

# 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 inherit 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 Coordinator. These requests will be reviewed and recommendations made to the Finance 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**

1. 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.

### **Contract for Medical Control**

1. The County of Alpena currently contracts for Medical Control with monies to come out of the Ambulance Fund. See contract for specific details.

### **First Responder Calls**

1. The following conditions apply for a \$50 per call reimbursement from the Ambulance Fund for EMS First Responder calls:
  - a. Reimbursement is based on the total number of responses (not patients) per month.
  - b. To qualify for reimbursement, the EMS agency must submit a copy of the completed run report form (MFR or MerMaid) to the MCA by way of hand delivery to the MCA office, the ED run report box, fax, or email within 24 hours of the response.
  - c. If no run report is submitted as indicated above, the EMS agency (or respective governmental agency) will not receive reimbursement for that response
  - d. If a second department is paged out because of no response from the first department, the second department will be paid for the first responder call if they arrive at the scene. The first department that did not initially respond will not be paid for the call even if they arrive on the scene.
2. Responses which qualify for reimbursement:
  - a. Emergency responses dispatched by 911 to locations and/or incidents within Alpena County.
  - b. Lift-assists.
  - c. Welfare checks conducted by EMS personnel and dispatched by 911.
  - d. Patient transport refusals.
3. Situations which do not qualify for reimbursement:
  - a. Stand-by at sporting, festival, or other similar events.
  - b. Stand-by for any situation where the EMS agency is being paid for their services by another organization.
  - c. Non-emergency transfers.

- d. Stand-by at structure fires.
4. A bill must be submitted by the EMS agency each month to the Alpena County Commissioners Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. The bill must contain the following information: Date of the run, number of the run, address of the run, and the total number of runs. It must also include who the check is to be made payable to and an address to send the check to. If bills are not submitted in a timely manner, the County reserves the right to refuse payment of the bill.
  5. In the event that a first responder is needed to assist the ambulance in transporting a patient in a lifesaving measure ***and*** the first responder's department is unable to retrieve their own personnel and equipment, 911 Central Dispatch is authorized to call and ask law enforcement if they are available to take the first responder back to where his/her vehicle has been left. If law enforcement is not able to provide a ride to the first responder, 911 Central Dispatch is requested to call for a taxi for the first responder. The taxi bill will be charged to and paid for by the township and reimbursed out of the ambulance fund line item 210-651-803.001.

<h3><b>First Responder Equipment</b></h3>
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1. "Equipment" is defined as a non-disposable item with a useful life of two (2) or more years.
  - a. 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.
  - b. 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.
  - c. Costs associated with maintenance, repairs, and elective up-grades to EMS equipment are the responsibility of the EMS agency.
  - d. Equipment that is being replaced must be surrendered to the county, evaluated and offered to other agencies as surplus equipment.
  - e. Circulating equipment falls under the First Responder equipment line item.
  - f. Purchases that are not pre-approved will not be considered.
2. Communications:
  - a. An expense charged to the first responder's equipment line item.
  - b. 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.
3. "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.

- a. All batteries, regardless of type or intended use (radio, pager, defibrillator, monitor, etc.), are considered “supplies”.
- b. Defibrillator pads are considered supplies.

### *Alternative Options for Supplies*

- a. Alpena Regional Medical Center sponsors a one-for-one exchange of most disposable items.
- b. Medical First Responder agencies exchange with City Ambulance who then in turn exchange with the Hospital.
- c. Failure to obtain items as they are used from either the Ambulance or Hospital does not qualify an agency to “stock up”. In this case, the purchase of stock falls on the individual agency.
- d. Supplies which are provided on this exchange system include, but not limited to:
  1. BLS and ALS airway management devices
  2. Cardiac monitor electrodes
  3. Cervical collars
  4. IV therapy supplies and solutions
  5. Pharmaceuticals
- e. Items which are the sole responsibility of the agency under the ARMC exchange include, but are not limited to:
  1. Bandages and dressings
  2. Paper goods (sheets, pillow cases, etc).
  3. Gloves

### **Medical Control/EMS Training**

1. EMS training funds are available only to those licensed EMS agencies who have coverage area within Alpena County borders.
2. The “trainee” must be a member of the host EMS agency.
3. 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:
  - a. Available funding
  - b. Need and ultimate impact on quality of care provided to the Community
  - c. MCA quality improvement activities
  - d. MCA endorsement
4. The County reserves the right to limit the number of participants to which it will provide financial support.

