COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS
COMMITTEE OF THE WHOLE
AGENDA
Tuesday, May 17, 2016
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners Room, 9:30 a.m.

NOTE: Claims will be available for review from 9:00 – 9:30 a.m.

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Employee/Board Comments.

5. Consider Approval of the Minutes of May 3, 2016.

6. Consider Payment of Claims.

7. Old Business:
   B. Update on C.O.A. Marion Drawings – Susan Vander Pol & Scott Schryer.
   C. Update on Building, Technology & Economic Development / Public Safety / Health & Human Services Committee Meeting – Mark Gregory.
   D. Consider Other Budget Amendments, Cash Transfers, and Journal Register Reports from Treasurer.

8. New Business:
   A. Consider Temporary Administrative Assistant Position – Justin Halladay.
   B. Discuss C.O.A. Items – Scott Schryer:
      2. Newsletter.
   C. Discuss E.M.S. Items – Jeremy Beebe:
      1. Service Fee Schedule Policy Revision.
      2. Cardiac Monitor Service Agreement.
      3. Osceola County Community Foundation Grant Request.
   D. Discuss County Picnic – Susan Vander Pol.

9. Other Business:
10. Employee/Board Comments.
11. Extended Public Comments (Six Minute Limit).


Note: A quorum of the Board of Commissioners may be present at the Committee meetings.

PUBLIC COMMENT
The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
OSCEOLA COUNTY
COMMITTEE OF THE WHOLE
MINUTES
MAY 3, 2016

The Committee meeting was called to order at 9:35 a.m. by Chairman Emig.


Also present: Jeremy Beebe-E.M.S. Director, Scott Schryer-C.O.A. Director, Justin Halladay-Undersheriff, Susan Vander Pol-County Coordinator, Courtney Causey-Deputy County Clerk, and other members of the public.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins, to approve the agenda as amended. Motion carried.

Brief public comment: None.

Employee/Board comment: None.

Motion by Commissioner Gregory, seconded by Commissioner Nehmer, to approve the minutes from April 19, 2016 as presented. Motion carried.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to approve the current claims of the County in the amount of $41,680.68. Recommendation was unanimously supported.

C.O.A. AAAWM Three-Year Funding Plan
Scott Schryer, C.O.A. Director, spoke regarding the Three-Year Funding Plan that needs the Board's signature. This plan has previously been in place. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Gregory, to approve the Commission on Aging Area Agency on Aging of Western Michigan Three-Year Funding Plan and authorize the Chairman to sign. Recommendation was unanimously supported.

E.M.S. Ambulance Rates
Dan Yoder, Amish Medical Board, discussed the need for an agreement on the ambulance rates. There are currently agreements with other counties and MMR in regards to rates. Discussion followed.

E.M.S. Bad Debt Report
Jeremy Beebe, E.M.S. Director, spoke about the current bad debt for the first quarter. The total amount is $16,779.55. Discussion was held.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the bad debt write-offs for the 1st Quarter of 2016 in the amount of $16,779.55. Recommendation was unanimously supported.
E.M.S. Pager Replacement
Jeremy Beebe, E.M.S. Director, gave insight on the need for new pagers at E.M.S. The pagers currently in use are from 2007. If the Board approves new pagers, the current pagers could be allocated to Emergency Management. Discussion followed.

Recommended by Commissioner Tiedt, seconded by Commissioner Nehmer, to approve the purchase of 10 Unication G5 pagers from Grand Traverse Mobile Communications in the amount of $7,520 from line item 210.000.979.001. Recommendation was unanimously supported.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to transfer the existing Emergency Medical Services pagers to the Emergency Management Department for utilization. Recommendation was unanimously supported.

Ambulance Replacement Purchase
Jeremy Beebe, E.M.S. Director, gave details about the research conducted on pricing for a new ambulance. Money for the purchase of an ambulance would come out of the E.M.S. fund balance. Discussion was held.

Recommended by Commissioner Gregory, seconded by Commissioner Nehmer, to approve the trade in of the 2003 Ford Ambulance, with the County Clerk to sign the title, towards the purchase of the 2013 Road Rescue Ambulance from Emergency Vehicles Plus in the amount of $152,700 with money from the 210 Fund. Recommendation was unanimously supported.

Cardiac Monitor Replacement Purchase
Jeremy Beebe, E.M.S. Director, shared details on the possible purchase of cardiac monitors from Mecosta County. The E.M.S. Monitors would be sold at cost of $15,000 per monitor. Purchase of these monitors would allow there to be a spare monitor in case one monitor breaks or fails. Discussion followed.

Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the purchase of six (6) used Lifepak 15 cardiac monitors with all accessories, batteries, and chargers from Mecosta County in the amount of $90,000 with payment from line item 210.000.979.001. Recommendation was unanimously supported.

Service Agreement with Physio Control
Jeremy Beebe, E.M.S. Director, spoke regarding the increasing costs in the current agreement with Physio. The agreement has increased 34% since 2012. The current agreement ends on May 4, 2016. Discussion was held.

