

County of Aroostook

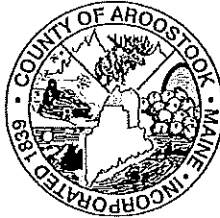
COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER

COMMUNITY SERVICES DIRECTOR

PAUL G. BERNIER



COUNTY COMMISSIONERS

PAUL J. UNDERWOOD
PRESQUE ISLE

NORMAN L. FOURNIER
WALLAGRASS

WILLIAM T. DOBBINS
HOULTON

MEMORANDUM

DATE: May 16, 2023
TO: Ryan D. Pelletier, County Administrator
FROM: Paul Bernier, Community Services Director
RE: NWSARAS – North Washington, Southern Aroostook Regional Ambulance Service

Attached is the proposed Ambulance Agreement with the NWSARAS for Bancroft Township.

This agreement is for the one (1) year period of **July 01, 2023 through June 30, 2024**, and reflects an 5.3% increase. This is based on a population of 52 at a rate of \$78.85 per capita for a total of \$4,100.00. The FY2024 budget for this line item is \$4,300.00.

July 01, 2023 to June 30, 2024 \$ 4,100.00

It is my recommendation that the contract be reviewed and signed by the County Administrator per authorization by the County Commissioners.

Paul Bernier

From: townofweston@pioneerwireless.net
Sent: Tuesday, May 16, 2023 8:35 AM
To: 'Dean Preston'; firechief@calaismaine.org; Town of Danforth; Town of Orient; townofhaynesville@yahoo.com; Paul Bernier
Subject: Budget FY 24 Approved
Attachments: NWSRAS Budget FY 24 with 5K surplus approved 05152023.xlsx

Budget was approved last night. It utilizes \$5,000 in surplus to help offset increase in contract and plowing increases.

Dwayne Young, RCCM
Clerk, Treasurer, Tax Collector, Registrar
Town of Weston
207 448-2316
townofwestonmaine@gmail.com

