



Cass County EMS Board

Call To Order

The April meeting of the Cass County EMS Board was called to order with Mike Deitrich, Rick Bair, Ed Schroder, Dave Morris, Ryan Browning, Brian Reed Present along with Board Attorney Brooks Ledger.

Mike Deitrich
President

Brent Ahrens was absent.

Brent Ahrens
Vice President

Old Business

Acting Director Alexis reported that she had discovered that CCEMS has been renting 2 radios at \$200.00 per month. This was news to all of us these radios could be purchased and installed for 1200.00. The radios from ERS are not expected until late in July.

Rick Bair
Secretary

Ryan Browning made a motion that we purchase the 2 Kenwood radios that are currently being rented for 500.00 each and pay the 200.00 installation. This motion was second by Dave Morris. The motion passes 6-0

Board Members

Ed Schroder
Dave Morris
Ryan Browning
Brian Reed

Due to the delay in the Radios from ERS the board discussed the purchase of Kenwood radios. If the Kenwood's are available we could purchase them within the budgeted amount we allowed for the Motorolas. Ed Schroder made a motion to purchase the Kenwood's if available and cancel the order for the Motorola radios only if we could make the purchase within the budgeted amount of the ERS purchase. This motion was second by Ryan Browning. The motion passed 6-0.

Board Attorney

Brooks Ledger

We were also informed that the trucks from Penn Care will have the cut outs for the power load system however the power loads were not ordered by the previous Director. With this being the case the price increased since the first order. The price for the power loads now are 58,335.72 to outfit the 2 new ambulances from Penn Care. A motion was made by Ryan Browning to go ahead with the order for the power loads for the 2 new trucks at 58,335.72. This motion was second by Brian Reed. The motion passed 6-0.

New Business

Acting Director Alexis gave her report (See Attachment).

The board discussed the radio options but had yet to make a decision on whether to stay with VHF or transition to 800 mhz radios. We will discuss in more detail at the next meeting in June and hopefully will have a decision in place with a Director and updates on availability.

A motion was made by Ryan Browning to purchase the Med Vault for the narcotics to be stored in. This is a requirement per the DEA application and it is priced at \$2,565.00. The motion was second by Brian Reed. The motion passed 6-0.

Board Member Comments

We will be holding interviews for the Director at 6PM @Logansport Fire Department Central Fire Station.

Ryan Browning also thanked Alexis for all the work she has done filling in since the previous director resignation.

Public Comments

Luara Redweick asked the board about additional purchases and where the money is coming from? Is it still coming out of the AR funds. Ryan Browning said that any additional purchases that will be made that haven't been approved will have to be paid for out of the operating budget.

Motion to Adjourn

Mike Deitrich and Dave Morris

Director's Report

Presented By:

Alexis Bailey

04/13/2022

Week of March 25th through April 1st

- Worked with Jeremy on how to properly input and submit Payroll. Payroll for March 19th through April 1st was submitted on April 2nd with no issues.
- Worked with Serenity and Lori in the health department to assist a crew member in being evaluated at Occupational Health and to file a workman's comp claim. Also followed up with Jeremy to obtain the appropriate paperwork and appropriate steps of action for future incidents.
- Constructed an informational Flyer to share on the Cass County EMS social media site. The post reached 3,996 people and we received multiple applications in the days following. Because of the flyer I was able to fill our open Full time EMT-Basic position and have two more EMT's interested in Full time status. We still have not received any hits on the open full-time paramedic position, however this is not surprising as Paramedics are in High demand at this time.
- Spent an afternoon in the Auditor's office with Jody learning how to properly submit claims. The next day I was able to sit down and go through our finances/ statements. Unfortunately, it appeared that we were past due with several of our vendors. I cross referenced with our county financial system to ensure I was not mistaken and found that we were behind 12,500 dollars with two of our supply vendors. That afternoon I was able to submit 28 claims, we are now and will remain up to date with all payments.
- We finally received 4511 (the Carroll county Truck) back from JDT performance. The engine was replaced and full payment has been made on it. The truck is currently in service and running great. The truck does have a bad auto eject for the shore line, JDT has ordered the part and it will be fixed once that comes in. No other issues noted at this time.
- Now that the 4th truck is out of the shop, we no longer were in need of the Loaner from Pennicare. I made arrangements with Tony from Pennicare and they were able to come and retrieve the loaner, so that is no longer in our possession.
- I received paperwork from the BVM that an application for our "winchester" truck was denied. A few errors were found in the paperwork that Lisa Parameter was able to assist in correcting. It was found there was improper payment for the title transfer,

therefore a proper claim was submitted and all paper work has been sent off to hopefully be accepted.

