

WABASHA AMBULANCE COMMISSION

May 21, 2024 1:00 PM

Location: City Hall

This meeting will be held in person at Wabasha City Hall, 900 Hiawatha Dr E. Wabasha, MN 55981. A virtual option is also available. To join, click here <https://us02web.zoom.us/j/82339495094>. To watch the meeting live on your computer or Smartphone. Commission member Tim Wallerich will attend the meeting via Zoom from: 200 South Main St, Alma, WI 54610

MEETING AGENDA

- 1) Call to Order and Roll Call
- 2) Public Comments
- 3) Changes or Additions to Agenda
- 4) Approval: Ambulance Commission Meeting Minutes from March 19th, 2024.
 - 1) Approval of March 19th, 2024 Ambulance Commission Minutes
- 5) General Business
 - 1) Building Task Force Update
 - 2) Approve job description modifications to vacant positions
 - 3) Billing for Lift Assists
 - 4) 2025 and long term planning for ambulance service
- 6) Other Business
 - 1) Directors Report
- 7) Adjourn

Ambulance Commission

4) 1)

Meeting Date: 05/21/2024

ITEM TITLE: Approval of March 19th, 2024 Ambulance Commission Minutes

DEPARTMENT: Ambulance

PURPOSE:

Approval of March 19th, 2024 Ambulance Commission Minutes

ITEM SUMMARY:

Approval of March 19th, 2024 Ambulance Commission Minutes

Attachments

March 19th Meeting Minutes

DRAFT



AMBULANCE COMMISSION

1. Call to Order and Roll Call

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

Absent: Tim Wallerich, Commissioner

Also Present: Ryan Marking, Director
Tina Cook, Asst. Director
Caroline Gregerson, City Administrator

Called to order 1308.

2. Public Comments

None

3. Changes or Additions to Agenda

Shawn Wristen was present for public comments.

1. Approval of January 16th, 2024 Ambulance Commission Minutes

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

5. General Business

Talk to Darren about using the training room at the fire department.
Storage for manikins.
Amendment to the ambulance budget to save for the building of a new ambulance station.
Talks about moving city offices into one building.
Caroline spoke of involving emergency management.

1. Building Task Force

Talk to Darren about using the training room at the fire department.
Storage for manikins.
Amendment to the ambulance budget to save for a new ambulance station.
Talks about moving all city buildings into one building.
Caroling spoke of involving emergency management.

2. Full-Time Position

Monica suggested reposting the position to get a new pool of applicants. Ryan pointed to filling the position with another full-time paramedic.
Caroline will do a comparison of wages for EMT and paramedic positions.
Move to council for approval of a paramedic position.

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

6. Old Business

None

7. Other Business

None

1. Directors Report

Fuel usage has increased, as well as transfers and call volume.
Over 50% of transfers were taken.
Training center revenue is over what the projection was for 2024.
Revenue is up from where we were last year at this time.
Chase car has been repaired. Lights and sirens came out of the rep center budget.
The whiteboard TV will be purchased by the rep center.
IV pumps are programmed and in the trucks.
New rig delivery is scheduled for Feb. 2025.
Discussion on how the Medlock program works.
Discussion on how paramedics are scheduled.

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

8. Adjourn

@ 1359

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

Ambulance Commission

5) 1)

Meeting Date: 05/21/2024

ITEM TITLE: Building Task Force Update

DEPARTMENT: Ambulance

PURPOSE:

Building Task Force Update

ITEM SUMMARY:

The building task force met for the first time. Tim Wallerich, Jeff Sulla, Dean Meurer agreed to be on the task force. Their direction was to put together a RFP to examine all of our current buildings, the cost to renovate current buildings, cost of building each building new, and cost to incorporate all city departments into one building, as well as site options. We are looking to set up building tours of other services if anyone is interested in also attending.

COMMITTEE RECOMMENDATION:

Information Only

STAFF RECOMMENDATION:

Information Only

ACTION REQUIRED:

Information Only

Ambulance Commission

5) 2)

Meeting Date: 05/21/2024

ITEM TITLE: Approve job description modifications to vacant positions

DEPARTMENT: Ambulance

PURPOSE:

Open Positions

ITEM SUMMARY:

We currently have 2 open. One is a Full-Time Paramedic and one is a Part-Time Paramedic. Director Marking has applicants and interest from individuals who do not meet all of our posted requirements. The ambulance service is coming into the busiest call volume time of the year. Director Marking would like to see these positions filled entering into these months. Scheduling is already becoming more difficult with shifts having to be filled at the last minute. Volunteerism nationwide is declining. This is especially true in EMS, where the demand on EMRs, EMTs, and Paramedics has increased drastically. Director Marking would also like to look ahead to 2025 with addition of additional paid staff.