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ITEM	FY 19 BUDGET	FY 20 BUDGET	FY 20 ACTUAL	FY 21 BUDGET	FY 21 Actual	FY 22 BUDGET	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	Difference
Fuel oil/ Propane	\$ 3,000.00	\$ 3,000.00	\$ 2,181.59	\$ 3,000.00	\$ 1,978.70	\$ 3,000.00	\$ 1,957.16	\$ 3,000.00	\$ 2,608.42	\$ 3,000.00	\$ -
Calais Fire-EWS	\$ 60,000.00	\$ 62,500.00	\$ 54,877.00	\$ 62,500.00	\$ 62,364.00	\$ 64,000.00	\$ 47,777.67	\$ 64,405.60	\$ 38,621.00	\$ 66,690.00	\$ 2,384.40 Ex surplus
EMEC Base	\$ 1,000.00	\$ 1,250.00	\$ 939.23	\$ 1,250.00	\$ 1,007.55	\$ 1,750.00	\$ 672.92	\$ 1,250.00	\$ 654.37	\$ 1,250.00	\$ -
EMEC Security Light	\$ 150.00	\$ 150.00	\$ 118.98	\$ 150.00	\$ 150.00	\$ 175.00	\$ 95.40	\$ 150.00	\$ 86.24	\$ 150.00	\$ -
US Cellular	\$ 400.00	\$ 400.00	\$ 349.26	\$ 400.00	\$ 400.00	\$ 450.00	\$ 224.34	\$ 400.00	\$ 319.80	\$ 400.00	\$ -
CCI Phone/ Internet	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,650.00	\$ 1,500.00	\$ 600.00	\$ 1,500.00	\$ 1,300.00	\$ 2,800.00	\$ 1,300.00
Plowing & Sanding	\$ 2,000.00	\$ 2,000.00	\$ 1,600.00	\$ 2,000.00	\$ 3,312.00	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,400.00	\$ 2,000.00	\$ -
PCT- Repeater Rent/radio repair	\$ 3,500.00	\$ 3,750.00	\$ 3,255.00	\$ 3,500.00	\$ 3,312.00	\$ 3,750.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -
Building Insurance	\$ 1,800.00	\$ 1,800.00	\$ 559.42	\$ 1,800.00	\$ 289.07	\$ 1,800.00	\$ 1,243.06	\$ 1,800.00	\$ 1,595.15	\$ 1,800.00	\$ -
MISC (office supplies, building maint, Xmas, etc)	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 200.00	\$ 4,000.00	\$ 1,200.00	\$ 4,000.00	\$ -
Education	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,750.00	\$ 525.00	\$ 2,500.00	\$ 1,040.00	\$ 2,500.00	\$ -
Ambulance Repair	\$ 300.00	\$ 300.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 575.00	\$ 600.00	\$ -
Mowing	\$ 80,150.00	\$ 83,150.00	\$ 65,304.8	\$ 83,050.00	\$ 72,635.72	\$ 85,675.00	\$ 54,295.55	\$ 85,405.60	\$ 49,399.98	\$ 88,990.00	\$ 3,584.40
OPERATIONS TOTAL	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Reserve (includes \$1,000 for radios)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Toughbook or equivalent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Support	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
Ambulance Purchase Reserve	\$ 17,500.00	\$ 14,106.50	\$ -	\$ 14,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
CAPITAL TOTAL	\$ 23,000.00	\$ 19,606.50	\$ -	\$ 14,500.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -
TOTAL	\$ 103,150.00	\$ 102,756.50	\$ 97,550.00	\$ 97,550.00	\$ 85,675.00	\$ 54,295.55	\$ 97,405.60	\$ 49,399.98	\$ 100,990.00	\$ 3,584.40	
TOWN/ POPULATION 2022-23 Maine Municipal Directory*	77,80	82,00	Difference	73,24	Difference						
Bancroft Twp/ 50 / 52	\$ 3,890.00	\$ 4,100.00	\$ 210.00	\$ 3,808.34	\$ (81.66)						
Danforth/540* / 587	\$ 42,712.20	\$ 44,280.00	\$ 1,567.80	\$ 42,990.29	\$ 278.09						
Drew/ 0 /non-member FY 18	\$ 233.40	\$ 246.00	\$ 12.60	\$ 366.19	\$ 132.79						
Glenwood/ 3* / 5	\$ 8,899.20	\$ 8,446.00	\$ (423.20)	\$ 7,104.02	\$ (1,765.18)						
Haynesville/ 103* / 97	\$ 10,658.60	\$ 11,562.00	\$ 903.40	\$ 11,425.02	\$ 766.42						
Orient/ 141* / 156	\$ 14,676.40	\$ 15,416.00	\$ 739.60	\$ 13,768.61	\$ (857.79)						
Reed/ 0 / non-member FY 19	\$ 16,415.80	\$ 17,056.00	\$ 640.20	\$ 17,943.14	\$ 1,527.34						
Washington UT/ 188 / 188	\$ 97,405.60	\$ 101,106.00	\$ 3,700.40	\$ 97,405.60	\$ -						
Weston/ 207* / 245											
Operations per capita amount	\$ 69.54	\$ 72.23	\$ 64.21	\$ 64.21	\$ 64.21	\$ 2.69	\$ 2.69	\$ 2.69	\$ 2.69	\$ 2.69	\$ -
Capital per capita amount	\$ 9.74	\$ 9.74	\$ 9.02	\$ 9.02	\$ 9.02	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ -
Total per capita	\$ 79.28	\$ 81.97	\$ 73.24	\$ 73.24	\$ 73.24	\$ 2.69	\$ 2.69	\$ 2.69	\$ 2.69	\$ 2.69	\$ -



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Budget Summary Service Option

Service Options Explained: Drivers will be paid \$6.50 an hour on call time, \$8.50 an hour on call time for drivers that are licensed members. \$10.00 an hour for the member that is in the licensed spot.

The following numbers are based on historical data from July 2023 – June 24 to include: Call Volume: 200 calls for basic service.

NOTE: At years end, the actual total operating costs are calculated and any surplus between projected and actual operating costs is returned to NWSARAS using the service managed Reserve Fund. Inversely, deficit at years end between actual and projected total operating costs shall be reimbursed to the City of Calais from NWSARAS. Revenue actualized and actual operating cost reports shall be provided to NWSARAS at a frequency agreed upon in the Master Service Agreement. The only monies garnered by the City of Calais is contained in the Management & Administration line and from patient transfers as agreed upon in the Master Service Agreement.

Projected Collectible Ambulance Revenue	\$200,000.00
Projected Revenue/ <i>(Expense)</i> Shortfall	<i>(\$71,960.00)</i>
Management & Administration	<i>(\$13,500.00)</i>
Total Projected Operating Costs	<i>(\$258,460.00)</i>
Total Projected Bottom Line	<i>(\$271,960.00)</i>

Projected Collectible Ambulance Revenue:

This is a projection of the amount of revenue that could be received from actual emergency calls for service. This figure is a function of last year’s call volume and some of the rates that could be charged for emergency medical services. At years end, actual figures will be calculated and made available whereby ensuring that the Management & Administration line is the only monies garnered by the City of Calais for this service.