Sheriff Part-Time Grant
Undersheriff Justin Halladay gave insight on the need for a part-time employee to work for the Marine Patrol and ORV. Discussion followed.
Recommended by Commissioner Nehmer, seconded by Commissioner Tiedt, to approve the Sheriff’s Department hire a part-time officer to do grant enforcement from May through September with payment from existing Sheriff’s Department funds. Recommendation was unanimously supported.

Correction of Motion 3C of November 4, 2014 Committee Minutes
Susan Vander Pol, County Coordinator, spoke regarding the current error in the November 4, 2014 Committee Minutes. Discussion was held.

Recommended by Commissioner Tiedt, seconded by Commissioner Wayne, to correct Motion Number 3C of November 4, 2014 to read PA 152 instead of PA 154. Recommendation was unanimously supported.

Employee/Board Comment: None.

Extended Public Comment: None.

Moved by Commissioner Nehmer, seconded by Commissioner Gregory, to adjourn at 10:19 a.m. Motion carried.

Courtney Causey, Deputy County Clerk
Larry Emig, Chairman
DATE: May 12, 2016

TO: Board of Commissioners

FROM: Susan M. Vander Pol

RE: C.O.A. Tustin Parking Lot Paving

On May 10, 2016, representatives from Osceola County and Pine River Schools met to discuss a property exchange of the parking lot as the School’s playground encroaches onto the County’s property.

As estimated and outlined on the attached map, the north and west portions of the parking lot as shown by the white line including the driveway on S. Neilson Street would be exchanged from the School to the County. In return, the County will exchange the playground area to the School and grant an easement for the School’s use of the driveway from S. Neilson Street.

The County will pay the expenses for a survey including the new property descriptions and for an attorney to draft the easement language and land exchange documents. Pine River Schools will be responsible for their own attorney fees to review the documents on their behalf.

After the property exchange is completed, the County will be able to pave its share of the parking lot.

Thank you.

cc: Mark Gregory
    Scott Schryer
Osceola County COA - Marion Floor Plan

Scale: \( \frac{1}{4}'' = 1' - 0'' \)

Landmark Design Group, P.C.
3883 Linden Ave. S.E. Suite A, Grand Rapids, MI 49548-3406
(616) 956-0038
05-06-2016 • REVIEW
Meeting Called to Order by Chairperson Gregory at 1:37 p.m.

**Members Present:** Commissioners Mark Gregory, Roger Elkins and Jack Nehmer.  
**Others:** Undersheriff Justin Halladay, Bob Cervantes – F.O.C. Custody Parenting Time Specialist and Susan Vander Pol - County Coordinator

Additions or Deletions to the Agenda - None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the agenda. Motion was unanimously supported.

Public Comments - None.

Employee Comments – None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the minutes of March 21, 2016. Motion was unanimously supported.

Old Business: None.

**Discuss Building Security**  
The members and others present discussed several items regarding building security at the Courthouse and Annex locations, including entrances, exits, policies and procedures for events such as bomb threats, active shooter or emergency events and their affects on departments. Susan was asked to speak with Emergency Management Director Mark Watkins about policies and evacuation plans and the Building Official about possible changes to the Park Street entrance at the main courthouse.

**Discuss Future Use of Library Space at Annex Building.**  
The Library is currently on schedule to vacate the Annex Building at the end of their lease. Brief discussion was held on potential changes to the Annex to increase security for the entrances and provide conference/waiting areas for use by attorneys and individuals awaiting business with the courts. Increased security will also provide a safer environment for employees. Brief discussion was held on the potential location of an elevator, lobby area and the relocation of the disabled accessibility ramp. Discussion was held on other uses for the library space and if storage was the most efficient use of any of the space.

New Business: None.

Commissioner Elkins stepped out 2:48 p.m.

Board Comments – None.

Extended Public Comments (Six Minute Limit) - None.

The meeting adjourned at 2:50 p.m.

Respectfully submitted,

Susan M. Vander Pol  
Osceola County Coordinator
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

As provided in the Uniform Budgeting and Accounting Act of 1978, as amended, and as approved by the direction of the Board of Commissioners or as established by policy, it is hereby authorized to record the following adjustments to the budget:

FUND: General ( ) 245 Capital ( ) Special Revenue (✓) Debt Service ( ) Other ( )

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E.H.S. Department

SUSAN WENDT
Department Head Signature
May 4, 2016 Date

Board of Commissioners/Representative

Recorded ( ) Motion/Resolution No. 
Budget Amendment No. 

EXPLANATION: per BOC motions of May 3, 2015 for new ambulance and monitors.
**County of Osceola**

**BUDGET AMENDMENT**

TO: County Treasurer and County Clerk

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FUND: General ( )
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Special Revenue ( )
Debt Service ( )
Other ( )

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**Various**

Department Head Signature

**Board of Commissioners/Representative**

Recorded ( ) Motion/Resolution No.

