**Minutes LMC Meeting April 2025**

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 April 17, 2025**

Present: Albert Reiff, Brett Hopper, Amanda Layne, Dave Matteson, Scott Tomek, Jodi McKusick, Niki Fortune, Angie Fox, Anne Handahl, Scott Nisbit, Jeff Czyson and Amy Gulbranson.

Minutes taken by Amanda Layne.

Meeting called to order at 1335.

Minutes from March 2025 meeting approved as submitted.

**AHEMS Updates**

Finances

AHEMS net revenue for March was $128,000 ahead of plan and operating costs were $313,000 behind plan. Gross revenue was $2 million ahead of plan for the month. Discounts were $2 million ahead of plan and bad debt was $44,000 more than planned for the month. Overall performance for March was $448,000 ahead of plan and year to date we are $1.6 million ahead of plan.

\*\*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**

We have a few open board positions that are open and we are working on filling.

**Committee Reports**

Staffing Committee

Report given by Jodi. Working on integrating Aladtec with UKG and CAD. Also working on a possible three week rotation for New Ulm.

Safety Committee

Report given by Scott. There has been a heavy uptick in backing incidents from January into February compared to last year. There is a challenge to find and keep committee members and that seems to be an issue with all committees.

Communications/Operations Committee

On pause at this time.

Wellness Well Being Advisory Committee

Report given by Jeff. David Hottinger will be spotlighting with us. He is the Director of Spiritual Care for Allina. There are in the works of interviewing and hiring new members to the Peer Support Team.

**Rumor Control**

**Standing Reports**

Managers doing Union Work Report

There were 288. 5 hours of managers doing union work for reported for the month of March 2025.

Outsourcing Report

There was a total of $4,184 of reported of outsourced work for the month of March: $926 for the body shop and $3,258 for other bodywork, glass, mirrors and towing.

**Action Item Review**

EMMA Computer Connections

This is still in progress. Part of this is a Panasonic chip problem and they are in the process of replacing all the Toughbooks to fix the problem.

Children’s Base Rehab

Miron has connected with Children’s about this and is working on it.

Regional picking up Metro Shift

OMD has not created a movement plan for regional to metro. There is a movement plan for Cambridge and buffalo to metro. They do not need to attend academy but do need to have metro orientation, but it has not been defined at this time. Scott will circle back with OMD and Internal Education.

Regional FTO Process

Kurt will connect with Mark about this. Issues with operational side than clinical side with expectations and setting an example.

Clinical Coordinator

These positions in the regions report to the base leader but also to Carol. These positions a split between quality and FTO program.

ACLS/PALS do their own in Regions

That was moved to keep education the same and now that the clinical coordinators are under Carol, this will change. Classes have been added and clinical coordinators do participate in these classes. This has been completed and will be taken off the list.

Communication Improvement in Regions

This has been completed and will be taken off the list.

Regional Newsletters

This has been completed and will be taken off the list.

Requiring St. Peter or New Ulm to drive to the other base to make a crew

This has been completed and will be taken off the list.

48 hours and cutting shifts in the Regions

If it is a demand shift, it will be cut if no one is in the shift 48 hours prior to the shift. Staffing will not be approving signups for the demand shifts until there are two employees with pending approvals to fill the shift. A communication will be sent out to staff to clarify. This is complete and will be removed.

Quarterly Hour Requirements

This has been completed and will be taken off the list.

Priority Scanning

Have connected with St. Peter and this is a base leader decision. Primary channel will always be main. This is completed and will be taken off the list.

Union and Management Retention Committee

This is paused.

Chase Car

This is paused.

Dispatch add destination in Notes

This would be additional and does come out on the pager. We are not able to add the field in CAD. On pause.

Weather Risk Management Application

Looking into this software to use for our transports.

Stryker Cots and Top Handle

Top handle locks are breaking and handles are not staying in. This is a safety issue. This will be investigated by safety and Styker. Kyle will start digging into this.

ANW Garage Construction

Several issues and crashes with the construction at ANW, not just our service but all ambulances service.

**New Business**

Kronos going to UKG

This will happen on May 3nd pay period at 7am. There may be a lag on that day while we are transitioning. April 9th is the soft start. This system requires employees to sign off on their timecard. The mobile application is available but the punch in portion will only function while you are on Allina network. The punch also geo locates you when you punch in or punch out while on Allina Network. We will not be getting rid of Aladtec.

The Office of EMS Investigations

From a regulatory standpoint nothing has changed. If a clinician gets a complaint they will reach out to the individual. That individual should contact Tomek. They do not have to, but it is highly suggested they do so. Allina does hire outside counsel for these individuals for these meetings if they want. The attorney client privilege then applies to the employee and attorney and not attorney and Allina.

**Next Meeting Date**:

May 29, 2025 at Mounds View at 1330.

Adjourned at 1530 hours.