



## **AMBULANCE FUND**



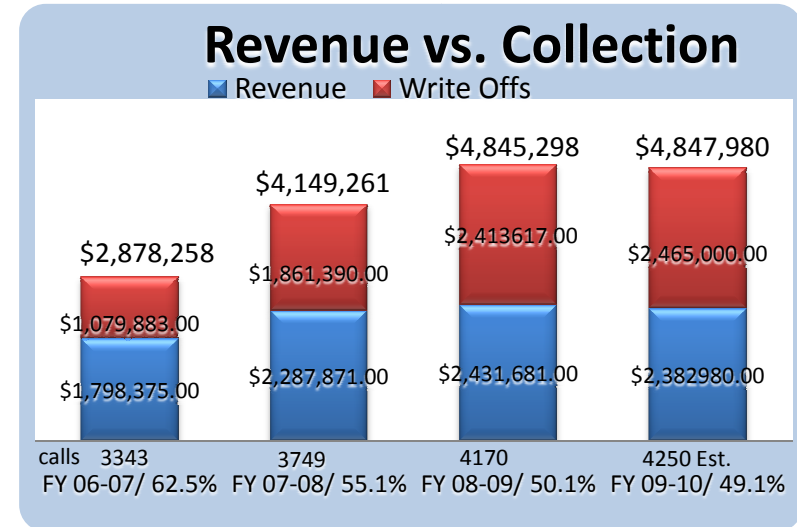


## 2010 – 2011 Proposed Budget --- Budget Summary Ambulance Fund

### 2010 – 2011 Ambulance Budget Highlights

- The ambulance service is working through significant challenges, including both budget issues and operational issues. The chart on the right demonstrates net revenue and the trends of the collection rates. The “Fee for Service” model is failing to recover the costs due to reimbursement limits imposed by Medicare and Medicaid. What this chart does not show is that each year more calls are required to keep the revenues consistent. This increasing call volume, with little or no growth in revenue, does not provide the funding necessary to meet the needs of the system. The result of the combination of decreasing revenues per call and increasing calls is delays in the ability to respond to emergency calls. Last year alone the ambulance was delayed over 500 times due to the demand for service outweighing the resources available.
- Elimination of the intern (student) program due to budget constraints. A \$10,000 reduction in Fire with \$30,000 in ambulance will save the City an estimated \$40,000 annually. These students provide over 11,000 hours annually in operational staffing of engines and ambulances. The cuts will reduce efficiencies on the fire ground and increase work load on the ambulance crews. The loss of the students also impacts public education programs and station maintenance. Each of these programs will have to be reduced or continued by shifting additional responsibilities to existing operations staff.
- Eliminate Volunteer Rescue Program. This program provides volunteers who staff the night rescue. Reduction of this program will save the city an estimated \$25,000; the service can be provided by the on duty engine crew.
- Reduction in Career staff overtime and travel and training will eliminate several training programs.

- Design a different strategy for marketing FireMed. The mass mailing has been cut in an effort to save \$15,000.



- Given the current emergency response challenges, the department will provide options to City Council to determine which avenue is the best for the City to pursue as the department moves forward addressing the emergency response challenges.
- Continue conducting self-assessment using the risk analysis and Standard of Coverage document for the Fire Department. This process will work to meet the community and council expectations for measuring existing service levels and planning for improvement.
- Work on developing partnerships to meet and maintain the requirements of the McMinnville Ambulance Department.



McMinnville ambulances transported 617 patients from Willamette Valley Medical Center to other hospitals in 2009.

# 2010 – 2011 Proposed Budget --- Budget Summary

## Ambulance Fund

- Research from other ambulance billing agencies, indicates that McMinnville is within 1% of other billing agencies collection rates. The low collection rate, which is due to Medicare and Medicaid mandatory fee schedules, illustrates the challenge of funding ambulance services with existing revenue sources.

### Full-Time Equivalents

|                               | <u>2009 - 2010</u> | <u>Change</u> | <u>2010 - 2011</u> |
|-------------------------------|--------------------|---------------|--------------------|
| <b>FTE Adopted Budget</b>     | <b>15.72</b>       |               |                    |
| Firefighter / Paramedic - PT+ |                    | - 0.14        |                    |
| Paramedic - PT+               |                    | + 0.74        |                    |
| <b>FTE Proposed Budget</b>    |                    | <b>+ 0.60</b> | <b>16.32</b>       |

### Short- and Long-Term Issues

#### ➤ Short-Term Issues

- Determine options to meet the emergency response challenge that the department is facing.
- Improve department public service to both internal and external customers.
- Develop funding strategies for the operation of the ambulance service that will reduce the reliance on property tax subsidy from the General Fund.
- Attempt to meet the requirements of the Yamhill County Ambulance Service Agreement.
- Implement Quality Assurance Program.

#### ➤ Long-Term Issues

- Implement goals and objectives of Self Assessment.
- Identify future staffing needs to accommodate increasing call volume.
- Evaluate response needs of entire Ambulance Service Area.
- Continue to improve partnerships with outlying rescue agencies.

### Core Services

- Provide Advanced Life Support Care to City's 450 square mile Ambulance Service Area.
- Provide Advanced & Basic Life Support training to all department EMS personnel.
- Provide training to City partner rescue companies within Ambulance Service Area.
- Ensure that the City meets the requirements of the Yamhill County Ambulance Service Area plan.
- Provide for a Quality Assurance Program to continue to improve the ambulance delivery system.
- Continue and improve partnerships with physician advisor and Willamette Valley Medical Center.



