

John C. Craig
City Manager

City of Barre, Vermont

"Granite Center of the World"

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December 29, 2009

Town of Berlin Selectboard
108 Shed Road
Berlin, VT 05602

RE: Barre City Response to EMS Service Proposal

Selectboard:

As you well know, Barre City is a full-service community of over 9,200 residents. We have over 100 employees and offer fulltime police, fire, and emergency management services (EMS). Our current police department budget is \$2.25 million, with 7 fulltime dispatchers and 19 fulltime officers. Our fire and EMS budget is currently \$1.6 million, with 18 fulltime and over 20 call Firefighter/EMT or FF/Paramedic personnel. We believe our model of fulltime service provision offers the best service to our citizens at the most prudent cost. We are well poised to expand our service area to include the Town of Berlin.

While our model of emergency service includes fulltime paid fire and EMS personnel, our proposal to the Town of Berlin includes the provision of EMS service only. While we wholeheartedly believe that both communities would benefit from a regionalization model that includes fulltime paid EMS and fire, we certainly understand that the Selectboard may not share this belief at this time and have therefore proposed only EMS service.

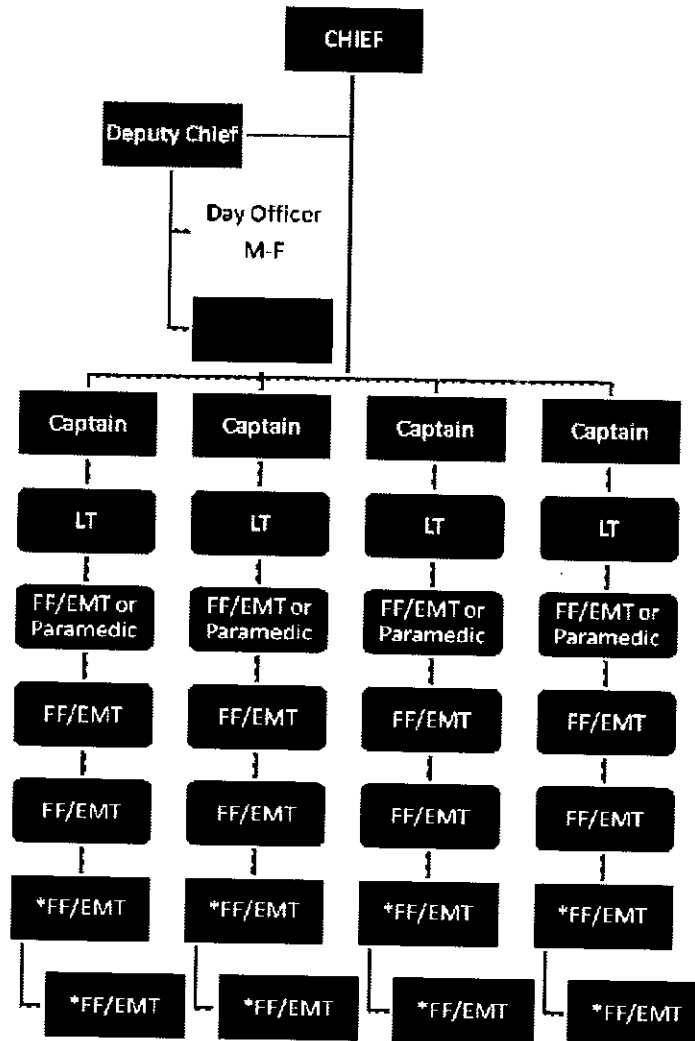
The City of Barre proposes to provide EMS service to the Town of Berlin for a three-year term from July 1, 2010 – June 30, 2013. The total cost to the Town of Berlin would be \$57,280 for year one (FY 2011) with an annual increase of 3.5% for the life of this agreement. Cost is derived from an initial per capita charge of \$20 per resident for EMS service based on 2,864 residents.

Under this proposal Barre would have a staff of fulltime EMT or Paramedic personnel available to respond to calls for EMS. Further, this proposal is based on our understanding that the Town of Berlin currently expends approximately \$83,000 per year for EMS service, \$130,000 per year for fire service, and additional amounts as needed for capital upgrades to the fire department building.

Changes would be required in that Barre City would need to increase our fulltime staff and supplement our existing equipment and we are prepared to do that. In addition to additional paid

call-force members, it is assumed that an additional 2 – 4 fulltime FF/EMT or FF/Paramedics will be hired to supplement current staff. All current fulltime officers at Barre City Fire Department are at least FF/EMTI certified and we have four certified paramedics on the fulltime staff and one more that will complete their training and certification process soon.