Budget Amendment No. ____________

**EXPLANATION:**
County of Osceola

BUDGET AMENDMENT

TO: County Treasurer and County Clerk

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TOTAL $(____,____) $(____,____)

Medical Examiner
Department
Susan V. Sande
Department Head Signature
5-11-16 Date

Board of Commissioners/Representative
Recorded ( ) Motion/Resolution No._
Budget Amendment No. _____________

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**Total:** 3,751.58 3,751.58
Osceola County Commission on Aging

Date: 5/11/2016

To: Board of Commissioners & Sue Vander Pol, County Coordinator

From: Scott Schryer, Commission on Aging Director

Re: COA Newsletter

Dear Board and Susan,

The COA currently sends out a newsletter every other month. Each one has 16 pages, 8 double sided. We put out approximately 500 per mailing. That equals approximately 8,000 copies every other month or 48,000 per year. 48,000 @ $0.03 per copy = $1,440. It takes one person 16 hours per newsletter, or 96 hours annually, to copy, collate, and tape the sides. 96 @ $15.45 per hour = $1,483. The total annual cost of coping and preparing the newsletter is $2,923, or $0.97 per newsletter.

I have received three quotes to replace doing the coping, collating, folding, and securing our newsletter. This will allow us to put it together, send it out one week and get it back the following one. Then we will put our addresses and postage on it and mail them out. We could let them put the addresses on them but as most are clients so their information is protected under HIPPA. The bids are as follows:

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<thead>
<tr>
<th>Name</th>
<th># of units</th>
<th>Cost</th>
<th>Attachment</th>
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</table>

* Liturgical Publications Inc. uses advertisers to pay for the cost of the publications.

At this time I am requesting to go into contract with Liturgical Publications Inc. for 3 reasons. The first reason is to lengthen the life of our printer. This would remove a third of the use on our only copier. The second reason is the time it puts back into the receptionist / transportation coordinator position. The third is the savings of $2,923 would offset the cost of postage for us to start doing our newsletter monthly. With an average of 500 every other month, or 3,000 per year, @ $0.675 postage per newsletter = $2,025. The extra time we are saving in the receptionist / transportation coordinator position will be used to create the opposite months newsletters. This will effectively save us $900 annually and take us from an every other month newsletter to every month.

Sincerely,

Scott Schryer
Director, Osceola County Commission on Aging

P.O. Box 594 Evart, Michigan 49631 231-734-5559 Fax 231-734-6009
Here's your quote to review.

Thanks for choosing Staples® Copy & Print. The details of your quote are below, but if you have any changes, just let us know. We look forward to working with you.

**Quote Confirmation**

- **Quote Number:** 2081870261
- **Quote Expiry On:** 08/08/2016

**Quote Provided By:**

- **Staples Store #:** 856
- **408 Perry Avenue**
- **Big Rapids, MI**
- **Phone #:** (231) 592-8072

**Hours**

- Sunday: 11:00 AM - 06:00 PM
- Mon-Fri: 09:00 AM - 09:00 PM
- Saturday: 10:00 AM - 07:00 PM

**Service 1 Newsletter/Bulletin**

- **# Of Sets:** 420
- **# Of Original Impressions:** 16

**Price Per Set:** $5.940

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**Sub-Total**

$2,494.80
Hello Shelly,
With the added pages (16 total pages) I can do the printing for $.45 each. BW Prints, Stapled, Folded and Tabbed.
Thank you,
Eric

From: Shelly Lloyd <slloyd@osceolacoa.org>
To: Eric Schmidt <ericschmidt2004@sbcglobal.net>
Sent: Tuesday, April 19, 2016 2:42 PM
Subject: Golf Flyers

Hi Eric,
Scott was wondering if you could make up 50 more golf flyers for him.

Also, he would like to know if you could give him a rough estimate for an 8 page newsletter, printed front and back, stapled or taped. (400 count) I would have all the information that goes in the newsletter.

Thanks,

Shelly Lloyd
Receptionist/Transportation Coordinator
Osceola County Commission on Aging
732 West 7th St.
P.O. Box 594
Evart, MI 49631
231-734-5559 Office
231-734-6009 Fax
slloyd@osceolacoa.org

"This message has been prepared on resources owned by Osceola County, MI. It is subject to the Internet and Online Services Use Policy and Procedures of Osceola County."
May 5, 2016

Scott Schryer, Director
Osceola County Commission on Aging
732 West 7th St.
Evart, MI 49631

Dear Scott,

Thank you for the opportunity to present this proposal to serve the Osceola County Commission on Aging. For over 40 years Liturgical Publications Inc has been offering a variety of products and services that not only enhance communications but can streamline the daily office routine, saving time and money. The mission of LPi is to support organizations by providing newsletters and other tools of the highest quality with prompt, reliable service. LPi would like to offer the following products and services at no cost:

Professional Newsletter Production:
- Sixteen-page, bi-monthly newsletter (includes 1.5 ad pages inside)
- Full-color changeable cover
- Full-color on the inside pages
- Stapled and quarter-folded
- Base run of 500 copies per printing
- LPi will provide Publisher templates
- Fast turn-around and free delivery
- Flexibility to modify the level of service during contract term

Technical Support and Training:
- Prompt on-line technical support via GoToAssist
- Toll-free number for customer service and tech support

Editor's Tools:
- Free access to LPi Express software for the most advanced method to upload a newsletter
- Free subscription to the Art & Media Portal, an easy-to-use search engine to access Bright Ideas and our vast collection of clip art and articles pertinent to the senior community
- Ourseniorcenter website and widget that automatically uploads your newsletter to your website

Thank you for your time and consideration.

