

## **North Sanpete Ambulance Service Board Meeting**

Moroni City Community Center – 80 South 200 West

Tuesday, June 19, 2023

5:30 PM

### **Agenda**

Welcome ~ Board Chairman Angie Stewart

- Roll call of Board Member
  
- 1. Public hearing to receive public comment regarding the amendment of the 2022-2023 budget
- 2. MOTION: Proposed approval of the 2022-2023 Budget amendment
- 3. Public hearing to receive public comment regarding the 2023-2024 proposed budget
- 4. MOTION: Proposed approval of the 2023-2024 budget
- 5. Open and Public Meeting training
- 6. Holiday pay for on-call time for holidays  
Motion
- 7. Policy discussion
  - A. Driver Qualification Policy
  - B. Education Assistance Policy
  - C. Interfaculty Transport Policy
- 8. MOTION: Adjourn

NOTE: The agenda items may be discussed in any order

No decisions may be made during this meeting if the item is not specifically on the agenda

I, *Carol Haskins*, the acting Recorder for North Sanpete Ambulance Service, does hereby certify that the above notice and agenda was posted on the Utah Public Notice website <https://utah.gov/pmn/index.html>

/s/ Carol Haskins

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the North Sanpete Ambulance Service Recorder/Clerk at least three (3) days prior to the meeting.

**North Sanpete Ambulance Service  
Final Budget  
Fiscal Year Ending June 30, 2023**

**NORTH SANPETE AMBULANCE SERVICE**  
**FINAL BUDGET**  
**JUNE 30, 2023**

| Account Number | Account Title                   | 2021-2022<br>Actual | 2022-2023<br>Estimated | 2022-2023<br>Original<br>Budget | 2022-2023<br>Final<br>Budget |
|----------------|---------------------------------|---------------------|------------------------|---------------------------------|------------------------------|
| 10-30-10       | Ambulance Revenue               | \$ 807,240          | \$ 1,106,975           | \$ 600,000                      | \$ 1,100,000                 |
| 10-30-11       | Fairview Ambulance              | 1,365               | 450                    | -                               | 450                          |
| 10-30-12       | Standby at event income         | 1,025               | 1,967                  | 11,000                          | 2,000                        |
| 10-30-15       | Education                       | -                   | (700)                  | -                               | -                            |
| 10-36-10       | Interest Income                 | 5,256               | 56,115                 | 5,000                           | 56,000                       |
| 10-36-80       | Other                           | -                   | 500                    | -                               | 500                          |
| 10-36-92       | Grant                           | 154,547             | -                      | -                               | -                            |
|                | <b>Total Revenue</b>            | <b>969,433</b>      | <b>1,165,306.83</b>    | <b>616,000</b>                  | <b>1,158,950</b>             |
| 10-40-11       | Salary & Wages                  | 187,617             | 257,337                | 214,000                         | 265,000                      |
| 10-40-13       | Employee Benefits               | 7,342               | 19,649                 | 18,000                          | 23,000                       |
| 10-40-15       | Medicaid Assessment             | 20,947              | 24,076                 | 17,000                          | 25,000                       |
| 10-40-16       | Ambulance Equipment             | 13,234              | 7,700                  | 19,900                          | 10,000                       |
| 10-40-17       | Ambulance Maintenance           | 3,772               | 17,347                 | 10,000                          | 20,000                       |
| 10-40-19       | Automobile Expense              | -                   | 575                    | -                               | 2,000                        |
| 10-40-20       | Bank Service Charges            | 1,858               | 2,799                  | 2,600                           | 5,000                        |
| 10-40-21       | Business Licenses and Permits   | -                   | 150                    | -                               | 500                          |
| 10-40-23       | Continuing Education            | 8,870               | 8,998                  | 33,000                          | 33,000                       |
| 10-40-24       | Christmas Party                 | 12,599              | 1,291                  | 1,300                           | 1,300                        |
| 10-40-25       | Summer Party                    | 4,371               | 453                    | -                               | 500                          |
| 10-40-27       | Dues and Subscriptions          | 402                 | 400                    | 400                             | 500                          |
| 10-40-28       | EMT Class                       | 4,069               | 4,695                  | 5,000                           | 5,000                        |
| 10-40-30       | Fairview Amb                    | 1,045               | 2,564                  | 2,500                           | 3,000                        |
| 10-40-31       | Fuel                            | 21,530              | 29,725                 | 15,000                          | 35,000                       |
| 10-40-32       | Insurance Expense               | 2,392               | 16,735                 | 25,000                          | 20,000                       |
| 10-40-34       | Meals and Entertainment         | 1,713               | 615                    | 2,000                           | 2,000                        |
| 10-40-35       | Medical Records and Supplies    | 9,406               | 46                     | 100                             | 100                          |
| 10-40-36       | Medical Supplies                | 19,387              | 26,881                 | 25,000                          | 30,000                       |
| 10-40-37       | Meeting Incentive               | -                   | 11,676                 | -                               | 12,000                       |
| 10-40-38       | Misc                            | 6,924               | 11,567                 | 12,200                          | 13,000                       |
| 10-40-39       | Office Supplies                 | 17,972              | 13,056                 | 14,000                          | 15,000                       |
| 10-40-41       | Pharmacy                        | 5,531               | 8,244                  | 10,000                          | 10,000                       |
| 10-40-42       | Professional Fees               | 40,863              | 42,739                 | 52,000                          | 52,000                       |
| 10-40-43       | Recertification                 | 405                 | 1,084                  | 2,000                           | 2,000                        |
| 10-40-44       | Repairs and Maintenance         | 5,396               | -                      | -                               | -                            |
| 10-40-45       | Small Medical Equipment         | 1,137               | 4,114                  | 5,000                           | 5,000                        |
| 10-40-46       | Stanby at Event                 | 803                 | -                      | 1,000                           | 1,000                        |
| 10-40-47       | Community Events                | 1,742               | -                      | 1,000                           | 1,000                        |
| 10-40-48       | Telephone Expense               | -                   | 1,559                  | 3,000                           | 3,000                        |
| 10-40-49       | Training Equipment              | -                   | 4,397                  | -                               | 5,000                        |
| 10-40-50       | Travel Expense                  | 18,627              | 32,346                 | 20,000                          | 35,000                       |
| 10-40-51       | Uniforms                        | 160                 | 13,629                 | 8,000                           | 15,000                       |
| 10-40-52       | Utilities                       | 2,008               | -                      | -                               | -                            |
| 10-40-55       | Capital Outlay                  | 227,758             | -                      | 360,000                         | 400,000                      |
| 10-40-56       | Building Maintenance            | -                   | -                      | 5,000                           | 5,000                        |
|                | <b>Total Expense</b>            | <b>649,880</b>      |                        | <b>884,000</b>                  | <b>1,054,900</b>             |
|                | <b>Net Revenue over Expense</b> | <b>319,553</b>      |                        | <b>(268,000)</b>                | <b>104,050</b>               |