The new department staffing would depend on final determinations needed for staffing, but in general would be:



Additional proposal details include:

2. Contact Information: City Manager, John Craig 802.476.0240
 Chief, Tim Bombardier 802.476.6613
3. Total Annual Cost:

Emergency Medical Service, FY 2011	\$ 57,280
Emergency Medical Service, FY 2012	\$ 59,285
Emergency Medical Service, FY 2013	\$ 61,360

Total cost to the Town of Berlin would be \$57,280 for year one with an annual increase of 3.5% for the life of this agreement. Cost is derived from a per capita charge of \$20 per resident for EMS service based on 2,864 residents.

4. Estimated number of EMS runs for Berlin:

- FY 2010 – 1,400 (20% decrease in critical care runs due to FACT staffing an ambulance for critical care transports from Central Vermont Hospital.)
- FY 2011 – 1,456 (4% increase)
- FY 2012 – 1,514 (4% increase)
- FY 2013 – 1,575 (4% increase)
- FY 2014 – 1,638 (4% increase)

5. The City of Barre will be responsible for all departmental budgeting, accounting, and revenue collection for EMS activities. The City utilizes Ortivus software for EMS data collection and billing. For FY 2008, Fire and EMS department expenses were:

Personnel	\$ 1,500,000
Equipment/Other	<u>\$ 110,000</u>
Total	\$ 1,610,000

6. Billing procedures for EMS involve billing the patient’s primary insurance carrier within one week of service date. Secondary insurance would be billed after payment by primary carrier. If patient has no insurance the patient is billed directly by departmental staff, who provide payment options and work directly with patients. We have implemented both electronic medical records and electronic billing successfully utilizing the ORTIVUS billing and field data software. The system is working exceptionally well and allows the department to operate efficiently and to collect revenues timely. The per capita charge of \$20 will be invoiced directly to the Town of Berlin, due in quarterly installments.

7. FY 2008 EMS revenue, by source:

Medicare	\$ 373,835
Medicaid	\$ 102,678
Insurance	\$ 127,935
Private Pay	\$ 24,734
Other	<u>\$ 4,313</u>
Total	\$ 633,495

8. Barre City Fire and EMS Department is a component of the Barre City general fund budget and as such tax revenues are used to support department expenses. Other revenues for the department include revenues for EMS service provision. Revenues from EMS service provision are budgeted for \$550,000 for FY 2010 and are estimated to increase 10% each year. Expenses for the entire department are budgeted for \$1,615,000 for FY 2010 and are estimated to increase 3% each year.

	<u>Revenues</u>	<u>Expenses</u>
FY 2010	\$550,000	\$1,615,778
FY 2011	\$605,000	\$1,664,251
FY 2012	\$665,500	\$1,714,179

9. Current staffing levels for the City of Barre include 18 fulltime FF/EMTI and FF/Paramedic personnel. The City currently employs four certified paramedics on the full-time staff and

one more on the full-time staff that will complete their training and certification process soon. It is assumed that an additional 2-4 fulltime EMTI or Paramedics will be hired to supplement current staff.

10. Barre City Fire and EMS Department currently operates under a 24/72 schedule with four staff on a shift working a 24-hour shift every four days and one 'day-man' working M-F during day hours. This averages 42 hours per week, per staff.
11. See attached EMS equipment list
12. See attached Proof of Insurance

The City of Barre believes this proposal merits serious consideration and hopes it will be the beginning of the two municipalities working closer together, which will in turn further discussions of enhanced regionalization of services. In the interest of regionalization and shared services, we have intentionally kept the costs to Berlin as low as possible and will strive to allow this proposal to be a starting point for discussions on how we might be able to work together to provide these essential services. We further anticipate the Selectboard may be interested in meeting with officials from the City to receive answers regarding specific details of the proposal. We are willing to meet at your convenience. Please do not hesitate to contact my office with any follow-up questions.

Best Regards,



John Craig
Barre City Manager
802.476.0240

Attachments: Barre City EMS Equipment list
Proof of insurance

Barre City Ambulance & EMS Equipment List

Barre City currently operates three ambulances and will add an additional new unit should we be awarded the contract for the Town of Berlin. Current vehicles are:

- A-1 2009 remount on a 2000 chassis – 2 x 4
- A-2 2000, purchased used with limited mileage in 2009 – 4 x 4
- A-3 2008, purchased new in 2008 – 4 x 4