Sincerely,

Diane Foster
Communications Consultant
dfoster@4LPi.com
313-268-4967 cell
PUBLISHING SERVICE AGREEMENT

This Agreement is made this 17 day of May, 2016 by and between Liturgical Publications Inc (Publisher) and Osceola County through its Commission on Aging, Reed City, MI (Customer). The parties agree that the Customer will use Publisher's services as defined in section II below and shall provide copy on a timely basis. In consideration for Publisher providing a complete and continuous publishing service, the Customer agrees to distribute the publication to its members and hereby assigns to Publisher, all its rights to any advertising revenue from the publication. Publisher reserves the right to use alternative printing procedures, production methods, modify or terminate this agreement if the minimum of 30 spaces is not maintained at all times during the duration of the Agreement. Every attempt will be made to deliver the publication in a timely manner, however, the customer acknowledges that the Publisher cannot be held responsible for delivery exceptions due to weather emergencies, strikes, natural disasters, or acts of God.

I. TERM: This agreement shall commence immediately and shall continue in effect for 3 consecutive Publication Years (each publication year consisting of 12 publications), with the first publication year to begin on the 01 day of September, 2016. The term of this Agreement shall include the initial Publication Year(s) and any subsequent renewal(s) (collectively the "Agreement Term").

The Customer has the option of canceling this Agreement by giving Publisher a one year written notice. This notice would need to be given to Publisher no later than the anniversary of the start of the agreement.

II. SERVICES: Publisher shall provide to Customer all benefits outlined in the Agreement, provided 30 spaces of advertising sponsorship is maintained at all times during the term of this Agreement; otherwise, Publisher reserves the right to use alternate printing procedures or production methods; modify certain terms and conditions, or terminate this Agreement.

Absent the existence of factors beyond the control of either party (including without limitation due to acts of God, natural disasters, war or the failure of Internet service providers, other vendors, or shipping carriers and without such party’s fault or negligence), Publisher shall deliver the publication to Customer within 7 business days. Publications received after 2pm EST may take an additional business day.

A. Publisher shall provide the following publication(s)/services:

- 12 issues of a(n) 16 page (8.5x11) Newsletter consisting of 14 page(s) of content and 2 pages of sponsorship (center spread), collate and staple, quarterfold. Quantity published will be 500 copies per publication. Newsletter will consist of the following: Cover Sheet: Digital 11x17 4/4. Sheet 2: Digital 11x17 4/4. Sheet 3: Digital 11x17 4/4. Sheet 4: Digital 11x17 4/4.

III. VALUE ADDED SERVICES: Value-Added Services to be provided by Publisher to Customer for the duration of this Agreement are as follows:

A. Customer will have unlimited access to Publisher's LPI Express® publication transmission software and service, and shall receive training to produce and transmit the publication and receive toll free access to Publisher's Customer Service and Technical Support Teams. Publisher shall provide to Customer an annual calendar or other suitable schedule identifying holiday periods where scheduled copy and delivery dates may be modified.

B. Art & Media Portal (http://portal.4li.com) - our source for content and artwork to help you produce a better publication. The Art & Media Portal, a $480 annual value, is updated regularly and contains over 35,000 pieces of clip-art and publication content in both English and Spanish.

C. OurSeniorCenter (http://ourseniorcenter.com) - Your publication's presence on the Internet that includes the last twelve issues of your publication online."

D. Publisher will not add or delete anything from Customer's submitted copy without prior consent.

E. Publisher will provide a subscription to Bright Ideas ($49.95/yr value). This quarterly magazine features over 200 new pieces of clip art each year, writing and grammar advice, inspirational articles by noted authors, bulletin features, cartoons, and design tips.

F. Complete cost of all items mentioned in this Agreement is the responsibility of the Publisher unless otherwise specified.
IV. AGREEMENT: The contents of this document, including attached exhibits and/or subsequent renewal Agreements, extensions, or revisions constitutes the entire Agreement regarding the subject matter contained herein between Publisher and the Customer. The parties understand and agree to be bound by its terms and conditions. This Agreement shall bind the parties, their successors and assigns. This Agreement is not intended to supersede or modify other agreements.

Customer agrees to provide Publisher a copy of their vendor accounts payable list only for solicitation of advertising for the Publication. Publisher agrees to maintain confidentiality of these lists and only use them for contracted services between Publisher and the Customer. Customer also agrees to make available a telephone, Internet connection (if available), and work space for the Publisher’s representative during scheduled sponsorship campaign(s). The Customer further agrees to insert a timely pre-sell message into their publication.

