

WABASHA AMBULANCE COMMISSION

September 19, 2023 4:00 PM
Wabasha Ambulance Garage

Join Zoom Meeting
<https://us02web.zoom.us/j/81201162101>

Meeting ID: 812 0116 2101

Jane Glander will be joining via Zoom from 10283 Ferry Point Place NW, Rice, MN 56367
Cindy Sheeley will be joining via Zoom from 825 Warrior Ave, Caledonia, MN 55921

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Public Comments
- 3) Changes or Additions to Agenda
- 4) Ambulance Commission Minutes
 - 1) July 18th Ambulance Commission Minutes
- 5) General Business
 - 1) Schedule Update
 - 2) 2024 Budget
 - 3) Full-Time Paramedic Position
 - 4) Update to Ambulance Service Policies
 - 5) Incentives for Transfers
- 6) Old Business
 - 1) Building Direction
- 7) Other Business
 - 1) Directors Report
- 8) Adjourn

Ambulance Commission

4) 1)

Meeting Date: 09/19/2023

ITEM TITLE: July 18th Ambulance Commision Minutes

DEPARTMENT: Administration

PURPOSE:

July 18th Ambulance Commission Minutes

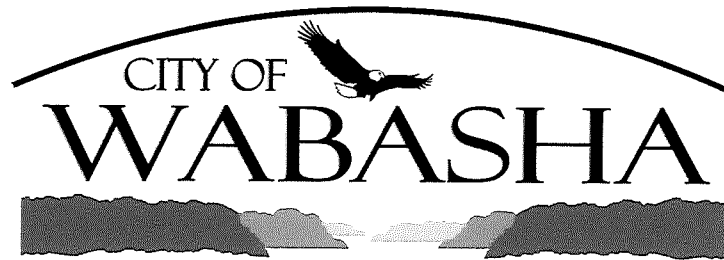
ITEM SUMMARY:

July 18th Ambulance Commission Minutes

Attachments

July 18th Meeting Minutes

DRAFT



AMBULANCE COMMISSION

1. Call to Order and Roll Call Ambulance Commission July 18th, 2023

Present: Monica Walters, Commissioner; Cindy Sheeley, Voting Member; Jane Glander, Commissioner

Absent: Tim Wallerich, Commissioner

Also Present: Ryan T. Marking, Ambulance Director

Tina Cook, Assistant Ambulance Director

Attendees: Sadie Wallerich, Ambulance Crew Member

Meeting called to order at 15:58.

2. Public Comments

Sadie spoke about how important Part-Time Paramedics are.

3. Changes or Additions to Agenda

1. Approval of May 31st, 2023 Ambulance Commission Minutes

Moved by Commissioner Jane Glander, seconded by Voting Member Cindy Sheeley AYE: 3
NAY: None. ABSENT: Commissioner Tim Wallerich (ABSENT) Motion: Adopted

5. General Business

1. Discussion on difficulty filling the weekend schedule

Discussion about possible options. Suggestions - Set Scheduling, possibly hiring drivers for transfers, no night time transfers, and putting availability on the calendar.

2. Approval to hire Alyssa Simonson as part-time casual, EMTIII

Moved by Commissioner Jane Glander, seconded by Voting Member Cindy Sheeley Approval to hire Alyssa Simonson as part-time casual, EMTIII Step 1 at \$21.48. AYE: 3 NAY: None. ABSENT: Commissioner Tim Wallerich (ABSENT) Motion: Adopted

3. Approval to create a Paid-On Call Paramedic Pay

Moved by Commissioner Jane Glander, seconded by Voting Member Cindy Sheeley Approval to create a Paid-On Call Paramedic Pay. AYE: 3 NAY: None. ABSENT: Commissioner Tim Wallerich (ABSENT) Motion: Adopted

4. Part-Time Staffing

Discussion on adding more staffing to the 2024 budget. Commission supports decision and suggest bringing it to City Council for approval.

5. Discuss applying for a Wisconsin Service License

Moved by Commissioner Jane Glander, seconded by Voting Member Cindy Sheeley Approve the Service Applying for a State of Wisconsin Service License. AYE: 3 NAY: None. ABSENT: Commissioner Tim Wallerich (ABSENT) Motion: Adopted

6. Old Business

7. Other Business

1. Ambulance Director Report

Director Marking gave his service report.

8. Adjourn

Moved by Commissioner Jane Glander, seconded by Voting Member Cindy Sheeley Motion to adjourn at 17:47 AYE: 3 NAY: None. ABSENT: Commissioner Tim Wallerich (ABSENT) Motion: Adopted

Ambulance Commission

5) 1)

Meeting Date: 09/19/2023

ITEM TITLE: Schedule Update

DEPARTMENT: Ambulance

PURPOSE:

Schedule Update

ITEM SUMMARY:

Schedule Update

Attachments

Overtime Data

2023 Ambulance Overtime (YTD 9/1/23)

					Overtime Pay
Employee Name BURT, AUSTYN					
471358086	BURT, AUSTYN	Bi-Monthly	1327	\$24,456.62	\$5,846.94
471358086	BURT, AUSTYN	Overtime	211.5	\$5,846.94	
Employee Name BURT, AUSTYN					
Employee Name COOK, TINAM					
389781209	COOK, TINAM	Bi-Monthly	1428	\$33,226.28	\$2,705.94
389781209	COOK, TINAM	Overtime	75	\$2,705.94	
Employee Name COOK, TINAM					
Mueller, Sammie (33 hours)					
Employee Name PATRAW, ANTHONY					
505475390	PATRAW, ANTHONY	Bi-Monthly	553	\$10,704.14	\$1,382.26
505475390	PATRAW, ANTHONY	Overtime	50	\$1,382.26	
Employee Name PATRAW, ANTHONY					
Employee Name SIMONSON, ALYSSA					
392155097	SIMONSON, ALYSSA	Bi-Monthly	87	\$1,868.76	\$289.98
392155097	SIMONSON, ALYSSA	Overtime	9	\$289.98	
Employee Name SIMONSON, ALYSSA					
					\$11,137.41
With Benefits (PERA: 7.5%, FICA: 6.2%, Medicare: 1.45%)					
					\$12,824.72

Total Full and Part-Time Overtime Hours = 378.5

Director Comp Time Hours = 140.25

Ambulance Commission

5) 2)

Meeting Date: 09/19/2023

ITEM TITLE: 2024 Budget

DEPARTMENT: Ambulance

PURPOSE:

Discuss 2024 Budget/Revenue Projections and CIP

ITEM SUMMARY:

Discuss 2024 Budget/Revenue Projections and CIP

Attachments

2024 Budget Overview

AMBULANCE

Account Description	2021 Actual	2022 Actual	2023 Through June 30	2023 Budget	2024 Budget	Comments
E 100-420-42500-101 Full-time Employees-Regular	\$151,334	\$150,115	\$108,057	\$197,808	\$214,482	Marking, Burt, Cook, Full-time Vacant
E 100-420-42500-103 Part-time Employees	\$83,130	\$90,395	\$41,163	\$83,000	\$136,273	Paid On-Call Staff, two Part-Time Paramedics, part-time EMT
Overtime				\$5,000	\$7,000	Overtime YTD 7/31/23: \$10,190.55
E 100-420-42500-121 PERA Contributions	\$11,469	\$11,436	\$7,845	\$14,836	\$16,086	7.5% of Full-time Payroll
E 100-420-42500-122 FICA Contributions	\$14,151	\$14,741	\$8,726	\$17,410	\$22,181	6.2% of Payroll
E 100-420-42500-124 Medicare Contributions	\$3,310	\$3,447	\$2,041	\$4,072	\$5,187	1.45% of Payroll
E 100-420-42500-131 Health Insurance	\$36,673	\$27,695	\$29,806	\$49,093	\$56,859	1 family, 2 E+D, 1 single
E 100-420-42500-133 Dental Insurance	\$1,164	\$891	\$925	\$2,004	\$2,471	1 family, 2 E+D, 1 single
E 100-420-42500-134 Life Insurance	\$805	\$727	\$581	\$872	\$1,279	
E 100-420-42500-151 Workers Comp Insurance Premium	\$15,102	\$16,233	\$16,771	\$16,000	\$17,000	
E 100-420-42500-200 Office Supplies	\$208	\$4,791	\$351	\$500	\$500	
E 100-420-42500-206 Training Center Expenditures	\$1,716	\$430	\$1,280	\$2,000	\$4,000	
E 100-420-42500-212 Motor Fuels	\$3,520	\$5,748	\$3,145	\$3,500	\$7,000	
E 100-420-42500-215 Oxygen-Supplies	\$967	\$987	\$1,722	\$1,000	\$1,500	
E 100-420-42500-217 Medical Supplies	\$12,722	\$13,509	\$9,077	\$10,000	\$18,000	
E 100-420-42500-219 General Supplies	\$328	\$2,579	\$399	\$1,500	\$1,500	
E 100-420-42500-221 Equipment Maintenance/Parts	\$431	\$1,977	\$228	\$4,000	\$4,000	
E 100-420-42500-223 Building Maint/Repair Supplies	\$1,079	\$901	\$552	\$1,000	\$1,000	
E 100-420-42500-308 Continuing Ed	\$1,119	\$1,687	\$1,393	\$5,000	\$5,000	
E 100-420-42500-310 First Responders	\$0	\$0	\$0	\$0	\$0	
E 100-420-42500-311 Contractor Fees	\$15,345	\$21,053	\$12,303	\$18,000	\$23,000	
E 100-420-42500-321 Telephone	\$1,737	\$1,012	\$1,280	\$2,500	\$2,500	Internet for Ambulances
E 100-420-42500-322 Postage	\$0	\$0	\$175	\$50	\$50	
E 100-420-42500-331 Travel Expense	\$615	\$151	\$2,370	\$1,000	\$3,000	
E 100-420-42500-350 Printing and Binding	\$283	\$385	\$339	\$500	\$500	
E 100-420-42500-361 General Liability/Property Ins	\$3,936	\$3,593	\$4,390	\$5,000	\$5,000	
E 100-420-42500-365 AMB/FIRE DISABILITY ACCIDENT	\$1,960	\$3,518	\$0	\$3,000	\$3,000	
E 100-420-42500-381 Electric/Gas Utility	\$1,885	\$3,079	\$1,405	\$2,500	\$3,200	
E 100-420-42500-388 Lodging	\$0	\$0	\$0	\$0	\$800	
E 100-420-42500-401 Building Contract Maintenance	\$601	\$0	\$0	\$500	\$500	
E 100-420-42500-409 Maintenance Agreements	\$653	\$1,104	\$295	\$750	\$750	
E 100-420-42500-414 Vehicle Maintenance	\$1,782	\$699	\$3,065	\$3,000	\$5,000	
E 100-420-42500-430 Miscellaneous	\$4,120	\$5,278	\$2,433	\$2,000	\$6,000	
E 100-420-42500-433 Dues and Subscriptions	\$2,352	\$2,444	\$455	\$1,200	\$1,200	
E 100-420-42500-436 Insurance Deductible for Claim	\$4,411	\$464	\$1,353	\$500	\$500	
E 100-420-42500-570 Office Equipment & Furnishings	\$572	\$1,304	\$312	\$500	\$500	
E 100-420-42500-581 Uniforms	\$3,069	\$2,155	\$2,724	\$2,000	\$3,000	
E 100-420-42500-582 Radio Equipment	\$6,956	\$2,345	\$120	\$0	\$0	
Total:	\$389,626	\$396,873	\$267,079	\$461,695	\$679,818	

