**Minutes LMC Meeting September 2024**

THESE MINUTES ARE BEING POSTED UNAPPROVED

AT THE NEXT MEETING THESE MINUTES WILL BE APPROVED

THE APPROVAL PROCESS MAY CHANGE SOME SENTENCE STRUCTURE OR

WORDS, BUT SHOULD NOT SIGNIFICANTLY CHANGE THE CONTENT

**Minutes of the Regular LMC Meeting of September 26, 2024**

Present: Kevin Miller, Albert Reiff, Brett Hopper, Amanda Layne, Scott Tomek, Anne Handahl, Angie Fox, Carol Frazee, Matt Miron, Nathan Layne, Dave Matteson, Jodi McKusick, Bethany Worm, Aaron Florin, Dr. Duren and Ron Gray.

Minutes taken by Amanda Layne.

Meeting called to order at 1333.

Minutes from June 2024 meeting approved as submitted. There were no meetings in July or August.

**AHEMS Updates**

Finances

AHEMS net revenue for August was $784,000 behind target, labor cost was $115,000 behind target and operating costs were $115,000 behind target. Gross revenue was $363,000 ahead of target for the month. Overall expense to revenue was a loss of $1.556 million. We had to accrue $1.5 million for a BCBS overpayment.

\*\*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!\*\*

**IAEP 167 Updates**

None at this time.

**Committee Reports**

Staffing Committee

Report given by Jodi. The bid is complete and went well. We had a post bid meeting and discussed several issues – EMTs bidding only one weekend 911, probationary EMTs bidding together and new employees bidding. Most of the schools are offering classes on Tuesdays and Thursdays and that is notable in our schedule. We are trending upward in staffing.

Safety Committee

Report given by Scott. Century will be discontinuing the Fire/Medic online program and changing it to an online Paramedic program. They are hoping to get this running this summer and would be a group of 24. For crashes at the end of August last year we were at 2.59 per 100,000 miles driven and this year we are at 1.59 per 100,000 miles and we have driven many more miles this year. Overall, it is going well.

Communications/Operations Committee

On pause at this time.

Wellness Well Being Advisory Committee

Report given by Bethany. They did have a meeting today and got wellbeing surveys back today. There are many things to go over from the surveys.

**Rumor Control**

None at this time.

**Standing Reports**

Managers doing Union Work Report

There was 352 hours of managers doing union work for reported for the month of July and 456.75 reported for the month of August 2024.

Outsourcing Report

There was total of $4,613 reported of outsourced work for the month of June and $7,919 reported for the month of July and $5,705 reported for the month of August.

**Action Item Review**

Language Line

The list of apps has been completed. This has been added to CAD and working on including it in Elite as well. This information will include links to instructions and the apps. All the apps have been added to CAD. We will work on adding them to Image Trend. We will work on communication out to staff about these.

EMMA Computer Connections

There have been issues with computers and Wi-Fi issues when leaving hospitals. Panasonic engineers were here and discovered that it is an issue with Panasonic software. They will have to refresh computers or replace them. This is moving forward.

Union and Management Retention Committee

This will be a next quarter launch.

Chase Car

We are hoping to have something on this for next meeting to look at.

ALS Intercept

This will be addressed in BLS 911 presentation. This is complete and will be taken off.

**New Business**

Policy review

This is being completed Power DMS.

BLS 911

Presentation given by Nathan Layne. Alternative response will now be called BLS 911. This is going to apply to any service area that does ProQA and up to local response leader to include these areas in BLS 911 response. BLS 911 will also have the ability to downgrade a responding ALS 911 to routine. There will be a procedural document into protocols in the appendix. There will be a change in charting process from two charts to one chart. This process will change it to the transporting rig writing the only report every time. There will be tabs added for ALS transporting from BLS and BLS transporting from ALS. The ALS to BLS will have a second for a paramedic attestation of ALS assessment preformed. These changes will also allow for EMTs to write signatures on paramedic/EMTs 911 trucks.

Regional Training in the Metro

The rationale is to have consistent training across the system. We want everyone to have the same training. The academy piece is five days – three days of skills, one day of driving and one day of charting. Some of the regions have asked for more ride along training in the metro to get more patient contacts. This metro academy only applies to full time employees. The internal education staff will go to the sites to assist with casual employee training. We have heard from employees that they enjoy the ability to attend the academy and work in a group to learn. Employees attending the academy are reimbursed for milage for every day whether they stay in the metro or not.

EMTs “mentoring” new EMTs

This was started to get the EMTs some time on an ambulance because they can get their EMT without doing any ride time or patient contact. This is supposed to get them some time on the ambulance. They are being placed with EMTs without them knowing it and some have no interest in training or taking on new people. We do know this is an issue and with Bethany taking over the mentor program, we will be looking for BLS mentors to fill this role but we have not had much interest in the past.

Meal Breaks – EITs/Mechanics

EITs in the past did not clock out for meals/breaks. The question came up if others clock out for breaks. They were also told that they needed to schedule the breaks/meals. The mechanics are scheduled for 8.5 hours and they have a 0.5 unpaid break. If they have to work through their meal break they do a lunch cancelation and get paid. This is the case for most all employees. If the EITs leave for lunch (which makes them unavailable) then they have to clock out. This is their choice. This has been cleared up for the staff.

Job Catalog

Employees can find their own job description under their workday but you can not access all job descriptions.

**Next Meeting Date**:

October 31, 2024 at Mounds View at 1330.

Adjourned at 1536 hours.