V. RENEWAL: Publisher and Customer agree that at any date prior to the expiration of this Agreement, this Agreement may be renewed or revised on terms then mutually agreeable to both parties. Publisher may offer renewal of this Agreement in consideration for additional services, consisting of but not limited to software updates, internet content subscriptions, and value-added services, in exchange for Customer’s renewal of this Agreement. Customer’s electronic acceptance or written approval of such offer(s) shall include acceptance of the renewal as presented in Publisher’s offer(s). If the Customer has not signed a new Agreement with Publisher, or notified Publisher in writing of its decision to non-renew service at least 180 days prior to the expiration of the Agreement Term, the parties agree to then renew this Agreement for such a period and under such terms as are identical to those contained in this Agreement. Prior to declining renewal with Publisher at the expiration of any Agreement Term, Customer shall give Publisher the opportunity to match or exceed any written or verbal offer made to Customer for similar services. Prior to replacing the service provided by the Publisher, the Customer agrees to give the Publisher the opportunity to match or exceed any other publisher’s offer before entering into an agreement with them.

The contents of this Agreement and any other revisions or exhibits attached hereto, if any, (collectively the "Agreement") constitutes the entire Agreement regarding the subject matter contained herein between the Publisher and the Customer. Both parties understand and agree to be bound by the terms and conditions of this Agreement. This agreement shall bind both parties, their successors and assigns. Publisher and Customer agree that at any date prior to the termination date of this Agreement, the Agreement may be extended on terms mutually agreeable to both parties.

By: Mr. Larry Emig
Board Chairperson

Liturgical Publications Inc
5 Progress Drive
Cromwell, CT 06416
(800) 477-4574

Diane Foster 612.0
Communication Consultant

Page 2 of 2
May 17, 2016

To: Osceola County Board of Commissioners

RE: EMS Department Agenda Items

EMS Service Fee Schedule Policy Revision

At the request of the Board I reviewed the EMS Service Fee policy, paying special attention to providing a discounted rate to patients who are uninsured. This policy was last reviewed in 2014, but the ambulance fee rates have not changed since 2010.

Most of the current ambulance service rates are just a little more than what private insurance companies reimburse. For example, Blue Cross Blue Shield of Michigan reimburses $591.40 for an ALS level 1 call and our rate charged is $600.00. Blue Cross also reimburses $896.82 for a specialty care transport and our rate charged is $900.00.

However, Blue Cross Blue Shield will reimburse $12.57 per loaded mile and our rate charged is $12.00 per mile. Most private insurance carriers have similar reimbursement rates. In April of 2016 we billed out approximately 6,600 loaded miles. I am recommending increasing the mileage rate from $12.00 to $13.00 per loaded mile.

I am also recommending adding the following language to the policy:

**Prompt Pay Discount for the Uninsured**

Patients without health insurance who pay their bill in full within 30 days of first invoice will receive a prompt pay discount of 10% of entire charge. The prompt pay discount must be requested before payment is received.

I am requesting Board approval of the revised EMS Service Fee Schedule Policy effective June 1, 2016 with Board Chair to sign. The revised policy is attached.

Cardiac Monitor Service Agreement

There are currently two companies which will provide maintenance for our Lifepak 15 cardiac monitors. Physio Control, who produces the monitors, and Foremost Equipment from Rochester New York. Foremost Equipment currently maintains our ventilators and we are satisfied with the service that they provide. Physio Control has maintained our current cardiac monitors and we are also satisfied with the service that they provide.

I requested quotes from both vendors for a preventative maintenance plan, along with a quote for an annual service agreement for repairs. Foremost does not provide annual service agreements. Foremost stated that if your device needs repaired to ship to them, and they will diagnose and repair the machine. The labor rate for this is $350 per hour for the Lifepak 15, plus the cost of parts and shipping both ways. Shipping cost is estimated at $50 to ship one way.
Foremost provided a quote to perform annual preventative maintenance inspections for the cost of $2,450 plus the cost of shipping. The total cost would be $3,150 per year. The expected turn-around time would be approximately 7-10 days. This would be a year to year contract.

Physio Control provided a quote to perform on site preventative maintenance inspections. The total cost from Physio Control is $2,972. The contract length is determined by the customer for a maximum length of 4 years. This locks the price in for the length of the contract.

Physio Control also provided 2 additional quotes for a preventative maintenance plan which also includes a service agreement for repairs. Both options for service agreements provide the following services:

- 1 on-site inspection per year per unit
- Unlimited service calls
- Parts, labor included for both of the above
- No charge software updates
- Batteries replaced at no charge for age and/or failure, whichever comes first
- 15% discount on accessories and disposables

The main difference between the 2 options is on site repair or ship in repair. With on-site repair the service technician will repair the unit at the EMS base in Reed City. With ship in repair the device is sent in to the factory to be repaired. Shipping costs and containers are included in the price and there is no additional charge for shipping. The turn-around time for the ship in repair is approximately 6-10 business days. Both options include the annual preventative maintenance inspection.

