

## Kossuth County EMS Advisory Council Meeting Minutes 4/4/2023

Kossuth County EMS System Advisory Council meeting was held on Tuesday, April 4, 2023.

Members in attendance: Bierstedt, Vaske, Smidt, Larson, Kollasch, Tjaden, Stecker

Meeting was called to order by Chair Stecker at 5:00PM

The floor was open to public discussion; no public discussion was brought to the council.

Motion by Vaske and 2<sup>nd</sup> by Tjaden to approve the agenda and the minutes of the previous meeting dated 3/7/2023. Motion carried unanimously.

Discussion regarding the by-laws of the Kossuth County EMS System Advisory Council. Phil Albers informed the Council that according to the by-laws and with a full Advisory Council we need to set initial term expiration dates for some members. The one at-large seat that will be an initial 2-year term will be Bill Smidt. Motion by Beirstedt and 2<sup>nd</sup> by Vaske to appoint Bill seat as an initial 2-year term. The other two at-large seats will remain for 4-year terms as set by the by-laws. The appointed seats will follow the terms of their Board or City Councils.

Discussion regarding EMS items that were on the Board of Supervisors Agenda since our last EMS Council Meeting on 3-7-2023. The items brought to this council were appointment of seats to Advisory Council, Purchase of an ambulance, EMS Job Descriptions and Job Postings. No further discussion was held on any item.

Update on the transfer of assets from the City of Algona and the City of Swea City. Phil has received a list from Algona and has given this to the County Attorney. Still waiting on the listing from Swea City. Phil and Kyle will continue to reach out to Todd and make sure we are staying on top of this.

Discussion regarding the beginning of advertising of the EMS job postings. Discussion regarding who should be part of the interview process. It was decided that Phil will lead the interviews and have Kossuth County HR participate. Phil plans to also talk with Dr Lampe and see if he would assist in the interview process either in person at the interviews or by reviewing the applications and making recommendations. Phil will keep the council informed of the process.

Discussion on the EMS Draft Policies that were presented to the council. All council members were given a set of 23 policies that are rough drafts. The discussion tonight was to determine if this council wants to see all documents and policies or just the ones that affect EMS Staff and not the IDPH specific items. The decision was that all items will be reviewed by the EMS Advisory Council as well as the Board of Supervisors. Phil mentioned to the council that the Affiliation Agreement would be an important one for all to review as this Agreement does affect all the services. No review of the policies tonight to give members time to look at the rough drafts prior to the next meeting.

Phil Albers had a copy for all members of the listing of things to do prior to the ownership change of 7/1/2023. He informed the council that most of the items on the list have now been touched and some process has begun. We talked about the NPI (National Provider Identifier).

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This process began back in January, and we still have not received our NPI. This is key to a lot of our next steps on getting license and contracts in place with Medica, Medicaid, and other carriers. Phill will stay on this and make sure this gets completed soon.

Council Discussion Sandy Vaske asked about routine reports or monthly update reports to show data for call volume and scheduling for both the north and the south hubs. It was discussed and other members also felt it would be beneficial to see this data. Phil stated he would be able to generate these reports each month for the council review.

Next meeting will be April 17, 2023, at 6PM

Meeting was adjourned at 620 PM

Respectfully submitted.  
Philip Albers, Secretary