McMinnville FD transported patients from Residential Assisted Living Facilities 1,257 times in 2009.

### **Total Calls for Service**

| <b>Year</b> | <b>Total</b> | <b>% Increase</b> | <b>20+ Calls/Day</b> |
|-------------|--------------|-------------------|----------------------|
| 2000        | 3,854        |                   | 4                    |
| 2004        | 4,819        | 25%               | 28                   |
| 2008        | 6,053        | 57%               | 100                  |
| 2009        | 6,211        | 61%               | 101                  |



## Ambulance Fund --- Historical Highlights

**1928** McMinnville Fire Department starts ambulance transport service. McMinnville was one of the first Fire Departments in Oregon to provide ambulance transportation.

**1950** According to retired Fire Chief Jerry Smith, a typical ambulance transport cost ~\$2.50.

**1971** First group of McMinnville paid & volunteer firefighters are trained and certified through the State of Oregon as EMT-1's. Paid staff operates the ambulance during the day and volunteers at night.

**1979** Jay Lilly, first advanced life support (ALS) employee, is certified as an EMT-3 for the Fire Department.

**1982** Ross Rutschman hired as Fire Department's first state certified paramedic.



McMinnville EMS stretchers are rated to a capacity of 600 lbs.

**1983**



Three ALS employees re-assigned to work 24-hour shifts in three-day rotations to provide advanced life first ambulance response. Paid staff continues to provide ambulance transports during the day and volunteers are called in at night to respond to ambulance requests.

**1987**

Ambulance subscription sold for the first time at \$35 per household – FireMed.

**1996**

Fire Department Cost of Service Study completed and designates ambulance portion of operations at 65% with fire at 35%.

**1997**

Department re-organized so that career and part-time staff provide ambulance transports 24 hours a day and volunteers are then assigned to provide rescue response. Two ALS ambulances are staffed 24 hours a day.

**2001**

Fire Department EMS Division starts Non-Emergency Transport (NET) Team to provide non-medical transports from the hospital back to care facilities and also to provide service to doctor appointments.

**2002**

Medicare starts their new fee schedule with a five-year implementation process decreasing the amount paid for medical transports over that time period.

**2004**

First transfer from Fire Fund supported by property taxes to support ambulance operations - \$50,000.

**2004**

Non-Emergency Transport (NET) Team program discontinued due to its inability to financially support itself because of changes with MEDICAID.

**2004**

Yamhill County completes Ambulance Service Area plan required by the State of Oregon. McMinnville Fire Department (MFD) is awarded MFD's current Ambulance Service Area, which is scheduled to be implemented July 1, 2005.

## Ambulance Fund --- Historical Highlights

- 2005** Basic life support (BLS) transport, similar to the 1950 ~\$2.50 transport today costs ~\$530.
- 2005** Second transfer from Fire Fund supported by property taxes to supplement ambulance operations - \$100,000.
- 2005** First time Ambulance Fund operations cannot support purchase of a new ambulance. Improvements Fund budgets to purchase \$130,000 with a combination of property taxes and remaining public safety full-faith and credit obligation certificates financing dollars.
- 2006** Third transfer from Fire Fund supported by property taxes to supplement ambulance operations - \$300,000.
- 2006** The Field Data program implemented to integrate pre-hospital care reports directly to the ambulance billing system using lap top computers in each of the ambulances.

**2007** New ambulance purchased from Med-Tec. Purchase funded from combination of remaining dollars from the 2002 public safety full faith and credit financing and property taxes.

**2007** Continuance of the transfer from the Fire Fund to the Ambulance Fund to subsidize EMS service operations - \$300,000.

**2007** Average 27% rate increase to help offset increasing property tax subsidy.

**2008** Purchase of four new defibrillators will complete the transition to the new technology, enhancing the paramedic's ability to provide first rate medical service.

**2009** Transfer from General Fund to subsidize ambulance operations \$500,000

**2009** New remote access Quality Assurance program to allow review of charts in the field, increasing time efficiencies and reducing department liability to be implemented.



**2009** Self Assessment process identifies emergency response challenges for the EMS service.

**2009** Improve Advanced Life Support (ALS) rescue response by training more volunteer ALS responders. .

**2009** Realigned staffing to provide peak activity unit and Advanced Life Support Engine in an effort to improve service levels to the community.

**2010** City Council adopts Fire Department Standards of Response. Establishing response time standards for Fire and EMS responses.

# **2010 - 2011 Proposed Budget --- Personal Services Summary**

## **Salaries Paid From More Than One Source**

### **Ambulance Fund**

#### **Position Description**

| <u>Fund</u><br><u>Department</u>                | <u>Number of</u><br><u>Employees</u> | <u>Range</u> | <u>Total</u><br><u>Salary</u> | <u>Detailed Summary</u> |               |
|---|--------------------------------------|--------------|-------------------------------|-------------------------|---------------|
|   |                                      |              |                               | <u>Page</u>             | <u>Amount</u> |
| <b><u>Fire Chief</u></b>                        | 1                                    | 360          | 104,928                       |                         |               |
| General Fund                                    |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (0.75 FTE)          |                                      |              |                               | 85                      | 78,696        |
| Ambulance Fund (0.25 FTE)                       |                                      |              |                               | 310                     | 26,232        |
| <b><u>Assistant Fire Chief</u></b>              | 1                                    | 353          | 93,128                        |                         |               |
| General Fund                                    |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (0.50 FTE)          |                                      |              |                               | 85                      | 46,564        |
| Ambulance Fund (0.50 FTE)                       |                                      |              |                               | 310                     | 46,564        |
| <b><u>Fire Captain</u></b>                      | 3                                    | 240          | 253,212                       |                         |               |
| General Fund                                    |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (1.05 FTE)          |                                      |              |                               | 85                      | 88,624        |
| Ambulance Fund (1.95 FTE)                       |                                      |              |                               | 310                     | 164,588       |
| <b><u>Fire Lieutenant</u></b>                   | 3                                    | 235          | 223,894                       |                         |               |
| General Fund                                    |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (1.05 FTE)          |                                      |              |                               | 85                      | 78,363        |
| Ambulance Fund (1.95 FTE)                       |                                      |              |                               | 310                     | 145,531       |
| <b><u>Fire Mechanic / Firefighter / EMT</u></b> | 1                                    | 230          | 74,340                        |                         |               |
| General Fund                                    |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (0.50 FTE)          |                                      |              |                               | 85                      | 37,170        |
| Ambulance Fund (0.50 FTE)                       |                                      |              |                               | 310                     | 37,170        |