STAFF RECOMMENDATION:

Director Marking feels the quality of the applicants we have that we move forward with interviewing the candidates for the open positions.

ACTION REQUIRED:

Approve the change to the positions as follows:

- Full-time paramedic position. Current EMT license and the ability to obtain a paramedic license within 6 months of hire.
 - Part-time paramedic changed to: EMT with paramedic preferred.
-

Ambulance Commission

5) 3)

Meeting Date: 05/21/2024

ITEM TITLE: Billing for Lift Assists

DEPARTMENT: Ambulance

PURPOSE:

Billing for Lift Assists

ITEM SUMMARY:

We have previously discussed billing for when we have to do frequent lift assists. I would like to put into place a billing policy for when we have these specific incidents. We already have a service charge in our fee schedule that would be used. The service charge is \$175 and would be billed directly by the city vs. our billing company. The criteria would be set that after 6 visits for a fall without being transported in a rolling calendar year, we would then charge the individual the \$175 service fee for every incident without transport after the 6th visit.

STAFF RECOMMENDATION:

To approve the policy to bill frequent lift assist patients, the service charge fee of \$175 per visit after 6 visits without being transported in a rolling calendar year.

ACTION REQUIRED:

To approve policy or make suggestions for an alternative.

Ambulance Commission

5) 4)

Meeting Date: 05/21/2024

ITEM TITLE: 2025 and long term planning for ambulance service

DEPARTMENT: Administration

PURPOSE:

2025 and long term planning for ambulance service

ITEM SUMMARY:

With recent vacancies, it has been very difficult to fill shifts, requiring the full-time staff to cancel personal plans on the weekend or evening to keep the service operational. Director Marking worked an 18-hour shift on Sunday, due to vacancies and a full-time staff member that was out sick. When we are fully staffed, the schedule works pretty well but the current staffing configuration is under stress if a full-time staff members is on vacation, unavailable, or sick. The summer months, we know that unscheduled paid on-calls are busy with summer plans and we believe the staffing situation to be under further stress during the summer.

Director Marking and Gregerson are concerned that we need to either continue to invest in paid and scheduled staffing for the service or risk there not being a service in the community long-term. Gregerson and Marking have also heard from Council Members that without a more significant investment in the service from townships, they also feel like the cost for that investment cant be the City of Wabasha alone.

Marking would like to being putting together a budget for 6.5 FTEs for 2025 (current 5.5) and present that in future meetings to Ambulance Commission and Council along with a conversation on potential revenues.

STAFF RECOMMENDATION:

Discussion Only

ACTION REQUIRED:

Discussion Only

Ambulance Commission

6) 1)

Meeting Date: 05/21/2024

ITEM TITLE: Directors Report

DEPARTMENT: Ambulance

PURPOSE:

Directors Report

ITEM SUMMARY:

Directors Report

COMMITTEE RECOMMENDATION:

Information Only

STAFF RECOMMENDATION:

Information Only

ACTION REQUIRED:

Information Only

Attachments

Directors Report

April 2024 Calls

<u>Location</u>	<u>Number of calls</u>
St. Elizabeth's	32
City of Wabasha	19
Greenfield Twp	10
Pepin, Wisconsin (MA)	5
City of Kellogg	3
Minneiska Twp	2
Pepin Twp	1
Glasgow Twp	1
City of Lake City (MA)	1
MCHS-Red Wing (MA)	1
<u>MCHS-LC (MA)</u>	<u>1</u>
Total Calls	76
<u>Calls of Note</u>	
Total 911 Calls	49
Turndowns	17
Transfers Taken	10
ALS Transfer Turndowns	8
ALS Transfers Taken	5
Non-Billable Calls	33
Resident Contacts	32
Residents Billed	26
Non-Resident Contacts	19
Non-Resident Billed	17
ALS Billed Calls	19
Back Up Calls	3
3rd Calls	0
ALS Intercepts	2