Option #1- On site preventative maintenance, ship in repair. Annual Cost $10,560
Option #2- On site preventative maintenance, on site repair. Annual Cost $11,960

The contract length of the above two options is also determined by the customer for a maximum length of 4 years. The price is locked in for the length of the contract.

To put the costs of the repair plans in perspective I contacted Physio Control and asked for estimates for repairs of the most commonly replaced parts of a Life Pak 15. One of the most commonly replaced parts is the printer. The estimated cost to repair a printer is $1,000 for the printer plus $310 per hour for labor. The cost of travel of the service representative or cost for shipping both ways would also need to be added. The display monitor of the device costs $3,000 for the part plus labor. A main circuit board costs $5,000 plus labor.

The expected service life of a battery for the Lifepak 15 device is 3 years. Batteries which are older than 3 years old are replaced at no cost with the service agreement. The replacement cost of one battery is $450.
I am requesting approval of Option #1 of the Physio Control service agreement, on site preventative maintenance with ship in repair, for a contract length of 4 years with Board Chair to sign. It is the intention of the EMS Department to keep the Lifepak 15 cardiac monitors for at least 4 years. This would lock in the price of the contract for the next 4 years. The Department will have a spare cardiac monitor which would allow for the ship in option which saves $1,400 per year or $5,600 over the recommended length of the contract compared to the onsite repair option. The quotes are attached.

Osceola County Community Foundation Grant Request
One of the goals of the EMS Department this year is to complete the construction of the disaster trailer which was purchased with grant money many years ago. Construction on the trailer is ongoing, but in order to use the trailer as a mobile command post a generator is needed.

The EMS Department is requesting approval to submit a grant request to the Osceola County Community Foundation for a generator and equipment for the EMS Department’s disaster trailer.

Respectfully Submitted,

Jeremy Beebe
EMS Director
Osceola County EMS

Policy: EMS Service Fee Schedule

Policy #: 210.90001

Date Approved: August 18, 2010   Effective Date: June 1, 2016

Approved by:

__________________________________________________________________________ Date _______________
Osceola County Board of Commissioners, Chairperson

__________________________________________________________________________ Date _______________
Osceola County EMS Director

Scope: Osceola County EMS Staff

Purpose: To provide direction on billing patients for ambulance calls, standbys, and education & training services, and to establish a fee schedule for EMS services.

Policy: Osceola County EMS will utilize the following Base Rate Fee Schedule for the billing for service fees based on the following types of ambulance calls and services provided.

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<td>Ambulance Service - ALS Level 2 Base Rate / Emergency Services Transport</td>
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<td>Ambulance Service – BLS Level Base Rate / Emergency Services Transport</td>
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<td>Ambulance Service – ALS/BLS Assessment / Treatment Non-Transport</td>
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<td>Ambulance Service – Lift Assist Request - No Injury - Non Transport</td>
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<td>Ambulance Service – Mileage Charge Patient Load Miles</td>
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## Osceola County EMS

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Osceola County EMS

Clarification on Service Types & Multiple Patient Transports:

**Ambulance Service - ALS Level 1 Base Rate / Emergency Services Transport**
Advanced Life Support (ALS) Level 1 treatment occurs when a patient receives ALS services and is transported to a hospital. This type of service is generally accepted by payers when the following services / procedures are provided: ALS Patient Assessment, Cardiac Monitoring, and Intravenous (IV) Access, and Medication administration.

**Ambulance Service - ALS Level 2 Base Rate / Emergency Services Transport**
Advanced Life Support (ALS) Level 2 treatment occurs when a patient receives ALS 2 services and is transported to a hospital. This type of service is generally accepted by payers when the following ALS Level 2 services / procedures are provided: Medication administration of at least three separate administrations of one or more medications by IV push/bolus or continuous infusion (excluding crystalloid fluids), or one ALS 2 intervention; Manual Defibrillation / Cardioversion, Advanced Airway Procedures including Endotrachial Intubation, Surgical Airway, Central Venous Line, or Chest Decompression procedures.

**Ambulance Service – BLS Level Base Rate / Emergency Services Transport**
Basic Life Support (BLS) treatment occurs when a patient receives BLS services and is transported to a hospital. This type of service is generally accepted by payers when the following BLS services / procedures are provided: BLS Patient Assessment, Oxygen administration, wound/injury bandaging, spinal motion restriction procedures, injury stabilization or splinting of extremity, and patient moved by stretcher and unable to be moved by wheel chair or transported by private vehicle.

**Ambulance Service – ALS Treatment Non-Transport**
Advanced Life Support (ALS) treatment occurs when a patient receives ALS services but is not transported to a hospital. This type of service is generally accepted by payers if no ambulance transport is involved. If applicable, Intravenous Kit and/or Medication administration are also billed. ALS Treatment No Transport can include the following:

1. OCEMS responds to a doctor’s office or other building adjoining a hospital. The patient needs care and is transferred to the emergency department without the use of a vehicle, e.g. the patient is wheeled down the hall on our stretcher while care is rendered.

