

COURTS & PUBLIC SAFETY COMMITTEE
DRAFT- MEETING MINUTES
Thursday, August 18, 2022 – 4:00 p.m.
Howard Male Conference Room/Zoom Room

Commissioners Present: Kevin Osbourne, Chair
Don Gilmet
Brenda Fournier

Others Present: Sheriff Erik Smith
Wes Wilder, Maintenance Superintendent (zoom)
Kim Ludlow, County Treasurer (zoom)
Kim Elkie, 911/Emergency Manager Director
Lynn Bunting, County Board Assistant
Bill Forbush, City Fire Chief
Bill Pfeifer, MAC Administrator (zoom)

CALL MEETING TO ORDER

Chair Kevin Osbourne called the meeting to order at 4:00 p.m.

ROLL CALL

All committee members present.

MOTION TO ADOPT AGENDA

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adopt the agenda as presented. Motion carried.

INFORMATION ITEM: Chair Osbourne presented the updated draft of the Ambulance Fund Policy for review (attachment #1). The committee reviewed the updated draft policy and recommended to approve and to make the changes in red for the full board to review and approve. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The committee recommends approval of the changes made in the Ambulance Fund Policy & Procedures dated 08.12.22 and recommends that the changes be made in red as presented.

INFORMATION ITEM: Chair Kevin Osbourne presented the Alpena City Fire EMS Reimbursement Invoices for review. Treasurer Kim Ludlow gave an update on the billing/reimbursement process and has taken care of this payment as this is required through the Ambulance Contract and budgets \$10,000 per year as part of the Ambulance Contract with the City. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to continue to pay contractual obligations to the city for the Ambulance Service by the Treasurer as they become due. Roll call vote was taken: AYES: Commissioners Fournier, Gilmet, and Osbourne. NAYS: None. Motion carried.

City Fire Chief Bill Forbush informed the committee that the hospital rates have went up and that the city covers overages.

INFORMATION ITEM: Chair Osbourne presented the MAC Administrator Contract as a reminder that it expires on 09.30.22 and will need to be reviewed and approved at the next months meeting for the next contract year (2022/2023). Board Assistant Lynn Bunting passed out the Indigent Defense Revenue & Expenditure report as of 08.17.22 to the committee for review. MAC Administrator Bill Pfeifer reported the contract is budgeted the same as last year at \$12,000 per year (\$1,000 per month for 12 months) starting at 10.01.22 to 09.30.23.

INFORMATION ITEM: Chair Kevin Osbourne presented the Public Defender Contract as a reminder that it expires on 09.30.22 and will need to be approved at next months meeting for the next contract year. MAC Administrator Bill Pfeifer reported that the Public Defender Contract will be going up about \$5,000-\$6,000 due to the Public Defender Office taking over the screening and adding a social worker at the state's expense and not an additional county expense. MAC Administrator Pfeifer informed the committee that the total grant application for 2023 went up an additional \$1,500 and will be submitting the FY23 MIDC Grant Contract to the Courts & Public Safety Committee to recommend to the Full Board on September 27th.

INFORMATION ITEM: Chair Osbourne presented the Ambulance Fund monthly report. Board Assistant Bunting passed out an Ambulance Fund Revenue & Expenditure report as of 08.17.22 to the committee for review. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the Ambulance Fund monthly report as presented. Motion carried.

INFORMATION ITEM: Chair Osbourne presented the Medical Examiner monthly reports. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the Medical Examiner monthly reports as presented. Motion carried.

INFORMATION ITEM: Chair Osbourne presented the Tower Final Construction Design for review and approval to send information to Motorola to be able to move forward with the project. 911/Emergency Director Kim Elkie reported that the manufacturing design is still to come from Motorola and the tower is in the manufacturing process and on schedule. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to recommend the below Action Item. Motion carried.

ACTION ITEM #2: The committee recommends approval of the Central Tower Final Construction Design as presented.

INFORMATION ITEM: Chair Kevin Osbourne reported the Capital Improvement Plan (CIP) is still a work in progress and recommended that a draft letter be sent to the organizations if they are requesting any projects to be reimbursed that are over \$5,000 to present to the Facilities Committee for recommendation to the full board.

OTHER DISCUSSION:

Maintenance Superintendent Wes Wilder informed the committee that he stopped by the old jail and noted that the generator was running, and he shut it down and fixed the switch so that he could not be turned on by anyone. Wes stated he was unsure how long it was running.