April 2024 Calls

<u>Overall Patient Contacts</u>	
City of Wabasha	21
Wisconsin	13
Greenfield Twp	5
Non-Resident	4
City of Kellogg	3
Minneiska Twp	2
Glasgow Twp	1
City of Elgin	1
<u>Transfer Residents</u>	
City of Wabasha	4
Wisconsin	3
Hennepin County	1
Houston County	1
Cancelled	1

2024 YTD Calls

<u>Location</u>	<u>Number of calls</u>
St. Elizabeth's	119
City of Wabasha	85
Greenfield Twp	32
City of Kellogg	14
Pepin, Wisconsin (MA)	7
MCHS-LC (MA)	5
Winona Health (MA)	4
Pepin Twp	4
Glasgow Twp	2
City of Lake City (MA)	2
Minneiska Twp	2
MCHS - RW (MA)	2
Watopa Twp	1
<u>Highland Twp (MA - Mayo)</u>	<u>1</u>
Total Calls	280
<u>Calls of Note</u>	
Total 911 Calls	173
Turndowns	58
Transfers Taken	49
ALS Transfer Turndowns	24
ALS Transfers Taken	22
Non-Billable Calls	134
Resident Contacts	129
Residents Billed	102
Non-Resident Contacts	79
Non-Resident Billed	70
ALS Billed Calls	80
Back Up Calls	22
3rd Calls	2
ALS Intercepts	2

2024 YTD Calls

<u>Overall Patient Contacts</u>	
City of Wabasha	83
Wisconsin	57
Greenfield Twp	24
City of Kellogg	14
Non-Resident	10
Glasgow Twp	5
City of Lake City	4
City of Lake City	4
Minneiska Twp	3
City of Elgin	2
Pepin Twp	1
Watopa Twp	1
Chester Twp	1
Gillford Twp	1
Unknown	1
<u>Transfer Residents</u>	
Wisconsin	24
City of Wabasha	12
City of Lake City	2
City of Kellogg	2
Glasgow Twp	2
Cancelled	2
Greenfield Twp	1
Minneiska Twp	1
Chester Twp	1
Hennepin County	1
Houston County	1

2024 Skills and Medications

[illegible]

2024 Skills and Medications

<u>Meds</u>	<u># of times</u>			
Oxygen	38			
Fentanyl	17			
LR	14			
Versed	10			
Zofran	8			
Heparin - Infusion	5			
Albuterol	4			
Normal Saline	4			
EPI 1:10,000	3			
Levophed - Infusion	3			
Dexamethasone	2			
Nitro - Infusion	2			
Metoprolol	2			
Vancomycin - Infusion	2			
Asprin	2			
D10	2			
Narcan	1			
Nitro	1			
Lidocaine	1			
Glucagon	1			
Mag Sulfate - Infusion	1			
Calcium Gluconate - Infusion	1			
Lasix	1			
DuoNeb	1			
Cardizem	1			
Ketamine	1			
Blood - Infusion	1			
Cardizem - Infusion				
Droperidol				
Zoysn - Infusion				
Nicardapine - Infusion				
EpiPen Adult				
Oral Glucose				
EpiPen JR				

Yearly Totals

<u>2022 (No ALS)</u>			
Total Transfers	139		
Total Turndowns	86		
Total Taken	53		
MCHS - Lake City	7		
MCHS - Red Wing	6		
Winona Health	2		
MCHS - La Crosse	1		
16 Total other hospitals request - No data available about Taken/Turndown			
<u>2022 Total Calls</u>			
Total Calls	588		
<u>Total Transfers</u>	<u>139</u>		
Total 911 Calls	449		
<u>2023 (ALS July 20th - End of Year)</u>			
Total Transfers	249		
Total Turndowns	146		
Total Taken	103		
ALS Turndowns	61		
ALS Taken	19		
MCHS - Lake City	18		
Winona Health	16		
MCHS - Red Wing	1		
Gundersen UC - Winona	1		
<u>MCHS - La Crosse</u>	<u>1</u>		
Total Other Hospital Request	37	Other hospital request taken	7
<u>2023 Total Calls</u>			
Total Calls	702		
<u>Total Transfers</u>	<u>249</u>		
Total 911 Calls	453		

Yearly Totals

<u>2024 (ALS YTD April)</u>			
Total Transfers	107		
Total Turndowns	58		
Total Taken	49		
ALS Turndowns	24		
ALS Taken	22		
MCHS - Lake City	5		
Winona Health	4		
<u>MCHS - Red Wing</u>	<u>2</u>		
Total Other Hospital Request	11	Other hospital request taken	0
<u>2024 Total Calls</u>			
Total Calls	280		
<u>Total Transfers</u>	<u>107</u>		
Total 911 Calls	173		

