



Agenda
Lake City Ambulance Commission Meeting
April 15, 2024
6:00 PM
Public Safety Building Training Room, 601 N. 10th
Street

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1. Call to Order/Introductions/Disclose conflicts
 2. Review and adopt/amend agenda
 3. Review and adopt/amend meeting minutes
 - a. Ambulance Commission minutes March 18, 2024
 4. Informational Reports
 - a. Financial Report-March
 - b. Activity Report-March
 5. New Business
 - a. Approve 1st Quarter Donations
 6. Miscellaneous
 7. Future Meeting Dates
 8. Adjourn



REQUEST FOR
Ambulance Commission Meeting, April 15, 2024

Agenda Item Description: Ambulance Commission minutes March 18, 2024

Meeting: Ambulance Commission Meeting, 4/15/2024

Originating Department: Ambulance

Reviewed By: Sara Rybarczyk, Ambulance Director

Preparer: Sara Rybarczyk, Ambulance Director

ATTACHMENTS:

Description

- ▣ **Ambulance Commission Minutes March 18, 2024**

LAKE CITY AMBULANCE COMMISSION

March 18, 2024

18:00 hours

Members Present: Sue Stiene RNMS Chair, Dr. Janet Chestnut, Julie LeCaptain Edds, Dr. Shef Massey, Mayor Mark Nichols Council Liaison

Others Present: Sara Rybarczyk Ambulance Director

Absent- Dr. Anne Towey, Carolyn Ellingson MCHSLC Liaison, Dr. Dennis Spano Medical Director

Stiene called the meeting to order at 18:00 hours with a quorum present.

Adopt Agenda

CHESTNUT MOTION, LECAPTAIN SECOND, ALL AYES

Public Forum- none

Approved Minutes- December minutes

MASSEY MOTION, CHESTNUT SECOND, ALL AYES

INFORMATIONAL REPORTS

Financial Update

Rybarczyk provided an update on the financial operations of the service. Rybarczyk indicated that herself, Jerome Illg, Finance Director, and Rob Keehn, City Administrator have evaluated the process in which the service posts revenues and has gone back to the cash accrual model. Rybarczyk explained that moving to the original model is a better option for the service for transparency, and for accurate reporting. Rybarczyk stated that she was appreciative of being included in the decision, and she feels moving to this process is going to be much better for the billing team within the city. Rybarczyk reviewed the February financial report, and explained that there was not a January financial report. February reflects the cash accrual for both January and February. Moving forward, there will be a monthly report that reflects the monthly receivables. Commission member Stiene inquired as to whether the billing processes have improved, and whether the billing company is improving their processes. Rybarczyk stated that she has been very happy with the billing company, and has seen many improvements in their processes. Rybarczyk stated that some of the cities' policies have contributed to some of the issues, but the billing team has been working hard to develop a billing process tied to policy that will help to ensure that all areas of billing are performing well. Stiene inquired as to what the Commission could do to help the service and provide support. Rybarczyk stated that if the Commission and the City Council have anyone in the community ask them any questions about the service, if they do not know for certain what the answer is or not sure about the process of how the ambulance operates, please direct the patient to her as the Ambulance Director so that she can make sure they are getting the correct information. Rybarczyk stated that the Commission members already do an outstanding job of supporting the service, and she appreciates that support so much. Commission Member Massey inquired as to whether the service has considered doing in-house billing. Massey discussed the work and time that Rybarczyk puts into the billing process, which is the work the billing company is being paid to do. Massey inquired could the City possibly benefit from doing this all in house with the amount of work being done? Rybarczyk stated that she and Jerome Illg have discussed that possibility many times, and that option is not off the table. However, at this time, the City is pleased with the improvements that the billing company has made, and does not want to move to a different option at this time. Rybarczyk stated that the city basically has a billing team with Anthony, Kaitlyn, and Jerome, and she is very lucky to have such an amazing team and strong support from the City. Rybarczyk stated that many other Directors do not have that level of support.

Activity Report

Rybarczyk reviewed the activity reports for January and February. Rybarczyk explained that transfer numbers are up for both January and February, and billable runs are at between 88%, and 90% for the month, which is right where the service wants to be. Stiene inquired as to whether the service is seeing odd requests for transfers and other calls. Rybarczyk stated that the service is still receiving requests from Winona, though the service does not typically do those transports. The crew has been doing transports to some of the outlying hospitals in Austin, Cannon Falls, etc. due to bed availability and how full the hospitals have been.