#### **Position Description**

| <u>Fund</u><br><u>Department</u>                  | <u>Number of</u><br><u>Employees</u> | <u>Range</u> | <u>Total</u><br><u>Salary</u> | <u>Detailed Summary</u> |               |
|---|--------------------------------------|--------------|-------------------------------|-------------------------|---------------|
|   |                                      |              |                               | <u>Page</u>             | <u>Amount</u> |
| <b><u>Firefighter / Paramedic - 50%</u></b>       | 3                                    | 220          | 195,070                       |                         |               |
| General Fund                                      |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (1.50 FTE)            |                                      |              |                               | 85                      | 97,535        |
| Ambulance Fund (1.50 FTE)                         |                                      |              |                               | 310                     | 97,535        |
| <b><u>Firefighter / Paramedic - 65%</u></b>       | 8                                    | 220          | 538,077                       |                         |               |
| General Fund                                      |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (2.80 FTE)            |                                      |              |                               | 85                      | 188,327       |
| Ambulance Fund (5.20 FTE)                         |                                      |              |                               | 310                     | 349,750       |
| <b><u>Firefighter / Paramedic - PT+ - 65%</u></b> | 5                                    | 220          | 204,170                       |                         |               |
| General Fund                                      |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (1.30 FTE)            |                                      |              |                               | 85                      | 71,460        |
| Ambulance Fund (2.43 FTE)                         |                                      |              |                               | 310                     | 132,710       |
| <b><u>Office Manager</u></b>                      | 1                                    | 328          | 46,806                        |                         |               |
| General Fund                                      |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (0.35 FTE)            |                                      |              |                               | 85                      | 16,382        |
| Ambulance Fund (0.65 FTE)                         |                                      |              |                               | 310                     | 30,424        |
| <b><u>Administrative Specialist II</u></b>        | 1                                    | 320          | 31,008                        |                         |               |
| General Fund                                      |                                      |              |                               |                         |               |
| Fire  |                                      |              |                               |                         |               |
| Administration & Operations (0.35 FTE)            |                                      |              |                               | 85                      | 10,853        |
| Ambulance Fund (0.65 FTE)                         |                                      |              |                               | 310                     | 20,155        |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL         | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|------------------------|----------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| RESOURCES              |                |                           |   |   |                            |                            |                           |
| BEGINNING FUND BALANCE |                |                           |   |   |                            |                            |                           |
| 524,811                | 779,714        | 875,000                   | 4079-05   | Designated Begin FB-Ambulance Fd - EMS A/R<br>Non-cash Beginning Fund Balance comprised of estimated Ambulance Accounts Receivable balance at July 1, 2010.   | 875,000                    | 875,000                    | 875,000                   |
| 379,485                | 833,230        | 564,000                   | 4090  | Beginning Fund Balance<br>Estimated July 1, 2010 undesignated cash carryover from the 2009-2010 fiscal year.  | 864,900                    | 864,900                    | 806,465                   |
| 904,296                | 1,612,944      | 1,439,000                 | TOTAL BEGINNING FUND BALANCE                    |   | 1,739,900                  | 1,739,900                  | 1,681,465                 |
| INTERGOVERNMENTAL      |                |                           |   |   |                            |                            |                           |
| 0                      | 1,485          | 0                         | 4545  | Federal FEMA Grant  | 0                          | 0                          | 0                         |
| 0                      | 0              | 0                         | 4630-03   | Bonneville Power Administration - Energy Efficiency Incentive   | 0                          | 0                          | 0                         |
| 0                      | 4,344          | 0                         | 4840-05   | OR Conflagration Reimbursement - Personnel  | 0                          | 0                          | 0                         |
| 0                      | 0              | 0                         | 4840-10   | OR Conflagration Reimbursement - Equipment  | 0                          | 0                          | 0                         |
| 0                      | 0              | 0                         | 5070-03   | Water & Light - Energy Efficiency Incentive   | 0                          | 0                          | 0                         |