3 Year January - March Breakdown

<u>2022 (No ALS)</u>	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>
January	44	10	3	34
Feburary	36	6	4	30
March	<u>37</u>	<u>6</u>	<u>5</u>	<u>31</u>
Totals	117	22	12	95
Total Revenue	\$75,219.37			
<u>2023 (No ALS)</u>				
	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>
January	53	11	6	42
Feburary	33	13	6	20
March	<u>39</u>	<u>9</u>	<u>3</u>	<u>30</u>
Totals	125	33	15	92
Total Revenue	\$76,923.41			
<u>2024 (ALS)</u>				
	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>
January	71	33 (16 ALS)	16 (8 ALS)	38
Feburary	61	23 (9 ALS)	12 (5 ALS)	38
March	72	24 (8 ALS)	11 (4 ALS)	48
Totals	204	80 (33 ALS)	39 (17 ALS)	124
Total Revenue	\$97,992.70			

3 Year April - June Breakdown

<u>2022 (No ALS)</u>					
	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>	
April	41	10	5	31	
May	33	7	3	26	
June	<u>57</u>	<u>16</u>	<u>5</u>	<u>41</u>	
Totals	131	33	13	98	
Total Revenue	\$51,239.41				
<u>2023 (No ALS)</u>					
	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>	
April	38	10	8	28	
May	57	17	8	40	
June	<u>75</u>	<u>23</u>	<u>6</u>	<u>52</u>	
Totals	170	50	22	120	
Total Revenue	\$80,280.72				
<u>2024 (ALS)</u>					
	<u>Total Calls</u>	<u>Total Transfers</u>	<u>Total Transfers Taken</u>	<u>Total 911 Calls</u>	
April	76	27 (13 ALS)	10 (5 ALS)	49	
May					
June					
Totals	76	27	10	49	
Total Revenue	\$31,334.59				

2024 Monthly Billed

<u>Month</u>	<u>Amount Billed</u>	<u>Running Total</u>	<u>Difference from 2023</u>
January	\$99,127.80	\$99,127.80	\$24,153.31
February	\$64,555.15	\$163,682.95	\$32,983.45
March	\$143,732.95	\$307,415.90	\$125,872.70
April	\$88,407.05	\$395,822.95	\$154,661.35
May			
June			
July			
August			
September			
October			
November			
<u>December</u>			
Totals			
BLS Billed	\$223,519.05		
ALS Billed	\$172,303.85		

2024 Revenue

Month	Revenue	Running Total	Difference from 2023	Total Collections	Collection Revenue	Accounts closed
January	\$30,604.46	\$30,604.46	\$9,502.26	\$125.00	\$100.00	0
Feburary	\$39,143.13	\$69,747.59	\$15,919.21	\$275.00	\$220.00	1
March	\$28,245.11	\$97,992.70	\$21,069.29	\$175.00	\$140.00	0
April	\$31,344.59	\$129,337.29	\$23,668.72	\$175.00	\$140.00	0
May						
June						
July						
August						
September						
October						
November						
December						
Total						
	Budgeted Revenue	\$330,000				
BLS Revenue	\$74,483.79					
ALS Revenue	\$54,853.50					
			Avg Monthly Revenue	\$32,334.32	\$388,011.84	
			Collection Revenue - YTD	\$600.00		
		YTD				
Services Revenue	\$330,000	\$129,337.29				
Township Revenue	\$40,000	\$6,346.80				
Training Center	\$1,500	\$5,966.50				
Misc. Revenue	\$8,000	\$847.82				