2. OCEMS responds to a diabetic emergency. The patient receives ALS care by our personnel and refuses transport to the hospital.

3. Any situation in which an ALS assessment occurs, medication administration via oral, IV or breathing adjunct occurs and the patient refuses treatment or transport.

**Ambulance Service – BLS Treatment Non-Transport**
Basic Life Support (BLS) treatment occurs when a patient receives BLS services but is not transported to a hospital. This type of service is generally accepted by payers if no ambulance transport is involved. If applicable, BLS Patient Assessment, Vital signs, Oxygen administration, Bandaging of wound/injury, injury stabilization or splinting of extremity.
Osceola County EMS

Ambulance Service – Lift Assist Request - No Injury - Non Transport
Patients that call and request ambulance service with no injury and request lift assistance and refused to be transported to the local E.R. facility will be billed a service fee.

Ambulance Service – Specialty Care Transport (SCT) / Critical Care Transport (CCT)
Specialty Care Transports (SCT) is an interfacility hospital to hospital transport of a critically injured or ill patient at a level of service beyond the scope of the EMT Paramedic. Attending staff should be trained and certified above the Paramedic Level. This includes certified Critical Care Transport Paramedics, Physician, or Registered Nurse to be providing patient care during the transport. These types of transports include but are not limited to the following type of services / procedures: Transport Ventilator use, Blood administration, IV Infusion Pump(s) of more than three medications (excluding crystalloid fluids), Respiratory or Cardiac Arrest within 24 hours, and High Risk O.B.

Ambulance Service – Non-Dedicated Standby Community Event
On duty ambulance will be on standby during a community event due to the type of event or the large number of persons in attendance of the event. The ambulance will not be dedicated and will be available to respond to request for ambulance services not related to the event.

Ambulance Service – Dedicated Standby Private Event
An ambulance will be on standby at the event and dedicated to the event and will NOT be available to respond to request for ambulance services not related to the event.

Ambulance Service – Transport of Two patients in same ambulance
The transport of two patients in same ambulance can occur either pre-hospital or inter-hospital when two patients are placed in the back of one ambulance and both patients receive medical treatment. The following billing instructions apply:

Each patient will be assigned the same call / run number. Patients will be documented in same computer report by adding patients to the report.

All patients will be charged the appropriate base rate for each patient and mileage will be split equally between patients, or to the “head of the family” if family is transported. This is in accordance to Medicare and Medicaid guidelines.

Inter-hospital both patients will be charged the appropriate base rate and mileage will be split equally. Transporting two patients on inter-hospital transports will be the exception not the norm.

Education Service – Equipment Rental Fee
Equipment rental fee may be waived at the discretion of the Director or designee. Examples of when fees may be waived may include but not limited to providing training to volunteer organizations, non-profit organizations, or community relations events assuming the class is provided at little to no cost and the instructor is providing services without the expectation of compensation.

Prompt Pay Discount for the Uninsured
Patients without health insurance who pay their bill in full within 30 days of first invoice will receive a prompt pay discount of 10% of entire charge. The prompt pay discount must be requested before payment is received.
Osceola County EMS
Osceola County Coordinator, OCEMS Staff,

Distribution List: 


Review Dates:

6 of 6
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**Total**

$2,450.00
Thank you for considering Physio-Control

To: Director Jeremy Beebe
Osceola County EMS
303 N Patterson Road
Reed City, MI 49677
(231) 832-6152
jbeebe@oc-ems.com

EUD: 12309103

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<th>Contract Disc</th>
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Shipping and Handling
List Price $2,972.00
Total Discounts
Grand Total $2,972.00

Physio-Control, Inc. Requires written verification of this order. A purchase order is required on all orders $5,000 or greater before applicable freight and taxes. The undersigned is authorized to accept this order in accordance with the terms and prices denoted herein.

Version FY16Q4

Notes:
- This quote is a budgetary quote used to communicate contracted pricing. Final pricing will be per the active pricing on the contract at the time of order.
- Contract eligibility will be reviewed at the time of order and is required to receive contracted pricing.
- Terms of Sale are listed below. The terms of the contract listed above supersede any terms listed on this quote or any customer documents.
- Provided the above terms are met, an order may be placed by submitting this budgetary quote along with a purchase order.
- Orders may be subject to taxes, shipping and handling fees.
- Trade-in values are a function of the market value and the condition of the device at the time of trade in, thus values may be subject to change. Please note that device serial numbers are required at time of order.

TERMS OF SALE General Terms
Thank you for considering Physio-Control

To: Director Jeremy Beebe
Osceola County EMS
303 N Patterson Road
Reed City, MI 49677
(231)832-0152
Beebe.J@osceola.org

Renewal/Standard

Contract: 3809103

LIFEPAK 15 Solutions

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Shipping and Handling: $ -
List Price: $10,560.00
Total Discounts: $ -
Grand Total: $10,560.00

Physio-Control, Inc. Requires written verification of this order. A purchase order is required on all orders $5,000 or greater before applicable freight and taxes. The undersigned is authorized to accept this order in accordance with the terms and prices denoted herein.