Sheriff Smith reported that they have 2 candidates hired for corrections staff and are getting close in filling all their positions and noted that they have received good candidates from the area.

911/Emergency Director Elkie reported they have one candidate hired for the central dispatch position and is working out very well.

Maintenance Superintendent Wilder reported that he spoke with Mike Schultz, and he told Wes that the roof project for the annex building will be ready to start in the second week of September.

City Fire Chief Forbush reported they have 7 open positions and are short staffed but not with the daily staffing, which is not diminished, as they have 3 or 4 ambulances available.

PUBLIC COMMENT

None.

***Next Meeting: Thursday, September 15, 2022 at 4:00 p.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Fournier and supported by Commissioner Gilmet to adjourn the meeting. Motion carried. The meeting adjourned at 4:31 p.m.

Kevin Osbourne, Chairman

Lynn Bunting, Board Assistant

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Alpena County Ambulance Fund FISCAL POLICY AND PROCEDURE



PURPOSE:

This is a policy to establish expenditure guidelines for funding ambulance and emergency medical services countywide. The Ambulance Fund pays for the following items: contract and equipment for ambulance services, medical control, first responder calls, first responder equipment, emergency services training, 911 private road signs and other items as approved by the Alpena County Board of Commissioners.

Abbreviations commonly used throughout this document: EMS (Emergency Medical Services), MCA (Medical Control Authority), MFR (Medical First Responders).

POLICY & PROCEDURE:

General Guidelines

EMS agencies have an inherent responsibility to budget for EMS training, equipment, and supplies and should not rely solely on the County for funding.

Requests to the County for EMS training and reimbursement, and for EMS equipment and/or supplies, are to be made through the Alpena County Board of Commissioners Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. The Commissioners Office will distribute copies of EMS requests to the Medical Control Director and non-EMS requests to the County Administrator. These requests will be reviewed and recommendations made to the Courts & Public Safety Committee of the County of Alpena.

Only those requests made by the city or township representative, the fire chief, and/or the fire administrator will be considered.

Eligible Fire Departments are specified as follows with name and how many stations in parentheses: Alpena City (1), Alpena Township (2), Green Township (1), Hubbard Lake (1), Long Rapids (1), Maple Ridge Township (1), Sanborn Township (1) and Wilson Township (1).

EMS agencies requesting funding may be requested to provide justification for the request including budget information, spending history, documentation of need, etc.

It shall be understood that acceptance of any County funding through the Ambulance Fund shall constitute acceptance of and willingness to abide by these Guidelines.

Alpena County reserves the right to make additions, deletions, or changes to this agreement without prior notice.

Contract for Ambulance Services

The County of Alpena currently contracts for ambulance services and equipment with monies to come out of the Ambulance Fund. See contract for specific details.

Medical Control

The County of Alpena does not contract for Medical Control. Medical Control authorities are statutorily required to be operated by hospitals and provide medical oversight, protocols, and communications.

First Responder Calls

The following conditions apply for appropriations from the Ambulance Fund for EMS First Responder calls:

- To qualify for an appropriation, the EMS agency must document all responses in the MIEMIS System within 24 hours of the response.
- The appropriation, if any, will be determined by run volume by the Courts & Public Safety Committee.

An appropriation check will be issued at the beginning of each quarter: January, April, July, and October.

First Responder Equipment

“Equipment” is defined as a non-disposable item with a useful life of two (2) or more years:

- Requests for equipment funding will only be granted when it can be documented that the equipment will be utilized by or benefits the EMS system.
- Funding for equipment may be provided for but generally limited to replacement of out-dated equipment, new equipment required by the MCA, or equipment needed to meet regulatory guidelines for a newly established agency.
- Costs associated with maintenance, repairs, and elective up-grades to EMS equipment are the responsibility of the EMS agency.
- Equipment that is being replaced must be surrendered to the county, evaluated and offered to other agencies as surplus equipment.
- Circulating equipment falls under the First Responder equipment line item.
- **Purchases that are not pre-approved will not be considered.**

Communications:

- An expense charged to the first responder’s equipment line item.
- A fifty percent (50%) matching grant up to \$750 for each station for communications equipment and related fees for medical first responders. This item includes radios, pagers, mike fees, license fees, etc.

“Supplies” are defined as disposable items with a useful and/or shelf life of less than two (2) years:

- The purchase of EMS supplies is the responsibility of the EMS agency. EMS supplies are not reimbursable by the County.
- All batteries, regardless of type or intended use (radio, pager, defibrillator, monitor, etc.), are considered “supplies”.
- Defibrillator pads are considered supplies.