**North Sanpete Ambulance Service  
Adopted Original Budget  
Fiscal Year Ending June 30, 2024**

June 2023

Board,

The following are highlights of the adjusted tentative budget for the fiscal year ending June 30, 2023.

Highlights:

1. The increase in salary and benefits is related to the new fee payment schedule for adopted in 2023.
2. Use of Fund Balance:  
In order to balance the budget, it was necessary to use some of the Service's prior year savings. This was anticipated with the decision to purchase a new ambulance and chassis.
3. Insurance Expense:  
The insurance expense represents the liability and other insurances covered by ULGT.
4. Legal and Professional:  
This expense includes \$2,500 for the Medical Director, \$36,000 for JCI Billings, \$16,800 for accounting consulting fees, 4,500 for annual required audit,
5. Capital Outlay:  
It is anticipated that the Service will purchase a new ambulance for \$250,000 and purchase a chassis for \$110,000.

If the Board desires further information, please let us know.

Staff

**NORTH SANPETE AMBULANCE SERVICE**  
**Adopted Original Budget**  
**JUNE 30, 2024**

| Account Number | Account Title                   | 2021-2022         | 2022-2023           | 2022-2023           | 2023-2024          |
|----------------|---------------------------------|-------------------|---------------------|---------------------|--------------------|
|                |                                 | Actual            | Estimated           | Original<br>Budget  | Original<br>Budget |
| 10-30-10       | Ambulance Revenue               | \$ 807,240        | \$ 1,106,975        | \$ 600,000          | \$ 900,000         |
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| 10-36-10       | Interest Income                 | 5,256             | 56,115              | 5,000               | 40,000             |
| 10-36-80       | Other                           | -                 | 500                 | -                   | -                  |
| 10-36-92       | Grant                           | 154,547           | -                   | -                   | -                  |
|                |                                 |                   |                     |                     | 57,000             |
|                | <b>Total Revenue</b>            | <b>969,433</b>    | <b>1,165,306.83</b> | <b>616,000</b>      | <b>999,000</b>     |
| 10-40-11       | Salary & Wages                  | 187,617           | 257,337             | 214,000             | 277,000            |
| 10-40-13       | Employee Benefits               | 7,342             | 19,649              | 18,000              | 23,000             |
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| 10-40-36       | Medical Supplies                | 19,387            | 26,881              | 25,000              | 25,000             |
| 10-40-37       | Meeting Incentive               | -                 | 11,676              | -                   | -                  |
| 10-40-38       | Misc                            | 6,924             | 11,567              | 12,200              | 12,000             |
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| 10-40-42       | Professional Fees               | 40,863            | 42,739              | 52,000              | 60,000             |
| 10-40-43       | Recertification                 | 405               | 1,084               | 2,000               | 2,000              |
| 10-40-44       | Repairs and Maintenance         | 5,396             | -                   | -                   | -                  |
| 10-40-45       | Small Medical Equipment         | 1,137             | 4,114               | 5,000               | 5,000              |
| 10-40-46       | Stanby at Event                 | 803               | -                   | 1,000               | 1,000              |
| 10-40-47       | Community Events                | 1,742             | -                   | 1,000               | -                  |
| 10-40-48       | Telephone Expense               | -                 | 1,559               | 3,000               | 3,000              |
| 10-40-49       | Training Equipment              | -                 | 4,397               | -                   | 5,000              |
| 10-40-50       | Travel Expense                  | 18,627            | 32,346              | 20,000              | 25,000             |
| 10-40-51       | Uniforms                        | 160               | 13,629              | 8,000               | 18,000             |
| 10-40-52       | Utilities                       | 2,008             | -                   | -                   | -                  |
