

COMMITTEE REPORT

COMMITTEE: Special Service Area Commission for Special Service Area #2 & #4
CHAIRPERSON: Scott Toot, Chairman
DATE/TIME: June 18, 2019, 6:30 p.m.

PRESENT:

<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> John Schultz
<input checked="" type="checkbox"/> Steve Allendorf	<input checked="" type="checkbox"/> Karla Rowles
<input checked="" type="checkbox"/> Don Hill	

A quorum was established.

BOARD MEMBERS PRESENT: None

OTHERS PRESENT: John Hay and Dan Reimer

1. **Unfinished Business** – None.

2. **New Business**

- a) Review and discuss Resolution R2019-22, A Resolution to Establish the Duties and Responsibilities of Jo Daviess County Special Service Area Commissions – Scott Toot reviewed Resolution R2019-22 and discussed the duties and responsibilities of the Special Service Area Commissions. Special Service Areas were previously created by the Jo Daviess County Board to provide financial support to ambulance services located within Jo Daviess County. Financial support is provided through a tax levied on property within the boundaries of each Special Service Area. The resolution delegates and grants authority to each special service area commission to approve and enter into a services contract with a services provider agency for ambulance services located within the special service area. A services contract needs to be in place between the County and the services provider agency before funds received from the annual tax levy can be disbursed to the services provider agency. Toot commented that the election of a Chairman and Vice-chairman was not on tonight's agenda but will be on the next agenda.
- b) Discussion and possible action on Special Service Area agreement with Ambulance Service Provider – Scott Toot commented that there are two requirements that he would like to see in each service provider contract, the first is an annual audit and the second is that each agency be required to provide the Sheriff's office advance notice if no one will be available to respond, so that the next back up ambulance service can be paged out rather than wait. One of the issues identified by the Ad-Hoc EMS Committee is that there have been ambulance calls where the Sheriff's Office was not informed ahead of time that no one was available and they continued to page causing a delay in response time. This would minimize the delay. Steve Allendorf asked if the resolution gave the Commission the authority to make that requirement. Toot responded that we can list specific requirements in the agreement, State's Attorney, John Hay confirmed. Hay plans to draft individual agreements prior to the next meeting. Statute provides for services contracts for the purpose of providing special services in and for a special service area. Hay suggested that the first year agreement be rather general in the scope of services and include standard contract provisions. The County can require quarterly financial statements, copies of income and expenses statements, an audit, indemnification, and certificate of insurance. Specific special provisions can also be added such as notification when personnel will not be available to respond. They will have to agree to it but we can ask that it be in the contract. The services contracts will provide the terms of

the agreement. Both parties will have to agree. Allendorf was looking at this from financial standpoint. Hay's recommendation for the commission is the first contract should be a one year contract that covers the basics and provides funding to the service provider agencies and sets up the parameters of the budget process. Next year can focus more on operational specifics. **Steve Allendorf made a motion to include in the agreement that the service provider for Special Service Area #2 & #4 provide a regular audit and a written on call schedule to the Sheriff's office and to notify the Sheriff's office when they have no one available to respond. Seconded by John Schultz and motion passed.**

3. **Citizens' Comments:** None.
4. **Committee Member Concerns:** The committee discussed when to schedule the next Special Service Area Commission meetings. It was decided to hold the meetings on Tuesday, July 2nd beginning at 5:00 p.m. and running consecutively every twenty minutes. Hay did research whether we would have to put this out for public bidding and he does not believe so. Special service areas were created to specifically support local ambulance agencies in the County. We have a long standing relationship with these agencies. To clarify, we do not have an obligation to contract with the agency that has serviced this special service area during that time period. Hay is not saying we shouldn't he just wants everyone to understand all of the options. Scott Toot added that tax distributions cannot go out until the special service area contracts are signed.

Motion to adjourn was made at 6:56 p.m. by John Schultz, seconded by Don Hill and motion passed.

Next regular meeting will be on Tuesday, July 2, 2019 @ 5:00 p.m.