General Fund Revenue Summary

Account Description	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Through June 30	2024 Proposed
AIDS & CREDITS							
R 100-33401 Local Government Aid	\$604,426	\$605,148	\$605,559	\$605,559	\$609,023	\$0	\$685,058
R 100-33402 Market Value Credit AG	\$1,600	\$1,296	\$1,600	\$1,573	\$1,600	\$0	\$1,600
R 100-33406 Police State Aid	\$64,000	\$64,348	\$67,000	\$80,131	\$78,000	\$0	\$80,000
R 100-33407 Fire State Aid	\$26,500	\$42,624	\$29,000	\$35,710	\$31,000	\$0	\$35,000
R 100-33408 PERA Aid	\$2,400	\$0	\$1,000	\$0	\$1,000	\$0	\$0
Misc Grant Revenue (Fund 502)	\$25,000	\$30,238	\$25,000	\$39,930	\$25,000	\$37,018	\$25,000
TOTAL AIDS & CREDITS	\$723,926	\$743,653	\$729,159	\$762,904	\$745,623	\$37,018	\$826,658

FEES FOR SERVICE							
R 100-32137 Golf Cart Permit	\$600	\$1,740	\$600	\$340	\$600	\$240	\$600
R 100-32138 ATV Permit	\$500	\$1,620	\$500	\$660	\$500	\$440	\$1,100
R 100-32140 Transient Merchant Licence	\$0	\$90	\$0	\$90	\$0	\$30	\$0
R 100-32145 Garbage	\$0	\$500	\$2,000	\$625	\$2,000	\$375	\$500
R 100-34109 Clean Up Day	\$1,900	\$6,027	\$0	\$4,910	\$2,000	\$4,580	\$5,000
R 100-34150 Dog Pound Fees	\$250	\$175	\$250	\$240	\$250	\$300	\$250
R 100-34160 Vehicle Impound Fees	\$0	\$439	\$0	\$1,560	\$0	\$160	\$500
R 100-34161 Towing Charge	\$0	\$1,350	\$0	\$1,250	\$250	\$920	\$250
R 100-32181 Rent or Use of Land (Transfer Building, DH	\$0	\$7,150	\$0	\$9,250	\$8,700	\$0	\$10,000
R 100-34201 Police - Misc Revenue	\$0	\$11,522	\$0	\$620	\$0	\$2,552	\$0
R 100-34204 Fire Revenue	\$80,000	\$86,966	\$80,000	\$59,474	\$60,000	\$30,485	\$80,000
R 100-34207 Ambulance Services	\$250,000	\$178,879	\$240,000	\$256,787	\$240,000	\$162,631	\$310,000
R 100-34210 Ambulance Township Revenue	\$0	\$0	\$0	\$0	\$0	\$12,241	\$35,000
R 100-34212 Ambulance Training Center Revenue	\$0	\$310	\$2,000	\$120	\$500	\$1,260	\$1,500
R 100-34213 Misc - Ambulance	\$0	\$947	\$0	\$342	\$0	\$9,616	\$8,000
R 100-34302 Street Rental Equipment	\$0	\$2,100	\$0	\$2,100	\$0	\$300	\$0
R 100-34305 Street-County Road Maintenance	\$10,100	\$10,100	\$10,100	\$10,591	\$10,578	\$10,578	\$10,959
R 100-34720 Pool- Fees	\$28,000	\$20,652	\$35,000	\$30,804	\$35,000	\$34,842	\$40,000
R 100-34780 Park - Misc. Revenue	\$400	\$3,292	\$400	\$611	\$400	\$1,070	\$400
R 100-34781 Park-Campsite Lease	\$134,000	\$121,925	\$134,000	\$130,965	\$144,000	\$144,935	\$144,000
R 100-34782 Park-Campsite Fees	\$1,000	\$0	\$2,000	\$2,931	\$2,000	\$1,110	\$2,000
R 100-34786 Park - Campers-winter storage	\$1,700	\$2,250	\$2,000	\$7,750	\$2,000	\$2,600	\$2,000
R 100-34787 Park-slip leases	\$19,750	\$36,900	\$19,750	\$35,300	\$20,000	\$45,800	\$45,800
R 100-34790 Park - Boat Slip Daily Fees	\$500	\$476	\$500	\$1,235	\$500	\$0	\$500
R 100-34791 Park- Reservation Fees	\$1,500	\$2,011	\$1,500	\$1,113	\$1,500	\$1,089	\$1,500
R 100-35101 Police-Court Fines	\$16,000	\$20,324	\$16,000	\$12,331	\$16,000	\$8,878	\$16,000
R 100-34104 Plan Checking Fees	\$12,000	\$20,292	\$12,000	\$11,842	\$12,000	\$5,869	\$10,000
R 100-34106 Misc. Sales	\$0	\$2,177	\$0	\$73	\$0	\$164	\$0
R 100-36200 Miscellaneous Revenue/ Fees for Service	\$2,000	\$10,476	\$2,000	\$18,228	\$2,000	\$7,636	\$2,000
R 100-36221 Cable franchise fee	\$56,000	\$58,663	\$56,000	\$56,869	\$56,000	\$26,337	\$56,000
R 100-36290 Harbor Lease Agreement	\$25,500	\$24,495	\$25,000	\$28,045	\$27,061	\$13,942	\$28,441

2024 thru 2033

PROJECTS BY FUNDING SOURCE

Source	#	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Borrowing												
Ambulance Hall Renovations	24-AMB-02			500,000								
Walking Trails	26-PARKS-03			100,000								500,000
Ladder/Pumper Replacement	32-FIRE-01									900,000		100,000
Borrowing Total				600,000						900,000		900,000
										900,000		1,500,000

Capital Improvement Fund

Item	Account	Estimate	Actual	Balance
Tuckpointing/Building Maintenance	24-ADMIN-01	15,000		15,000
Fire Station Improvements	24-FIRE-01	286,664		286,664
Fire Hall: Election Improvements	24-FIRE-03	25,000		25,000
Skate Park Ramp Repair	24-PARKS-01	30,000		30,000
Replace Lifeguard Stands	24-POOL-01	5,400		5,400
Pool Skimmer	24-POOL-02	93,448		93,448
John Deere Z930M Ztrak	24-PW-01	8,910		8,910
Warning House/Concession Stand/Restroom	24-PW-02	192,400		192,400
Riprap	24-PW-03	20,000		20,000
Replace 972	25-AMB-03	278,500		278,500
Two Lucas Devices	25-AMB-05	70,000		70,000
Dog Park 2025	25-PARKS-01	50,000		50,000
2025 Storm Sewer Maintenance	25-PARKS-04	10,000		10,000
Park Playground Equipment (Eagles Basin)	26-PARKS-02	50,000		50,000
Walking Trails	27-PARKS-01		75,000	75,000
All-Abilities Playground: Schmidt Park	27-PARKS-02	100,000		100,000
Replace 2007 Plow Truck	27-PW-01	225,000		225,000
2027 Storm Sewer Maintenance	27-PW-02	10,000		10,000
Front End Loader	27-PW-03	170,000		170,000