| 10-40-55       | Capital Outlay                  | 227,758           | -                   | 360,000             | 360,000            |
| 10-40-56       | Building Maintenance            | -                 | -                   | 5,000               | 5,000              |
|                | <b>Total Expense</b>            | <b>\$ 649,880</b> |                     | <b>\$ 884,000</b>   | <b>\$ 999,000</b>  |
|                | <b>Net Revenue over Expense</b> | <b>\$ 319,553</b> |                     | <b>\$ (268,000)</b> | <b>\$ -</b>        |

# North Sanpete Ambulance Service

## Driver Qualification Policy

### Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to safe and productive environment for all NSAS employees, residents and visitors. Essential to such an environment is the proper policy and procedure for NSAS employees to utilize NSAS vehicles during the course of their job duties for the NSAS.

This policy outlines the procedures for the NSAS Driver Qualification program.

### Policy

All employees or volunteers operating NSAS owned vehicles, or who may operate any vehicle while conducting business for or on behalf of NSAS must be authorized drivers. Authorized drivers are defined as individuals operating a vehicle on behalf of NSAS which have been reviewed and vetted by NSAS and thereby granted authorized status. The authorization process requires an analysis by the appointed Board member of the employee's driving record to ensure compliance with the driver qualification standard as identified in this policy.

As part of the driver qualification process, all drivers or potential drivers' Motor Vehicle Record (MVR) will be screened and monitored on an ongoing basis to ensure the standard is met and maintained. All drivers must possess a valid Driver's License. Required endorsements must also be maintained. The driver qualification evaluation will be based on the driver's MVR and may also take into account work related motor vehicle incidents, whether or not the incident has been recorded on the driver's MVR. All violations recorded on the MVR, whether they occurred on the job or not, are included in the driver qualification evaluation.

Drivers will be qualified as: Acceptable, Unacceptable, or Borderline

Drivers qualified as Borderline may be authorized to drive on a probationary basis as determined by the Fleet Manager. Drivers whose record does not meet the driver qualification standard will not be allowed to operate any vehicle while engaged in work for the NSAS. Acceptable or Borderline qualification will be determined using the criteria below. Any number of violations or accident in excess of the Borderline criteria constitutes a failure to meet the driver qualification standard resulting in revocation of driver authorization. (Note – DUI and DWI are not evaluated as a standard violation.)

1. Acceptable: Up to two violations recorded on the MVR, or Up to one at-fault, work-related accident in the prior three years, or A combination of one violation on the MVR and one at-fault, work-related accident in the last three years.
2. Borderline: Three violations recorded on the MVR or, Two at-fault, work-related accidents in the last three years, or DUI or DWI with in the last five years, or Any violation for Careless, Reckless, or Distracted driving
3. Unacceptable: No valid driver license, Recent DUI conviction, Four violations recorded on the MVR

A single major violation recorded on the MVR, or resulting from a work-related incident, may result in revocation of the drivers' qualification and driver authorization. Major violations include, but are not limited to, the following:

1. DUI or DWI in the previous 24 months
2. Failure to stop/report an accident
3. Making a false accident report
4. Attempting to elude a law enforcement
5. Others as determined by the Fleet Manager

|                               |                                  |
|-------------------------------|----------------------------------|
| <b>Document:</b>              | NSAS Driver Qualification Policy |
| <b>Organization:</b>          | North Sanpete Ambulance Service  |
| <b>Originator / Modifier:</b> | Luke Freeman, contractor         |
| <b>Supersedes:</b>            | N/A                              |
| <b>Date Modified:</b>         | 12/27/2022                       |



# North Sanpete Ambulance Service

## Education Assistance Policy

### Purpose

The North Sanpete Ambulance Service (NSAS) is dedicated in being an organization and service of the upmost professionalism and quality. Essential to such an organization is the proper education and training of its members both initially and on a continuous basis. This document outlines NSAS policy on potentially providing educational assistance to members.

