

# TRINITY LIFE SUPPORT CSD

## MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS  
610 Washington Street, Weaverville, CA 96093  
Wednesday, March 17, 2021; 11:00 a.m.

Meeting ID: 861 0601 2065 Passcode: 475259 Phone: 1-669-900-9128

BOARD DIRECTORS PRESENT: Scott Alvord; Chairperson, Serena Brown; Secretary, Carol Minor; Director, Gus Kormeier; Director

BOARD DIRECTORS REMOTE ATTENDANCE:

BOARD DIRECTORS NOT PRESENT: Todd Corbett; Vice Chairperson

OTHERS PRESENT: Patty Wyckoff; TLS CSD Interim Administrator, Kathy Ratliff; TLS CSD Finance Administrator, Tiffany Wong; TLS CSD Assistant Administrator

- I. Call Meeting to order/Roll Call: Scott Alvord, Chairperson, called the meeting of Trinity Life Support CSD, Board of Directors to order at 11:03 a.m.
- II. **CONSENT CALENDER:** *All matter listed under Consent Calendar are considered routine by the board and will be enacted by one vote. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.*
  - a. Adoption of Agenda
  - b. Approval of the meeting minutes from the February 17, 2021 Board meeting.
  - c. Approval of financial reports  
**MSC Brown/Kormeier motion to approve the consent calendar as presented.**  
**Vote: 3 ayes, unanimous**
- III. Public Comment (Government Code Section 54954.3 et seq.) None presented
- IV. Action Items
  - a. Discuss/Action: County Tax collection procedure update Serena updates Board that she is working with Christine Gaffney, Assistant Auditor/Controller-Accountant, nothing to submit or work on until May, 2021.
  - b. Discuss/Action: District Bylaws. (CM/SB) that information submitted within the District Bylaws have final approval for page 6 pertaining to zoom meetings.by laws are fine.
  - c. Discuss/Action: Billing Provider. See attached (GK/CM) presented he looked into three billing companies.  
ALN Medical Management, (Current billing provider) came back with higher contract rate. They current billing provider.  
Ambulance Billing Systems, Founder, may not be a good fit, very small company run by the founder.  
Quick Med Claims is a larger company and responsiveness is quick. Was proactive and requested information from our end, was submitted. Lower rate and is best one submitted.  
Works with many ambulance companies and their billing department is run by individuals that understand what to submit to get the best return. Very good with compliance, annual SOC audit and they currently deal with other Special Districts and EMS.  
**MSC Brown/Minor motion to enter in contract with Quick Med Claims with effective date of July 1, 2021.**  
**Vote: 3 ayes, unanimous**

- d. Discuss/Action: Mission Statement See attached. Board looks over the current Trinity County Life Support mission statement and Scott Alvord, Chairperson, ask if there are any suggestions' to change. None given.

**MSC Minor/Brown motion to make the Trinity County Life Support missions statement the TLS CSD mission statement.**

**Vote: 3 ayes, unanimous**

V. REPORTS

a. Operations. None presented

b. Committees.

i. Policies review clerk procedures policy. Policy committee to be formed. Reviews current policies and implement/update policies. Serena Brown, Secretary/Carol Minor, Director. Kathy will send committee CSD policy template.

ii. Contracts: Committee to review contracts and bring to board. Gus Kormeier, Director/Todd Corbett, Vice-chairperson.

iii. Billing: None needed.

iv. Budget: Serena Brown, Secretary, will be looking into Special District guidelines to see if a committee is needed to be formed.

c. Directors Reports

i. Ethics and Brown Act training: Completed and copies of certificates placed in file.

ii. Discuss harassment training: Gus Kormeier, Director will need to complete and send copy of certificate to Tiffany Wong, Asst. Administrator, to file.

VI. CORRESPONDENCE: None presented

VII. CLOSED SESSION: None Presented

VIII. NEXT REGULAR MEETING: WEDNESDAY, APRIL 21, 2021; 11:00 a.m.

IX. ADJOURNMENT: By Scott Alvord; Chairperson, at 11:49 a.m.

Scott Alvord, TLS CSD Chairperson

Tiffany Wong, TLS CSD Assistant Administrator