

EMS ADVISORY BOARD MEETING

October 5, 2020 @ 6:30 p.m.

City of River Falls

Please note that due to the ongoing COVID-19 public health emergency, all members of this board will attend via telephone or internet. For your personal safety and the safety of our community, interested persons are invited to watch from their homes in lieu of attending the meeting in person. There is no in-person attendance option for this meeting.

The public may view/listen to the meeting by:

- Calling Toll Free 1-844-992-4726, access code: 132 641 8398, password 4321
- Visiting the web link: <https://tinyurl.com/RFEMSAB>

OFFICIAL ACTION MAY BE TAKEN ON ANY AGENDA ITEM

Call Meeting to Order – 6:30 p.m.

Roll Call

Approval of Minutes – August 3, 2020

1. Transition to Allina Update
2. Repeal of city code sections related to EMS
 - a. Repeal of section related to EMS Department
 - b. Repeal of section related to EMS Advisory Board

ADJOURNMENT

Posted: 10-1-2020 City Hall

City Council members who are not appointed to this Board may be in attendance for informational purposes only. No official council action will be taken.

EMS ADVISORY BOARD MINUTES

August 3, 2020 @ 6:30 p.m.

Virtual - WebEx
222 Lewis Street
River Falls, WI

Call Meeting to Order 6:47 p.m.

Advisory Board Members Present:

Judy Edgar, Jeanne Wespetal, Scott Morrissette, Kent Kittleson, Carole Mottaz, Ken McNiff

Absent: Jessica Delwiche

Also Present: Jason Stroud, assistant city administrator; Katy Frey, interim EMS coordinator; David Matteson, Allina Health;

Approval of Minutes: Regular Meeting Minutes from February 3, 2020.

**MSC Morrissette/Wespetal to approve February 3, 2020 regular meeting minutes.
Unanimous.**

Carole Mottaz said that there needed to be a change on page 2 to change “bets” to “debts”.

1) COVID-19 Update

Jason Stroud provided an update to the EMS Advisory Board about COVID-19 and the EMS operation. There have been no positive cases within the EMS staff of COVID-19 so far. Stroud explained how the City uses information that is provided by the Pierce and St. Croix County Health Departments as well as the state to determine what City operations to utilize.

Scott Morrissette asked if River Falls had a staffing issue due to COVID-19, could Allina provide staffing help and David Matteson indicated that there could be help from Allina.

Mottaz asked what the EMS Board do to help and Stroud said that the continual support is much appreciated.

2) Transition to Allina Update

Stroud updated the Board on the transition. Stroud said the transition is going well,

even with a delay with the County dispatch center, it is still expected the transition will be completed by Jan. 1, 2021. The contract has been executed with Allina as well with indication from the towns that there is general support for the contract. The Town of Troy wants to revisit the proportional per-capita costs of being served by both Allina and Lakeview which they believe is more 50/50 than the current 67/33. Stroud he is in agreement with Ray Knapp that it can be reviewed. This would not impede the transition process as a whole.

Morrisette asked when the City put the towns on notice that there was going to be an EMS transition and Stroud said that it was around Oct. last year (2019). Morrisette asked how the City should proceed with the Town of Troy's potential delay or potentially not joining in on the new contract and Stroud said that he recommends that there is no harm or foul in letting the Town of Troy review the proportional per-capita costs. Stroud said if the Town of Troy decided not to join, that would mean the City would be covering the portion of Troy township expenses that the City was expecting them to cover, which would roughly be \$33,000.

Morrisette said the City has moved forward in good faith and it appears the Town of Troy has not held up their end. Mottaz asked if there was a deadline for each of the towns to confirm if they wanted to stay on board with the transition and Stroud said there was a clause in the previous agreement regarding a deadline for non-renewal. Mottaz said she believes that currently, the Town of Troy are not part of Allina's EMS coverage and would have to reapply to join that coverage. Stroud relayed from Ray Knapp of the Town of Troy that they want to have a seat on the board and Morrisette said that request has been denied in the past. Morrisette said that there should be a 10- or 15-day notice that the Town of Troy needs to respond by. Mottaz said that Judy Edgar is the representative from the towns.

Matteson said he has been discussing with his colleagues to see how they can address the issues regarding the Town of Troy coverage.

Matteson provided updates on Allina's side regarding the transition side. They are hoping to have a soft opening for the crew around Nov. to work out any issues if those come up. Ken McNiff asked what would happen with the building down in Prescott and Matteson said Allina will occupy a small part of the building and portions of the building will be returned to the City and that there will be 24 hour coverage in both River Falls and Prescott. Stroud said that the City of Prescott is working on a lease agreement with Allina.

3) Future role/scope of EMS Advisory Board discussion

Stroud talked about the codification of the current EMS Advisory Board and what it would look like after the transition is completed, such as the makeup of the membership for example. Mottaz asked that it may be more appropriate to have this conversation in a face to face manner/workshop potentially in October at the Glen Park Pavilion.

McNiff would like to know what has been done in other communities and hear from those communities potentially. Matteson provided details how north metro communities have transitioned to Allina services and have public safety commissions.

