

**MINUTES OF THE AMBULANCE, RADIO COMMUNICATION AND  
DISPATCH COMMITTEE MEETING OF THE CITY COUNCIL OF THE CITY  
OF COLUMBIA, ILLINOIS HELD MONDAY, SEPTEMBER 9, 2013 IN THE  
COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Steven Reis called the Ambulance, Radio Communication and Dispatch Committee Meeting of the City Council of the City of Columbia, Illinois to order at 7:00 p.m.

Upon Roll Call, the following members were:

Present: Chairman Reis and Aldermen Niemietz, Huch and Mathews.

Absent: None.

Quorum Present.

Others Present: Mayor Hutchinson and Aldermen Ebersohl, Agne, Roessler and Holtkamp.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (left at 7:20 p.m.), City Attorney Terry Bruckert, Director of Community & Economic Development Paul Ellis, Chief of Police and EMS Director Joe Edwards, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Reis stated the meeting was called for the purpose of (1) receiving an update on Medicare/Medicaid regulations; (2) receiving an update on EMS receipts/collection process; and (3) discussing any other items that may need to be considered.

**II. UPDATE ON MEDICARE/MEDICAID REGULATIONS**

Chairman Reis opened the meeting and called upon Interim EMS Chief Shannon Bound to address the Committee/Council Members on this issue. Shannon reviewed documentation (which had previously been distributed to the Committee/Council Members) under the heading "Recent/Upcoming Regulations affecting provider reimbursement" pertaining to changes by the federal government in processing and paying ambulance billings – she also informed the Committee/Council Members that the State of Illinois has delayed their claims payments for both active and retired state employees and estimated that it now takes between 40 – 51 weeks to receive payment and that the state currently owes the city approximately \$4,000 - \$5,000. She then reviewed a proposed hardship program (attached as Addendum C to the documentation reviewed) and asked the Committee/Council Members to give consideration to adopting such a program – during her presentation she reviewed "2013 Poverty Guidelines for the

48 contiguous states and the District of Columbia” containing a table showing poverty level income guidelines for families/households from one (1) to eight (8) members – said documentation also indicated that \$4,020 should be added to the income guidelines shown for each family/household member in excess of eight (8) members. During Shannon’s presentations, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (i) whether a formally adopted hardship program is needed; (ii) whether adoption of such a program would reduce or increase the department’s paperwork load; and (iii) whether additional collection efforts would increase the department’s receipts. It was the general consensus of the Committee/Council Members that no actions be taken at this time pertaining to the adoption of a hardship program.

### **III. UPDATE ON EMS RECEIPTS/COLLECTIONS PROCESS**

Interim EMS Chief Bound then continued her documentation review under the heading “Proposal for new Collection Agency”, which included information pertaining to the department’s current ambulance billing and collection procedures – the collection agency currently utilized by the EMS Department is Amerassist and Shannon indicated the company has not been very successful in its collection efforts on behalf of the city. She then reviewed the terms and conditions of two (2) other collection services: (1) Credit Control; and (2) Consumer Collection Management, which information was attached as “Addendum D” to the previously distributed documentation; additionally, she distributed and reviewed information on “MCA Management”, an additional collection agency – she also indicated the need to become more proactive in ambulance billing collections. During Shannon’s review, all in attendance were given the opportunity to make comments, ask questions and express their opinions, including (a) the ease of doing business and percentage of funds collected (vs. the amounts sent for collection) by an agency may be a more beneficial benchmark than basing a decision on the amount/percentage charged by the agency for its collection services; and (b) additional due diligence should be undertaken by (i) checking with other entities using the collection agencies discussed at this meeting; and (ii) checking with other local entities to find out which collection agencies they use – discussion of the ease of use and percentage collected issues should be a part of this process. The additional due diligence items are to be addressed and another presentation is to be made to the Committee/Council Members at a future meeting.

### **IV. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

Interim EMS Chief Bound then reviewed sections of her previously distributed documentation entitled (A) “Changes in regulations regarding employee screening” containing summarized information on federal screening regulations (issued by the Office of the Inspector General) for employees/providers/dispatchers and other individuals/companies providing EMS services or with access to departmental information, including financial information and patient documentation; and (B) “Final Omnibus Rule” pertaining to the privacy and security of customer information stored electronically, including the costs associated with failure(s) to comply with such privacy and security data storage regulations – she also indicated additional federal regulations would be addressed in the future.

V. **ADJOURNMENT**

**MOTION:**

It was moved by Alderman Huch and seconded by Alderman Mathews to adjourn the Ambulance, Radio Communication and Dispatch Committee Meeting held Monday, September 9, 2013 at 7:43 p.m. Upon Roll Call Vote, Chairman Reis and Aldermen Niemietz, Huch and Mathews voted yea. **MOTION CARRIED.**



STEVEN REIS, Chairman

AMBULANCE, RADIO COMMUNICATION AND DISPATCH COMMITTEE

Minutes Taken by:



SANDRA GARMER, Accounting/Clerical Assistant

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
SEPTEMBER 9, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Ebersohl called the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois to order at 7:44 p.m.