CITY OF WABASHA

Council Monthly Expense Summary

Current Period: April 2024

Account Descr	MTD Expense	2024 YTD Amt	2024 Budget	2024 % of Budget
E 100-410-42500-311 Contractor Fees	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-101 Full-time Employees-	\$23,577.22	\$82,534.26	\$229,403.76	35.98%
E 100-420-42500-103 Part-time Employees	\$10,966.31	\$44,013.40	\$136,272.65	32.30%
E 100-420-42500-121 PERA Contributions	\$2,009.49	\$7,001.83	\$17,205.28	40.70%
E 100-420-42500-122 FICA Contributions	\$2,085.49	\$7,613.57	\$22,671.94	33.58%
E 100-420-42500-124 Medicare Contributio	\$487.77	\$1,780.62	\$5,302.31	33.58%
E 100-420-42500-131 Health Insurance	\$2,756.30	\$27,240.82	\$56,669.08	48.07%
E 100-420-42500-133 Dental Insurance	\$0.00	\$697.48	\$3,145.32	22.18%
E 100-420-42500-134 Life Insurance	\$0.00	\$357.48	\$1,278.84	27.95%
E 100-420-42500-140 UNEMPLOYEMENT T	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-151 WC Ins. Premium	\$20,609.28	\$20,609.28	\$17,000.00	121.23%
E 100-420-42500-200 Office Supplies	\$210.97	\$597.95	\$500.00	119.59%
E 100-420-42500-206 Training Center Expe	\$306.61	\$3,051.14	\$4,000.00	76.28%
E 100-420-42500-212 Motor Fuels	\$827.00	\$2,634.80	\$8,000.00	32.94%
E 100-420-42500-215 Oxygen-Supplies	\$305.37	\$1,060.33	\$2,000.00	53.02%
E 100-420-42500-217 Medical Supplies	\$864.76	\$10,035.10	\$18,000.00	55.75%
E 100-420-42500-219 General Supplies	\$190.90	\$263.12	\$1,500.00	17.54%
E 100-420-42500-221 Equipment Maintena	\$0.00	\$170.00	\$4,000.00	4.25%
E 100-420-42500-223 Building Maint/Repai	\$0.00	\$159.76	\$1,000.00	15.98%
E 100-420-42500-308 Continuing Ed	-\$43.23	\$848.37	\$5,000.00	16.97%
E 100-420-42500-310 First Responders	\$0.00	\$0.00	\$0.00	0.00%
E 100-420-42500-311 Contractor Fees	\$1,694.71	\$5,879.50	\$28,000.00	21.00%
E 100-420-42500-312 Computer Support	\$0.00	\$4,269.00	\$0.00	0.00%
E 100-420-42500-321 Telephone	\$176.37	\$1,306.30	\$2,500.00	52.25%
E 100-420-42500-322 Postage	\$0.00	\$19.74	\$50.00	39.48%
E 100-420-42500-331 Travel Expense	\$1,431.14	\$4,155.60	\$3,000.00	138.52%
E 100-420-42500-350 Printing and Binding	\$0.00	\$0.00	\$500.00	0.00%
E 100-420-42500-361 General Liability/Prop	\$0.00	\$0.00	\$5,000.00	0.00%
E 100-420-42500-365 AMB/FIRE DISABILIT	\$0.00	\$0.00	\$2,000.00	0.00%
E 100-420-42500-381 Electric/Gas Utility	\$204.91	\$597.74	\$3,200.00	18.68%
E 100-420-42500-388 Lodging	\$0.00	\$0.00	\$800.00	0.00%

CITY OF WABASHA

Council Monthly Expense Summary

Current Period: April 2024

05/01/24 7:53 AM
Page 16

Account Descr	MTD Expense	2024 YTD Amt	2024 Budget	2024 % of Budget
E 100-420-42500-401 Building Contract Mai	\$0.00	\$0.00	\$500.00	0.00%
E 100-420-42500-409 Maintenance Agreeem	\$59.00	\$268.37	\$750.00	35.78%
E 100-420-42500-414 Vehicle Maintenance	\$4,123.60	\$11,830.94	\$3,000.00	394.36%
E 100-420-42500-430 Miscellaneous	\$633.93	\$1,987.71	\$5,000.00	39.75%
E 100-420-42500-433 Dues and Subscriptio	\$14.00	\$1,028.88	\$1,200.00	85.74%
E 100-420-42500-436 Insurance Deductible	\$0.00	\$1,041.13	\$500.00	208.23%
E 100-420-42500-437 Misc Licenses and Pe	\$502.58	\$502.58	\$0.00	0.00%
E 100-420-42500-570 Office Equipment &	\$0.00	\$0.00	\$500.00	0.00%
E 100-420-42500-581 Uniforms	\$1,868.26	\$1,971.26	\$3,500.00	56.32%
E 100-420-42500-582 Radio Equipment	\$0.00	\$0.00	\$0.00	0.00%
42500 Ambulance	\$75,862.74	\$245,528.06	\$592,949.18	