

Minutes of July 26, 2016

### **Record of Proceedings**

Regular meeting of the Washington Township Board of Trustees was held at the Washington Township Administration, 6200 Eiterman Road, Dublin, Ohio, on July 26, 2016, at 6:30 p.m. Meeting was called to order by Mr. Charles Kranstuber, Chair.

Roll call – Mr. Charles Kranstuber, Chair, - Present  
 Mr. Gene Bostic, Vice Chair – Present  
 Ms. Denise Franz King, Trustee – Present

### **Oath of Office:**

The Board of Trustees administered the Oath of Office to the following employees:

Bill Lynn, Assistant Fire Chief  
 Michael Altomare, Fire Marshal  
 Tom Harris, Battalion chief  
 Mark Willison, Captain  
 Jesse Hill, Lieutenant  
 Kevin Redman, Lieutenant  
 Vincent Davis, Full-Time Firefighter  
 Robert Stevens, Full-Time Firefighter  
 Robert McEntire, Full-Time Firefighter

### **Resolution Revision:**

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

### **RESOLUTION TO PROMOTOE ROBERT M. STEVENS AS A PROBATIONARY FIREFIGHTER / PARAMEDIC**

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, a need to fill a vacancy, occurring on July 2, 2016, in the position of Firefighter / Paramedic, and;

WHEREAS, to adequately provide services, it is necessary to fill the vacancy in the position, and

WHEREAS, the appointment is being recommended by the township administrator, human resource manager, and fire chief;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

Section 1. The Board approves the promotion of:

Name: Robert M. Stevens  
 Position: Probationary Firefighter / Paramedic  
 Classification: Uniformed Full Time Non-Exempt  
 Salary: \$61,394.93 annually  
 Effective date: July 16, 2016

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution Adopted July 26, 2016.

#2016.07.26.001

Append #001

### **Approval of the Minutes**

Motion by Ms. King, seconded by Mr. Bostic, to approve the meeting minutes of July 12, 2016, as presented. Motion passed.

#2016.07.26.002

### **Approval of Bills, Payroll and Transfers:**

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to ratify the bills for the Township, and to include all now and then certificates, dated July 15, 2016, in the amount of \$72,183.17. Motion passed.

#2016.07.26.003

Append #002

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to ratify the payroll for July 15, 2016, in the amount of \$400,606.33. Motion passed.

#2016.07.26.004

Append #003

Motion by Mr. Kranstuber, seconded by Ms. King, to ratify the ACH Bill Payments for the Township, and to include all the now and then certificates, dated June 2016, in the amount of \$1,1562,583.44. Motion passed.

#2016.07.26.005

Append #004

### **Discussion of EMS Billing:**

The following “Draft” of the Washington Township EMS Billing Policy and a Resolution was presented to the Board of Trustees to review and discuss. A Power Point Presentation was also presented to the Board as to how the EMS Billing would work and the process. Presentation appended. Append #005

Note: No action has been taking on EMS Billing at this time.

### **Washington Township EMS Billing Policy “DRAFT”**

#### **Introduction**

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To assist in securing the necessary financial support needed to continue providing an exceptional level of service, the Washington Township Fire Department, through the passage of a resolution by the Washington Township Trustees, has implemented Emergency Medical Services billing. The fees collected will assist in defraying associated costs due to Emergency Medical Service transports and will only affect those individuals who use the service, including non-residents. This method of financing increases revenues without affecting the entire population, unlike property taxes. This policy will define commonly used terminology and outline billing practices.

#### **Definitions**

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**Resident** – Any person who resides within the jurisdiction of Washington Township or the City of Dublin. A resident is further defined as an owner of real property or a tenant residing in real property within the aforementioned jurisdictions within Washington Township or the City of Dublin.

**Non-Resident** - Any person who maintains their residence outside the jurisdiction of Washington Township or the City of Dublin. An example of a non-resident could be: the guest of a resident, an employee or customer of a local business, or a commuter traveling through the jurisdiction of the Washington Township Fire Department.

**Hard Billing** – A transported patient’s insurance company is billed the reasonable and customary fee approved, based on the level of service provided (BLS, ALS1, ALS2). If any balance of the billed fee remains, after payment from Medicare, Medicaid, or a private insurance carrier, the patient would receive an invoice for the outstanding balance. Unpaid balances would be sent to collections after a predefined number of attempts have been made at collecting the fee. Patient’s without any insurance would be invoiced the full amount.

**Soft Billing** - A transported patient’s insurance company is billed the reasonable and customary fee approved, based on the level of service provided (BLS, ALS1, ALS2). If any balance remains, after payment from Medicare, Medicaid, or a private insurance carrier, the patient would receive an invoice for the outstanding balance. Unpaid balances would be written off for all patients, after a predefined number of attempts have been made at collecting the fee. Patients without insurance coverage would be invoiced the full amount; however, any unpaid balance, after a predetermined number of attempts to collect the fee, would be written off.

