

TOWN OF BETHLEHEM
DISTRICT BOARD OF AMBULANCE COMMISSIONERS
MEETING MINUTES
January 18, 2012
Delmar Firehouse
145 Adams Street
Delmar, NY 12054

Call to Order at 8:15PM

Moment of silence observed in honor of Rod Raynor, past lieutenant, captain, and member of the Bethlehem Volunteer Ambulance Service for 36 years

Roll Call

Commissioners Present: Chairman George Lenhardt (GHL),
 Michael Dailey MD (MWD),
 Terry Hannigan (TSH) (delayed by traffic)

Others Present: Joseph Myers DVAS
 Chris Palmieri DVAS
 Steve Kroll DVAS
 Jen Kerr DVAS
 Chris Gould DVAS
 Tim Leach BVAS
 Stephen Wieland Sr. BVAS
 Brian Wood ACSD

MOTION by MWD seconded by GHL to accept the minutes of the November 21, 2011 meeting as written.

Commissioner	Dailey	AYE
Commissioner	Hannigan	(Not Present)
Chairman	Lenhardt	AYE

Presentation of Agenda by Chairman

1. OLD BUSINESS

OPEN ISSUES

a) Contract status

--Contracts K² and K³ are being sent to Town Attorney, Jim Potter. Contract K¹ almost complete.

b) Revenue recovery

--Revenue recovery language is contained in the above mentioned contract.

c) Budget and financial reporting

--Town Comptroller has not determined desired reporting form.

d) Performance Standards

--MWD handed out a Draft deliverables or operational standards list for discussion (copy Attached).

2. NEW BUSINESS

- a) Financial and performance statistical reports were delivered to the Board from BVAS and DVAS for review.
- b) The remainder of the meeting was conducted by MWD and detailed discussion ensued regarding the Draft Deliverables or Operational Standards List (Appendix A).
- c) After lengthy discussion a schedule of Deliverables or Operational Standards was developed and agreed to (Appendix B).

Next Meeting will be announced on Town website and via email notification to all interested parties after Commissioner Lenhardt makes arrangements with Town Telecommunications. Location and time TBD.

MOTION to Adjourn by MWD, seconded by TSH

Commr. Dailey AYE

Commr. Hannigan AYE

Chair. Lenhardt AYE

Motion Carried

ADJOURN 11:00PM

APPENDIX A

Draft deliverables for “not for profit community based transporting ambulance agencies” contracting with the Town of Bethlehem

Financial

- Annual audit
- Monthly call reconciliation
- Assistance and compliance with ALS billing implementation
- Routine statistical reporting
 - Gross charges, contractual write-off amount, waived resident charges, net billed, percentage billed ALS/BLS, billing recovery, billing recovery percentage, uncollectable total

Staffing

- Develop a physical agility test to DOH standards
- Driver training policy
- Insurance coverage
- Use of LENS for monitoring drivers’ DMV status
- Routine physicals for all members

Operational

- Personnel, supply and equipment interoperability
- First call immediate response daylight hours
- Staffing to assure coverage for expected peak ambulance need
- Routine reporting
 - Number of calls,
 - Number of transports
 - Number of RMAs
 - Number of unanswered calls requiring mutual aid (“turned calls”)
 - Percent of transports with EMT-P on board

Immediate projects

- Delmar requested to assume primary mutual aid to Western Turnpike for North Bethlehem in place of 5 Quad or Altamont
- Lucas 2 or similar device for Southern end of community to assure interoperability

Future Projects

- Discuss staffing standard for response interval times and having crews in house
- Review and plan Town-wide mutual aid and coverage plan

APPENDIX B

Draft deliverables ~~for “not for profit community based transporting ambulance agencies” contracting with the Town of Bethlehem~~ Operational Standards

Schedule

Immediate

Financial

- Annual audit
- Monthly call reconciliation
- Assistance and compliance with ALS billing implementation
- Routine statistical reporting
 - Gross charges, contractual write-off amount, waived resident charges, net billed, percentage billed ALS/BLS, billing recovery, billing recovery percentage, uncollectable total

First Quarter

Operational

- Personnel, supply and equipment interoperability
 - Lucas 2 or similar to BVAS assure interoperability
- First call immediate response daylight hours
- Immediate “turning” of P1 calls when no crew is scheduled
- Staffing to assure coverage for expected peak ambulance need
 - Develop and monitor histograms of call distribution
- Routine reporting
 - Number of calls
 - Number of transports
 - Number of RMA’s
 - Number of unanswered calls requiring mutual aid (“turned calls”)
 - Percent of transports with EMT-P on board

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Third Quarter

Staffing

- Minimum standards for two people on any in-service ambulance
 - Develop a core set of skills for crew members or contract employee on the ambulance
 - Routine physicals for all members (before PAT)
 - Develop a physical agility test (PAT) to DOH standards
 - Driver training policy
 - Insurance coverage
 - Use of LENS for monitoring drivers’ DMV status
- ~~Routine physicals for all members~~

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Operational

Personnel, supply and equipment interoperability

~~First call immediate response daylight hours~~
~~Staffing to assure coverage for expected peak ambulance need~~
~~Routine reporting~~
~~Number of calls,~~
~~Number of transports~~
~~Number of RMAs~~
~~Number of unanswered calls requiring mutual aid (“turned calls”)~~
~~Percent of transports with EMT-P on board~~

Pending Projects

Dispatch

- EMD determinants
- Rip and run or CAD sheets for all calls for billing
- Review quality assurance to assure appropriate implementation of EMD
- Review of P1 response calls/codes
- Review “B” calls for consideration of cold response
- Back in service immediately after leaving hospital rather than waiting until “in the town”
- Staffed ambulance is “in-service” send that unit in place of additional tones for other agency

Future Projects

- ~~Immediate projects~~
- Delmar requested to assume primary mutual aid to Western Turnpike for North Bethlehem in place of 5 Quad or Altamont
- ~~Lucas 2 or similar device for Southern end of community to assure interoperability~~
- ~~Future Projects~~
- Discuss staffing standard for response interval times and having crews in house for overnight response
- Review and plan Town-wide mutual aid and coverage plan

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