

AUTHORITY STATUS

OVERVIEW AS OF 07/12/22

AGENDA

- Vision, Scope, Staffing
- Accomplishments
- Current State Funding – Fire and EMS
- Student Training – Options, Process, and Considerations
- Guiding Principles – Financial, Fundraising, Communications
- Key Meeting – Vision/Budget/Staffing
- Think About – Long-Term and Short-Term Staffing Needs
- Other Tasks – New Hires, etc.

FUTURE VISION

DRAFT - THOUGHT STARTERS

- Authority owns equipment required to support Fire/EMS services for our area
- Authority pays personnel directly
- Contracting with Fire/EMS agencies would only be short-term until Authority is going
- Personnel will consist of cross-trained Fire/EMS and specialists in each field
- Long-term, we would like full-time staff 24x7 at multiple locations, combined with additional personnel available for multiple calls at the same time and/or large scenes.
 - Short-Term: due to budget constraints, we will need to find the right blend of staffing to best serve the needs of our community.

FUTURE SCOPE OF SERVICES

DRAFT - THOUGHT STARTERS

- FIRE PROTECTION (EXTINGUISH STRUCTURE AND GRASS/BRUSH FIRES)
- FIRE INVESTIGATION/FIRE PREVENTION
- BASIC AMBULANCE TRANSPORT SERVICE
- MOTOR VEHICLE ACCIDENTS / VEHICLE EXTRICATION
- INDUSTRIAL INCIDENT RESPONSE (GAS/OIL FACILITIES, POWER LINE ISSUES)
- WATER/ICE RESCUE
- HAZ MAT
- COMMUNITY CPR TRAINING
- LOCATIONS:
 - SPRINGVILLE: 4785 N M-37, MESICK MI 49668
 - BUCKLEY: 106 INDUSTRIAL DRIVE, BUCKLEY MI 49620

FUTURE STAFFING PLAN

DRAFT - THOUGHT STARTERS

- Long-Term Goal: 24x7 staffing in 2 locations (Buckley and Mesick area)
 - Minimum of 2 trained personnel staffed full-time at each station with enough back-up to mobilize back-up units for larger scenes
 - Provide our personnel with a sustainable pay to make a professional career, including benefits
- Make it easy to be “on-call”, sign-up, etc. (electronic scheduling, tablets for billing, etc.)

ACCOMPLISHMENTS

- ✓ NWEA Board established; Articles of Incorporation; Bi-Laws
- ✓ Bank Account established
- ✓ Federal Tax ID (EIN) established
- ✓ Billing Provider Quotes Obtained
- ✓ Vehicle Lettering Quotes Obtained
- ✓ 20 Students Signed Up for EMT Classes
- ✓ Committees Started:
 - ✓ Finance (4/12) – Dave Williams, Scott Neufer, Peggy Benz, Terry Hankins
 - ✓ Springville Fire Building Estimates (6/3) – Scott Neufer
 - ✓ Logo Committee (6/3) – Peggy Benz and Joan Olds
 - ✓ EMT Student Committee (6/3) – Scott Neufer and Sarah Harris

CURRENT STATE FUNDING - FIRE

- Buckley Fire:
 - Paid up-front for 2022-2023 by Grant, Mayfield, and Wexford
 - Hanover to pay monthly starting 7/1 until the Authority covers fire
- Springville Fire:
 - Costs covered with existing millage funding for 2022-2023
 - Antioch/Springville pay a separate 1 mil specifically for Springville Fire outside the 3 mil
 - Wexford – paid some funds during December tax collections
 - Hanover – to pay their normal amount when needed

CURRENT STATE FUNDING – EMS (MESICK RESCUE)

- 1st Half 2022:
 - Wexford – paid significant portion of 2022-2023 up-front in December
 - Antioch – making monthly payments April-June
 - Hanover/Springville fiscal year starts July 1
- The goal was to transfer Mesick Rescue's license to the Authority so we were operational by 7/1.
- Allen Sherburne agreed to transfer the Mesick Rescue Ambulance License to the Authority:
 - **03/29/22** – when we discussed the fact the township millage money would be paid to the Authority and the Authority would pay personnel/expenses directly.
 - **04/26/22** – Allen/Joan were going to transfer license on 4/27, but held off to verify if we needed approval from Dr. Smith and to verify if we could collect for Medicare/Medicaid on runs that occurred between the license transfer and the approval of Medicare/Medicaid billing
 - **05/10/22** – Allen mentioned the operational budget was running low for Mesick Rescue but they do have about \$150k set aside for a new ambulance. NWEA budget still not complete; Board gave Joan some directional figures to see how the budget would look at those staffing levels/rates.