5. The County reserves the right to fund only a percentage of the course tuition.
6. Under no circumstances will the County reimburse an EMS agency or governmental agency for the following expenses incurred by EMS personnel for training programs:
  - a. Travel costs, mileage
  - b. Lodging and meals
  - c. Overtime
  - d. Backfilling of personnel
7. Initial EMS Training Programs (MFR, EMT, EMTS, EMTP, IC)
  - a. Only those programs coordinated by or through the MCA Director are eligible for tuition reimbursement. Pre-approval is required for any education/training.
  - b. If an agency or governmental unit intends to seek reimbursement for an individual, that intent must be communicated to the MCA Director prior to the deadline for course registration.
  - c. Tuition and all other programs fees (supplies, etc.) are initially the responsibility of the host agency and/or trainee.
  - d. Upon successful completion of the course, the trainee must submit a copy of their State license to their fire department or township official (whichever is appropriate for that agency) who may then submit an invoice to the County **after the employee/volunteer has worked for their entity for one year** for reimbursement of tuition only.
  - e. The County will not reimburse any individual, agency, or governmental unit for course supplies, examination fees, or any other associated costs.
  - f. In the event the trainee does not successfully complete the course, the County will not reimburse the cost of program tuition.
  - g. The process for EMS training approval is as follows:
    - The Medical Control Director will fill out a request for money to be reserved for classes. After County approval is given, the Medical Control Director will notify participants along with the entity involved the amount that will be reimbursed for each individual at the completion of the class if the participant successfully completed the class.
    - Each entity will be notified by the Medical Control Director if participants passed or failed.
    - It will be the responsibility of each entity to bill the County of Alpena for reimbursement of classes as submitted in the original request after state licensure has been obtained. This request for reimbursement must be submitted within a year of completion of the class.

### **EMS Continuing Education Programs**

1. The Medical Control Authority periodically hosts continuing education courses and in-service education based on the needs of the EMS system. These courses are endorsed and/or conducted by the MCA director.
2. Courses are identified and presented based on the same criteria as identified in the “Initial

- Education” section above.
3. Generally, there is no registration fee for these courses, although exceptions may occasionally occur. Contact the MCA Director for information on specific course offerings.
  4. Fees associated with EMS conferences (Expo, U.P. EMS, etc.) attended by EMS agency personnel are not funded under these guidelines.
  5. The process for EMS Continuing Education programs approval is as follows:
    - The Medical Control Director will fill out a request for money to be approved for classes/books. After County approval is given, the Medical Control Director will submit a bill for payment directly out of the Ambulance Fund.

## **911 Private Road Signs**

1. Public Street Signs for Private Roads:
  - a. An expense charged to the sign line item in the Ambulance Fund..
  - b. 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.
  - c. The County Commissioners’ Office will then submit a letter of approval to the County Road Commission that a sign be made up.
  - d. The Road Commission will then bill the County Ambulance fund annually by December 1<sup>st</sup> for these signs.
  - e. 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**

1. Replacement of Street Signs for Public Roads:
  - a. An expense charged to the Replacement sign line item in the Ambulance Fund.
  - b. 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.

- c. The Road Commission will bill the County annually by December 1<sup>st</sup> 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**

1. Records for the following will be kept in the County Commissioners' Office:
  - a. Ambulance Contract
  - b. Medical Control Contract
  - c. First Responder Call billings
  - d. First Responder Equipment Requests
  - e. 911 Road Sign Requests
  
2. Records for the following will be kept by the County Coordinator:
  - a. EMS Training Classes offered, associated costs, and attendance.

*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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