

# 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.

### **Medical Control**

1. 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**

1. The following conditions apply for appropriations from the Ambulance Fund for EMS First Responder calls:
  - a. To qualify for an appropriation, the EMS agency must document all responses in the MIEMIS System within 24 hours of the response.
2. Responses which qualify for an appropriation:
  - 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 an appropriation:
  - 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. An appropriation check will be issued at the beginning of each quarter: January, April, July, and October.

### **First Responder Equipment**

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.

### **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
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 County 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 County 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 agency/governmental unit will fill out a request for money to be reserved for classes. After County approval is given, the entity involved will be notified 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 notify the County 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 and after the employee/volunteer has worked for their entity for one year after licensure.

### **EMS Continuing Education Programs**

1. The Medical Control Authority or other entities may periodically host continuing education courses and in-service education based on the needs of the EMS system.
2. Courses are identified and presented based on the same criteria as identified in the “Initial Education” section above.
3. Fees associated with EMS conferences (Expo, U.P. EMS, etc.) attended by EMS agency personnel are not funded under these guidelines.
4. The Ambulance Committee may consider requests for EMS Continuing Education programs.

## **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. EMS training requests
  - c. First Responder Equipment Requests
  - d. 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.***

tsb