

THERESA AMBULANCE COMMITTEE AGENDA

Location: Theresa Fire Station

Date: April 9th 2026

Time: 6:30 PM

AGENDA DETAILS

I. CALL THE MEETING TO ORDER

- a. Determine if there is a quorum is present.
- b. Roll Call
- c. Consider /Accept minutes from the last meeting.
- d. This meeting has been posted in three places. Theresa Village Hall, Town Hall and Theresa Fire Department.
- e. Appointment of Chair Person (Brian Reise no longer chair?)

II. NEW BUSINESS

- a. Decommissioning Process for the Theresaa Ambulance Service.
- b. Role of the Theresa Ambulance Committee as indicated by the Boards:
- c. Priority: Following HIPPA Guideline requirements. (As discussed by Medical Director C.J and Kevin Baerwald). All Ambulance records located at the Office above old village hall be moved to secure room at the Town Hall. Possibly to be kept secure for 7 years.
- d. Obtain key for the office. Kevin has keys, but will be out of town for undetermined amount of time. Secure a key from Police Chief? Select a date for removal of records only and turn over remains in apartment back to the village.
- e. Have all utilities suspended as an Ambulance Expense.
- f. Review inventory of items as listed on handout sheet. Highlighted items to be given to the EMR.
- g. Review current Account Status.
- h. Authorization of Check signing process as new signatures will be needed.

- i. Current billing System Update, who is eligible for this task? Need discussion on appoint of closing of the books.
- j. Process payroll expense. Appoint Fiscal agent? Village Clerk would be able to do this.
- k. Motion to turn financial and fiscal responsible out of committee responsibilities. (Ambulance Committee does not have authority to handle this process)

III. OLD BUSINESS:

- a. Questions?
- b. Plan of action.
- c. Next meeting?
- d. Adjourn meeting

RESPECTFULLY SUBMITTED: CHRISTINE GIESE, AMBULANCE COMMITTEE MEMBER