- I attended a meeting at the EMA office for the upcoming LEPC table top training in Clymer's. Myself and paramedic Alex Donethan will be attending the training on April 14th as Cass County EMS representatives.
- I have spent countless hours going through old emails from the previous director performing follow ups and tracking down all systems/ programs for the service. I have been able to remove previous employees that are no longer with the service from these systems and have been able to make myself the system Administrator for these programs. When the time comes to name a new Director, I will be able to easily assist with the transition into their name. With that being said, I spoke with the CEO of our billing company MEDBILL and informed her of our previous Directors resignation. She informed me that "sooner than later" her team will need to meet with the new Director to file the appropriate paperwork of removing the previous Director from our Medicaid and Medicare applications, and assist in the processing of the new Director. I am unsure of the complete process for this, she advised me this doesn't have to happen immediately, but can not be put off indefinitely.
- I have been working with my B-shift supervisor Melissa on meeting the requirements for our upcoming DEA application. This application is a state requirement for all services to obtain their own DEA number to be able to purchase their own Narcotics. Unfortunately, this means we will have to begin paying for our Narcotics (unlike the current set up of receiving all medications for free from our sponsoring hospital Crown Point), however this is non-negotiable as every service has to begin doing so. This does eliminate one issue that I will address next. But to expand on this topic one requirement for the application is the proper securement of Narcotics. Currently our trucks are within compliance to the application requirement of being double locked. However, the spare Narcotics that are kept in the Director office will not meet code as they are only secured by a double lock in a filing cabinet. Per application requirement the Narcotics must be secured by a non-moveable safe. I delegated the task of finding/ submitting a proposal for purchase of a secure narcotic safe. Melissa was able to put together a proposal for a Med Vault, which is one of the most well-known medical safes' in EMS. This safe contains a punch pad security system that each user has its own pin number. There is a software system that shows when the Vault is opened, how long it is opened, and whom opened it. The Vault comes with a wall mount that would further meet DEA code by making in non-moveable. With the permission of Commissioner Browning, I have submitted the paperwork and made the purchase of the Vault. The total Vault cost was 2,565 dollars and has an approximate 4 week turn around. You can find more information on the Vault in your packet if interested.
- To back track on the issue I previously mentioned, it was brought to my attention that in proper transportation of our Narcotic replacement was happening. When Narcotic

replacement pick ups from our Sponsoring Hospital happen, the Narcotics must be transported in a DOT licensed vehicle under lock and key. At this time all Narcotics will be properly transported by myself personally in the County Chase Vehicle under lock and key. I was able to pick up our medications this past Tuesday without issue and will remain doing so until a new Director is named, or our DEA application is submitted and approved.

April 2nd to Present Day

- I have been corresponding with our sales Rep from Penncare on our two new trucks. At this time, we are set to have an ETA of May. However, Tony reminds me that is always subject to change due to part shortage. I had Tony email over the specifics of the truck lay out. Both trucks will come with a cut out for a power load system. I reached out to Stryker to check on our status of the fourth power load/ power cot system that was approved for purchase by the EMS board several weeks prior. To my surprise the purchase had not been made. I spoke with Commissioner Browning on the issue, ensured there was still approval for purchase, signed and made the purchase. I do not have an ETA for these items at this time. You will find all the specifics on the stryker quote in your packet.
- In the beginning weeks of the start up of Cass County EMS, myself and my C-shift Supervisor noticed the need for an additional set of policies that strictly pertain to EMS. We brought the issue to the previous Director, and were informed we would only be using the Cass County Employee Handbook at this time. I reached out to a neighboring EMS system for a copy of their policies for reference and began building a set for Cass County. Upon completion I had both my B-shift and C-shift paramedic supervisors revise the policies for any suggestions or errors. If I was to of remained in leadership of Cass County EMS, those policies would've been brought forward to be implemented.
- I received the title for our 2019 F350 in the mail. All paperwork for title transfer and plate registration has been properly submitted to the BMV at this time.
- I made arrangements for the 2019 F350 to be taken to get the graphics that were Board approved done. I took the truck on Thursday to Sutton's to begin the process, the truck should be finished in approximately a week and a half.
- Update on the NON-REVERTING FUND: (this fund is the revenue we collect back from billing) from dates January 01, 2022 to April 11, 2022 the fund total is 207,134.01

Radios-

One topic I would like to discuss in length tonight is our current radio situation. Just so there is clarification on what we have purchased at this time, I have printed off our original purchase order form from ERS that you will find in your packet.