Customer Approval (Authorized Signature)

Name
Title
Date

Version PY14Q4

Notes:
- This quote is a budgetary quote used to communicate contracted pricing. Final pricing will be per the active pricing on the contract at the time of order.
- Contract eligibility will be reviewed at the time of order and is required to receive contracted pricing.
- Terms of Sale are listed below. The terms of the contract listed above supersede any terms listed on this quote or any customer documents.
- Provided the above terms are met, an order may be placed by submitting this budgetary quote along with a purchase order.
- Orders may be subject to taxes, shipping and handling fees.
- Trade-in values are a function of the market value and the condition of the device at the time of trade in, thus values may be subject to change. Please note that device serial numbers are required at time of order.

TERMS OF SALE General Terms
Thank you for considering Physio-Control

To: Director Jeremy Beebe
Osceola County EMS
303 N Patterson Road
Reed City, MI 49677
(231) 832-6152
jbeebe@oc-em.com
EU#: 12806103

Contract: Renewal/Standard

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Shipping and Handling $ -
List Price $11,860.00
Total Discounts $ -
Grand Total $11,860.00

Physio-Control, Inc. Requires written verification of this order. A purchase order is required on all orders $5,000 or greater before applicable freight and taxes. The undersigned is authorized to accept this order in accordance with the terms and prices denoted herein.

Version FY16Q5

Notes:
This quote is a budgetary quote used to communicate contracted pricing. Final pricing will be per the active pricing on the contract at the time of order.
Contract eligibility will be reviewed at the time of order and is required to receive contracted pricing.
Terms of Sale are listed below. The terms of the contract listed above supersede any terms listed on this quote or any customer documents.
Provided the above terms are met, an order may be placed by submitting this quote along with a purchase order.
Orders may be subject to taxes, shipping and handling fees.
Trade-In values are a function of the market value and the condition of the device at the time of trade in, thus values may be subject to change. Please note that device serial numbers are required at time of order.

TERMS OF SALE General Terms
Additional Terms for Purchase and Sale of Service Plans.

In addition to the General Terms above, the following terms apply to all Physio Service Plans.

Service Plans. Physio shall provide services according to the applicable Service Plan purchased by Buyer and described at http://www.physiocontrol.com/ServicePrograms.aspx for the length of the subscription purchased and for the devices specified as covered by the Service Plan ("Covered Equipment").

Pricing. If the number or configuration of Covered Equipment changes during the Service Plan subscription, pricing shall be pro-rated accordingly. For Preventative Maintenance, Inspection Only, Comprehensive, and Repair & Inspet Service Plans, Buyer is responsible to pay for preventative maintenance and inspections that have been performed since the last anniversary of the subscription start date and such services shall not be pro-rated.

Device Swap/Replacement Before Acceptance. All devices that are not covered under Physio’s Limited Warranty or a current Service Plan must be inspected and repaired. Sales or use taxes on domestic sales of Covered Equipment and any services rendered under a Service Plan.

Unavailability of Covered Equipment. If Covered Equipment is not made available at a scheduled service visit, Buyer is responsible to reschedule with the Physio Service Technician, or ship-in the Equipment to a Physio service depot. Physio reserves the right to charge Buyer a surcharge for a return visit. Surcharge will be based on then-current Physio list price of desired services, less 10% for labor and 15% for parts, plus applicable travel costs. The return visit surcharge will be in addition to the subscription price of the Service Plan. To avoid the surcharge, Buyer may ship devices to a Physio service depot.

Buyer shall be responsible for round-trip freight for ship-in service.

Unscheduled or Uncovered Services. If Buyer requests services to be performed on Covered Equipment which are not covered by a Service Plan, or are outside of designated Services frequency, hours, Physio-Control will charge Buyer for such services at 10% off Physio-Control’s standard rates (including overtime, if appropriate) and applicable travel charges. Repair parts required for such repairs will be made available at 15% off the then-current list price.

Loans. If Covered Equipment must be removed from service to complete repairs, Physio will provide Buyer with a loaner device, if one is available. Buyer assumes complete responsibility for the loaner and shall return the loaner to Physio in the same condition as received, normal wear and tear excepted, upon the earlier of the return of the removed Covered Equipment or Physio’s request.

Cancellation. Buyer may cancel a Service Plan upon sixty (60) days’ written notice to Physio. In the event of such cancellation, Buyer shall be responsible for the portion of the designated price which corresponds to the portion of the Service Plan subscription prior to the effective date of termination and the list-price cost of any preventative maintenance, inspections, or repairs rendered after the last anniversary date of the subscription start date.

No Solicitation. During the Service Plan subscription and for one (1) year following its expiration Buyer agrees not to actively and intentionally solicit anyone who is employed by Physio to provide services such as those described in the Service Plan.