Projected Revenue/ *(Expense)* Shortfall:

This is the difference between Total Projected Bottom Line and Projected Collectible Ambulance Revenue. At years end, actual figures will be calculated and made available whereby ensuring that the Management & Administration line is the only monies garnered by the City of Calais for this service.

Management and Administration:

This is the only monies garnered by the City of Calais for the operation of the ambulance service in accordance with the Master Service Agreement. In short it includes training, maintenance, and personnel scheduling, normal billing processes, license and supply logistics, as well as human resource management (payroll, recordkeeping, & supervision), etc.

Total Projected Bottom Line:

This is the projected total derived from the Total Projected Operating Costs plus the Management & Administration line item. At years end, actual figures will be calculated and made available whereby ensuring that the Management & Administration line is the only monies garnered by the City of Calais for this service.



Total Projected Operating Costs Explained:

- 1. Payroll-Regular Wages (Part time):** **total: \$54,000.00**
This operating cost line item includes compensation for projected emergency responses, regular monthly training of the non-full-time members, and the cleaning & maintenance of the station and ambulances. This does not include compensation for the Firefighter/ Paramedics currently conducting the training that is employed by Calais Fire – EMS. For emergency responses, we project running about 200 calls for service at about 3 hours a call. Each call will have at least one licensed provider and one non-licensed. For training, we offer 48 hours a year for all providers. Cleaning and maintenance schedule includes daily Operational Readiness checks 7 days a week by both on duty crew members as well as cleaning/ maintenance for an additional hour twice weekly. 6 events for standby. New state law requires us to provide 1 hour for every 40 hrs worked (Up to 40 hours)

- 2. Payroll-Overtime Wages:** **total: \$3,300.00**
This operating cost line item includes compensation for direct station management, monthly training instruction, conducted by a full time Firefighter/ Paramedics that is employed by Calais Fire – EMS. Historically this line item has been under spent.

- 3. Payroll On Call:** **Total: \$130,810.00**
This operating cost line item includes on-call compensation for the providers to remain available for emergency responses during 24 hours per day, 7 days a week, 52 weeks a year. The assumed hourly pay rate for on call status is \$10.00 for licensed medical providers, \$8.50 for licensed providers that are in the drivers position and \$6.50 for non-licensed providers. This line has increased an additional \$22,100 for 24-hour coverage.

- 4. Benefits – FICA/ UC/ WC:** **total: \$29,200.00**
This operating cost line item includes FICA, required Unemployment Insurance, and required Worker’s Compensation Insurance on all wages that employees associated with this project receive.

 - a. Non-Full-time wages (\$130,810.00.00) Reg wages (\$54,000.00)
 - i. FICA/ med. The current rate is 7.65%. (~\$12,768)
 - ii. Unemployment Ins. Current employee rate is 2.97%.
 1. 8 employees topping out at \$12,000.00 (\$2,852.00)
 - iii. Worker’s Compensation Ins. Current employee rate is 5.57%. (~\$9,729.00)



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5. **Benefits-Life/ Retirement:** **total: \$0**
This operating cost line item includes the current Collective Bargaining Agreement mandated payments to the full-time member's retirement fund. The non-full-time members are not eligible for this benefit. This item was included in the Overtime line.

-
6. **Dues:** **total: \$700.00**
This operating cost line item includes cost sharing for annual dues for Maine Ambulance Association membership, work schedule management through "When to Work" software, APEMS (region 4), and Aroostook EMS (region 5). Current Maine Ambulance Association Membership (\$500.00 annual)

\$500.00 x 50% cost sharing= \$250.00

a. Current "When to Work" work schedule management software (\$350 annual)
\$350.00 x 1/3 cost sharing= \$120.00

c. Current APEMS annual dues are \$900
\$900.00 x 1/3 cost sharing= \$300.00

d. Current Aroostook EMS annual dues are \$30.00.
Danforth Station covers some Aroostook County= \$30.00

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7. **Telephone:** **total: \$1,200.00**
This operating cost line item is for phone, fax, and internet service. The current plan is about \$85 a month.

-
8. **Fuel, Oil, Lube:** **total: \$6,500.00**
This operating cost line item includes **projected** fuel costs, oil changes, and chassis lubrication for the ambulances. The last fiscal year we used about \$542 a month for this line item. I increased this line for the uncertainty of the fuel prices.