Source	#	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
Two Monitors/AEDs	28-AMB-01					125,000						125,000
W4 Tanker Replacement	28-FIRE-02					300,000						300,000
Marrou/Jaycee Park Campground	28-PARKS-01					100,000						100,000
Replace 2005 Chevy One Ton Dump Truck	29-PW-01						75,000					75,000
New Ambulance: 2030	30-AMB-01							350,000				350,000
Two Cots and Two Power Loads	30-AMB-02							125,000				125,000
Police Computers	32-POLICE-01									25,000		25,000
Ambulance Doors and Windows	AMB D&W	22,000										22,000
Mill and Overlay (Street Repaving) 2023 & 2024	M&O	200,000										200,000
Library Building Maintenance	MAINTENANCE	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	50,000
Ongoing Equipment Replacement	POLICE OER	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000		81,000
Toolcat Revolving Purchase	PW Toolcat	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		45,000
Sidewalks	SIDEWALKS		10,000		30,000							40,000
Police Squad Car	SQUAD CAR	50,000		50,000		50,000		50,000		50,000		250,000
Capital Improvement Fund Total		967,822	367,500	189,000	554,000	594,000	169,000	544,000	19,000	94,000	5,000	3,503,322
Fundraising												
Warming House/Concession Stand/Restroom	24-PW-02	32,600										32,600
All Abilities Playground: Schmidt Park	27-PARKS-02				300,000							300,000
Fundraising Total		32,600			300,000							332,600
Grants												
Fire Station Improvements	24-FIRE-01	113,336										113,336
Replace 972	25-AMB-03		50,000									50,000
Grants Total		113,336	50,000									163,336
GRAND TOTAL		1,113,758	417,500	789,000	854,000	594,000	169,000	544,000	19,000	994,000	5,000	5,499,258

Capital Improvement Plan

City of Wabasha, Minnesota

Data in Year 2024

Department Ambulance
Contact Ambulance Director
Type Unassigned
Useful Life
Category Unassigned

Project #	AMB D&W
Project Name	Ambulance Doors and Windows

Description	Total Project Cost: \$22,000
Ambulance Doors The Ambulance Station doors are in need to replacement.	

Justification
Ambulance Station doors and windows are in need of replacement. In the winter months, Ambulance Station doors and windows allow considerable draft that leads to the training area/kitchen.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	22,000					22,000
Total	22,000					22,000

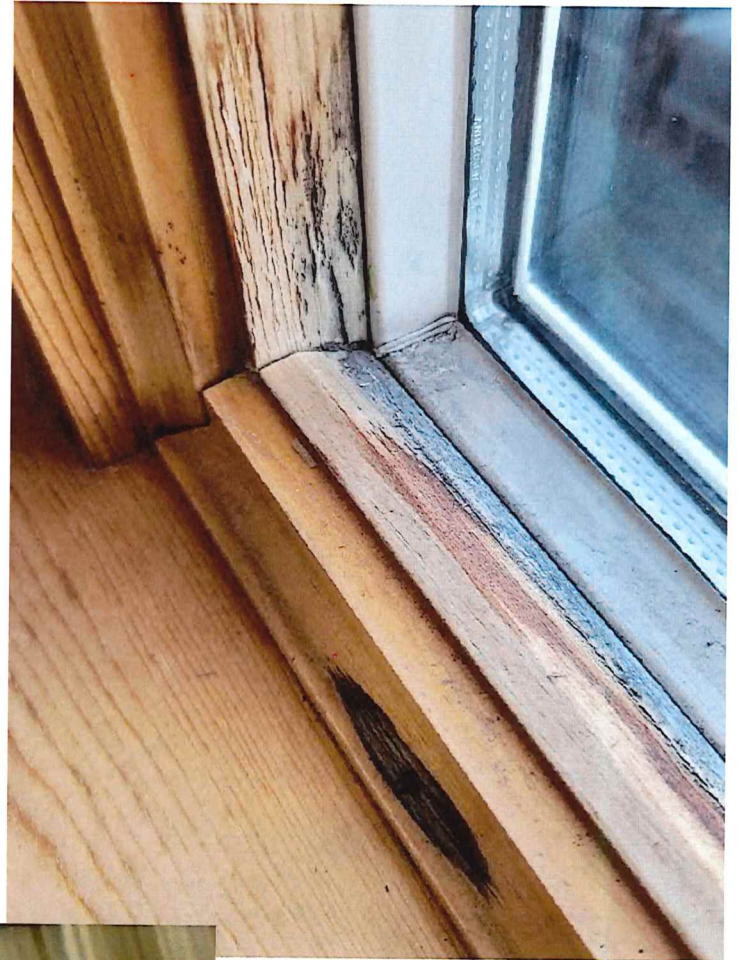
Funding Sources	2024	2025	2026	2027	2028	Total
Capital Improvement Fund	22,000					22,000
Total	22,000					22,000



Windows

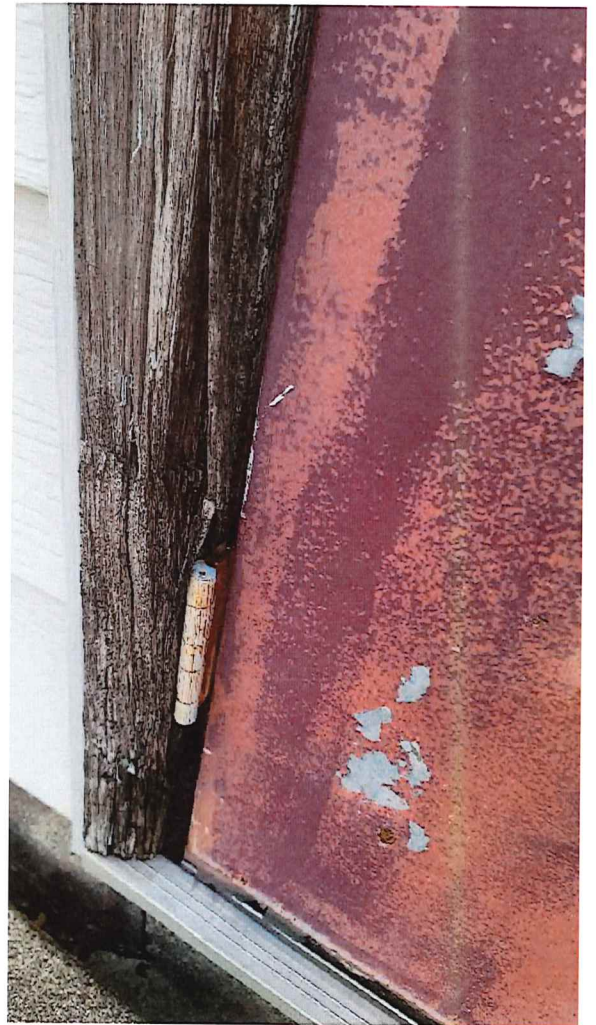
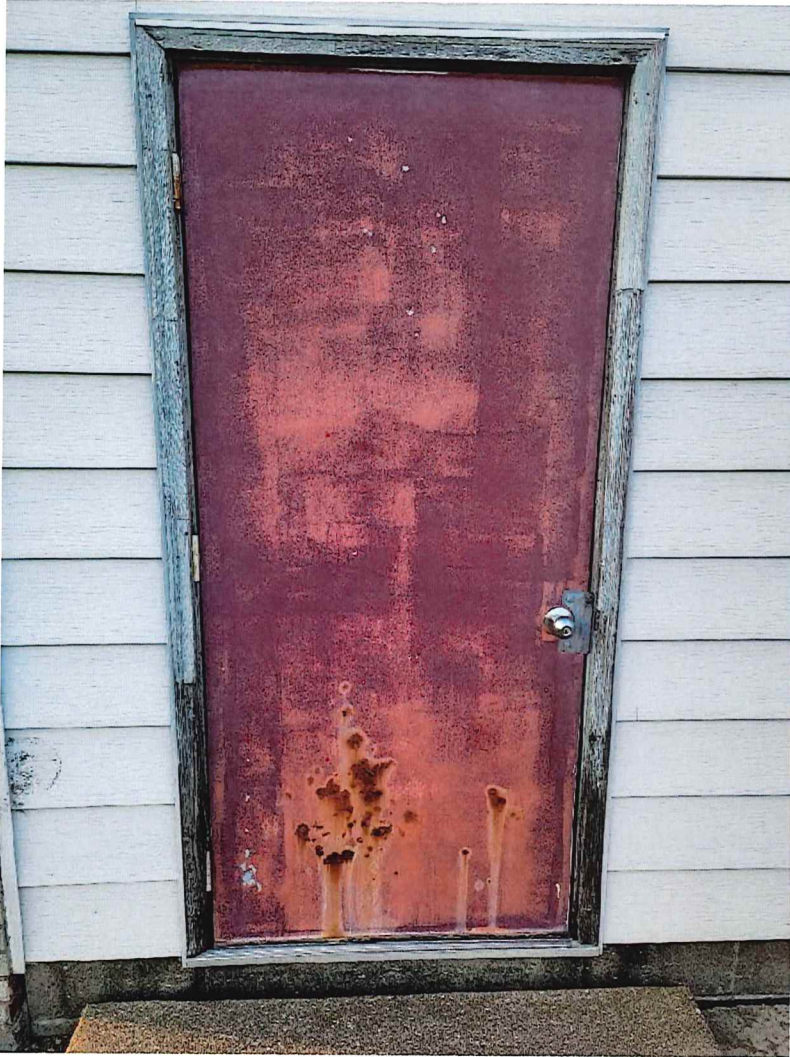
- The windows are drafty especially during the winter months. There is gaps in the windows, they have condensation between the 2 panes, most of the windows once open require someone to go outside and push the window in, in order to be able to shut it. A lot of the cranks are broken, and the window trim is starting to rot.
-



