

## **Minutes LMC Meeting – November 2019**

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### **Minutes of the Regular LMC Meeting of November 7, 2019**

Present: Kevin Miller, Jeff Czyson, Mike Oliverius, Kyle Kiminski, Karen Kozar, Brett Hopper, Dylan Foster, Bradi Larson, Jason Luke, Amanda Layne, Albert Reiff, Caleb Pesola, Kevin Malecek, Scott Tomek, Cory Kissling and Angie Fox.

Minutes taken by Amanda Layne.

Meeting called to order at 1352.

Minutes from September/October meeting approved as submitted.

#### **AHEMS Updates**

##### Finances

The operating income for September 2019 was \$828,000 which was \$495,000 unfavorable to budget. Year to date net operating income was \$11,612,000 which was \$266,000 unfavorable to budget. Net revenue was \$444,000 behind plan, total salaries were \$77,000 behind plan and non-salary expenses were \$26,000 ahead of plan. We had 226 more transports than budgeted. Bad debt was once again extremely high.

**\*\*Every year AHEMS creates a budget to guide operations and provide expectations for recapitalization of the organization. When you hear us use the term “behind plan” this refers to the fact we are performing at a rate that will leave us short of our established goal. This does not mean we are losing money; we’re just not making the amount we targeted before January 1st. Likewise, the term “ahead of plan” refers to the fact we are doing even better than was predicted which is a wonderful situation!\*\***

##### Update on ELITE

The last rollout for ELITE is in Mounds View today. The EKG download had a glitch that we know about and have sent out information about a solution. The system is set to timeout every 15 minutes. This was set to be able to use ELITE on the truck computers, allowing two clinicians to write reports at the same time.

##### Update on Elegard in the Ambulances

There was some information about Elegard being placed on the ambulances in Buffalo and they did some training on the devices. There needs to be more discussion about where the Elegard will be placed in the ambulances before this can happen. Clinical Services is looking into this.

### Update on BLS Workgroup

The go live date for Lou in the Patient Placement Center is November 19<sup>th</sup> and the shuttle will be starting this date as well. There is an employee interested in working the shuttle shift. STS employees that are EMTs and working the shuttle will be multi-unit employees. More information will be sent out about the program by Dr. Stevens. They are working on setting a hard date for re-evaluation of the program. They are also working on replicating the technology from the Patient Placement Center in the Communications Center.

### Western Corridor Update

The map tests were put out by the FTOs, not leadership and there was no discipline associated with not completing the test. They are looking at the data of call shifts and call back time.

### **IAEP 167 Updates**

#### 2020 Elections

IAEP elections will be held in February 2020 for President, District Vice-President Metro EMT and District Vice-President Grand.

### FTE Increases/Decreases

Reminder that FTE increases/decrease requests are due by the end of the month per contract.

### Uniform Allowance

Reminder that uniform allowance requests must be completed by the end of the month.

### **Committee Reports**

#### Staffing Committee

Committee has not met since last meeting. They are scheduled to meet again in December. Spring Summer Bid 2020 will tentatively start February 3, 2020. The committee is looking at scheduled PTO hours for each job class. The amount of PTO granted for the paramedic job class is much lower than it should be. All other job classes are at target or close to target.

#### Safety Committee

Committee is scheduled to meet on November 21<sup>st</sup>. We are currently looking into a new mega mover that can be used with the hospital lifts. The current mega mover is not strong enough or rated for use with lifts. The safety committee is also looking for new members.

#### Communications/Operations Committee

This committee has not met since last LMC. No update at this time.

### **Rumor Control**

#### 13/10 Schedule

This is still being looked at. The schedules for 13/10 with 13:20 shifts are being created and sent to the base managers. There is no definite decision on the schedule at this time.

## **Standing Reports**

### Managers doing union work report

There were 56 total hours reported for the month of July 2019, 37 total hours reported for the month of August 2019 and 15 hours reported so far for the month of September 2019.

### Outsourcing Report

There was \$33,559.84 reported of outsourced work for the month of September 2019.

## **Action Item Review**

### Pagers

There are many pagers, back battery covers, and holders missing. Information with missing equipment was sent to Keith and Randy. Jason will follow-up with them.

### BLS Posting Locations

An email has been sent out about where to park at the Commons. We are welcome to use the West Health EMS room, but we do need to understand that it is used as a lactation room when needed.

### Code 3 to Standby

The number of code 3 responses on calls has increased and they are looking into why as the increase is more than expected. There has also been an issue with being canceled or cleared in on scene when a crew is standing by. Dispatch used to be informed of either change from county dispatch but now with CAD to CAD it is only being placed into the notes of the call. Kevin and Angie to investigate this further.

### Truck Fobs Missing/Not Working

The fobs for Blaine have been placed on the lanyard with the gas card. We are still losing them because people are taking them off. Key Fobs will be added to the new checklist. Jason is still looking into placement into Omnicell.

### Area Orientation

They should have a vehicle that had CAD in it to learn how CAD works while doing area orientation. They can first respond.

### Back Machine

There are multiple employees working on fitness recommendations on their own for EMS. The back machine is not being utilized. It used to be part of academy but no longer is. Czyson will follow up and report back.

### Trucks Not Locking

We are still working on the placard/cheat sheet for the trucks.

### Cambridge Trucks needing Fobs

We are looking into which fobs are needed for Cambridge.

### Procedure for Bike Team to take Pickup

This is complete.

### Self Defense Training

The SBAR has been sent to Tomek and he will follow up.

### Chute Times

Hopper and Matteson have met. A full policy review has been requested. We are waiting on a trigger to be built into First Watch to obtain accurate data.

### Uniform Policy Revision Workgroup

This is still moving along. The process to change uniform will include a large cost. They are hoping to have the policy completed by the end of the year. The online ordering for Aspen is in the final stretch and hope to have that up and running by November.

### Regionalization

This committee has not met since last meeting. They are working on scheduling their next meeting.

### **New Business**

#### Special Team Policy

This policy is complete and supports LOU 7 that was approved on 4/1/2019.

#### Crash Flow Chart

There have been some issues with the timeline following a crash. This flow sheet was created to better set a timeline and process following a crash. This flow chart will be added as an addendum to the crash policy.

#### Supervisory Communication

Many employees have expressed frustration with inconsistency between Supervisors and Managers about tardy information and driving scores. Some employees receive this information and more and some get no communications. There was a question whether there is a standard expectation for the supervisors. They do have time set aside during their administration time to look at their direct reports and information like tardies and driving record. Some may not email the information out to everyone, just the employees that are close to corrective action.

#### Crew Logging in and being disciplined

The policy states that a crew must notify dispatch by radio that they are present for start of shift. They cannot only log into the computer.

#### Hiring without National Registry

There was an instance where a Paramedics was hired and did not pass their National test. The FTO they were working with did not know they were not working as a Paramedic. This instance was investigated and appears to be the only occurrence.

#### CAD not always closest

There may be instances where the suggested truck may not be the closest. They will look for a new way to report these occurrences in guardian to investigate these further.

#### BLS Supervisor

Dave Schlicher will be moving to the North Metro and we will be hiring his replacement and two more supervisors. One of the supervisors will be a BLS Supervisor. The BLS Supervisor will not operate as 510 or 610.

Transfer Paperwork

Employees are still having issues with transfer paperwork at both Unity and Mercy. Cory will continue to work on this.

**Next Meeting Date:**

January 30, 2020 at 1330 at the Mounds View Conference Room.

Adjourned at 1625 hours.