AMBULANCE REQUIRED EQUIPMENT LIST / per ambulance

- 24 disaster tags (met-tags or district approved equivalents)
- Oral glucose
- 1 sterile saline (500 cc. container, must not be past expiration date)
- EMS HEAR Radio (meeting the requirements of § 2.423) / portable radios
- A portable suction unit with wide bore tubing and a pharyngeal suction tip.
- A fixed oxygen system with M-size tank or equivalent and a variable flow regulator.
- 2 D-sized portable oxygen tanks or equivalent
- 2 Variable flow regulator for the H-size tanks.
- Oxygen connector tubing, assorted adult and child size masks and nasal cannulas
- 1 adult bag valve mask unit capable of delivering greater than 90% oxygen, adult mask, and child mask. A pediatric bag mask unit with oxygen reservoir is optional.
- 2 adult, 2 child, 2 infant oral airways, 7 nasal airways
- 1 traction splint - HARE, Thomas, or equivalent (1 adult. 1 pediatric)
- 2 short spineboards of wood or metal with 2 straps each, 9' minimum length, KEDs, Kansas Boards or similar devices.
- 3 long spine boards of wood or metal with 3 straps each, 9' min. length.
A scoop stretcher, Miller body splint, or similar device may be used for one of the long spine-boards.
- 2 long arm splints. Cardboard, wood, pneumatic, etc. are acceptable.
- 2 long leg splints. Cardboard, wood, pneumatic, etc. are acceptable.
- Cervical collars. 3 large, 2 pediatric
- An adequate supply of bandaging materials to include:
 - large and small sterile dressings, 10" x 30" multi-trauma dressings or equivalent, roller bandage 3" or larger width, triangular bandages, adhesive tape - 1" or larger width rolls, occlusive dressings - foil, Vaseline gauze, or plastic film.
- 2 sterile burn sheets
- 1 obstetrical kit, prepackaged commercial unit or equivalent
- 1 defibrillator with pacing synchronization, 12 lead faxing, and end tidal Co2
- 1 adult sphygmomanometer and stethoscope
- 1 pediatric sphygmomanometer
- 2 trauma shears
- 2 activated charcoal
- 2 flashlights
- 10 lb. ABC fire extinguisher
- 1 wheeled ambulance cot with sturdy vehicle fastening hardware, linen, pillows, blankets, and patient safety straps. Unless the ambulance routinely responds with another agency which provides extrication assistance, the ambulance must also carry the following equipment or its equivalent (650lb capacity or better):
 - 2 pairs of leather gloves

- 1 5 lb. hammer with 12" min. handle
- 2 hard hats with goggles or other helmets with face shields
- 1 12" adjustable open ended wrench
- 1 12" regular blade screwdriver
- 1 8" Phillips screwdriver
- 1 12" hacksaw with assorted blades
- 1 10" vice-grip pliers
- 1 24" wrecking bar
- 1 bolt cutter with 9/16" min. opening
- 2 7/16" (11 mm.) minimum diameter ropes, each at least 50' long. Static non-stretch type rope capable of supporting at least 750 kg.
- 1 2-ton come-a-long with a 15' chain, grab hook and running-hook.

Additional optional equipment:

- Four wheel drive ambulances
- pediatric transport seats
- Zoll E series critical transport monitor / defibulator
- Zoll autopulse
- Paramedic bag
- Escort suction
- Mast trousers
- EZIO – bone drill
- advanced airway equipment

Issue Date: January 23, 2009

CERTIFICATE OF COVERAGE

Named Member: City of Barre
Attn: Elizabeth Somaini
6 North Main Street, Suite 2
Barre, Vermont 05641

VLCT Property & Casualty Intermunicipal Fund, Inc.
89 Main Street, Suite 4
Montpelier, VT 05602

Company Affording Coverage:

VLCT Property & Casualty Intermunicipal Fund, Inc.

Policy Number:

VLCT PACIF 200923-020

Company:	Type of Coverage	Term	Limits of Liability
<input checked="" type="checkbox"/>	Commercial General Liability Coverage Includes: Premises/Operations Products/Completed Operations Personal Injury Contractual Independent Contractors Broad Form Property Damage	01/01/2009 - 12/31/2009	\$2,000,000 Per Occurrence
<input checked="" type="checkbox"/>	Automobile Liability Any Auto Hired Autos Non-Owned Autos Comprehensive/Collision	01/01/2009 - 12/31/2009	\$2,000,000 Per Occurrence ACV
<input checked="" type="checkbox"/>	Workers Compensation And Employers Liability	01/01/2009 - 12/31/2009	Statutory \$5,000,000 Per Occurrence and in the Aggregate
<input checked="" type="checkbox"/>	Property	01/01/2009 - 12/31/2009	\$61,777,851 Per Occurrence

Other:

Certificate
Holder:

Evidence of Coverage

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the Coverage listed above. Should any of the above described coverages be canceled before the expiration date thereof the issuing company will mail 30 days prior written notice to the Certificate Holder, except in the instance of non-payment in which case a 10 day prior written notice will be provided.



Authorized Representative: _____