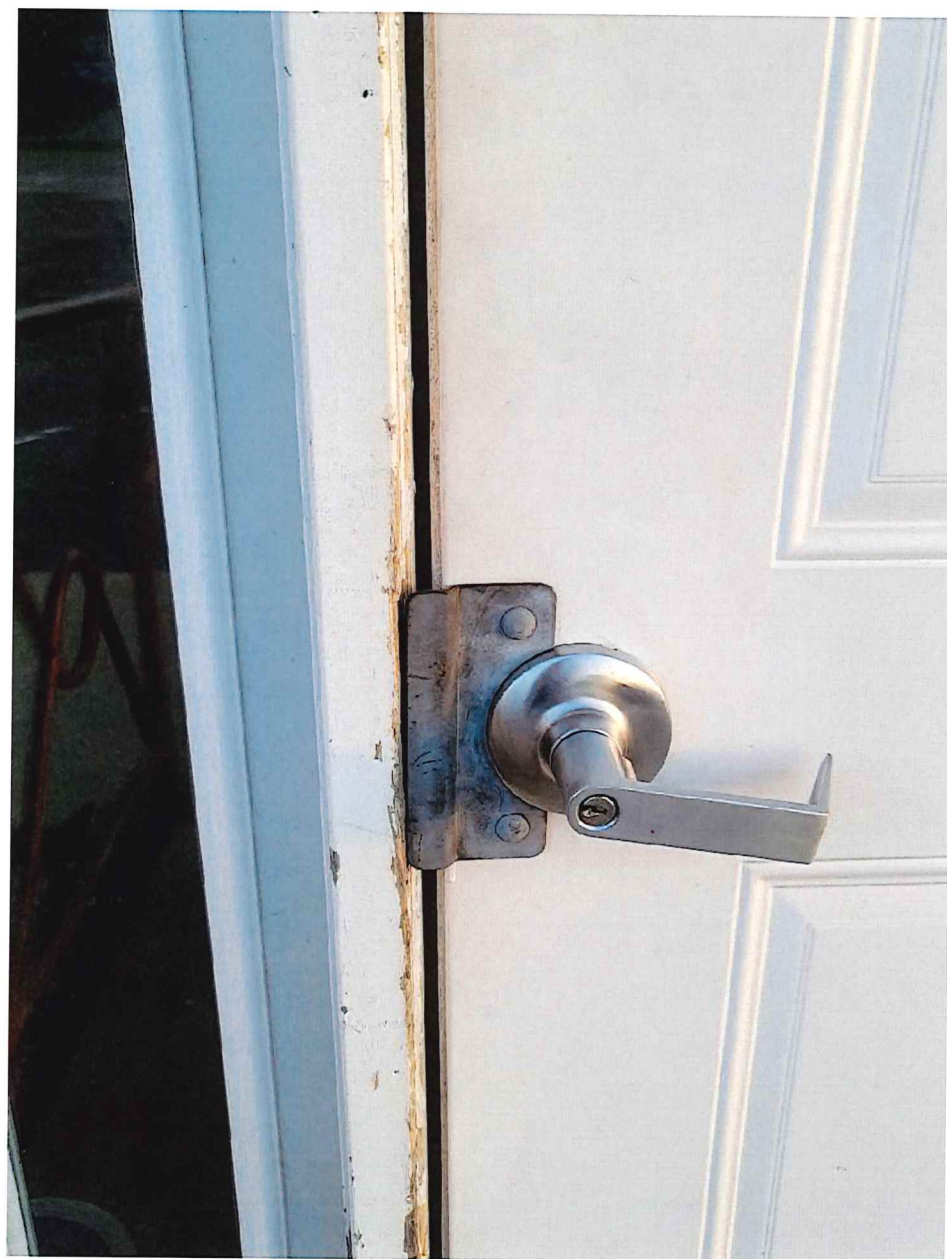


DOORS

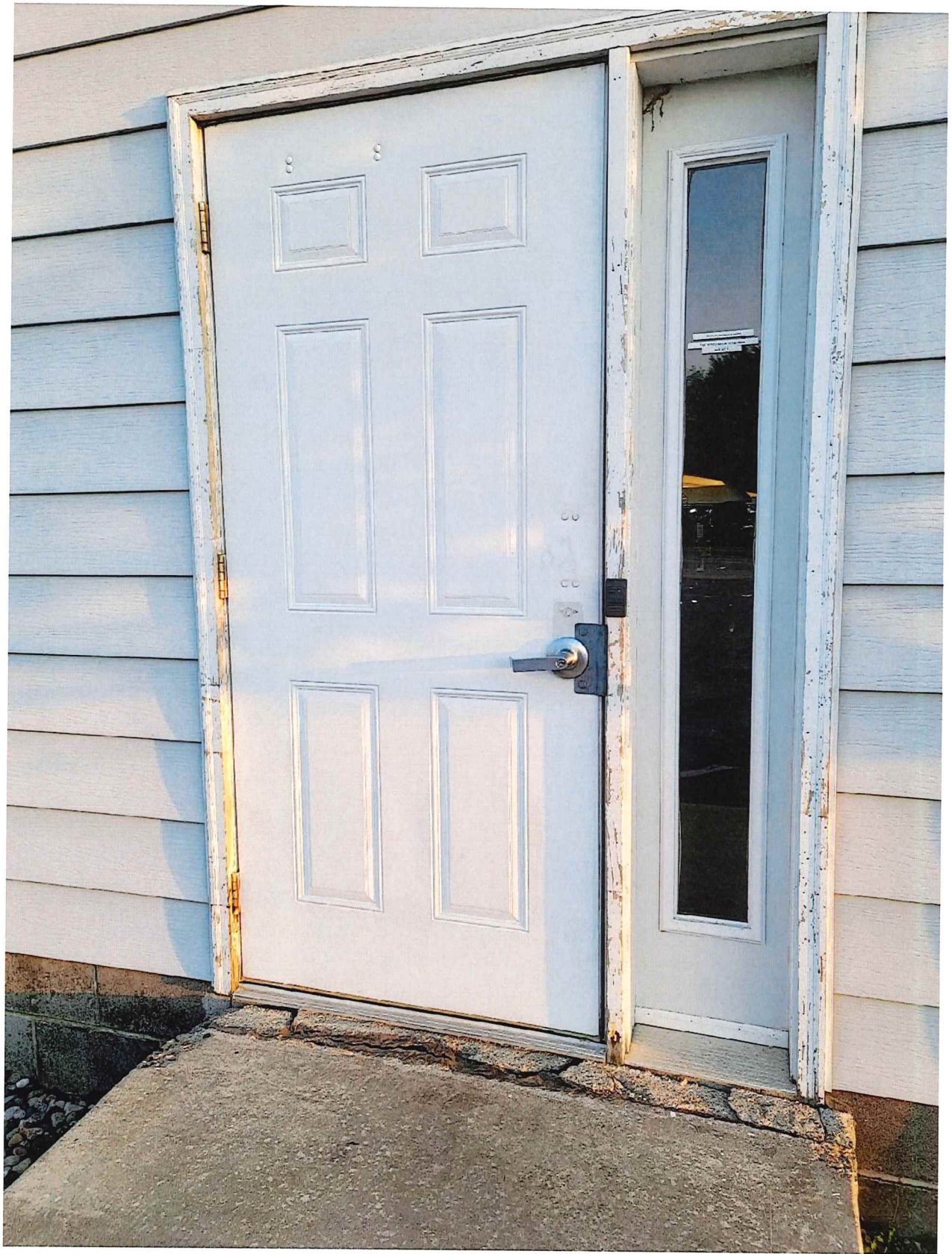
- All the doors are starting to show their age and have significant gaps in them. Some of the frames are also starting to rot. This is causing drafting and snow to blow in during the winter time.