NEW BUSINESS

Approve hiring of Part-Time Paramedic Jessica Hauschild

Rybarczyk reviewed the hire of Paramedic Jessica Hauschild. Jessica has worked previously for the service as a Paramedic, and has education experience. LeCaptain asked if the service is not fully staffed, and Rybarczyk stated that the service has been, but will be losing two full-time EMT's next month. Both EMT's are going to work full-time within the fire service, though both EMT's plan to remain on the service as part-time EMT's. Mayor Mark Nichols stated that the City Council is requiring the city employees being hired to be presented to the City Council under new business instead of having those hires fall under the consent agenda at the council level. Rybarczyk discussed the new hiring platform the city is using, and the ambulance department is piloting the program for the City. Rybarczyk stated that she is very excited to have the new platform, and is thankful that she no longer has to hand out paper applications. Stiene inquired if the service thinks they will have any problems filling the positions? Rybarczyk state that she does not expect to have any problems, though the process will be competitive and she anticipates having many great candidates.

LECAPTAIN MOTION, MASSEY SECOND

2024 Ambulance Work Plan

Rybarczyk reviewed the work plan initiatives that were completed in 2023, and what initiatives would be moved into 2024. Rybarczyk discussed the paramedic training program that was established in 2023, and spoke to work that Dr. Spano has done to engage with the service in 2023. The mutual aid agreements were updated last year, and Rybarczyk discussed the parameters in which those agreements were and are established. Financial planning and review will be carried over into the 2024 budget. Recruitment and retention is an established goal for 2024. Rybarczyk stated that one of the things she added to the work plan for 2024 is to continue to develop working relationships with the townships, and explore the parameters of establishing contracts. Rybarczyk explained that those relationships fell apart many years ago with the way the townships were treated by both the prior Ambulance Director, City Staff, and City Council members, and were not offered any say in how the ambulance service is operated. Rybarczyk stated that Assistant Robert Benson has done a wonderful job in working to reestablish those relationships and to ensure that they have an avenue to communicate and collaborate with leadership within the service and the city. Rybarczyk stated that the potential changes in the PSA law will impact those discussions, and she is working to determine what the direction is going to be with working with the townships based upon those outcomes. Rybarczyk stated that how the service works with the townships is incredibly important, and if the PSA law does change or goes away, having those strong relationships is going to be important so that those communities feel supported and know that they have representation and support from the City and the ambulance service. Stiene inquired as to if we are ready to make a motion. LeCaptain asked Rybarczyk as to what reasons someone would want to work for Lake City Ambulance, in case someone asks about the EMT positions. Rybarczyk stated that there are many reasons, but two of the top reasons would be 1.) the team dynamic and the good and positive environment, and 2.) the pay, as the City pays the City employees very well and takes good care of the employees in the City of Lake City.

MASSEY MOTION, CHESTNUT SECOND

Miscellaneous

The legislative bills that impact EMS were discussed at length by the Director and the Commission. Rybarczyk stated that you can go to the EMSRB website and look at the legislative action tracker to see what bills are currently out there related to EMS and what their status is. Rybarczyk stated that the hearings and the EMSRB board meeting are open to the public, and the link to the meetings can be found at the EMSRB website and the legislative websites. Rybarczyk stated that the Commissions members are invited to attend any of these public meetings.

Next meeting will be April 15, 2024 at 18:00 hours.

LECAPTAIN MOVED TO ADJOURN THE MEETING, STIENE SECOND, ALL AYES AT 19:04 HOURS.

Sue Stiene – Chair

SRR

CITY OF LAKE CITY
Revenues with Comparison to Budget
For the 3 Months Ending March 31, 2024

General Fund

		Period Actual	YTD Actual	Budget	Unearned	Pcnt
	<u>AMBULANCE REVENUES</u>					
101-34140-33162	Ambulance Donations	500.00	500.00	.00	(500.00)	.0
101-34140-33520	Ambulance MA Supplement	.00	.00	40,000.00	40,000.00	.0
101-34140-33522	Ambulance Residential Calls	88,411.79	296,298.88	1,150,000.00	853,701.12	25.8
101-34140-33524	Ambulance Misc Refunds/Reimb	.00	.00	2,000.00	2,000.00	.0
101-34140-33529	Ambulance Training Revenue	3,366.10	3,366.10	7,500.00	4,133.90	44.9
	Total AMBULANCE REVENUES	92,277.89	300,164.98	1,199,500.00	899,335.02	25.0
	Total Fund Revenue	92,277.89	300,164.98	1,199,500.00	899,335.02	25.0

CITY OF LAKE CITY
Expenditures with Comparison to Budget
For the 3 Months Ending March 31, 2024