We have ordered and received (8) 7550E Series VHF radios

We have ordered and received (3) APX 900 Series 800 radios

We have ordered and received (1) APX 8000 Dual band radio

And we have ordered but have not received (7) VHF Mobile radios for the trucks

When we received the VHF portable radios, it was quickly apparent the radios were not equipped for what we needed them for. The VHF radios we currently have only contain a 3.5-mile radius distance. When the radios arrived crews immediately noticed once out of city limits, and honestly even within city limits, the radios were not working correctly. The crews were able to hear each other on the radios clearly, however dispatch traffic and responding traffic to dispatch was extremely broken and resulted in crews using their personal cellphones to relay information to dispatch. ERS was contacted to attempt to resolve the issue, however with there only being one tower and repeater for the county there was no resolution to be found with the current VHF radios. The previous director implemented the plan to begin using our 800 radios only. At this time we have (8) brand new VHF portable radios sitting in the trucks not being used at all. Due to us only having (3) 800 radios, and it being a major safety concern that all crew members on the truck needed to carry a radio of their own, the previous director borrowed (6) 800 radios and a charging block from IDHS. Currently all three trucks have at least 2 portable 800 radios at this time. However, I do not have a contact for whom the previous director has borrowed the 800's from, and ultimately they are just that... borrowed. I have no clear time line of when the radios are to be returned.

So I reached out to ERS to see what type of options we may have. Ashton Brandyberry was extremely helpful in explaining exactly what we have ordered, why they are not working, and what some options might be. Ashton informed me that a proposal is currently being submitted with the assistance of Cass County EMA to begin the process of adding a second tower and the potential of two additional repeaters for the county. However, Ashton informed me this proposal is only in the very early beginning stage and would not be implemented any time this year, if ever.

With that being said, it is obvious that our current VHF radios are not a reliable option until a second tower and additional repeaters are in place. I wanted to present three options to the board tonight for possible solutions.

Option one: would be the additional purchase of (3) APX 800 Series radios. With this purchase we would be able to ensure each crew member on all three units would have access to a radio with appropriate response coverage in case of an emergency. We would then be able to return the borrowed IDHS radios. We would run off of the 800 radios until the additional tower/ repeaters are in place and reassess if our VHF coverage improves at that time. However, in the mean time our brand new VHF radios would continue to not be used.

Option Two: I have discussed the possibility of returning the VHF and 800 radios we have already purchased to Motorola. At this time Ashton is unable to give me a direct yes or no answer if this would be a viable option. He stated he would have to speak with his higher ups and follow up with me. If we are unable to return the radios, there is always potential another Cass County agency is in the need of radios with the possibility of their agency purchasing them off Cass County EMS. If either option were viable the second option would be an APX 6000 Series. This radio comes in lime green and is widely known for EMS and fire. Clinton County is a local service that uses this radio with high recommendations. The APX 6000 Series is a dual band radio, so VHF/800 capabilities, which would eliminate the need for the units to have two separate radios. No matter what situation or location crews were put in, they "should" have service to contact dispatch. This radio is bulkier with a bigger screen, dials, and a larger may-day button specifically for Fire and EMS.

Third option: This is APX 8000 Dual band radio. We currently purchased and have received one of these radios that is considered the "directors" radio. This radio has the same capabilities as the 6000 series, however it is black and more slimmer with smaller screen and buttons. This radio is more well known for PD.

On your print outs you can find the pricing for all three options and compare. My only intention with this information is to bring forward the concerns of unused expensive equipment, safety concerns for the crews, and the unknown timeline of borrowed equipment that will ultimately need to be resolved.

I also would like to bring attention to the purchase of (7) mobile VHF radios. These radios have not been received or paid for yet at this time. I am unsure what the boards ultimate decision on the amount of trucks we will be keeping, and if the count of 7 radios still remained necessary. If any changes to the count needed or wanted to be made, there is still time to do so as an ETA for these radios is July 29th.

- And finally, just an update on our staffing situation. As of 04/04, I have hired an EMT-Basic that fills our open full-time position. She has finished her two orientation shifts and is set to start her first full time shift on April 16th. I still have one EMT out on Workman's comp with an injury and will find out if they require surgery on April 19th. I personally have covered most of his open shifts; however, I have slowed down and others have stepped up to assist. I had a part time EMT- Advanced and a Part time Paramedic submit their resignation due to personal reasons. Neither had even picked up a shift yet. I still have one Full time Paramedic Position open.