

John Allen
Dan Belshan
Richard Samuelson
Teresa Walter
Ken Brown

Advisory Members Absent:

Susan Trankel
Mike Juntunen
Tom Beniak
Dan Stensrud
Brenda Voshalike
Guest: Holly Hammann-Jacobs

I. Call to Order

Meeting was called to order by Chair Johnson at 08:38 a.m. Due to the lack of a quorum, the action items were skipped over. Note: At 9:55 Dan Belshan arrived thereby creating a quorum and action items addressed at that time.

II. Review Minutes of the January 10, 2013 Meeting

Motion: Amunrud

Seconded: Ward

“To approve the minutes of the January 10, 2013 meeting as recorded.” **MOTION CARRIED.**

III. Introduction of New Board Members.

New Board Member, Tim Gabrielson was introduced and welcomed to this board. Mr. Gabrielson is the Commissioner from Mower County. Hauge also announced the new members who were not able to be present for the meeting, John Allen who is Commissioner from Dodge County and Dave Miller who is Commissioner from Rice County.

IV. Election of Board Officers.

Doug Johnson accepted the nomination for Board Chairman.

Motion: Amunrud

Seconded: Harms

“To cast a unanimous ballot for Doug Johnson as Board Chairman for 2013.” **MOTION CARRIED**

Dave Harms accepted the nomination for Vice Chairman.

Motion: Amunrud

Seconded: Ward

“To cast a unanimous ballot for Dave Harms as Board Vice Chairman for 2013.” **MOTION CARRIED**

V. Administrative Report

A. Financial Report

Motion: Gabrielson

Seconded: Harms

“To approve the financial report as presented” **MOTION CARRIED**

B. December and January Warrants

Motion: Ward

Seconded: Harms

“To approve the December and January warrants as presented” **MOTION CARRIED**

C. Interest on 2012 Reserve Account

\$446.15 interest has been earned on the 2012 Reserve Account. Hauge noted as a reminder that we receive one tenth of one percent and that is through Olmsted County

D. Request for Proposals for Regional EMS Programs

Hauge attended the EMSRB meeting in January and explained to the board that the EMSRB administers our grant or contract through the state and is our fiscal agent. In a normal year the EMSRB will put out an RFP publically, but typically it's the 8 regional programs that apply for it. It is a 2 year RFP with the option of extending it another 2 years. The 2012 / 2013 RFP was written by Don's predecessor, Linda Horth and it was granted. This year we were called up to the EMSRB meeting to see what they were going to do. They are currently short staffed including their grants administrator. They are 384 hours short in staffing each week, making it difficult to get things done. Their Executive Director, Pam Bilideau's recommendation to the board was to grant the extension to the regional programs and the board approved it. This extension means we work off the current contract and just tweak it a little bit, such as the programs and the budget. Hauge said he would let this board know when the contracts will be ready to be signed. Pam Bilideau indicated she believed the dollar amounts would be similar to what they were this year and that is; \$146,150.00 for State dollars and Seat Belt dollars which is 90% of the \$25.00 for the seat belt fines divided by the 8 regional programs. It is thought we should plan on \$450,000.00 over the two year program. Hauge noted that State dollars must be spent where Seat Belt dollars can carry-over.

E. Write-off outstanding invoices

Motion: Amunrud

Seconded: Harms

“To write off and the outstanding checks and have office staff re-issue those checks” **MOTION CARRIED**

F. Designation of Bank

Motion: Belshan

Seconded: Ward

“To designate Wells Fargo as the bank and to authorize the executive committee to be on the signature card” **MOTION CARRIED**

G. Executive Director Review Process

Hauge would like to implement a review process for evaluation of his position including the staff in the regional office. Hauge asked the board for their recommendation for doing reviews and salary increases. It has been proposed that the executive committee do an annual review of the executive director. Discussion on a 360 Review including some of the advisory committee members, the EMSRB regional specialist, and others he interacts within the capacity of his job. Johnson said that if elected to the executive committee he would like to see a format that includes Don evaluating himself as well. And he also believes that Don should handle the evaluations of the office staff.

H. Health Insurance Stipend Usage

Hauge addressed the language in the policy regarding the use of the annual stipend for health insurance. Discussion on changing the language to open it up for health care expenses that would fall under the government’s qualifications for pre-tax dollars, such as dental, vision and contributions to an HSA (Health Savings Account) seemed reasonable to the board.

VI. Regional Program Update

A. 2013 Conference.

Hauge shared with the board that since our last meeting, our keynote speaker, Ken Bouvier had to cancel for health reasons. Dave Page, another noted speaker from our area has agreed to take Ken’s spot. Hauge also shared that our vendor registrations are up this year and the participants registrations are starting to come in. Don mentioned that Cindy and Kylie have been working diligently on conference preparations and all is well and on schedule. An invitation to the board to attend the conference was given with attention given to Saturday afternoon as Diane Benson would be recognized for her years with the regional program.

B Training Institution Update

Anderson reported that since January, the training institute has held several classes and exams. She noted that the CPR, EMT and First Responder classes held have totaled 105 individuals either staying on or being added to their communities emergency medical services. Anderson shared that these classes will result in approximately \$13,125.00 being invoiced and approximately \$4,200.00 will be paid out of that revenue for instructor and examiner fees, leaving an approximate net income of \$8,925.00.

Anderson gave a brief update on consortium activity. She said she is currently working with the ambulance services on their annual license renewal and will be working on the training material to make sure it is current with the new educational standards.

Discussion at looking into possibly designating the funds from the training institute to be used for education. Johnson reminded the board that if it is designated than that is all it can be spent on.

C Regional Programs Association with EMSRB

Hauge referenced the email he sent a couple weeks ago regarding our history with the EMSRB and some current issues with the management of the contract. He noted that at this time due to some staffing shortage at the EMSRB we are not getting our payments consistently. At this time, this is not as difficult for us as it is for some of the directors in the other areas. There has been some discussion about moving us from the EMSRB to The Department of Rural Health. Buck McAlpin from MAA is filling in for OJ Doyle who is on a medical leave and Buck has indicated that The Department of Rural Health is willing to take us in. McAlpin has listed the following bullet points as benefits to this move.

- Large Agency with numerous resources
- Statewide support on health programs
- A dedicated person to administer contracts
- Maybe more funding sources
- Possible state and federal funding possibilities

If this move is to be done, it will have to be done legislatively. Hauge reminded the board this is just informational at this time. Hauge also noted that the EMSRB could choose to just drop us at any time. Johnson would like the chair of this board to send a letter to the EMSRB outlining their concerns and ask them to address the plans and where they are heading with regard to the regional programs.

Motion: Ward

Seconded: Amunrud

“To send letter to EMSRB asking them to outline the plans regarding synergy and relationship” MOTION CARRIED

VII. Other Business / Open Discussion

VIII. Meeting Adjourned

Motion: Amunrud

Seconded: Harms

“Motion to adjourn” MOTION CARRIED

Approved by:

Attested by:

Douglas Johnson, Chair
EMS Joint Powers Board

Don Hauge
Executive Director