**OIG Billing** (Office of Inspector General, Division of HHS) – Most commonly used in central Ohio. A transported patient’s insurance company is billed the reasonable and customary fee approved, based on the level of service provided (BLS, ALS1, ALS2). Any resident who has a balance remaining, after payment from Medicare, Medicaid, or a private insurance carrier, would have that balance written off without receiving any further invoices. Any non-resident who has a balance remaining, after payment from Medicare, Medicaid, or a private insurance carrier, would receive an invoice for the outstanding balance. Unpaid balances would be written off for non-residents, after a predefined number of attempts have been made at collecting the fee. Residents without insurance coverage would not be invoiced for any amount. Non-residents without insurance would be invoiced the full amount; however, any unpaid balance, after a predetermined number of attempts to collect the fee, would be written off.

**ALS1** – An advanced life support (ALS) intervention is a procedure that is in accordance with State and local laws, required to be done by an emergency medical technician-intermediate (EMT-Intermediate) or EMT-Paramedic. The provision of an assessment by an advanced life support (ALS) provider and/or the provision of one or more ALS interventions.

**ALS2** – Advanced life support, level 2 (ALS2) is the transportation by ground ambulance vehicle and the provision of medically necessary supplies and services including (1) at least three separate administrations of one or more medications by intravenous push/bolus or by continuous infusion (excluding crystalloid fluids) or (2) ground ambulance transport, medically necessary supplies and services, and the provision of at least one of the ALS2 procedures listed below: manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest decompression, surgical airway, or intraosseous line.

**BLS** – Basic life support (BLS) is transportation by ground ambulance vehicle and the provision of medically necessary supplies and services, including BLS ambulance services as defined by the State. The ambulance must be staffed by an individual who is qualified in accordance with State and local laws as an emergency medical technician-basic (EMT-Basic). These laws may vary from State to State or within a State. Just because an EMT-I or EMT-P was on the run does not mean ALS service was provided.

**Loaded Mile** – Distance tracked from point of patient pickup to receiving medical facility. This distance will be rounded to the nearest mile.

**Write Off** - This is an amount that the provider has to remove from the books. There are two types of write off: One is contractual write off and the other one is adjustments. Contractual write offs are those wherein the excess of billed amount over the carrier’s allowed amount is written off.

Adjustments are amounts such as discounts, professional courtesy and other special items that are identified by the provider as those that need not be collected or collected at a lower rate.

## Practices

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Responding personnel, in conjunction with the patient and/or family, will determine if transportation to a medical facility is necessary. The Washington Township Fire Department assures that all patients are treated equally and appropriately, regardless of their ability to provide insurance or payment. The fire department’s EMS billing program, in no way, will affect patient care.

The Washington Township Fire Department will use the OIG billing model. If a patient is transported to a medical facility, the Washington Township Fire Department will utilize a third-party company, *insert name here*, to bill for transports. The third-party company will be responsible to submit the claim for transport directly to the patient’s Medicare, Medicaid, or private insurance carrier. The third-party company will follow-up as necessary and as outlined in this policy, until the claim is satisfied. All co-pays and deductible amounts for residents will be waived. Residents with insurance, who receive a

payment directly from their carrier, may receive a reimbursement request from the fire department for said amount. Residents may receive an explanation of benefits from the insurance company, but never a bill for services. Residents without insurance will not receive a bill.

Non-Residents will be expected to meet their co-pay and deductible obligations, following payment from Medicare, Medicaid, or private insurance carriers, but if they are unable to remit payment after three billing cycles, Washington Township Fire Department will not pursue any further. There is no charge to anyone for emergency medical care if the patient is not transported.

The third-party billing company will base the decision to bill a transport as a Basic Life Support (BLS), Advanced Life Support 1 (ALS1), or Advanced Life Support 2 (ALS2) incident per the Center for Medicare & Medicaid Services (CMS) definitions outlined above. The Washington Township Fire Department does not make the determination as to the level of service billed.

The Township Administrator, or designee, is authorized to write-off, write-down, adjust, or forgive any fees that are deemed to be un-collectable, unreasonable, or unnecessary, after the practices, policies, or procedures, as established by the Township of Washington, Franklin County, Ohio have been completed.

Private and government health insurance plans include provisions for EMS transportation. The practice of EMS billing is standard in central Ohio and throughout the country, with approximately 85% of all communities nationwide, billing for transports. Append #006

**Round Table Discussion was held.**

**Adjourn Meeting:**

Meeting of July 26, 2016, adjourned at approximately 8:00 p.m.

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Mr. Charles Kranstuber, Chair

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Ms. Joyce E. Robinson, Fiscal Officer