| 0                      | 5,829          | 0                         | TOTAL INTERGOVERNMENTAL                         |   | 0                          | 0                          | 0                         |
| CHARGES FOR SERVICES   |                |                           |   |   |                            |                            |                           |
| 4,059,874              | 4,751,675      | 4,700,000                 | 5700  | Transport Fees<br>Fees charged to patients that are transported or treated by ambulance personnel for emergency medical or trauma related incidents.<br><br>Budget Note: There is no COLA increase included in projected Transport Fee revenue for 2010-11. | 4,750,000                  | 4,750,000                  | 4,750,000                 |
| 89,388                 | 93,623         | 92,000                    | 5710  | FireMed Fees<br>Fees collected from FireMed subscribers to provide ambulance service, if needed, for the cost of the subscription plus the subscriber's insurance coverage payment(s).  | 98,000                     | 98,000                     | 98,000                    |
| 4,149,261              | 4,845,298      | 4,792,000                 | TOTAL CHARGES FOR SERVICES                      |   | 4,848,000                  | 4,848,000                  | 4,848,000                 |
| MISCELLANEOUS          |                |                           |   |   |                            |                            |                           |
| 23,510                 | 12,843         | 11,000                    | 6310  | Interest  | 3,900                      | 3,900                      | 3,900                     |
| 0                      | 480            | 1,000                     | 6460  | Donations - Ambulance<br>Donations received to help support ambulance operations expended through expenditure account 7680, Materials and Supplies-Donations.   | 750                        | 750                        | 750                       |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL   | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A               |  |          | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |           |
|--|----------------|---------------------------|---|--|----------|----------------------------|----------------------------|---------------------------|-----------|
| 1,230  | 775            | 1,000                     | 6600  | Other Income                               |          |                            | 3,000                      | 3,000                     | 3,000     |
| Budget Note: BETC related to energy efficiency project completed in 2009-10.   |                |                           |   |  |          |                            |                            |                           |           |
|  |                |                           | Description   | Units                                      | Amt/Unit | Total                      |                            |                           |           |
|  |                |                           | Business Energy Tax Credit Pass Through to Qualifying Partner | 1  | 2,000    | 2,000                      |                            |                           |           |
|  |                |                           | Miscellaneous   | 1  | 1,000    | 1,000                      |                            |                           |           |
| 0  | 0              | 0                         | 6600-05   | Other Income - Workers' Comp Reimbursement |          |                            | 0                          | 0                         | 0         |
| Worker's compensation time-loss reimbursements while injured worker is unable to work due to on-the-job injury. Also, State of Oregon Employer-at-Injury Program pays 50% of light duty wages for any employee placed on an official light duty job after a worker's compensation injury for up to three months. |                |                           |   |  |          |                            |                            |                           |           |
| 14,266   | 15,794         | 12,000                    | 6610  | Collections - EMS                          |          |                            | 15,000                     | 15,000                    | 15,000    |
| Collection agency payments from ambulance past-due Accounts Receivable accounts previously turned to collections.  |                |                           |   |  |          |                            |                            |                           |           |
| 39,006   | 29,892         | 25,000                    | TOTAL MISCELLANEOUS   |  |          |                            | 22,650                     | 22,650                    | 22,650    |
| TRANSFERS IN   |                |                           |   |  |          |                            |                            |                           |           |
| 0  | 155,000        | 500,000                   | 6900-01   | Transfers In - General Fund                |          |                            | 150,000                    | 150,000                   | 150,000   |
| Property tax subsidy is necessary due to inadequate reimbursement from Medicaid and Medicare. This is the seventh year a subsidy has been required to maintain an adequate Contingency and Ending Fund Balance in the Ambulance Fund.  |                |                           |   |  |          |                            |                            |                           |           |
| 147,000  | 0              | 0                         | 6900-31   | Transfers In - Improvements                |          |                            | 0                          | 0                         | 0         |
| 824,929  | 0              | 0                         | 6900-32   | Transfers In - Fire                        |          |                            | 0                          | 0                         | 0         |
| 971,929  | 155,000        | 500,000                   | TOTAL TRANSFERS IN  |  |          |                            | 150,000                    | 150,000                   | 150,000   |
| 6,064,492  | 6,648,962      | 6,756,000                 | TOTAL RESOURCES   |  |          |                            | 6,760,550                  | 6,760,550                 | 6,702,115 |



## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL         | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|------------------------|----------------|---------------------------|---|---|----------------------------|----------------------------|---------------------------|
| REQUIREMENTS           |                |                           |   |   |                            |                            |                           |
| PERSONAL SERVICES      |                |                           |   |   |                            |                            |                           |
| 917,914                | 866,679        | 888,448                   | 7000-05   | Salaries & Wages - Regular Full Time<br>Fire Chief - 0.25 FTE<br>Assistant Fire Chief - 0.50 FTE<br>Fire Captain - 65% - 1.95 FTE<br>Fire Lieutenant - 65% - 1.95 FTE<br>Fire Mechanic / Firefighter / EMT - 0.50 FTE<br>Firefighter / Paramedic - 50% - 1.50 FTE<br>Firefighter / Paramedic - 65% - 5.20 FTE<br>Office Manager - 0.65 FTE<br>Administrative Specialist II - 0.65 FTE | 917,949                    | 917,949                    | 917,949                   |
| 161,735                | 133,636        | 189,965                   | 7000-10   | Salaries & Wages - Regular Part Time<br>Firefighter / Paramedic - 65% - 2.43 FTE<br>Paramedic - 0.74 FTE  | 173,543                    | 173,543                    | 173,543                   |
| 11,065                 | 0              | 0                         | 7000-15   | Salaries & Wages - Temporary  | 0                          | 0                          | 0                         |
| 47,266                 | 45,990         | 55,000                    | 7000-17   | Salaries & Wages - Volunteer Reimbursement  | 15,000                     | 15,000                     | 15,000                    |
| 110,988                | 133,602        | 145,000                   | 7000-20   | Salaries & Wages - Overtime   | 124,000                    | 124,000                    | 124,000                   |
| 0                      | 71,063         | 76,166                    | 7300-05   | Fringe Benefits - FICA - Social Security  | 75,220                     | 75,220                     | 75,220                    |
| 0                      | 16,619         | 17,813                    | 7300-06   | Fringe Benefits - FICA - Medicare   | 17,841                     | 17,841                     | 17,841                    |
| 93,208                 | 0              | 0                         | 7300-07   | Fringe Benefits - FICA - History  | 0                          | 0                          | 0                         |
| 266,836                | 244,357        | 234,278                   | 7300-15   | Fringe Benefits - PERS - OPSRP - IAP  | 245,843                    | 245,843                    | 245,843                   |
| 188,720                | 171,573        | 184,562                   | 7300-20   | Fringe Benefits - Medical Insurance   | 197,370                    | 197,370                    | 188,542                   |
| 1,250                  | 1,017          | 1,033                     | 7300-25   | Fringe Benefits - Life Insurance  | 1,798                      | 1,798                      | 1,798                     |
| 3,970                  | 4,990          | 4,835                     | 7300-30   | Fringe Benefits - Long Term Disability  | 5,366                      | 5,366                      | 5,324                     |
| 39,985                 | 32,751         | 37,279                    | 7300-35   | Fringe Benefits - Workers' Compensation Insurance   | 40,526                     | 40,526                     | 40,526                    |
| 0                      | 590            | 618                       | 7300-37   | Fringe Benefits - Workers' Benefit Fund   | 632                        | 632                        | 632                       |
| 734                    | 224            | 2,100                     | 7300-40   | Fringe Benefits - Unemployment  | 4,198                      | 4,198                      | 4,198                     |
| 490                    | 0              | 0                         | 7400-25   | Fringe Benefits - Volunteers - Volunteer Accident Insurance   | 0                          | 0                          | 0                         |
| 1,844,163              | 1,723,091      | 1,837,096                 | TOTAL PERSONAL SERVICES                         |   | 1,819,286                  | 1,819,286                  | 1,810,416                 |
| MATERIALS AND SERVICES |                |                           |   |   |                            |                            |                           |
| 855                    | 984            | 500                       | 7500  | Credit Card Fees  | 500                        | 500                        | 500                       |
| 626                    | 430            | 1,100                     | 7540  | Employee Development  | 1,100                      | 1,100                      | 1,100                     |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |  | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--|----------------------------|----------------------------|---------------------------|
| 24,947         | 22,507         | 22,500                    | <b>7550</b>                                     | <b>Travel &amp; Education</b>   | Emergency medical service training, education, and travel expenses for career and volunteer staff. Training dollars will be spent on critical areas of certification and required EMS training with professional development provided. | 20,000                     | 20,000                     | 20,000                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Difficult Airway Class  | 5  | 1,000                      | 5,000                      |                           |
|                |                |                           |   | Pediatric Advanced Life Support (PALS) Class  | 25   | 160                        | 4,000                      |                           |
|                |                |                           |   | Advanced Cardiac Life Support (ACLS) Class  | 25   | 150                        | 3,750                      |                           |
|                |                |                           |   | Spring Oregon EMS Conference  | 6  | 500                        | 3,000                      |                           |
|                |                |                           |   | Outside Instructors   | 4  | 500                        | 2,000                      |                           |
|                |                |                           |   | Training materials and supplies   | 1  | 2,250                      | 2,250                      |                           |
| 31,255         | 24,022         | 35,000                    | <b>7590</b>                                     | <b>Fuel - Vehicle &amp; Equipment</b>   |  | 30,000                     | 30,000                     | 30,000                    |
| 7,429          | 7,440          | 8,000                     | <b>7600</b>                                     | <b>Electric &amp; Natural Gas</b>   |  | 7,500                      | 7,500                      | 7,500                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u>   | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Electricity   | 1  | 3,750                      | 3,750                      |                           |
|                |                |                           |   | Natural gas   | 1  | 3,750                      | 3,750                      |                           |
| 23,346         | 0              | 0                         | <b>7610</b>                                     | <b>Insurance</b>  |  | 0                          | 0                          | 0                         |
| 0              | 12,800         | 6,200                     | <b>7610-05</b>                                  | <b>Insurance - Liability</b>  |  | 3,881                      | 3,881                      | 3,881                     |