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9. **Tires:** **total: \$1,200.00**
This operating cost line is derived from the cost of replacing 4 winter tires on the New ambulance and leave some for unexpected incidents involving tires.
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- 10. Vehicle Maintenance:** *total:* **\$2,000.00**
This operating cost line item is the projected annual maintenance cost for two (2) apparatus. With the purchase of the new ambulances, we have maintained this line at last years cost. The two units have been running fine.
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- 11. Radios/ Repair:** *total:* **\$800.00**
This operating cost line item is for repairs as required. These radios are getting older and will need replace in the future.
-
- 12. Office Supplies:** *total:* **\$800.00**
This operating cost line item has historically been \$100. Our HR department uses Trio software to complete its processes. Based on 2.9 percent of transactions with this software for Danforth, a charge was accrued at \$570.00.
-
- 13. Janitorial Supplies:** *total:* **\$150.00**
This operating cost line item increased for cost.
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- 14. Supplies-Oxygen:** *total:* **\$1,000.00**
This operating cost line item is based on current usage and contract costs with our provider. We have gone over this past year but have changed vendors so I feel comfortable holding this line.
-
- 15. Supplies-Pharmacy:** *total:* **\$500.00**
This operating cost line item is for pharmaceutical supplies from Houlton Regional. It is a use-based fee. I am anticipating a reduction this year with the use of our own medic and SARAS coming on board. I feel we can hold this line as well.
-
- 16. Supplies-Medical:** *total:* **\$4,000.00**
This operating cost line item is for ensuring there are adequate medical supplies, not covered in line items 14 and 15, remain on hand. This line is maintained the same as 2022
-
- 17. Medical Screening:** *total:* **\$360.00**
This operating cost line item is to provide medical screenings so as to fit test each employee for the use of the N95 respirator mask as required by OSHA. Currently, we are able to have our employees medically screened and fit tested for \$36 each. This has gone up as some of the first-year employees are now due for another medical screening
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- 18. Drug/ Alcohol Testing:** *total:* **\$220.00**
This operating cost line item is to have the ability to perform drug and/ or alcohol tests as necessary. Currently, we can garner this service for \$65 per employee.
-
- 19. License & Fees:** *total:* **\$370.00**
This operating cost line item is to maintain all of the proper licenses as required by law. Maine EMS base license (\$100), and Maine EMS licenses (\$60 each) for both ambulances. CLIA laboratory was paid.
-
- 20. Travel:** *total:* **\$500.00**
This includes regular travel to and from the Central Station as necessary and also for in house paramedic back up responses. It also includes meals for runs over 6 hours in duration as is required by City policy. Decreased due there being fewer transfers.
-
- 21. Professional Liability:** *total:* **\$700.00**
This covers the insurance required for all of our providers.
-
- 22. Property & Casualty:** *total:* **\$850.00**
This covers the insurance required for the ambulances. +10%.
-
- 23. Clothing-Uniforms:** *total:* **\$1,500.00**
This operating cost line item is for ensuring the current members have serviceable uniforms. Current members uniforms are replaced as needed and as new employees come on, we purchase new for them.
-
- 24. Education & Training:** *total:* **\$1,000.00**
It's designed to purchase educational materials, provide monies for attendance, and travel for classes offered by other organizations, etc. Calais Fire – EMS is committed to a highly trained and professional workforce.



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25. Legal & Audit Fees:

***total:* 2,000.00**

This operating line item is for audits and other legal services that may be required annually.
This line remains the same

26. Contract Services-Billing:

***total:* \$4,800.00**

This operating cost line item is derived from the necessary cost of medical billing services. Our run volume has decreased due to not being able to staff for transfers. This is the reason I am holding the line here if call volume was up it would be more like \$ 9,000.00. Currently, we are able to receive this service for 4.5% a call. This does not include any costs associated with collection agencies and/ or bad debt as this is not a service provided by Calais Fire – EMS.

27. Contract Services-Maintenance:

***total:* \$ 1,500.00**

This is a new line item to account for maintenance services for the Zoll monitors and Stryker stretchers. The monitors are serviced once a year and the stretcher is under contract to reduce technician and travel fees. Annual service for the monitors is \$510 and the stretcher contract is \$242.60 a quarter. This math doesn't work – annual for monitors plus quarterly for stretchers totals \$1,480.40

28. Contract Services-Back-Up:

***total:* \$8,500.00**

This operating cost line item is derived from the current cost of paramedic back-up response from Houlton Fire Department (\$500) Lincoln (\$300) and the contracted services of Paul Stewart at (\$200). SARAS (\$300). I feel based on the last couple of years and new ALS Staff added to the area we can reduce this