

## **Hanson & Davison Ambulance District Meeting Notes**

Meeting Date: 6/29/2025

Meeting Time: 7:00 PM

Meeting Location: Alexandria Courthouse

Board Members Present: Kyle Baker, John Millan, and Sara Jorgensen from Davison County; Don Huber, Heidi Berg, and Brian Leitheiser from Hanson County; and Jared Nesheim in the at-large seat.

Guest Attendance: Jim Davies, Justin Schoenrock, Gary Schoenrock, Taylor Alberts

The Hanson and Davison Ambulance District meeting was called to order at 7:00 PM on June 29<sup>th</sup>, 2025—all elected board members present.

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[1] Each of the board members herein does stipulate to conduct of business and holding a board meeting on Sunday, June 29, 2025. Each acknowledges that this is an emergency meeting and therefore business will be conducted on Sunday. The basis for this emergency is that certain items need to be dealt with on the budget and planning and the deadline for filing that with the respective county auditors is Monday, June 30, 2025. Heidi Berg - RSP. [2]Resolution: work on a Sunday/Holiday-non-business day. It was moved by Kyle Baker and seconded by Sara Jorgensen that the following resolution be adopted: RESOLUTION #25-2 BE IT RESOLVED by the board of directors of the Davison-Hanson Ambulance District that:

- [1] the Board finds that the deadline for submitting the budget to the two (2) county auditors is June 30, 2025, at 4:15 P.M.;
- [2] there is work remaining to be done on the budget and the process for supporting the budget;
- [3] this is the last day and time before the deadline that is available to have the board meet; and
- [4] it is necessary that the Board meet and complete its work on a Sunday.

BE IT FURTHER RESOLVED that the Board does find that an emergency exists which requires this meeting on a Sunday.

BE IT FURTHER RESOLVED that the board will meet on Sunday, June 29, 2025, at 7:00 P.M. to complete its budgeting and financial support work.

### **JUSTIFICATION FOR RESOLUTION:**

- [a] The deadline is June 30, 2025, for submission of the budget;
- [b] each of the members of the board has consented to meeting on the evening of June 29, 2025, to complete the work; and
- [c] this will enable the board and its members to meet the budget submission deadline.

Votes for:7; Votes against:0; Motion Carried.

**Meeting Agenda:** Sara Jorgensen moved to approve the meeting agenda for the Hanson and Davison Ambulance District meeting held on June 29th, 2025. The motion was seconded by John Millan. The motion carried.

**Previous Meeting Minutes:** Sara Jorgensen moved to approve the minutes of the Hanson and Davison Ambulance District Meeting held on June 26th, 2025. The motion was seconded by John Millan. The motion carried.

**Banking Line of Credit:** Don Huber reported that all accounts are in the process of being established through Security State Bank in Alexandria, SD. No further Board action is necessary at this time.

**Collections:** The Board discussed RESOLUTION 25-01. No further changes or amendments were proposed or taken.

**Request for proposal (RFP):** The Board held further discussion regarding the collection process for Fiscal Year 2027 and acknowledged that additional time remains available for strategic planning. As part of this discussion, the Board considered issuing a Request for Proposal (RFP) to support meeting the funding and planning deadline of June 30, 2026. It was moved by John Millan and seconded by Jared Nesheim to authorize the release of the following Request for Proposal (RFP):

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#### **Request for proposal (RFP) Davison – Hanson County Ambulance District (DHAD)**

**Purpose/Scope of work (SOW):** The Consultant shall conduct a comprehensive and impartial analysis of emergency medical services (EMS) data for the Davison-Hanson County Ambulance District. This analysis shall include, but not be limited to:

- A detailed review and interpretation of ambulance call data, categorized by call types and response times;
- Evaluation of region-specific EMS data pertinent to the State of South Dakota;
- Analysis of all ambulance service calls within the geographic boundaries of the Davison-Hanson County Ambulance District.

The Consultant shall also develop financial modeling scenarios based on the data analysis to assess various funding strategies. These case scenarios shall include cost projections under multiple fiscal assumptions, with the objective of determining viable options for meeting the District's annual operational budget requirements.

The intent of this Request for Proposal (RFP) is to procure a qualified and independent third-party Consultant to provide objective, data-driven recommendations and financial insights to support the District's long-term planning and budgetary decisions.

#### **Timeline and Deadline:**

All proposals must be submitted no later than 5:00 PM Central Standard Time on December 1, 2025. Submissions received after this deadline may not be considered.

The selected Consultant shall be required to present the findings and recommendations to the Davison-Hanson County Ambulance District Board and the general public during a scheduled meeting to be held on December 9, 2025, at 7:00 PM, at the Alexandria Courthouse, or as otherwise directed by the District.

**Budget or Funding Information:** The budget for the Davison-Hanson County Ambulance District (DHAD) for fiscal year 2027 will be made available by the district's legal counsel upon request or as necessary for proposal development. Any discussion or work regarding the cost of consulting services solicited through this Request for Proposal (RFP) shall be based on the consultant's submitted cost analysis and financial modeling. Disclaimer of Obligation: The submission of a proposal, including any related presentations, preliminary research, or communications with the Davison-Hanson Ambulance District (DHAD), shall not create any obligation or guarantee of contract award or payment by the District. DHAD expressly reserves the right to reject any or all proposals, to waive informalities or irregularities, and to make no award if, in the sole judgment of the District, it is in the

District's best interest to do so. No reimbursement shall be made for any costs incurred by proposers in the preparation or submission of proposals or in connection with any stage of the procurement process.

**Proposal Submission Instructions:** All proposals shall be submitted to:

**Jim Davies, Attorney**

421 Main Street

PO Box 277

Alexandria, SD 57311

Phone: (605) 239-4321

**Minimum Qualifications or Requirements:**

- Minimum of 5 years of experience in data analysis, financial modeling, or public health consulting related to emergency medical services (EMS), ambulance operations, or healthcare systems. Demonstrated experience working with rural EMS systems or regional ambulance districts is preferred.
- Proven proficiency in data modeling tools and software (e.g., Excel, R, Python, Tableau, or GIS-based software). Ability to analyze large datasets, including 9-1-1 call data, CAD data, NEMSIS datasets, or state EMS reporting systems.
- Demonstrated experience in performing cost analyses, budget forecasting, and funding scenario development for government or healthcare-related entities. Familiarity with public funding sources such as levies, special assessments, per capita rates, and grants
- Strong written and verbal communication skills, with experience in presenting findings to public boards, stakeholders, and general audiences. Ability to deliver non-biased, data-driven recommendations in a public forum.
- Minimum of three (3) references from similar projects, preferably involving rural or county-level EMS systems. Submission of at least one (1) example of a previously completed EMS-related data analysis or financial model (with confidential data redacted if necessary).

Motion carried.

**Next Meetings:** Motion made by Sara Jorgensen and seconded by Kyle Baker to schedule the next meeting for December 9th at 7:00 PM at the Alexandria Courthouse. Motion carried.

**Adjournment:** Jared Nesheim moved, seconded by Kyle Baker, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:52 PM.