|                |                |                           |   | Budget Note: Reduction due to CIS Trust surplus distribution.   |  |                            |                            |                           |
| 0              | 6,000          | 5,800                     | <b>7610-10</b>                                  | <b>Insurance - Property</b>   |  | 4,633                      | 4,633                      | 4,633                     |
|                |                |                           |   | Budget Note: Reduction due to CIS Trust surplus distribution.   |  |                            |                            |                           |
| 18,749         | 21,585         | 25,000                    | <b>7620</b>                                     | <b>Telecommunications</b>   |  | 25,000                     | 25,000                     | 25,000                    |
| 13,315         | 18,394         | 19,500                    | <b>7630-05</b>                                  | <b>Uniforms - Employee</b>  |  | 12,500                     | 12,500                     | 12,500                    |
|                |                |                           |   | Uniforms for career, volunteer, and part-time personnel which complies with Oregon OSHA safety standards.               |  |                            |                            |                           |
| 692            | 518            | 2,000                     | <b>7640</b>                                     | <b>Laundry</b>  |  | 0                          | 0                          | 0                         |
| 1,946          | 1,802          | 2,500                     | <b>7650</b>                                     | <b>Janitorial</b>   |  | 3,000                      | 3,000                      | 3,000                     |
|                |                |                           |   | Three days per week janitorial services, \$2,250 and supplies, \$750 - 75% shared with Fire Department in General Fund. |  |                            |                            |                           |
| 10,715         | 16,866         | 30,000                    | <b>7660</b>                                     | <b>Materials &amp; Supplies</b>   |  | 30,000                     | 30,000                     | 30,000                    |
| 11,185         | 7,681          | 0                         | <b>7660-05</b>                                  | <b>Materials &amp; Supplies - Office Supplies</b>   |  | 0                          | 0                          | 0                         |
| 6,634          | 7,633          | 9,000                     | <b>7660-15</b>                                  | <b>Materials &amp; Supplies - Postage</b>   |  | 8,000                      | 8,000                      | 8,000                     |
| 70,943         | 76,108         | 90,000                    | <b>7660-45</b>                                  | <b>Materials &amp; Supplies - Medical Equipment &amp; Supplies</b>  |  | 100,000                    | 100,000                    | 100,000                   |
| 184            | 0              | 0                         | <b>7660-50</b>                                  | <b>Materials &amp; Supplies - Heptavex &amp; OSHA Comp</b>  |  | 0                          | 0                          | 0                         |
| 620            | 776            | 1,000                     | <b>7660-55</b>                                  | <b>Materials &amp; Supplies - Oxygen</b>  |  | 1,000                      | 1,000                      | 1,000                     |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 480            | 1,000                     | <b>7680</b>                                     | <b>Materials &amp; Supplies - Donations</b>   |              | 750                        | 750                        | 750                       |
|                |                |                           |   | Material and supplies funded through revenue account 6460, Donations-Ambulance.                                   |              |                            |                            |                           |
| 611            | 111            | 0                         | <b>7720</b>                                     | <b>Repairs &amp; Maintenance</b>  |              | 0                          | 0                          | 0                         |
| 179            | 936            | 0                         | <b>7720-06</b>                                  | <b>Repairs &amp; Maintenance - Equipment</b>  |              | 0                          | 0                          | 0                         |
| 1,272          | 8,635          | 8,125                     | <b>7720-08</b>                                  | <b>Repairs &amp; Maintenance - Building Repairs</b>   |              | 3,750                      | 3,750                      | 3,750                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Building / system repairs and maintenance - 75% shared with Fire  | 1            | 3,750                      | 3,750                      |                           |
| 11,025         | 4,401          | 0                         | <b>7720-10</b>                                  | <b>Repairs &amp; Maintenance - Building Maintenance</b>   |              | 0                          | 0                          | 0                         |
| 17,868         | 21,498         | 41,000                    | <b>7720-14</b>                                  | <b>Repairs &amp; Maintenance - Vehicles</b>   |              | 20,000                     | 20,000                     | 20,000                    |
| 595            | 2,100          | 1,000                     | <b>7720-16</b>                                  | <b>Repairs &amp; Maintenance - Radio &amp; Pagers</b>   |              | 1,000                      | 1,000                      | 1,000                     |
| 11,603         | 17,127         | 10,100                    | <b>7750</b>                                     | <b>Professional Services</b>  |              | 10,930                     | 10,930                     | 10,930                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Audit fee allocation  | 1            | 5,530                      | 5,530                      |                           |
|                |                |                           |   | Labor negotiation arbitrator - 35% shared with Fire   | 1            | 1,300                      | 1,300                      |                           |
|                |                |                           |   | Physician advisor   | 1            | 3,000                      | 3,000                      |                           |
|                |                |                           |   | Radio maintenance   | 1            | 1,100                      | 1,100                      |                           |
| 0              | 17,355         | 0                         | <b>7770-60</b>                                  | <b>Professional Services - Projects - Radio System</b>  |              | 0                          | 0                          | 0                         |
| 6,934          | 4,742          | 12,000                    | <b>7790</b>                                     | <b>Maintenance &amp; Rental Contracts</b>   |              | 13,000                     | 13,000                     | 13,000                    |
|                |                |                           |   | Maintenance contracts for physio-control equipment, ambulance cots, and miscellaneous building related contracts. |              |                            |                            |                           |
| 6,110          | 6,031          | 5,000                     | <b>7800</b>                                     | <b>M &amp; S Equipment</b>  |              | 9,800                      | 9,800                      | 9,800                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Interoperable radio equipment - 50% shared with Fire  | 1            | 5,000                      | 5,000                      |                           |
