

# EMS Partnership of Kent County Meeting Minutes

June 11, 2015  
10:30 a.m.

Riverview Building  
678 Front NW, Suite 200  
Conference Room

**Members Present:** City of East Grand Rapids: Brian Donovan, Mark Herald  
City of Grand Rapids: Tom Almonte  
City of Grandville: Ken Krombeen, Andy Richter  
City of Kentwood: Rich Houtteman  
Plainfield Charter Township: Cameron Van Wyngarden, Ruth Ann Karnes  
City of Rockford:  
City of Wyoming: Curtis Holt, James Carmody

**Members Absent:** City of East Grand Rapids:  
City of Grand Rapids: Eric DeLong  
City of Grandville:  
City of Kentwood: Steve Kepley  
Plainfield Charter Township:  
City of Rockford: Dave Jones, Michael Young  
City of Wyoming:

**Also Present:** Jen DeHaan – by phone, Mark Fankhauser (City of Grand Rapids), Patrick Lickiss (AMR), Bob Waddell (KCEMS), Ken Morris (Life EMS), Mark Meijer (Life EMS), Matt McConnon (Rockford Ambulance)

Meeting called to order at 10:40 by Ken Krombeen

1. Minutes - The minutes of the May 14 meeting were reviewed. A motion was made by Donovan with support by Almonte to approve the minutes. Motion Carried.
2. Minutes – The minutes of the May 28 work session were reviewed. A motion was made by Karnes with support by Donovan to approve the minutes with corrections. Motion Carried.

### 3. Finance Report

- a. Ken Krombeen reviewed the finance report. The balance sheet is in good shape and Jen DeHaan has been very efficient with her time and billings for project management. A motion was made by Herald with support by Houtteman to accept the report. Motion Carried.

### 4. Project Manager Report

Jen DeHaan stated that based upon the feedback and discussion at the Work Session held on May 28, 2015, the Consortium had agreed to make several changes to the draft Agreement. The changes that were made and the revised Agreement were distributed with the Agenda packet. DeHaan provided a summary of the changes which included:

- Customer Satisfaction Survey: The agreement was revised to have the EMS provider customer satisfaction surveys submitted to KCEMS.
- Web Based Link: The agreement was revised to clarify that the intent of this requirement was not to apply a penalty to this section of the agreement, except for a provider which failed to provide the link.
- Supervisory vehicle stopping: The agreement was revised to allow an ALS Capable Supervisory vehicle to “stop-the-clock” and included language that a transport vehicle must arrive within the response guidelines of a call prioritized at the subsequent level. For example, for a Priority 2 call, the transport vehicle must arrive within the response times required for a Priority 3 call, when the ALS Supervisory vehicle arrives on-scene fist to stop the clock.
- Rate Regulation: The agreement was revised to require that EMS Providers to provide the initial rates as well as give notice and explanation to the Consortium regarding rate increases. The language related to regulation of rates was removed.
- Performance Bond: The requirement to have a performance bond was removed from the Agreement. Chair Krombeen noted that there was language in section 17, related to the performance bond that also needed to be removed provided that the other language related to requirement of a performance bond was removed.
- Licensed Health Care Facility: The Agreement was revised to add language which excluded privately help contracts with licensed healthcare facilities from territory exclusivity. This clarifies the concern that EMS Providers might be prevented from establishing private contracts for EMS with licensed healthcare facilities.
- Maintained previous no preference 911 language: The Consortium agreed during the last meeting to maintain the exist language to reflect how current services are provided.
- Bariatric requirements: At the last meeting, the Consortium had given the Chair the ability to review this language and it was removed due to the different interpretation regarding the requirement to have a bariatric ambulance which could have a potential cost implication to the EMS Providers.

Review of Agreement: Chair Krombeen noted that since the last meeting there had been changes to the Agreement which were included in the draft Agreement that was distributed with the Agenda.

A Motion was made to recommend that the 5/31/15 draft Agreement be recommended to be approved by the municipalities that are members of the Consortium subject to changes in section 17 regarding the performance bond, additional changes agreed upon by the Consortium, and subject to a legal review. MOVE – Donovan. SUPPORT – Houtteman.

Chair Krombeen stated that a MOTION had been made and that he would open the discussion of the MOTION and any comments. Chair Krombeen invited comments from the EMS Providers. Neither AMR or Rockford had any additional comments. Chair Krombeen stated that LIFE had provided a marked-up copy of proposed changes which was distributed to the Consortium during the meeting. Chair Krombeen noted that the proposed changes had been received after the Agenda had been distributed and was not sent out to prevent confusion about various drafts.

A discussion ensued regarding the proposed changes by LIFE EMS which included:

- May vs Shall RFP Requirement
  - Much discussion regarding intent and benefit of the current wording.
  - It was decided the wording should be changed to reflect “Shall issue an RFP unless by vote of the consortium it is determined that to do so is of no benefit to the consortium or public”.
- Areas of Operation Map
  - It was determined the areas of operation map will be moved to the addendum section.
- Response Times
  - It was determined the verbage regarding response times will stay in the agreement, with a reference to be added that they are under review by KCEMS.
- Section 6, Electronic Patient Care Report
  - Much discussion ensued regarding the usability of State data. It was agreed that verbage in the agreement referencing data collection software already required KCEMS approval prior to implementation. As such, KCEMS would approve “usable” data systems. The proposed changes by LIFE removed, “The specific software and hardware system to be used will require approval by the Consortium or designee in coordination with KCEMS” will be stricken. The rest of the wording will remain.
- Change from Exclusive Operating Areas to No Preference 911 Area

- There was much discussion regarding “no preference 911, seven digit, and otherwise notified” calls and whether or not they all should be subject to the existing Agreement between KCEMS and the EMS Providers which defines the service areas. It was determined at the last meeting to reference KCEMS protocol regarding all calls and to also continue to reflect the existing service delivery model in the Agreement and not to change the method of providing services. This determination will remain as is.

Motion was made by Almonte and supported by Richter to TABLE the previous Motion. In Favor – None. Opposed – All.

Vote to approve the previous motion which was made by Donovan and supported by Houtteman that the 5/31/15 draft Agreement be recommended to be approved by the municipalities that are members of the Consortium subject to changes in section 17 regarding the performance bond; those changes approved today which includes movement of the service area map to an appendix, response times and references to KCEMS policies shall be reviewed for consistency and where inconsistent changed or removed, additional language regarding the ability of the Consortium to waive the mandatory RFP requirement if it is concluded it will not improve the quality of EMS services, and subsequent to legal review. In Favor – Donovan, Houtteman, Karnes, Herald, Krombeen, VanWyngarden, Holt, Carmody. Opposed – Almonte, Richter. MOTION CARRIED

5. Draft Ordinance

Brian Donovan reviewed the latest version of the draft ordinance which should accompany the Agreement when it is presented to the municipalities. Gayle will forward the document to everyone electronically.

6. Other Business: None

7. Public Comment - The Board received no public comment.

8. Adjourn - The meeting was adjourned at 1:00 p.m.