Upon Roll Call, the following members were:

Present: Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp and Mayor Hutchinson.

Absent: None.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, Director of Community & Economic Development Paul Ellis (left at 7:52 p.m. and returned at 8:14 p.m.), City Engineer Ron Williams (arrived at 7:54 p.m.), City Attorney Terry Bruckert, Chief of Police & EMS Director Joe Edwards, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Ebersohl stated the meeting was called for the purpose of (1) discussing the Comprehensive Plan Revision – Scope and Costs; (2) discussing and receiving an update on the Police Department concrete pad; (3) discussing the U.S. Marshals Great Lakes Regional Task Force participation; and (4) discussing any other items to be considered.

**II. COMPREHENSIVE PLAN REVISION – SCOPE AND COSTS DISCUSSION**

Chairman Ebersohl opened the meeting and called upon Community and Economic Development Director Paul Ellis to address the Committee/Council Members on the Comprehensive Plan Revision project. Paul then reviewed a document (previously distributed to the Committee Members) entitled “Proposed Comprehensive Plan Revision 2013 – 2014” (shown in matrix format) and containing columns entitled “Element”, “Purpose”, “Legacy”, “Instrument(s)” and “Timeline” – said document was similar to the one reviewed at the August 26<sup>th</sup> Committee Meeting, but contained additional information (including an approximate timeline). Paul’s presentation incorporated the use of city staff to complete most, if not all, of the proposed revisions to the city’s Comprehensive Plan (as discussed at the August 26<sup>th</sup> Committee Meeting) – he stated the graphics/mapping portion of the plan may be able to be completed using city staff with assistance from Monroe County staff; however, additional software may be necessary to handle that portion internally. He also stated that meeting the timeline shown on the Comprehensive Plan Revision document reviewed (i.e., December, 2014) would require

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September 9, 2013

Comprehensive Plan Revision 2013-14 (1 page)

Memo from Don Slazinik re: Funding of Fugitive Task Force Officer (2 pages)

that he spend approximately one (1) day a week of his time on the plan revision project – he also indicated he would need the cooperation of necessary city staff on a timely basis. It was the general consensus of the Committee Members (i) that Paul (and city staff) devote the necessary time to internally revise as much of the city’s Comprehensive Plan as possible; and (ii) that Paul keep the Committee updated on the progress being made on this project.

**III. POLICE DEPARTMENT CONCRETE PAD/UPDATE DISCUSSION**

City Engineer Ron Williams updated the Committee Members on this issue (see August 12, 2013 Committee Meeting minutes) and indicated that DOPW employees could be utilized for the concrete pad replacement project later this fall; he estimated that it would take 5 – 6 working days and that the materials costs approximated \$5,000 to \$6,000. He also stated that the current parking lot surface (beyond the concrete pad replacement area) shows signs of wear and is breaking up in some spots – he indicated extending the concrete pad beyond the replacement area (behind the Public Safety building) would require additional time and funding. Ron is to schedule the concrete pad replacement work to be done by DOPW personnel later this fall.

**IV. U.S. MARSHALS GREAT LAKES REGIONAL TASK FORCE PARTICIPATION DISCUSSION**

Police Chief Joe Edwards reviewed a Memo, dated August 29, 2013, from the U.S. Marshals Service (Southern District of Illinois) re: Funding of Fugitive Task Force Officer (which had previously been distributed to the Committee Members). Said Memo detailed the city’s cost of participation in the U.S. Marshals Great Lakes Regional Task Force, a program wherein funds received from the program’s participants will provide monies for a dedicated U.S. Marshal to apprehend wanted felons identified by the participating governmental entities; the city’s participation in the task force will be from October 1, 2013 thru September 30, 2015 in the total amount of \$2,000 (i.e., \$1,000/yr.). Joe felt the services to be provided by task force personnel (i.e., helping locate and apprehend wanted felons (of the city)) would more than offset the cost of the program to the city (e.g., local officers would not have to leave Columbia in search of said felons), and recommended the city’s participation in the task force. It was the general consensus of the Committee Members that the city participate in the U.S. Marshals Great Lakes Regional Task Force (as described at this meeting).

**V. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

During the meeting the following issues were briefly discussed: (A) pavilion specifications (and the project bidding) for the Sesquicentennial Pavilion to be constructed in Metter Park – this project is to be handled in the Parks, Playgrounds and Recreation Committee and in consultation with the 2009 Sesquicentennial Committee Co-Chairmen, former Mayor Lester Schneider and John Conrad; (B) the need to introduce a new resolution (to replace Resolution No. 06-2013) re-defining the “lowest responsible bidder” for the city’s electricity aggregation program – this is being done at the recommendation of Good Energy, the city’s consultant for its electricity aggregation program (note: this request has been made of all of Good Energy’s municipal electricity aggregation clients); and (c) procedures to be followed when considering zoning district changes by the city.

**VI. EXECUTIVE SESSION**

Chairman Ebersohl entertained a motion to go into Executive Session to discuss probable and pending litigation.

