

**CASCADE RURAL FIRE PROTECTION DISTRICT  
SPECIAL COMMISSIONER'S MEETING MINUTES**

**November 15, 2023**

Larry Scarborough called the special commissioner's meeting of the Cascade Rural Fire Protection District to order at 4:30 p.m. at the 109 East Pine Street Fire Station.

The following Cascade Rural Fire Protection District officials were present: Commissioner Larry Scarborough, Commissioner LaDawn Saxton, Commissioner Mike Arnold, Fire Chief Steven Hull, Emergency Medical Services Director Keri Rueth, and Secretary / Treasurer Pam DeChambeau.

Mike Arnold made a motion to approve the agenda as presented, and LaDawn Saxton seconded the motion. Motion carried.

Keri Rueth reported on Cammack Medical Billing ending billing services December 31, 2023 and retiring. Presented and reviewed the Professional Services Agreement and Business Associate Agreement with Systems Design West for billing and payment processing of emergency medical services patient transport services. Reported she has no issues with the professional services agreement and reported the agreement is comparable to the current agreement with Cammack Medical Billing. Reported Systems Design West uses the ESO software and billing system, the same reporting platform used for patient care reports, so she will not have to do any coding for billing anymore. Reported Systems Design West will generate every twenty-four (24) hours the patient care reports to be billed out. Reported the revenue return rate is good. Reviewed the new fees and reported after comparing the last two years paid to Cammack Medical Billing there could be potential savings. Reported the System Design West fees are \$36.00 per transport for total volume of 1 – 10 transports per month or, \$31.00 per transport for total volume of 11 – 20 transports per month or, \$26.00 per transport for total volume greater than 21 transports per month. Larry Scarborough made a motion to approve to enter into the Professional Services Agreement and Business Associate Agreement with Systems Design West for billing and payment processing of emergency medical services patient transport services in the amount of \$36.00 per transport for total volume of 1 – 10 transports per month or, \$31.00 per transport for total volume of 11 – 20 transports per month or, \$26.00 per transport for total volume greater than 21 transports per month, and Mike Arnold seconded the motion. Motion carried.

There being no further business, the special commissioner's meeting of the Cascade Rural Fire Protection District adjourned at 4:36 p.m.

Respectfully submitted,



Pamela J. DeChambeau  
Secretary/Treasurer

Approved:



Larry V. Scarborough  
Chairperson