General Fund

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
<u>AMBULANCE</u>						
101-44140-100	Ambulance Salaries-Regular	64,563.94	197,594.77	867,186.00	669,591.23	22.8
101-44140-110	Ambulance Salaries-Overtime	3,882.96	8,768.10	50,000.00	41,231.90	17.5
101-44140-115	Ambulance Casual Paramedic/EMT	6,165.24	22,453.44	110,000.00	87,546.56	20.4
101-44140-120	Ambulance Volunteer EMT's	8,602.11	25,681.69	25,000.00	(681.69)	102.7
101-44140-140	Ambulance PERA	5,532.47	16,956.42	79,092.00	62,135.58	21.4
101-44140-150	Ambulance FICA	6,166.52	18,743.44	80,671.00	61,927.56	23.2
101-44140-160	Ambulance Group Health Ins	7,382.88	26,384.72	124,650.00	98,265.28	21.2
101-44140-170	Ambulance Longevity	.00	416.00	2,375.00	1,959.00	17.5
101-44140-210	Ambulance Operating Supplies	5,354.03	14,240.23	70,000.00	55,759.77	20.3
101-44140-220	Ambulance Maint/Repair	1,054.08	(666.78)	10,500.00	11,166.78	(6.4)
101-44140-270	Ambulance Uniform	1,340.14	4,731.24	6,000.00	1,268.76	78.9
101-44140-300	Ambulance Professional Service	.00	103.90	1,500.00	1,396.10	6.9
101-44140-310	Ambulance Communication	509.45	1,067.86	6,000.00	4,932.14	17.8
101-44140-320	Ambulance Travel, Conf, School	.00	.00	1,000.00	1,000.00	.0
101-44140-321	Ambulance Training Classes	2,243.93	5,183.36	9,100.00	3,916.64	57.0
101-44140-340	Ambulance Printing/Publishing	.00	168.75	250.00	81.25	67.5
101-44140-390	Ambulance Contractual	4,604.46	12,111.48	63,000.00	50,888.52	19.2
101-44140-395	Ambulance MA Non-Federal Share	.00	.00	18,500.00	18,500.00	.0
101-44140-400	Ambulance Miscellaneous	.00	.00	1,000.00	1,000.00	.0
101-44140-410	Ambulance Work Comp Insurance	24,354.00	24,354.00	49,700.00	25,346.00	49.0
101-44140-420	Ambulance Vehicle Insurance	.00	.00	1,550.00	1,550.00	.0
101-44140-430	Ambulance General Liab Ins	.00	.00	5,225.00	5,225.00	.0
101-44140-850	Ambulance Provider Tax	(1,005.02)	2,494.98	15,000.00	12,505.02	16.6
Total AMBULANCE		140,751.19	380,787.60	1,597,299.00	1,216,511.40	23.8
Total Fund Expenditures		140,751.19	380,787.60	1,597,299.00	1,216,511.40	23.8
Net Revenue Over Expenditures		(48,473.30)	(80,622.62)	(397,799.00)	(317,176.38)	(20.3)

CITY OF LAKE CITY
Expenditures with Comparison to Budget
For the 3 Months Ending March 31, 2024

Capital Projects Fund

		<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Unexpended</u>	<u>Pcnt</u>
	<u>CAPITAL AMBULANCE</u>					
400-44140-530	Cap Project Amb-Mach/Equip	<u>.00</u>	<u>.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>.0</u>
	Total CAPITAL AMBULANCE	<u>.00</u>	<u>.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>.0</u>
	Total Fund Expenditures	<u>.00</u>	<u>.00</u>	<u>20,000.00</u>	<u>20,000.00</u>	<u>.0</u>
	Net Revenue Over Expenditures	<u>.00</u>	<u>.00</u>	<u>(20,000.00)</u>	<u>(20,000.00)</u>	<u>.0</u>

CITY OF LAKE CITY
Expenditures with Comparison to Budget
For the 3 Months Ending March 31, 2024

Building Maintenance

		Period Actual	YTD Actual	Budget	Unexpended	Pcnt
	<u>Building Maint-PS Building</u>					
602-44604-210	PS Building-Operating Supplies	166.70	251.35	2,750.00	2,498.65	9.1
602-44604-220	PS Building-Maint/Repair	2,100.73	2,859.03	10,000.00	7,140.97	28.6
602-44604-310	PS Building-Communication	550.07	1,164.15	7,600.00	6,435.85	15.3
602-44604-360	PS Building-Utilities	2,085.78	5,700.16	29,300.00	23,599.84	19.5
602-44604-390	PS Building-Contractual	1,172.29	6,143.11	21,500.00	15,356.89	28.6
602-44604-430	PS Building General Liab Ins	.00	.00	5,750.00	5,750.00	.0
	Total Building Maint-PS Building	6,075.57	16,117.80	76,900.00	60,782.20	21.0
	Total Fund Expenditures	6,075.57	16,117.80	76,900.00	60,782.20	21.0
	Net Revenue Over Expenditures	(6,075.57)	(16,117.80)	(76,900.00)	(60,782.20)	(21.0)

Call Type	Amount
911	84
MCHS-LC	41
Red Wing	7
ST ELIZABETH	5
TD OTHER HOSP.	2
TD MCHS-LC	1
TD ST ELIZAB	5
Refusal/Cancel/PA	15

March 160

BILLABLE CALLS

911	53%
Transfers	33%
	<hr/> 86%

NON BILLABLE CALLS

Turndown	5%
Refusal/standby/cancel	9%
	<hr/> 14%

LAKE CITY AMBULANCE CALL TYPE