|                |                |                           |   | Oxygen bottle lift  | 1            | 2,800                      | 2,800                      |                           |
|                |                |                           |   | Toughbook mounting equipment  | 2            | 1,000                      | 2,000                      |                           |
| 0              | 2,928          | 10,000                    | <b>7800-09</b>                                  | <b>M &amp; S Equipment - Radios</b>   |              | 10,000                     | 10,000                     | 10,000                    |
|                |                |                           |   | Replacement radios, as needed.  |              |                            |                            |                           |
| 0              | 0              | 0                         | <b>7810</b>                                     | <b>M &amp; S Equipment - Donations</b>  |              | 0                          | 0                          | 0                         |
| 28,190         | 33,769         | 32,531                    | <b>7830-98</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer Services</b>   |              | 21,547                     | 21,547                     | 0                         |
| 16,712         | 24,329         | 10,901                    | <b>7830-99</b>                                  | <b>M &amp; S Computer Charges - IS Fund - Computer M&amp;S Equipment</b>  |              | 4,541                      | 4,541                      | 0                         |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |   |              | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|---|--------------|----------------------------|----------------------------|---------------------------|
| 0              | 0              | 0                         | <b>7840</b>                                     | <b>M &amp; S Computer Charges</b>   |              | 0                          | 0                          | 1,044                     |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Shared city-wide M&S operating, network hardware & software, etc  | 1            | 16,044                     | 16,044                     |                           |
|                |                |                           |   | Designated Beginning Fund Balance Utilization   | 1            | -15,000                    | -15,000                    |                           |
| 0              | 0              | 0                         | <b>7840-95</b>                                  | <b>M &amp; S Computer Charges - Ambulance</b>   |              | 0                          | 0                          | 21,937                    |
|                |                |                           |   | <u>Description</u>  | <u>Units</u> | <u>Amt/Unit</u>            | <u>Total</u>               |                           |
|                |                |                           |   | Amazon software and field data maintenance  | 1            | 13,000                     | 13,000                     |                           |
|                |                |                           |   | Firehouse software maintenance - 35% shared with Fire   | 1            | 1,625                      | 1,625                      |                           |
|                |                |                           |   | GeoComm mapping software - 67.5% shared with Police & Fire  | 1            | 1,138                      | 1,138                      |                           |
|                |                |                           |   | Ivans software maintenance  | 1            | 300                        | 300                        |                           |
|                |                |                           |   | Netmotion MDT communication software-67.5% shared w/Police & Fire   | 1            | 975                        | 975                        |                           |
|                |                |                           |   | Visionair renewal-VisionRMS-67.5% shared w/Police & Fire  | 1            | 8,774                      | 8,774                      |                           |
|                |                |                           |   | Replacement laser printer - Ambulance Billing   | 1            | 500                        | 500                        |                           |
|                |                |                           |   | Toughbook computer replacements - ambulance & new rescue  | 2            | 2,200                      | 4,400                      |                           |
|                |                |                           |   | Workstation warranty extensions - 35% shared with Fire  | 5            | 65                         | 325                        |                           |
|                |                |                           |   | Replacement workstation - Debbie P.   | 1            | 1,900                      | 1,900                      |                           |
|                |                |                           |   | Designated Beginning Fund Balance Utilization   | 1            | -11,000                    | -11,000                    |                           |
| 39             | 0              | 0                         | <b>7850</b>                                     | <b>M &amp; S Building Improvements</b>  |              | 0                          | 0                          | 0                         |
| 12,930         | 17,031         | 18,000                    | <b>8070</b>                                     | <b>FireMed Promotion</b>  |              | 5,000                      | 5,000                      | 5,000                     |
| 5,675          | 6,469          | 10,000                    | <b>8100</b>                                     | <b>Intern Program</b>   |              | 0                          | 0                          | 0                         |
| 7,807          | 10,479         | 10,000                    | <b>8270-05</b>                                  | <b>Revenue Adjustments - Bad-Debt Writeoffs</b>   |              | 19,000                     | 19,000                     | 19,000                    |
|                |                |                           |   | Account balance writeoffs for accounts deemed totally uncollectible; for example, due to bankruptcy, death without estate, or undeliverable invoices.   |              |                            |                            |                           |
| 1,221,044      | 1,519,668      | 1,544,000                 | <b>8270-10</b>                                  | <b>Revenue Adjustments - Medicare Assign - Nonallowed</b>   |              | 1,585,000                  | 1,585,000                  | 1,585,000                 |
|                |                |                           |   | Required account balance writeoffs after Medicare payments received.  |              |                            |                            |                           |
|                |                |                           |   | Budget Note: In 2002, the federal government implemented a reduced Medicare fee schedule which significantly reduced the amount Medicare pays for ambulance transport and prohibits the City from collecting any amount in excess of the Medicare allowable amount. |              |                            |                            |                           |
| 287,081        | 458,395        | 506,000                   | <b>8270-15</b>                                  | <b>Revenue Adjustments - Medicaid Writeoffs</b>   |              | 420,000                    | 420,000                    | 420,000                   |
|                |                |                           |   | Required account balance writeoffs after Medicaid payments are received.  |              |                            |                            |                           |

