

**Joint Powers Board
Minutes of Meeting February 12, 2015**

Members Present:

Ken Brown – Vice Chair
Steve Bauer
Dan Belshan
Tim Gabrielson
John Glynn
Cheryl Key
Jason Majerus
Teresa Walter
Marcia Ward

Advisory Members Present:

Don Hauge – Executive Director
Cathy Anderson
Tom Beniak
Dan Stensrud

Advisory Members Absent:

Brenda Voshalike
Ryan Throckmorton
Chris Rustad

Members Absent:

John Allen

Guests:

I. Call to Order

Meeting was called to order by Vice Chairman Brown at 8:07 a.m.

II. Welcome and introduction of new Board Members.

III. Election of Board Officers

Motion: Ward

Seconded: Walter

Election of Ken Brown as Chairman of the Joint Powers Board of the SE MN Emergency Medical Services. **MOTION CARRIED**

Motion: Ward

Seconded: Bauer

Election of Tim Gabrielson as Vice Chairman of the Joint Powers Board of the SE MN Emergency Medical Services. **MOTION CARRIED**

IV. Approval of the Agenda

Motion: Ward

Seconded: Key

“To approve the Agenda as presented” **MOTION CARRIED**

V. Review Minutes of the November 14, 2014 Meeting

Motion: Gabrielson

Seconded: Ward

“To approve the minutes of the November 14, 2014 meeting as recorded.” **MOTION CARRIED.**

VI. Administrative Report.

A. Financial Reports.

Mr. Hauge did a brief explanation to the new members of how our program is funded. We receive two state grants. One is an appropriation of the state and the other is from seatbelt fines. There are eight regions in the state and we each receive an equal amount from both grants. Our region also has EMS funds which is money we raise on our own through education and conferences. We report to the state on two of these funding sources and to this board on all three. Mr. Hauge then directed the board's attention to the financial statement in their packets for November, December and January. As of the end of January we have expended 83% of our allotted state funds and 46% of our seatbelt funds for FY 2015. He then drew the board's attention to the Seatbelt History report. He shared we saw an increase in seatbelt dollars when the primary seatbelt law went into effect. However, dollars are reducing due to increased use of seatbelts.

Motion: Walter

Seconded: Majerus

"To approve the financial reports" **MOTION CARRIED**

B. Approve the November, December and January warrants.

Motion: Gabrielson

Seconded: Key

"To approve the November, December and January warrants." **MOTION CARRIED**

C. 2015 Reserve Funds Interest rate

Mr. Hauge reported on the interest rate on our reserve fund account. He reported the amount currently in the reserve account and noted the interest rate for 2015 will be calculated at .10% of the average cash balance.

D. 2014 Audit Approval.

Mr. Hauge sent an email report to the new commissioners who didn't receive the report from the State Auditor's office. He noted that included in the agenda packet are the findings of the audit which show the Board has not prepared the financial statements as required by generally accepted accounting principles (GAAP). Our office and this Board will continue to search for training opportunities for staff and management in order to provide these financial statements.

MOTION: Bauer

SECONDED: Gabrielson

"To approve the 2014 Audit" **MOTION CARRIED.**

E. Temporary Help for 2015 Conference

Our annual conference is coming up in March and in January & February and March we get temporary help. In the past, Don's daughter has been hired to do data entry of registrations and copying in preparation for the conference. Don has checked

with a temporary service which would charge us \$17.00 to \$20.00 an hour. Don's daughter will do it for \$10.00 an hour. She would work under the supervision of Cindy Gathje.

MOTION: Ward

SECONDED: Key

"To approve the hiring of Kylie Hauge at \$10.00 an hour as temporary conference staff" **MOTION CARRIED**

F. 2015 Equipment Grant Approval

Don Hauge updated the board on the 2015 Equipment Grant. Each year we try to do an equipment grant for the first responders and ambulance services in our region. The money comes from our Seatbelt funds. Last year, we offered this grant for up to \$2000.00 with the service paying 25%. This year due to the uncertainty of the seatbelt funds and the reduction we already are seeing, Don feels we need to cut back on that program. He shared he had met with the pre-hospital advisory committee via phone conference and their recommendation since the funds are looking short is to offer a \$1000.00 grant with the service paying 50%. Tom Beniak who is on the pre-hospital board shared their reasoning for this decision. As there are so many services in the region who would likely make an application, they wanted to be able to help as many as possible.