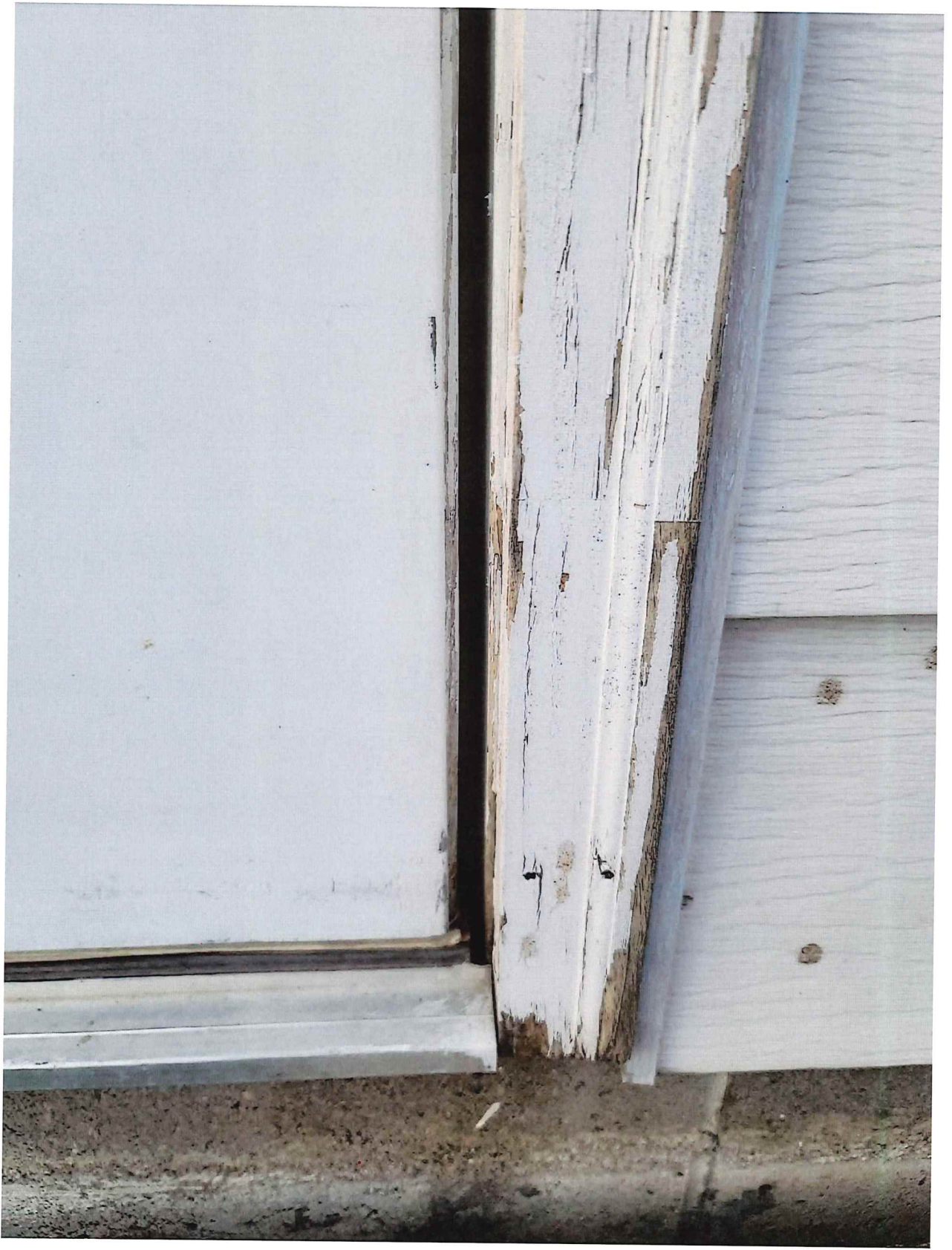












Ambulance Commission

5) 3)

Meeting Date: 09/19/2023

ITEM TITLE: Full-Time Paramedic Position

DEPARTMENT: Ambulance

PURPOSE:

Approve Full-Time Paramedic Position for 2024 budget

ITEM SUMMARY:

Adds 1 full-time paramedic position and part-time paramedic position and additional revenue growth for the ambulance service (requested by Ambulance Director Marking). This would mean a total of four full-time staff, 3 part-time staff (5.5 FTE), increasing from the current 4.5 full-time equivalent. The goal is to add scheduled paramedic staff to be able to take ALS transfers and grow the revenue and relieve pressure on overall understaffing for the service. A data analysis showed that we are still short 7 volunteers, if they are working the required minimum hours (36 hours/month). Director Marking believes that by investing in additional staffing, we should be able to grow the revenue to make up for the additional staff, due to the ability to take additional transfers. Administrator Gregerson supports the idea, as long as we can re-evaluate if there is no additional revenue growth. Our analysis showed we were about 7 paid on-call (volunteer) short of a number recommended not to burn out our volunteers but still meet our staffing. Director Marking believes that this position will be a budget neutral position. This position was placed in the 2024 budget as a place holder and will require Ambulance Commission approval and more financial review.

STAFF RECOMMENDATION:

Approve adding a Full-Time Paramedic position to the 2024 budget

Ambulance Commission

5) 4)

Meeting Date: 09/19/2023

ITEM TITLE: Update to Ambulance Service Policies

DEPARTMENT: Ambulance

PURPOSE:

Update Ambulance Service Policies

ITEM SUMMARY:

During a review of Ambulance Service Policies a few policies were indentified for review and purposed changes.

STAFF RECOMMENDATION:

Approve the policy changes.

Attachments

Policy Changes

600.04 MAINTENANCE OFFICER JOB DESCRIPTION (if established)

The maintenance officer shall maintain mechanical workings of each vehicle include outside lighting.

600.05 DESIGNEE

If the designee for any of the offices is not a member of the ambulance service, approval of the appointment is required by a supporting vote of two third of the members. Additional designees for special purposes or third-party organizations shall be made by the Director in coordination with the staff. These include billing services, quality assurance, medical director, medical control, HIPPA compliance officer, drivers, and laboratory designee.

600.06 Roles of Transport

If a sick, disabled, or injured individual is transported by ambulance, any of the following combinations of other individuals shall be present in the ambulance:

1. Any 2 emergency medical technicians.
2. One emergency medical technician plus one emergency medical responder.

An ambulance driver who is not an Emergency Medical Technician may assist with the handling and movement of a sick, injured or disabled individual if an emergency medical technician is present. Drivers of emergency vehicles must have completed the emergency vehicle operation course (EVOC).

Ambulance personnel:

- 1) For emergency medical responders to be a legal crew member, they must be credentialed with the Wabasha Ambulance Service.
- 2) *For Driver position to be a legal crew member, they must have a valid Drivers License, Current AHA BLS Provider CPR, and EVOC.*
- 3) Emergency medical responder must use the call calendar to sign up for call time and will be given ID and password for entry by the Director or Designee.
- 4) Dual credentialed emergency medical responders must be a member and maintain training requirements under their initial membership (e.g. Kellogg emergency medical responder unit). The emergency medical responder can request to be a member of the Wabasha Ambulance Service or maintain dual credentialing at any time.
- 5) The requirements for membership are 24 hours for EMR and 36 for EMT (primary or secondary) of on-call time per calendar month. Membership to Wabasha Ambulance Association and voting capability will be the same as for other members of the Wabasha Ambulance Service.

b. If you are signed up on the call calendar you are dedicated to those hours to be available to the service. You need to respond to the garage.

600.09 In addition, it is required that all Wabasha Ambulance Service personnel complete one, mandatory, 12-hour (primary or secondary) shift of Holiday on-call time during the year.

~~600.10 On-call shift sign-ups will take place by the 15th of each month. At this time, all appropriate scheduled hours should be indicated.~~

600.11 Wabasha Ambulance Service personnel who are unable to complete the monthly required hours shall notify the Director of his or her absence or condition, and each will be considered on an individual basis.

600.12 Any paid on-call employee who is unable to complete the required hours should notify the Director on the 10th day but before the 15th of the month. The Director will review each situation on an individual basis.

600.13 Wabasha Ambulance Service determines corrective action by utilizing the culture of safety for any employee missing scheduled on-call time or not fulfilling minimum requirements per month.

SCHEDULING PROCEDURES

600.14 All on-call shifts shall be staffed by a minimum of two emergency personnel as per state statute.

600.15 To maintain Wabasha Ambulance Service without undue hardship on any one member, it is required that ALL members be responsible for monitoring the on-call calendar schedule.

600.16 Personnel unable to fulfill their scheduled on-call hours are required to make arrangements for their own replacement, and for updating the calendar when confirming their replacement.

600.17 The monthly meeting will be held on the 1st Monday of the month at 1830, or other date/time as approved by Wabasha Ambulance Director. Any change will be made via e-mail by Wabasha Ambulance Director .

600.18 REQUESTING A LEAVE OF ABSENCE, VACATIONS, TIME AWAY
For paid on-call personnel – all leave of absences, vacations or time away shall be

noted in EMS Manager to indicate unavailability.

For full-time personnel – all leave of absences, vacations or time away will be arranged through Director or designee and reviewed for availability. All time away shall be noted in EMS Manager to indicate unavailability.

600.19 RETURN OF EQUIPMENT

Any employee terminated or leaving the service, shall return pager and portable radio, if applicable, to the Director.

700 UNIFORM POLICY

Purpose: A clean, neat appearance promotes professionalism, builds confidence in the EMT, represents the service in a uniformed easily recognizable manner, and gains the respect and trust of the public.

700.01 UNIFORMS

Personnel must wear Wabasha Ambulance Service identifiable clothing to distinguish them as EMS while on all calls.

700.02 Special event shirts will be provided, if available, when representing the service. These can be worn as part of a primary uniform during special event.

700.03 Wabasha Ambulance Service will provide items *to new Paid On-Call Members* including:

One (1) winter jacket with name tag

One (1) navy EMS pant

One (1) navy EMS T-shirt

One (1) navy EMS Jobshirt

One (1) navy belt

One (1) navy or black hat (baseball cap or stocking)

700.04 This property should be kept in good condition and maintained properly. If an item is worn, damaged, etc., this item will be replaced by the service.

700.05 Individual provided items include:

Appropriate EMS boots/shoes, pants, and shirt will be worn on all calls or other activities. It is recommended to wear service provided clothing or appropriate clothing on call scheduled call shifts. *Appropriate length Shorts may be worn between April thru October.*

700.06 HAIR

All employees should have clean and groomed hair. Sideburns and facial hair will be kept to a minimal to ensure proper fitting of equipment (e.g., N95)

700.07 FINGERNAILS

Nails will be neatly trimmed. ~~and should not extend more than one eighth inch past fingertip. Chipped nail polish or artificial nails are not recommended.~~

700.08 TATTOOS

~~All tattoos should be covered at any given time that an employee is on duty or otherwise representing Wabasha Ambulance Service.~~

700.09 JEWELRY

~~Watches are suggested for all EMS employees. Necklaces and tags are to be tucked into shirt. Earrings or facial piercings are not recommended.~~

700.10 MAKEUP

Must be natural and subdued in appearance.

700.11 PERFUME AND COLOGNE

Perfume and cologne should *be subtle.* ~~not be worn will on call.~~

800 EMERGENCY VEHICLE OPERATIONS POLICY (State Requirement)

Purpose: To establish a policy for the prudent use of driving emergency vehicles and the use of lights and siren when responding to a call or transporting a patient and to improve and enhance the safety for the patient, EMS crew, and the community.

800.01 DRIVERS TRAINING

When available all emergency vehicle operators should undergo formal driving training through a designed course of emergency vehicle operations. The desired course is the Emergency Vehicle Operators Course (EVOC). If a formal training course is not available Wabasha Ambulance Service will provide internal emergency drivers training that includes both classroom and behind the wheel education. Final evaluation of this training shall be documented by the Training Officer as a component of the initial orientation and training program. The Wabasha Ambulance Service Director, or designee will provide the final evaluation of the individual's training and skills.