### Policy

To provide the quality of service and maintain the level of professionalism desired by NSAS and our customers, NSAS recognizes the need for its members to be properly educated and trained on an initial and ongoing basis.

It is the general policy of NSAS for its members to pay for the requisite courses and / or certificates needed or their individual membership. However, in the event a member of NSAS cannot pay for required EMT courses / certification, NSAS may choose to help or cover the entirety of the fee. The following are general requirements NSAS will seek from a member, in order to be qualified for specific financial aid.

#### 1. General

- a. Members must be pre-approved by the member's direct supervisor, the training officer, and the service Board Chair. In addition, it is preferable that all three supervisors approve the aid, but it is not necessary.
- b. The member must agree, in writing, that if they do not pass the course, that they will reimburse NSAS on a schedule set forth by NSAS management.

#### 2. Basic EMT Course (If approved)

- a. NSAS will pay the current Snow College non-credit rate fee, only.
- b. The member must agree, in writing, to be a *member in good standing* (Article III) for a minimum of two years.

#### 3. Advanced EMT Course (If approved)

- a. NSAS will pay the current Snow College non-credit rate fee, only.
- b. The member must agree, in writing, to be a *member in good standing* (Article III) for a minimum of four years.

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Document:</b>              | Education Assistance Policy     |
| <b>Organization:</b>          | North Sanpete Ambulance Service |
| <b>Originator / Modifier:</b> | Luke Freeman, contractor        |
| <b>Supersedes:</b>            | N/A                             |
| <b>Date Modified:</b>         | 11/15/2022                      |
| <b>Date Reviewed:</b>         | 11/15/2022                      |

# North Sanpete Ambulance Service

## Administrative Policies

### Interfacility Transport Policy

#### Purpose

North Sanpete Ambulance Service (NSAS) is dedicated to an open and transparent administration of the Service with this policy addressing Interfacility Transport to establish uniform procedures for determining risk due to weather/road conditions which may endanger the EMS crew and patient during an interfacility transfer.

#### Policy

Prior to accepting a patient for transfer, the EMS crew will complete this checklist if adverse weather/road conditions are anticipated during transport. Each section requires a score: If no condition applies, a score of 0 shall be given. If multiple conditions apply, select appropriate conditions and add to total. Any total score  $\geq 20$  requires approval from Supervisor, Training Officer, or EMS Director prior to accepting the transport. Any total score  $\geq 28$  represents a significant risk which offsets any potential benefit and transport shall be delayed until weather/road conditions improve.

| Time of Day                                            | Score |
|--------------------------------------------------------|-------|
| 0600 – 1800                                            | 1     |
| 1800 – 2400                                            | 3     |
| 2400 – 0600                                            | 5     |
| Route and Mode of Travel                               |       |
| Canyon Travel                                          | 5     |
| Alternate Route Used                                   | 3     |
| 4 x 4 and / or Chains Required                         | 8     |
| Weather                                                |       |
| Hail / Sleet                                           | 5     |
| Flash Flood Warning                                    | 3     |
| Snow                                                   |       |
| Snowfall $\leq 1$ inch / hour                          | 4     |
| Snowfall $\geq 1 - 3$ inches / hour                    | 6     |
| Snowfall $\geq 3 - 6$ inches / hour                    | 8     |
| Snowfall $\geq 6$ inches / hour or blizzard conditions | No Go |
| Visibility                                             |       |
| Ground Fog                                             | 6     |
| Blowing Snow                                           | 5     |
| < 100 Yards Visibility                                 | 5     |
| Wind                                                   |       |
| 20 – 40 MPH                                            | 4     |
| > 40 MPH                                               | 8     |
| Temperature                                            |       |
| 0 – 10F                                                | 5     |
| Below 0F                                               | 8     |
| 108F or above                                          | 8     |
| Road Conditions                                        |       |
| Snow Packed or Unplowed Snowy / Icy Roads              | 8     |
| Patchy / Drifting Snow, Black Ice, or Standing Water   | 5     |

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Document:</b>              | Interfacility Transport Policy  |
| <b>Organization:</b>          | North Sanpete Ambulance Service |
| <b>Originator / Modifier:</b> | Luke Freeman, contractor        |
| <b>Supersedes:</b>            | N/A                             |
| <b>Date Modified:</b>         | 12/27/2022                      |