CURRENT STATE FUNDING – EMS (MESICK RESCUE)

- **05/20/22** – the board was advised that there could be a risk of not collecting all funds from Medicare/Medicaid between the time of license transfer and Medicare/Medicaid Billing approval. If we need to secure our own license instead of transferring Mesick Rescue's license, the Authority may need to cover Mesick Rescue's operational costs in the interim. Agreed to ask the Townships to put the remaining budget from the 3mils each collected into Authority. The Authority could then contract with Mesick Rescue to cover their actual costs to ensure they stay operational. This would be easier than Mesick coordinating with all 4 townships as we each have a representative on the board and the townships don't meet in July.
- **06/03/22** – Joan Olds confirmed Allen turned in all Mesick Rescue personnel's applications to the NWEA for starting up payroll under the Authority. Joan made a motion to transfer Mesick Rescue's license to the Authority, the Board approved, and Allen Sherburne agreed. Mesick Rescue requested an agreement stating that if the Authority dissolves, ambulances go back to Mesick Rescue. This was drafted for the 6/21 meeting in addition to a document to end the Township contracts with Mesick Rescue so the Authority could work directly with them.
- **06/21/22** – Allen pushed back on transferring license to the Authority. Discussion tabled to 7/12/22 meeting.

STUDENT EMT TRAINING - OPTIONS

- Option #1 – Lake City, we offer to pay mileage, students carpool from Springville Fire
 - To Do: finalize mileage calculation
- Option #2 – We find location in Mesick/Buckley
 - Building – must identify then apply to the State for Satellite Location Approval
 - State Inspection of Building
 - Submit EMT class information (curriculum, state approved location, etc.) for State Approval – must be submitted 30 days prior to the start of class
 - To Do: finalize location and any associated costs

STUDENT EMT TRAINING - PROCESS

- Attend class (6 months)
- Clinical hours (actual work experience)
- Instructor submits students for approval to take the National Registry Test
 - Note: the instructor must submit all students at once – every student must finish their homework, EMT clinical hours, etc.)
- Students take National Registry Test & Pass (State license provided – good for 3 years)
- Acquire Trauma Certification
- Turn in required EMS certifications to Agency (License, BLS card, Trauma Cert, Driving Cert.)
- Agency applies to Med Control for Temporary LEVEL OF FUNCTION
- Take LEVEL OF FUNCTION test from Med Control
- Complete New Hire/Upgraded level of licensure orientation packet from Agency
- Agency applies for FULL LEVEL OF FUNCTION from Med Control
- Each Agency the person works for needs to receive FULL LEVEL OF FUNCTION from Med Control
- Med Control approves for Agency Roster
- Student is able to go on runs as EMT!!

STUDENT TRAINING CONSIDERATIONS AND THOUGHT STARTERS

- Best Practices – allow students to come on runs prior to signing up for class to be sure they can get used to calls in the night, blood/guts, etc.!
- Educate the students on how critically we need trained personnel and that we need their help in our community. If they go and don't assist, we have lost an opportunity for a first responder for an additional 6 months at least.
- Student “Contract” vs. “Agreement of Understanding”
 - Why we trained them
 - Expectations: take at least 1/3 of calls for 2 years, attending training, etc.