Mottaz asked Brandt Johnson to have the board members provide input for what they would like to make for the next board meeting 1 week prior. Stroud talked about the EMS and what to do with items in the EMS station and would like feedback from the board about what to do with those items. Mottaz said the library might be interested but Stroud said that might not be a good idea since they are transitioning their gallery space now. Stroud said he is running into walls regarding long-term archival since Allina will not want to have anything in the station when they take it over. Jean Wespetal said that there is a medical museum called Hennepin Medical History Center in which some of the items could be donated to.

Mottaz asked if items have been sold yet and Stroud said that there have been items that have been sold to Allina which include the three Lucas devices, and the life pack 15 cardiac monitors. Mottaz asked if there was any money left over from these sales and Stroud said that EMS is seeing half of the normal revenue due to COVID so that there is the potential that there would not be any money left over from the sales of equipment when that happens.

Adjournment: **MSC Wespetal/McNiff at 7:52 p.m.**

Next meeting date is October 5, 2020

Respectfully Submitted,



Brandt Johnson
Assistant to the City Administrator



MEMORANDUM

TO: EMS Advisory Board

FROM: Jason Stroud, Assistant City Administrator

DATE: October 5, 2020

TITLE: Transition to Allina Update

BACKGROUND

Allina agreed to take over EMS service delivery no later than January 1, 2021. The service agreement with Allina was executed in July. Allina has finalized and executed facility leases with the City, and with the City of Prescott.

DISCUSSION

Allina has been successfully licensed to operate in Wisconsin by the Department of Health Services. Staff and Allina reps meet at least one time each week to review the status of the transition. To date, all current full time EMS staff and the majority of all part time and casual EMS staff have indicated they will transition to Allina. Allina has begun the process of converting the River Falls EMS fleet over to Allina EMS assets. Staff are busy prepping facilities for the transition.

Allina has integrated their call workflows into the County dispatch centers. Allina will provide pre-arrival instructions throughout the EMS response area. All participating inter-governmental partners have indicated they will be signing their 2021-2025 service agreements in the near future, if they haven't already.

CONCLUSION

The City and Allina will begin a "soft transition" on November 2nd, and Allina EMS will fully take over on November 16th. City staff and Allina personnel will continue to meet weekly throughout 2020 to evaluate the status of the transition.



MEMORANDUM

TO: EMS Advisory Board

FROM: Jason Stroud, Assistant City Administrator

DATE: October 5, 2020

TITLE: Repeal of city code sections related to EMS

BACKGROUND

The EMS Advisory Board has served a vital role for the last several years as the City has evaluated the future of EMS. Prior to June 14, 2016 the Board was known as the Ambulance Commission. City Council approved the dissolution of the city's EMS department and transition of these services to Allina Health EMS in February of this year. This transition is expected to be complete on or about November 16, 2020.

The existing powers and duties of the EMS Advisory Board, as provided for in Chapter 2.52.020 of the municipal code, include:

- A. The board shall review the powers and duties annually and when changes are needed.*
- B. The board shall review the EMS business plan annually and make recommendations to the common council.*
- C. The board shall approve operation policies excluding medical direction guidelines and protocols.*
- D. The board shall review the EMS service area boundary and make recommendations for boundary extensions/retrenchment.*
- E. The board shall review the department's service levels.*
- F. The board shall serve as the customer advocate by listening to the community members' concerns, desires and needs.*
- G. The board shall meet with the common council annually or at other times as necessary.*
- H. The board shall provide two members to the hiring committee for the EMS director position.*

DISCUSSION

Chapter 2.20 creates and outlines the EMS Department of the city. There is no need to sustain this chapter of the Code since the City will no longer have an EMS department or provide EMS services.

- The process to repeal this section of Code, through formal City Council action, will be initiated in the coming weeks.

The current powers and duties of the EMS Advisory Board will no longer be applicable given the outsourcing of the service to Allina Health EMS (AHEMS). AHEMS is required to adhere to Wisconsin EMS regulations and meet all service delivery requirements of the contractual service agreement. Therefore, Chapter 2.52 as it is written, is no longer applicable and should also be repealed. This would mean that the EMS Advisory Board will no longer be a formal entity of the City and would effectively be dissolved as of January 1, 2021.

- The process to repeal this section of Code, through formal City Council action, will be initiated in the coming weeks. The repeal would be effective January 1, 2021.

City staff will monitor the EMS contractor's performance to ensure compliance with regulations and contractual obligations. This is consistent with how other service contracts are overseen and administered in the City. I will forward the contractor's quarterly performance reports to City Council through 2021. It is likely that subsequent reporting to Council would then occur annually unless Council requests otherwise.

The Mayor and Council may choose to develop and appoint an ad-hoc EMS advisory committee if, or as, they deem necessary. At a minimum, such a committee may be useful to consider when developing or renewing future contract service and intergovernmental agreements. The EMS Advisory Board may wish to provide me with some thoughts and feedback related to this for future considerations by the Mayor and Council.

CONCLUSION

I have briefed the Mayor on this transition and the ordinance changes will be presented to city council in October/November for a January 1, 2021 implementation.

The dedication and service of current, and past, EMS Advisory Board members is extremely appreciated. The efforts of these members helped the City be able to secure a sustainable solution for EMS service delivery, while also ensuring career opportunities for our current staff.