EMS Training

Initial EMS Training

EMS training funds are available only to those licensed EMS agencies who have coverage area within Alpena County borders. The “trainee” must be a member of the host EMS agency.

The County is under no obligation to financially support any EMS training program or course or individual trainee. The decision to financially support an EMS training program or an individual’s participation will be based on, but not limited to:

- Available funding
- Need and ultimate impact on quality of care provided to the Community
- MCA quality improvement activities

The County reserves the right to limit the number of participants to which it will provide financial support.

The County reserves the right to fund only a percentage of the course tuition.

Under no circumstances will the County reimburse an EMS agency or governmental agency for the following expenses incurred by EMS personnel for training programs:

1. Travel costs, mileage
2. Lodging and meals
3. Overtime
4. Backfilling of personnel
5. Initial EMS Training Programs (MFR, EMT)

Only those programs coordinated by or through the County are eligible for tuition reimbursement.

The County Ambulance Contractor shall provide a listing to the Commissioner’s Office/Courts & Public Safety Committee of students enrolled in MFR or EMT courses and the departments they represent at the beginning of such courses.

Tuition and all other programs fees (supplies, etc.) are the responsibility of the local unit of government and/or the trainee.

Upon successful completion of the course, and State of Michigan licensure, the local unit of government may request reimbursement from the County using the County via the Courts & Public Safety Committee. A copy of the State of Michigan license must be submitted, along with a copy of the initial application for

reimbursement which was submitted before the class began.

The County strongly suggests that local units of government not reimburse their personnel until after one (1) year of continuous service has occurred post graduation.

The County will not reimburse for course supplies, examination fees, or any other associated costs. In the event the trainee does not successfully complete the course, the County will not reimburse the cost of program tuition.

Reimbursement shall only be made to eligible units of government, not individuals. Eligible units of government include the City of Alpena, Charter Township of Alpena, Green, Long Rapids, Wilson, Maple Ridge, Sanborn, Ossineke (via Hubbard Lake FD) and Wellington (via Long Rapids FD).

Reimbursement for Medical First Responder (MFR/EMR) and Emergency Medical Technician (EMT) education shall be limited to **\$500** per student. No reimbursement is available for other levels of initial EMS education.

EMS Continuing Education Programs

The County, through its ambulance service contractor, shall provide at least six (6) hours of EMS continuing education each year at no cost. The Courts & Public Safety Committee may consider requests for additional EMS Continuing Education programs.

911 Private Road Signs

Public Street Signs for Private Roads:

- An expense charged to the sign line item in the Ambulance Fund.

Either a citizen or a local unit of government can request a road sign erected to identify a private road for emergency purposes after verifying with the County Equalization Department that a road name is needed, it does not duplicate street names and receives the proper addressing ranges. **The local unit of government must approve the name of the private road in their minutes and submit a request for the sign in writing along with a copy of the minutes to the Alpena County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707.** Road signs will only be purchased one time for the same road.

The County Commissioners' Office will then submit a letter of approval to the County Road Commission that a sign be made up.

The Road Commission will then bill the County Ambulance fund annually by December 1st for these signs.

The local unit of government is responsible for contacting the Road Commission after they receive a copy of the letter from the County requesting the signage. Townships or the citizen will be required to install them on a private roadway off the public right of way. The Road Commission will install them on a public right of way.

Replacement of Public Road Signs

Replacement of Street Signs for Public Roads:

- An expense charged to the Replacement sign line item in the Ambulance Fund.

The Road Commission will determine if a replacement sign is needed for public roads. If a sign has been damaged or is missing due to accident, the Road Commission will attempt to recover the cost of replacement signs caused by vehicular accidents through their insurance. If cost is recovered, the County will not be charged for this sign replacement. If signs are being stolen and can be prosecuted, all measures will be taken to recover the cost of sign replacement.

The Road Commission will bill the County annually by December 1st by sending a bill listing all road signs replaced, itemizing materials and labor to the County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707.

RECORDS MAINTENANCE

Records for the following will be kept in the County Commissioners' Office:

Ambulance Contract

EMS training requests

First Responder Equipment Requests

911 Road Sign Requests

The above is not meant to be all inclusive. Requests will be considered on an individual basis. The County's procurement policies will be followed for the purchase of equipment unless the purchase is made within another agreement. All previous board actions that may address any of the items contained in this procedure are hereby null and void.

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