GUIDING PRINCIPLES - FINANCIAL

To streamline the quote and decision-making process, we will:

1. Identify what quotes are required, what information we need to ask, and who will obtain the quotes
2. At least 2, preferably 3 quotes will be obtained
3. The board will be presented with the facts, contracts, pros/cons, and recommendation prior to a vote
4. At least 2 board members will sign/authorize any contracts
5. If a person is representing 2 positions, they may not execute, acknowledge or verify an instrument in more than 1 capacity if the item requires 2 or more officers

Note: If agreed to/approved, we should add to our bi-laws.

GUIDING PRINCIPLES - FUNDRAISING

- Identify purpose and champion
- Cost/Benefit Analysis – what will this cost (actual dollars and hours of volunteer goodwill) and how much do we hope to collect
- Board Approval to Move Forward
- Reporting – report out proceeds, time invested, cost (if any)

GUIDING PRINCIPLES - COMMUNICATION

- We need to remember that when a board member talks to the public, their views are often taken as that of the board
- We should generally just discuss facts, and opinion should be qualified as “my opinion” vs. the Board’s opinion
- Considerations:
 - Website
 - Facebook
 - Newspaper
 - Village/Township Meetings

KEY MEETING – VISION/BUDGET/STAFFING

- Agenda:
 - Vision – long-term and short-term (LT/ST)
 - Command Structure/Staffing Plan (LT/ST)
 - Budget – current year focus; note items for 5 year plan as they arise
- Proposed Date/Time: Saturday 7/23 9am until it is done
- Facilitator: Kim Manuel
- Pre-Work:
 - Review this deck – make notes
 - Review the Start-Up Options/Pros and Cons (will be validated by the Vision/Budget session)
 - Think about the “right” staffing plan and what roles we need (LT/ST)
- Attendance:
 - Required: NWEA Board, Allen Sherburne, Mike Guernsey, Charlie Strang
 - Recommended: Peggy Benz, Jessica Boonstra, Terry Hankins, Kathy Soerries

THINK ABOUT – FUTURE STATE STAFFING

- Think what would be the ideal staffing?
- Think about what is right for our community – how much do we need for our volume?
- Don't limit to current funding - other opportunities may be available:
 - Other Townships – Grant, Mayfield, Slagle are interested in contracting for NWEA services
 - Grants – primarily for equipment so our other funds could be for personnel
 - State Funding – Governor recently approved funding for Fire/EMS support
 - Property Tax – with inflation, property taxes will increase, but so will wages...☹️

THINK ABOUT - SHORT-TERM STAFFING

- EMS/Fire Director? Bring on sooner rather than later to start up organization? Discuss during Vision/Budget/Staffing Meeting
 - Standard Operating Procedures/Guidelines (SOP/SOG) – Buckley and Mesick have; required for license
 - New Hire Orientation Packet
 - Staffing – review applications (criteria established by the Board), onboarding paperwork, interviews, etc.
- Can we alternate coverage dates for on-site staffing? Ex: Mon/Wed/Fri at Mesick and Tue/Thurs/Sat at Buckley with first responders/on-call fee or wages
 - Considerations:
 - Pay a higher on-call wage to make it worth their time. Ex: \$25/hr?
 - Pay for “on-call” at lower wage such as \$5/hr to be sure available to respond

OTHER TASKS - NEW HIRE SET UP

- Job Posting:
 - Job Descriptions (Drafted)
 - Wages (Dependent on Budget)
 - Communication Process/Cost – newspaper, Facebook, Website, etc.
- Job Applicant:
 - Application (Drafted)
 - Background Checks – process and fees
 - License Confirmation – process
 - Resume Review Criteria
 - Board must approve applicants
- Onboarding:
 - New Hire Orientation Packet
 - Payroll Set Up including Workman's Compensation, UIA, etc. (approximately 2-4 hours depending on volume)
- Documentation of Overall Process, Responsibilities, and Forms to be Retained/Filed with Secretary

OTHER TASKS

- Sticker Trucks/Barns
- Obtain a License/Ambulance
- Apply for Medicare/Medicaid Insurance
- Contracts:
 - Date of Payment for each township into the Authority and for what fiscal year
 - EMS License holder is doing this on behalf of the Northwest Wexford Authority
- Infrastructure Estimates – Springville, Buckley, etc.

THANK YOU