800.02 INTERSECTIONS

Data clearly shows the most dangerous location for any emergency vehicle is at intersections; hence, all Wabasha Ambulance Service emergency vehicles are required to come to a complete stop at all intersections in which the right of way is not already provided by a green traffic signal or the lack of a stop sign. Whenever conditions permit and when possible, emergency vehicle operators should make visual contact with the driver of each vehicle in the intersection before proceeding.

800.03 USE OF EMERGENCY LIGHTS AND SIREN

The use of the emergency lights and siren should be reduced to appropriate calls per the discretion of the on-call crew. Transporting patients to the hospital using emergency lights and siren should be reserved only for the most critical patients in whom a lifesaving or sustaining intervention will be performed at the destination hospital within minutes of the patient's arrival. During the response phase, Wabasha Ambulance Service drivers should take every opportunity to downgrade their response to non-emergency whenever reliable information from the scene is available to support this decision. When multiple Wabasha Ambulance Service vehicles are responding to the same location, the first vehicle on scene should attempt to provide response directions to all other responders as soon as possible. A non-emergent response should be completed for all calls in which the patient is deemed stable either through dispatch information or information relayed from on scene emergency personnel. *If the emergency lights are activated, the siren must also be activated. Crews will not respond with emergency lights only activated.*

800.04 Evaluation of the use of emergency lights and siren will be monitored through the review of run data including but not limited to electronic data submitted through patient care reporting. This is completed continuously through the quality assurance/improvement process. Beyond immediate feedback, review of this data will be a part of everyone's annual evaluation.

800.05 VEHICLE BACKING

Any opportunity to not backup the ambulance should always be utilized. All personnel will ensure that the ambulance has come to a complete stop prior to reversing the vehicle. Any time personnel are backing an ambulance, every effort to get someone to act as a guide/spotter should be made. If one is not available personnel should do the following:

1. Check to see if backing up is necessary. You may be able to approach from the front.
2. Get out of the vehicle and walk completely around the vehicle to survey the area into which you are backing. Make sure you check for overhead clearances

900.07 In the event a Wabasha ambulance is involved in a collision while performing an emergency response to a scene, the crew must terminate the response and notify the dispatch center so another ambulance may be dispatched to the location of the original call. The crew must also give the location of the collision and notify dispatch of any injuries. Uninjured EMS personnel may administer emergency care to all in need.

900.08 If while neither transporting a patient, nor performing an emergency response, Wabasha Ambulance Service personnel discover a mechanical failure with any ambulance, they shall inform the Director immediately. If the person judges the vehicle incapable of safe and effective operations, the Wabasha Ambulance Service vehicle shall be removed from service until appropriate repairs are completed. If the vehicle is removed from service, the director shall be notified immediately.

900.09 Fire, Theft, or Vandalism

Any incident of fire or theft affecting any Wabasha ambulance vehicle shall be *reported to the Director or Assistant Director as soon as the scene is safe and a written report shall be submitted in-writing* to the Director within 12 hours of the incident. The crew shall also contact the appropriate police department to file a police report.

900.10 If any crew member should discover any type of vandalism to Wabasha Ambulance Service vehicles, the incident shall be reported to dispatch and request a police officer be dispatched to the location to file a police report. The incident shall *also be reported to the Director or Assistant Director immediately following calling Law Enforcement and a written report submitted in-writing* to the Director of the service within 12 hours of the incident.

900.11 Damage to Property

In all cases of motor vehicle collision in which any Wabasha ambulance vehicle, another vehicle, or a property is damaged, the crew must call the appropriate police department to file a police report. *The crew shall report to the Director or Assistant Director after checking to make sure there are no injuries and Law Enforcement has been contacted. A written report shall also be submitted submit a written report* to the Director of the service with 12 hours of the incident occurring.

1000 RESPONDING TO CALLS POLICY (State Requirement)

Purpose: To provide consistency in responding to calls and communications

decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact their immediate supervisor unless the immediate supervisor is involved in the investigation; hence, the next appropriate level of authority immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

2100.05 All reports of illegal and dishonest activities will be promptly submitted to their immediate supervisor unless the immediate supervisor is involved in the investigation; hence, the next appropriate level of authority who is responsible for investigating and coordinating corrective action.

2100.06 Employees with any questions regarding this policy should contact the Director.

2200 CORPORATE CREDIT CARD POLICY

Purpose: Corporate credit or debit cards can be misused when people charge personal expenses on them, fail to obtain documentation showing a purchase Wabasha Ambulance Service for the corporation, or put expenses on the card for purchases that are discomfoting to Wabasha Ambulance Service

Wabasha Ambulance Service will not authorize the use of debit cards for any purposes.

Wabasha Ambulance Service personnel are able to use the following credit card; Kwik Trip.

Wabasha Ambulance Service personnel are able to charge, as appropriate, at the following; Dicks grocery store, Hill's Hardware.

2300 Benefits

2300.01 Each staff and his/her immediate family, residing with him/her, shall be provided with ambulance service at no charge for that portion not covered by insurance.

2300.02 Staff shall be compensated for their on-call time at a rate voted upon by the membership and approved by the municipalities.

EMR/~~Driver \$4.00~~ **\$6.00/hr** call time \$11.00/hr duty time

EMT **\$6.00/hr** call time **\$15.00/hr** duty time

Paramedic \$6.00/hr call time \$20.00/hr duty time

Holiday Pay

EMR/Driver \$8.00/hr call time \$15.00/hr duty time
EMT \$8.00/hr call time \$18.00/hr duty time
Paramedic \$8.00/hr call time \$23.00/hr duty time

For staff taking back-up call to the primary service, staff shall be compensated with on-call pay unless called out, then duty time pay.

2300.03 Staff on runs or at the scene shall be compensated at a rate agreed upon by the membership.

2300.04 On first day of employment supervisor or director will go over the timesheet with you.

2300.05 Timesheets need to be turned in at or before 6:00 am on the 20th of each month. If you fail to turn them in, you will be able to turn them in the following month.

2300.06 Timesheets must be turned in monthly but no longer than two months is allowed.

2300.07 Compensation for continuing education shall be compensated at the duty rate.

Ambulance Commission

5) 5)

Meeting Date: 09/19/2023

ITEM TITLE: Incentives for Transfers

DEPARTMENT: Ambulance

PURPOSE:

Incentives for Transfers

ITEM SUMMARY:

Director Marking is looking at implementing incentives to the crew for transfers. Being able to take transfers out of St. Elizabeth's not only benefits the patient needing to get to a higher level of care in a timely fashion but also helps alleviate strain on St. Elizabeth's ER as well as provides revenue to the Ambulance Service. Since 2021 Wabasha Ambulance has been requested for 395 transfers and has taken 183. Director Marking is looking to incentives for both taking the transfer and doing back up. This practice was also a recommendation in the business analysis.

- Crew Member's taking back up would get on duty pay while doing back up.
- Crew Member's taking the transfer would get on duty pay as well as \$50 per transfer they take.

STAFF RECOMMENDATION:

Approve the use of incentives for transfers.

ACTION REQUIRED:

Approve the use of incentives for transfers.

Ambulance Commission

6) 1)

Meeting Date: 09/19/2023

ITEM TITLE: Building Direction

DEPARTMENT: Ambulance

PURPOSE:

Provide Direction on Ambulance Building.

ITEM SUMMARY:

Director Marking is looking for direction on the Ambulance Building. For any future plans we will need to consult an architect which will have cost associated with it. We can not get an accurate cost of an addition or for a new building without these plans. The Fire Department currently is engaged with an architect which has already done some work during the combined building talks so they are familiar with the Ambulance Building. Director Marking would like approval to proceed with hiring an architect to be able to get a cost for our options.

STAFF RECOMMENDATION:

Approve hiring an architect to look at options for the Ambulance Building

ACTION REQUIRED:

Give Direction on Ambulance Building

Attachments

OWA Proposal

PROPOSAL FOR ARCHITECTURAL SERVICES

To: Ryan Marking – Ambulance Director
City of Wabasha
129 Hiawatha Drive West
Wabasha, MN 55981

Re: Ambulance Addition

Mr. Marking,

Thank you for the opportunity to submit this proposal for architectural services for the above-referenced project. Following is our understanding of the scope of the work for which you are requesting services:

Project Scope of Work

The project consists of a single-story addition to the existing Ambulance service building in Wabasha, MN. The existing building is located at 113 Hiawatha Drive W. The existing structure is a slab on grade, wood framed, single-story structure. No automatic sprinkler system is currently installed. The existing building has two apparatus bays. The addition shall be added to the south and east sides of the existing building. The proposed addition is assumed to be a slab on grade, wood framed building. No mezzanines have been identified at this time. No programmatic information has been provided at this time and will be developed during the feasibility and design activities. It is assumed that there will be reconfiguration of plumbing and any addition will be conditioned and provided with lighting and power.

Architectural Services

Proposed services include the following:

Design and Feasibility Phase:

- Existing conditions shall be used from field verification completed in 2021.
- Evaluate and verify existing building utilities and future needs.
- Meet with City staff and stakeholders to narrow and finalize programmatic requirements.
- Review applicable State Building Code and zoning requirements.
- Prepare schematic design options for your approval. Drawings are to include floor plans and exterior elevations.
- Prepare budgetary cost estimates based upon approved project scope and plans.

Schedule

No project schedule or milestone dates have been provided at this time. If milestone dates are provided, OWA reserves the right to review and revise compensation.

Sub-Consultant

OWA may consult with engineering consultants for verification and design concept which is included in the proposal, but no other subconsultant services have been included.