**MOTION – EXECUTIVE SESSION**

It was moved by Alderman Huch and seconded by Alderman Niemietz to go into Executive Session at 8:20 p.m. to discuss probable and pending litigation. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

**MOTION – REGULAR SESSION**

It was moved by Alderman Holtkamp and seconded by Alderman Huch to return to the Regular Session of the Committee of the Whole Meeting at 8:38 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

Upon return to the Regular Session of the Committee of the Whole Meeting, Mayor Hutchinson and the following Committee Members were present: Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp.

Chairman Ebersohl asked if there was any action to be taken as a result of the Executive Session of the Committee of the Whole Meeting.

**MOTION;**

It was moved Alderman Reis and seconded by Alderman Holtkamp to recommend to the City Council that Mark W. Weisman, attorney with the firm of Polsinelli Shughart, be employed as labor counsel to represent the city pertaining to the employee pay issue discussed in Executive Session. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**

**VII. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Niemietz and seconded by Alderman Holtkamp to adjourn the Committee of the Whole Meeting of the City Council of the City of Columbia, Illinois held Monday, September 9, 2013 at 8:40 p.m. Upon Roll Call vote, Chairman Ebersohl and Aldermen Agne, Niemietz, Roessler, Huch, Mathews, Reis and Holtkamp voted yea. **MOTION CARRIED.**



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GENE EBERSOHL, Chairman  
COMMITTEE OF THE WHOLE

Minutes taken by:

Committee of the Whole Meeting  
September 9, 2013  
Comprehensive Plan Revision 2013-14 (1 page)  
Memo from Don Slazinik re: Funding of Fugitive Task Force Officer (2 pages)

*Sandra Garner*

SANDRA GARMER, Accounting/Clerical Assistant

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Committee of the Whole Meeting

September 9, 2013

Comprehensive Plan Revision 2013-14 (1 page)

Memo from Don Slazinik re: Funding of Fugitive Task Force Officer (2 pages)

**MINUTES OF THE PERSONNEL COMMITTEE MEETING OF THE CITY  
COUNCIL OF THE CITY OF COLUMBIA, ILLINOIS HELD MONDAY,  
SEPTEMBER 9, 2013 IN THE COUNCIL ROOM OF CITY HALL**

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**I. CALL TO ORDER**

Chairman Jeff Huch called the Personnel Committee Meeting of the City Council of the City of Columbia, Illinois to order at 8:40 p.m.

Upon Roll Call, the following members were:

Present: Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler.

Absent: None.

Others Present: Mayor Hutchinson and Aldermen Agne, Mathews, Reis and Holtkamp.

Quorum Present.

Administrative Staff Present: City Administrator Al Hudzik, City Engineer Ron Williams (left at 9:13 p.m.), City Attorney Terry Bruckert, Chief of Police & EMS Director Joe Edwards, Interim EMS Chief Shannon Bound, Accounting Manager Linda Sharp (left at 9:15 p.m.) and Accounting/Clerical Assistant Sandra Garmer.

Guests Present: None.

Chairman Huch stated the meeting was called to discuss (i) employment of a specific employee; (ii) collective bargaining negotiations and employee wages; and (iii) any other items to be considered.

**II. EXECUTIVE SESSION**

Chairman Huch entertained a motion to go into Executive Session to discuss (1) employment of a specific employee; and (2) collective bargaining negotiations and employee wages.

**MOTION – EXECUTIVE SESSION**

It was moved by Alderman Ebersohl and seconded by Alderman Roessler to go into Executive Session at 8:41 p.m. to discuss (a) employment of a specific employee; and (b) collective bargaining negotiations and employee wages. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**

**MOTION – REGULAR SESSION**

It was moved by Alderman Niemietz and seconded by Alderman Ebersohl to return to the Regular Session of the Personnel Committee Meeting at 9:40 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**



Upon return to the Regular Session of the Personnel Committee Meeting, the following Committee Members were present: Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler. Other Council Members present: Mayor Hutchinson and Aldermen Agne, Mathews, Reis and Holtkamp.

Chairman Huch asked if there was any action to be taken as a result of the Executive Session of the Personnel Committee Meeting.

**MOTION:**

It was moved Alderman Roessler and seconded by Alderman Ebersohl to recommend to the City Council that City Engineer Ron Williams be authorized to recommend the hiring of an individual as the city's Building Inspector/Code Enforcement Official as discussed in Executive Session. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea. **MOTION CARRIED.**

**III. OTHER ITEMS TO BE CONSIDERED OR DISCUSSED**

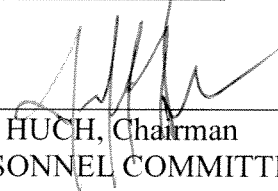
None.

**IV. ADJOURNMENT**

**MOTION:**

It was moved by Alderman Ebersohl and seconded by Alderman Niemietz to adjourn the Personnel Committee Meeting held Monday, September 9, 2013 at 9:41 p.m. Upon Roll Call vote, Chairman Huch and Aldermen Ebersohl, Niemietz and Roessler voted yea.

**MOTION CARRIED.**

  
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JEFF HUCH, Chairman  
PERSONNEL COMMITTEE

Minutes Taken by:

  
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SANDRA GARMER, Accounting/Clerical Assistant