Motion: Ward

Seconded: Majerus

"To approve the 2015 equipment grant" **MOTION CARRIED**

G. Write off outstanding invoices / checks

Don reported that we currently do not have any uncleared checks. We do have one unpaid invoice for a check that was written to us and returned non-sufficient funds. We have made many attempts to collect this amount following our policy regarding non-sufficient checks.

Motion: Key

Seconded: Gabrielson

"To approve the write off the amount of the non-sufficient funds check and fee" **MOTION CARRIED**

H. Designation of Bank

Each year the auditors request that the board designate a bank. We have been using Wells Fargo Bank here in Rochester for many years.

Motion: Bauer

Seconded: Walter

"To designate Wells Fargo Bank as the bank used by the regional program" **MOTION CARRIED**

I. Copier Lease / Service Contract

Our contract was up with TriState business machines. We looked at leasing a new machine that will also fax. With the newer machine we will save around \$120.00 a month.

Motion: Glynn

Seconded: Walter

“To approve the contract with Tri-State Business Machines for the new copier”

MOTION CARRIED

VII. Regional Program Update

A. 2015 Conference Update

Don updated the board on the 2015 conference. This is our 31st conference and it's always a great opportunity to get some continuing education, do some networking and have fun. Our keynote speaker this year is Pete Lazarra from Chicago. We also have, back by popular demand, from last year, Jill Torres. Don invited all the Board members to drop by and visit the conference. We also have quite a few vendors lined up for this year. The fee the vendors pay, help to offset the cost of the venue, which is the Mayo Civic Center. Food is another big cost to our conference. Cathy has worked with the Canadian Honker to provide a nice meal at a low cost. Last year we began to take registrations online and it went very well. We hope to see an increase in the online registrations this year.

B. Grant Funds / Audit Issue

Our grant funds as described earlier are administered by the Emergency Medical Services Regulatory Board. This is the same agency that regulates ambulance services in the state. They issue cards for certified emergency personnel and do ambulance inspections. They also have been administering our grants since perhaps 1994. Our grants work on reimbursement. We write a check for our expenses and then turn in receipts for reimbursement. They EMSRB in recent years has lost a lot of staff and the turn around time for reimbursement is taking longer than it should. This has begun to cause cash flow problems for some of the other regions. Don reminded the board we are looking to move our grants administration to the Minnesota Department Health, Office of Rural Health. Our grants are awarded by us doing an RFP, request for proposal, those requests are due from the EMRSB to the regional programs in January. We are in February now and we haven't received the RFP for the next grant cycle. Don referenced the letter from the EMSRB to the Senators and Representatives outlining the EMSRB's position and support of moving the regional programs to the Minnesota Department of Health. So the legislative process has begun with the MAA drafting a bill. Don then brought attention to the letter from James Denzer with the EMSRB stating the cost of the audit is not allowed to be paid for by grant dollars. There were some questions on whether it may be more prudent to stay with the EMSRB and try to fix the problems. Don shared that that time has passed and all efforts were futile. It is beyond repairing and we need to move forward for the betterment of the regional programs.

C. Legislative Update

Don shared the MAA is currently working, daily to move us to the MDH. He also noted that legislators stand up and take notice when county commissioners contact them. Don told that group that while at the Capitol with the other regional directors that the regional programs are supported. He told the board that an EMS summit is planned for April that will focus on rural EMS. Tom Beniak suggested that Don forward MAA's legislative update to all the commissioners. It was asked if we could get a copy of the EMSRB's audit. Don will check in to this.

D. Resolution and letter to Governor

Motion: Bauer

Seconded: Gabrielson

"To approve Resolution 15-001 and letter be sent to the Governor" MOTION CARRIED

VIII. Other Business / Open Discussion

IX. Next meeting will be May 7, 2015

X. Meeting Adjourned

Motion: Glynn

Seconded: Key

"Motion to adjourn" MOTION CARRIED

Approved by:

Attested by:

Ken Brown, Chair
EMS Joint Powers Board

Don Hauge
Executive Director