Fee Schedule - Services

Our fees for the above services are as follows:

Fee: Compensation shall be based on lump sum of **Four Thousand, Seven Hundred Dollars (\$4,700.00)**.

We would bill monthly for percentage of services completed. If additional services are requested, or the scope of the project changes substantially, additional proposal amendments will be submitted.

Fee Schedule – Reimbursable Expenses

Reimbursable expenses directly relating to this project may include:

- travel expenses for any consultants listed above
- postage, and handling expenses
- plan review and regulatory fees
- Contract documents (AIA Documents)
- printing and reproduction expenses requested by Owner other than clarified below.

All reimbursable expenses shall be based upon direct expenses and be cost supported.

Clarifications

In proposing this fee, we are assuming the following:

- Hazardous material survey, testing, abatement, and related services are not included and, if required, shall be provided by others.
- No civil, structural, mechanical or electrical engineering services are included in this proposal.
- No geotechnical engineering services are included in this proposal. Any information available to the Owner shall be provided to OWA during design. If additional geotechnical information is required, the Owner shall contract these services separately.
- No construction documents, bidding, or construction administration services are included.
- 3-D visualizations and presentation materials can be provided as additional services but are not included in this proposal.
- Reimbursable printing and reproduction items shall include additional requests for materials outside of the Project Phase deliverables. Copies required for regulatory approval shall not be considered reimbursable and are included in this Proposal.

Insurance

OWA Architects, LLC will maintain professional liability insurance with The Hanover Company, in the amount of \$2,000,000 per claim per policy year, with a \$4,000,000 aggregate limit of liability per policy year.

The standard of care for all professional services performed or furnished by OWA Architects, LLC under this proposal will be the skill and care used by architects practicing under similar circumstances at the

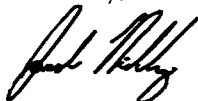
same time and in the same locality. OWA Architects, LLC makes no warranties, expressed or implied, under this proposal or otherwise, in connection with our services.

The liability of OWA Architects, LLC and that of its employees shall be limited to the amount of the proposal.

Closing

Thank you for your consideration of this proposal. Please call if you have any questions.

Sincerely,



Jacob Nicklay
OWA Architects, LLC

Proposal Acceptance

Your signature on a returned copy of this proposal is our authorization to proceed.

Title: _____

Printed Name: _____

Signature: _____

Date: _____

Ambulance Commission

7) 1)

Meeting Date: 09/19/2023

ITEM TITLE: Directors Report

DEPARTMENT: Ambulance

PURPOSE:

Directors Report

ITEM SUMMARY:

Directors Report

Attachments

Directors Report

CITY OF WABASHA

Council Monthly Expense Summary

Current Period: August 2023

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Account Descr	2023		2023	2023 %
	MTD Expense	YTD Amt	Budget	of Budget
E 100-410-42500-311 Contractor Fees	\$0.00	-\$417.00	\$0.00	0.00%
E 100-420-42500-101 Full-time Employees-	\$17,141.87	\$141,695.09	\$202,808.00	69.87%
E 100-420-42500-103 Part-time Employees	\$5,875.00	\$52,797.30	\$83,000.00	63.61%
E 100-420-42500-121 PERA Contributions	\$1,162.64	\$10,247.45	\$14,836.00	69.07%
E 100-420-42500-122 FICA Contributions	\$1,369.81	\$11,418.25	\$17,410.00	65.58%
E 100-420-42500-124 Medicare Contributio	\$320.38	\$2,670.45	\$4,072.00	65.58%
E 100-420-42500-131 Health Insurance	\$2,496.53	\$34,798.76	\$49,093.00	70.88%
E 100-420-42500-133 Dental Insurance	\$257.18	\$1,182.40	\$2,004.00	59.00%
E 100-420-42500-134 Life Insurance	\$143.38	\$760.03	\$1,180.00	64.41%
E 100-420-42500-140 UNEMPLOYEMENT T	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-151 WC Ins. Premium	\$0.00	\$16,770.74	\$16,000.00	104.82%
E 100-420-42500-200 Office Supplies	\$0.00	\$351.34	\$500.00	70.27%
E 100-420-42500-206 Training Center Expe	\$500.00	\$2,646.93	\$2,000.00	132.35%
E 100-420-42500-212 Motor Fuels	\$676.96	\$4,444.46	\$3,500.00	126.98%
E 100-420-42500-215 Oxygen-Supplies	\$0.00	\$1,721.90	\$1,000.00	172.19%
E 100-420-42500-217 Medical Supplies	\$1,530.07	\$13,424.30	\$10,000.00	134.24%
E 100-420-42500-219 General Supplies	\$0.00	\$408.84	\$1,500.00	27.26%
E 100-420-42500-221 Equipment Maintena	\$146.50	\$374.22	\$4,000.00	9.36%
E 100-420-42500-223 Building Maint/Repai	\$0.00	\$620.00	\$1,000.00	62.00%
E 100-420-42500-308 Continuing Ed	\$293.23	\$1,686.46	\$5,000.00	33.73%
E 100-420-42500-310 First Responders	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-311 Contractor Fees	\$2,184.04	\$16,596.97	\$18,000.00	92.21%
E 100-420-42500-312 Computer Support	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-321 Telephone	\$187.43	\$1,591.58	\$2,500.00	63.66%
E 100-420-42500-322 Postage	\$0.00	\$175.00	\$50.00	350.00%
E 100-420-42500-331 Travel Expense	\$0.00	\$2,369.63	\$1,000.00	236.96%
E 100-420-42500-350 Printing and Binding	\$0.00	\$338.89	\$500.00	67.78%
E 100-420-42500-361 General Liability/Prop	\$0.00	\$4,390.00	\$5,000.00	87.80%
E 100-420-42500-365 AMB/FIRE DISABILT	\$0.00	\$1,184.00	\$3,000.00	39.47%
E 100-420-42500-381 Electric/Gas Utility	\$251.01	\$1,730.05	\$2,500.00	69.20%
E 100-420-42500-388 Lodging	\$0.00	\$0.00	\$0.00	0.00%

Council Monthly Expense Summary

Current Period: August 2023

Account Descr	MTD Expense	2023 YTD Amt	2023 Budget	2023 % of Budget
E 100-420-42500-401 Building Contract Mai	\$0.00	\$0.00	\$500.00	0.00%
E 100-420-42500-409 Maintenance Agreem	\$130.77	\$484.39	\$750.00	64.59%
E 100-420-42500-414 Vehicle Maintenance	\$927.27	\$4,544.50	\$3,000.00	151.48%
E 100-420-42500-430 Miscellaneous	\$77.64	\$3,031.37	\$2,000.00	151.57%
E 100-420-42500-433 Dues and Subscriptio	\$0.00	\$455.34	\$1,200.00	37.95%
E 100-420-42500-436 Insurance Deductible	\$0.00	\$1,353.14	\$500.00	270.63%
E 100-420-42500-437 Misc Licenses and Pe	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-570 Office Equipment &	\$0.00	\$501.97	\$500.00	100.39%
E 100-420-42500-581 Uniforms	\$0.00	\$2,723.86	\$2,000.00	136.19%
E 100-420-42500-582 Radio Equipment	\$0.00	\$119.85	\$0.00	0.00%
PROG 42500 Ambulance	\$35,671.71	\$339,192.46	\$461,903.00	