## Budget Document Report

## 79 - AMBULANCE FUND

| 2008<br>ACTUAL | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A                  |   |          | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |         |
|----------------|----------------|---------------------------|--|---|----------|----------------------------|----------------------------|---------------------------|---------|
| 48,090         | 62,773         | 65,000                    | 8270-20  | Revenue Adjustments - Firemed Writeoffs<br>FireMed member account balance writeoffs after all patient insurance payments have been received.  |          |                            | 70,000                     | 70,000                    | 70,000  |
| 274,710        | 346,690        | 377,000                   | 8270-25  | Revenue Adjustments - Turned To Collections<br>Past-due accounts turned to collections agency after all City collection procedures have been exhausted including pre-collection letter series.  |          |                            | 350,000                    | 350,000                   | 350,000 |
| 22,658         | 33,676         | 45,000                    | 8270-30  | Revenue Adjustments - Public Agency Writeoffs<br>Discounts provided to Yamhill County Jail, Yamhill County Detention Center, and Yamhill County Hospice. Also includes writeoffs taken automatically by the Veterans Administration.  |          |                            | 21,000                     | 21,000                    | 21,000  |
| 2,204,575      | 2,825,168      | 2,964,757                 | TOTAL MATERIALS AND SERVICES                                     |   |          | 2,812,432                  | 2,812,432                  | 2,809,325                 |         |
| CAPITAL OUTLAY |                |                           |  |   |          |                            |                            |                           |         |
| 0              | 0              | 0                         | 8710   | Equipment   |          |                            | 0                          | 0                         | 0       |
| 0              | 50,000         | 77,000                    | 8710-22  | Equipment - EMS Defibrillators  |          |                            | 0                          | 0                         | 0       |
| 0              | 30,225         | 0                         | 8740   | Computer Equipment - IS Fund  |          |                            | 0                          | 0                         | 0       |
| 0              | 0              | 0                         | 8750   | Capital Outlay Computer Charges   |          |                            | 0                          | 0                         | 2,057   |
|                |                |                           | Description  | Units   | Amt/Unit | Total                      |                            |                           |         |
|                |                |                           | Shared city-wide capital outlay network hardware & software, etc | 1   | 2,057    | 2,057                      |                            |                           |         |
| 0              | 3,233          | 25,750                    | 8800   | Building Improvements   |          |                            | 8,670                      | 8,670                     | 8,670   |
|                |                |                           | Description  | Units   | Amt/Unit | Total                      |                            |                           |         |
|                |                |                           | Roof repairs to metal roof - 75% shared with Fire                | 1   | 3,500    | 3,500                      |                            |                           |         |
|                |                |                           | Replace 1985 heat pumps / furnace - 75% shared with Fire         | 2   | 1,750    | 3,500                      |                            |                           |         |
|                |                |                           | Repair concrete sidewalk - 75% shared with Fire                  | 1   | 1,670    | 1,670                      |                            |                           |         |
| 0              | 300,573        | 175,000                   | 8850   | Vehicles  |          |                            | 0                          | 0                         | 0       |
| 0              | 384,031        | 277,750                   | TOTAL CAPITAL OUTLAY   |   |          | 8,670                      | 8,670                      | 10,727                    |         |
| TRANSFERS OUT  |                |                           |  |   |          |                            |                            |                           |         |
| 145,423        | 149,533        | 141,886                   | 9700-01  | Transfers Out - General Fund<br>Transfer to General Fund for personnel cost allocations for Administration and Finance support services. This transfer includes approximately 1.00 FTE for A/R Billing Coordinator and 0.60 FTE for A/R Billing Specialist who bill and collect for all EMS transports. |          |                            | 143,363                    | 143,363                   | 142,972 |
| 81,250         | 56,855         | 60,040                    | 9700-15  | Transfers Out - Emergency Communications<br>Transfer to Emergency Communications Fund for support of ambulance dispatching emergency communication services provided by Yamhill Communications Agency (YCOM).   |          |                            | 61,000                     | 61,000                    | 61,000  |
| 151,228        | 0              | 0                         | 9700-32  | Transfers Out - Fire  |          |                            | 0                          | 0                         | 0       |

## Budget Document Report

**79 - AMBULANCE FUND**

| 2008<br>ACTUAL      | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A |  |  | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |         |
|---------------------|----------------|---------------------------|---|--|--|----------------------------|----------------------------|---------------------------|---------|
| 24,909              | 26,489         | 24,941                    | 9700-80   | Transfers Out - Information Systems<br>Transfer to Information Systems and Services Fund for personnel cost allocations for EMS computer support.  |  |                            | 25,371                     | 25,371                    | 25,234  |
| 402,810             | 232,877        | 226,867                   | TOTAL TRANSFERS OUT                             |  |  | 229,734                    | 229,734                    | 229,206                   |         |
| CONTINGENCIES       |                |                           |   |  |  |                            |                            |                           |         |
| 0                   | 0              | 189,000                   | 9800  | Contingencies  |  |                            | 200,000                    | 200,000                   | 300,000 |
| 0                   | 0              | 189,000                   | TOTAL CONTINGENCIES                             |  |  | 200,000                    | 200,000                    | 300,000                   |         |
| ENDING FUND BALANCE |                |                           |   |  |  |                            |                            |                           |         |
| 779,714             | 859,145        | 875,000                   | 9979-05   | Designated End FB - Ambulance - EMS A/R<br>Non-cash Ending Fund Balance comprised of estimated Ambulance Accounts Receivable balance at June 30, 2011.   |  |                            | 950,000                    | 950,000                   | 950,000 |
| 833,230             | 624,650        | 385,530                   | 9999  | Unappropriated Ending Fd Balance<br>Budgeted designated cash carryover for July 1, 2011. Actual cash carryover will also include all remaining money from the Contingency account and the excess (deficit) of revenues over (under) expenditures from 2010-2011 operations |  |                            | 740,428                    | 740,428                   | 592,441 |
| 1,612,944           | 1,483,795      | 1,260,530                 | TOTAL ENDING FUND BALANCE                       |  |  | 1,690,428                  | 1,690,428                  | 1,542,441                 |         |
| 6,064,492           | 6,648,962      | 6,756,000                 | TOTAL REQUIREMENTS                              |  |  | 6,760,550                  | 6,760,550                  | 6,702,115                 |         |

## Budget Document Report

**79 - AMBULANCE FUND**

| 2008<br>ACTUAL | 2009<br>ACTUAL | 2010<br>AMENDED<br>BUDGET | Department :N/A<br>Section :N/A<br>Program :N/A | 2011<br>PROPOSED<br>BUDGET | 2011<br>APPROVED<br>BUDGET | 2011<br>ADOPTED<br>BUDGET |
|----------------|----------------|---------------------------|---|----------------------------|----------------------------|---------------------------|
| 6,064,492      | 6,648,962      | 6,756,000                 | <b>TOTAL RESOURCES</b>                          | 6,760,550                  | 6,760,550                  | 6,702,115                 |
| 6,064,492      | 6,648,962      | 6,756,000                 | <b>TOTAL REQUIREMENTS</b>                       | 6,760,550                  | 6,760,550                  | 6,702,115                 |