

## EMERGENCY SERVICES COMMITTEE

The Carroll County Emergency Services Committee met on January 22, 2009.

Present were: Joe Roma, Rick Moser, Andy Jackson, Manus McMillian, Gary Larrowe, J. B. Tolbert, Mike Musser, Markel Cochran, Debby Goad, Horace Leonard, Lisa Ousley, Ronald Newman.

### DISCUSSION OF BILLING PROCESS

Diane Vick, Diversified Billing, discussed the billing process with the Committee. She told that Carroll County had a very decent collection rate. She told that in order to bill Medicare the patient signature must be obtained and told that the payment window for Medicare is 15 months. She told that 122 insurance companies now allow for electronic billing so payments should come within 30-45 days. She stated that Carroll County may need to look at the BLS rate and told that the pick-up location zip code is important. She told that in the future paramedic intercepts may be billable.

Ms. Vick told that Carroll County gets deposits every day and that a copy of the check is sent to Diversified. She told that Diversified sends a report showing the amount collected, Diversified's percentage, and the amount for each squad. She told that there needs to be a reconciliation of the calls ran versus the billing and collection, and that the Accounts Receivable listing needs to be looked at to see what has been paid and what is still outstanding.

Ms. Vick told that if each squad would do electronic billing Diversified would reduce their percentage by ½%. She told that the report is easier to read and more claims would be paid by the insurance company. She told that some factors which delay payments are the timing of when the run sheet is submitted, not having insurance information from the patient, and information from the doctors.

The Committee discussed establishing a policy that all billing be submitted no later than the 5<sup>th</sup> of each month and for this policy to include each person's responsibility and discussed training sessions concerning billing. The Committee was informed there is a website "Ask Joe" where messages can be sent to Joe Roma. The Committee discussed that these issues could then be brought before the Committee to discuss and do what is best for the County.

(Order)

### APPROVE REQUEST FOR INFORMATION FROM DIVERSIFIED

Upon motion by Markel Cochran, seconded by Mike Musser, and passed, the Committee requested that Diversified supply a CD with billing/collection information from January 1, 2008 to June 30, 2008.

Ms. Vick stated that she would come back after the end of the quarter to meet with the Committee, would set up training, would provide reports for January 1, 2008 to June 30, 2008, and would send each squad a Diversified newsletter.

(Order)

#### CLOSED SESSION – PURSUANT TO VIRGINIA CODE SECTION 2.2-3711(A1,A4,A7)

Upon motion by Gary Larrowe, seconded by Markel Cochran, and passed, the Committee convened a Closed Session at 8:27 p.m. until 10:06 p.m. for the discussion of specific personnel, the discussion of a personal matter not related to County business, and the discussion of legal matters.

(Order)

#### CERTIFICATION OF CLOSED SESSION

Upon motion by Ronald Newman, seconded by Gary Larrowe, and passed, the Committee adopted the following Resolution:

WHEREAS, the Carroll County Emergency Services Committee convened a Closed Session on this date pursuant to an affirmative recorded vote and on the motion to close the meeting in accordance with the Virginia Freedom of Information Act;

WHEREAS, Section 2.2-3711(D) of the Code of Virginia requires a certification by the Emergency Services Committee that such Closed Session was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Carroll County Emergency Services Committee hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and (II) only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed, or considered in the meeting to which this certification applies.

(Order)

#### RATIFY ACTIONS OF DECEMBER 31, 2008

Upon motion by Debby Goad, seconded by Markel Cochran, and passed, the Committee ratified the actions of the County Administrator of December 31, 2008 concerning Lambsburg Rescue Squad and recommended that the Board of Supervisors take the same action.

Note: Gary Larrowe Abstained on the above motion.

#### FINANCIAL DISCUSSION

The Committee discussed oversight and auditing of money that the rescue squads and fire departments receive, discussed fuel purchase procedures, and discussed having a review of the information that Diversified is to send.

(Order)

Upon motion by Markel Cochran, seconded by J. B. Tolbert, and passed, the Committee authorized Gary Larrowe to appoint individuals he deemed appropriate to review the information received on the CD's from Diversified.

#### FIRE TRUCK PURCHASE

The Committee discussed the fire truck purchase and was informed the contract had been signed for a Class A pumper truck to replace two trucks at Hillsville Volunteer Fire Department and the Committee was informed that the Town of Hillsville would make repairs to the current ladder truck.

The Committee adjourned until February 26, 2009 at 6:30 p.m.