CITY OF WABASHA
***Revenue Guideline©**

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Current Period: August 2023

			2023	2023	August	2023	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 100-34160	Vehicle Impound Fees	\$0.00	\$560.00	\$0.00	-\$560.00	0.00%
Active	R 100-34161	Towing Charge	\$250.00	\$1,095.00	\$0.00	-\$845.00	438.00%
Active	R 100-34201	Police - Misc Revenue	\$0.00	\$4,362.62	\$0.00	-\$4,362.62	0.00%
Active	R 100-34204	Fire Revenue	\$60,000.00	\$49,446.61	\$0.00	\$10,553.39	82.41%
Active	R 100-34206	Fire - Misc Revenue	\$0.00	\$6,055.00	\$0.00	-\$6,055.00	0.00%
Active	R 100-34207	Ambulance Services	\$240,000.00	\$201,382.99	\$2,512.79	\$38,617.01	83.91%
Active	R 100-34210	Ambulance Township R	\$0.00	\$27,240.90	\$0.00	-\$27,240.90	0.00%
Active	R 100-34211	Police Safe & Sober Pro	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-34212	Ambulance Training Cen	\$500.00	\$1,770.00	\$0.00	-\$1,270.00	354.00%
Active	R 100-34213	Ambulance Misc. Reven	\$0.00	\$9,715.73	\$0.00	-\$9,715.73	0.00%
Active	R 100-34302	Street- rental equipment	\$0.00	\$300.00	\$0.00	-\$300.00	0.00%
Active	R 100-34305	Street-Twp Road Maint	\$10,578.00	\$10,578.06	\$0.00	-\$0.06	100.00%
Active	R 100-34307	Sales of Inventory	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-34720	Pool- Fees	\$35,000.00	\$45,243.49	\$3,066.50	-\$10,243.49	129.27%
Active	R 100-34721	Pool -Concession	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-34729	Pool - pool/reimb/trainin	\$0.00	\$605.00	\$0.00	-\$605.00	0.00%
Active	R 100-34780	Park -Misc. Revenue	\$400.00	\$1,069.54	\$0.00	-\$669.54	267.39%
Active	R 100-34781	Park-Campsite Lease	\$144,000.00	\$147,135.00	\$0.00	-\$3,135.00	102.18%
Active	R 100-34782	Park-Campsite Fees	\$2,000.00	\$1,209.54	\$99.66	\$790.46	60.48%
Active	R 100-34786	Park -Campers-winter st	\$2,000.00	\$2,600.00	\$0.00	-\$600.00	130.00%
Active	R 100-34787	Park-slip leases	\$20,000.00	\$45,800.00	\$0.00	-\$25,800.00	229.00%
Active	R 100-34790	Park - Boat Slip Daily Fe	\$500.00	\$55.00	\$0.00	\$445.00	11.00%
Active	R 100-34791	Park- Reservation Fees	\$1,500.00	\$1,303.62	\$102.45	\$196.38	86.91%
Active	R 100-35101	Police-Court Fines	\$16,000.00	\$9,738.27	\$70.00	\$6,261.73	60.86%
Active	R 100-35102	Police-Parking Fines	\$0.00	\$1,116.00	\$0.00	-\$1,116.00	0.00%
Active	R 100-36110	Bldg.Permit State Surch	\$1,000.00	\$1,155.55	\$31.00	-\$155.55	115.56%
Active	R 100-36200	Miscellaneous Revenues	\$2,000.00	\$38,446.43	\$29,556.41	-\$36,446.43	1922.32%
Active	R 100-36210	Interest Earnings	\$0.00	\$11,872.02	\$0.00	-\$11,872.02	0.00%
Active	R 100-36221	Cable franchise fee	\$56,000.00	\$38,930.22	\$11,473.22	\$17,069.78	69.52%
Active	R 100-36230	General Fund-Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36245	Ambulance - Grants/Don	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36247	Pool - Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36253	Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36254	COPS GRANT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36290	Harbor Lease Agreeemen	\$27,061.00	\$13,941.50	\$0.00	\$13,119.50	51.52%
Active	R 100-36317	INSURANCE REFUNDS	\$0.00	\$14,306.00	\$0.00	-\$14,306.00	0.00%
Active	R 100-36323	WORKMAN S COMP DI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-36327	PROPERTY/CASUALTY	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 100-36334	KELLOGG-POLICE PR	\$46,798.00	\$22,943.04	\$0.00	\$23,854.96	49.03%
Active	R 100-36335	POLICE W-K SCHOOL	\$43,000.00	\$43,775.00	\$43,775.00	-\$775.00	101.80%
Active	R 100-37270	UT Enterprise Fund Staff	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 100-37272	WPA - Salary Fund	\$15,000.00	\$7,500.00	\$0.00	\$7,500.00	50.00%
Active	R 100-39101	Sales of General Assets	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 100-39200	Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Fund			\$3,334,305.00	\$2,504,389.71	\$97,307.67	\$829,915.29	75.11%
Port Authority							
Active	R 200-31000	General Property Taxes	\$0.00	\$55,837.92	\$0.00	-\$55,837.92	0.00%
Active	R 200-31060	Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 200-32223	Subdivision Permit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 200-33000	Intergovernmental Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 200-33100	Other Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 200-33400	State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

<u>Month</u>	<u>Revenue</u>	<u>Running Total</u>	<u>Difference from 2022</u>	<u>Collections</u>	<u>Accounts closed</u>
January	\$21,102.20	\$21,102.20	\$2,838.33		
Feburary	\$32,726.18	\$53,828.38	\$3,674.72	\$196.00	2
March	\$23,095.03	\$76,923.41	\$1,704.04	\$164.10	1
April	\$28,745.16	\$105,668.57	\$8,913.63	\$210.10	0
May	\$16,366.66	\$122,035.23	\$12,051.22	\$1,010.09	3
June	\$35,168.90	\$157,204.13	\$30,745.35	\$210.10	0
July	\$36,400.61	\$193,604.74	\$54,627.08	\$362.10	0
August	\$32,828.73	\$226,433.47	\$72,588.80		
September					
October					
November					
<u>December</u>					
Total					
	Budgeted Revenue	\$240,000			
BLS Revenue	\$223,588.86				
ALS Revenue	\$2,844.61	One Month's Revenue			

<u>Budget Year</u>	<u>Budgeted Revenue</u>	<u>Actual Revenue</u>	
2009	\$215,000	\$185,484	
2010	\$220,000	\$160,682	
2011	\$220,000	\$234,547	
2012	\$220,000	\$254,441	
2013	\$220,000	\$265,014	
2014	\$242,528		
2015	\$282,000		
2016	\$275,000		
2017	\$260,000	\$237,743	
2018	\$300,000	\$233,013	
2019	\$270,000	\$203,215	
2020	\$250,000	\$186,557	
2021	\$250,000	\$178,879	
2022	\$240,000	\$253,609	
2023	\$240,000	\$226,433.47	As of end of August 2023
2024	\$310,000 Purposed		
	\$28,304.18 per month average		
	\$339,650.16 estimated revenue		

Financial Summary Report

Wabasha Ambulance Service
CY 2023

Transaction Category	January	February	March	April	May	June	July	August	September	October	November	December
Beginning A/R	\$ 184,063.35	\$ 155,043.44	\$ 142,870.15	\$ 141,248.52	\$ 141,371.21	\$ 171,050.05	\$ 176,307.84	\$ 192,431.69	\$ 170,864.37	\$ 170,864.37	\$ 170,864.37	\$ 170,864.37
Gross Charges	\$ 74,974.70	\$ 55,724.80	\$ 50,843.70	\$ 59,618.40	\$ 70,870.95	\$ 91,129.80	\$ 97,443.90	\$ 79,908.50	\$ -	\$ -	\$ -	\$ -
Contractual Adjustments	\$ 40,016.25	\$ 30,638.89	\$ 31,770.75	\$ 26,860.89	\$ 26,844.20	\$ 46,227.34	\$ 41,841.67	\$ 67,991.76	\$ -	\$ -	\$ -	\$ -
Net Charges	\$ 34,958.45	\$ 25,085.91	\$ 19,072.95	\$ 32,757.51	\$ 44,026.75	\$ 44,902.46	\$ 55,602.23	\$ 11,916.74	\$ -	\$ -	\$ -	\$ -
Write-Offs	\$ 44,843.05	\$ 669.94	\$ 462.63	\$ 3,889.66	\$ -	\$ 2,584.12	\$ 3,082.35	\$ 655.33	\$ -	\$ -	\$ -	\$ -
Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Period Payments Posted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monthly Deposits	\$ 21,102.20	\$ 32,726.18	\$ 24,095.03	\$ 28,745.16	\$ 16,366.66	\$ 35,168.90	\$ 36,400.61	\$ 32,828.73	\$ -	\$ -	\$ -	\$ -
Total Net Payments	\$ 21,102.20	\$ 32,726.18	\$ 24,095.03	\$ 28,745.16	\$ 16,366.66	\$ 35,168.90	\$ 36,400.61	\$ 32,828.73	\$ -	\$ -	\$ -	\$ -
Ending A/R	\$ 153,076.55	\$ 146,733.23	\$ 137,385.44	\$ 141,371.21	\$ 169,031.30	\$ 178,199.49	\$ 192,427.11	\$ 170,864.37	\$ 170,864.37	\$ 170,864.37	\$ 170,864.37	\$ 170,864.37
Charge Adjustment	\$ 1,966.89	\$ -	\$ -	\$ -	\$ 2,018.75	\$ (1,891.65)	\$ 4.58	\$ -	\$ -	\$ -	\$ -	\$ -
Transaction Adjustments	\$ -	\$ 3,863.08	\$ (3,863.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ALS Billed

July - \$6,368.30

August - \$18,310.40

Total = \$24,678.70

<u>Location</u>	<u>Number of calls</u>
St. Elizabeth's	35
City of Wabasha	24
Greenfield Twp	5
Pepin, Wisconsin (MA)	3
Watopa Twp	3
Minneiska Twp	1
West Albany Twp (MA)	1
MCHS-LC (MA)	1
City of Lake City (MA)	1
<u>Winona Health (MA)</u>	<u>1</u>
Total Calls	75
<u>Calls of Note</u>	
Turndowns	23
Transfers Taken	13
ALS Transfer Turndowns	14
ALS Transfers Taken	2
Non-Billable Calls	41
Resident Contacts	26
Residents Billed	20
Non-Resident Contacts	20
Non-Resident Billed	13
ALS Billed Calls	8
Back Up Calls	2
3rd Calls	0
ALS Intercepts	1

<u>Overall Patient Contacts</u>	
City of Wabasha	20
Non-Resident	10
Greenfield Twp	7
Wisconsin	6
Watopa Twp	4
<u>Transfer Residents</u>	
Wabasha	4
Wisconsin	3
Greenfield Twp	2
Watopa Twp	2
Lake City	1
Olmsted County	1

[illegible]

<u>Calls of Note</u>	
Total Turndowns	81
Total Transfers Taken	60
ALS Transfer Turndowns	16
ALS Transfer Taken	2
Non-Billable Calls	192
Resident Contacts	178
Residents Billed	143
Non-Resident Contacts	163
Non-Resident Billed	126
ALS Billed	11
Back Up Calls	21
3rd Calls	2
ALS Intercepts	1
<u>Overall Patient Contacts</u>	
City of Wabasha	153
Non-Resident	72
Greenfield Twp	37
Wisconsin	34
City of Kellogg	12
Pepin Twp	11
Minneiska Twp	10
Watopa Twp	5
Glasgow Twp	2
Plainview Twp	2
Unknown	2
Highland Twp	1
Mazeppa Twp	1

<u>Transfer Residents</u>	
Wisconsin	20
City of Wabasha	19
Pepin Twp	5
Lake City	3
Greenfield Twp	3
Watopa Twp	2
Olmsted County	2
Winona County	2
Hennepin County	2
City of Kellogg	1
Minneiska Twp	1