

TO: TOWN BOARD SUPERVISORS

FROM: MARY ROSS

Date: January 8, 2011

RE: Ambulance Director's Report
(December 1st - December 31st)

Town Board Members:

Events during the month of December include:

- Personnel: As stated in the addendum to last month's report, I am retiring from the Ambulance Service effective 2/28/11. There will be plenty to do between now and then. At the 12/29 service meeting, Patty Hobin expressed her interest and has agreed to be the new Ambulance Director with the assistance of Cindy Dalzell and Deena Schuppe. They have met to divide the duties amongst them. At the 12/29 meeting, there was no formal proposal that these 3 women be recommended for the position. This will be done for the next Town Board meeting (1/25/11).
Also at the 12/29 meeting, Marsie Dahlin announced her retirement from the Ambulance Service, effective January 1, 2011. Marsie has been a driver for the service for 9 years and will be greatly missed. At this same meeting, Larry Hobin stated his interest in returning as a driver for the service. He was warmly welcomed back (even if he has only 1 functioning kidney), and has provided proof from his doctor he can perform all required duties. He replaces Marsie on the on-call schedule written through March 31st, 2011. The Ambulance Service has 12 members (8 EMT's & 4 drivers) thru the end of Feb.
- As stated in my letter, I am committed to training-in the 3 new EMT's taking the EMT-B class. We met on 12/15 to begin this process & started with ambulance familiarization. During January and February I hope we can meet once a week/every 10 days so that, when they are licenced EMT's (end of May), they will feel comfortable & confident with how our service operates. It will be up to the new director to continue this from March thru May.
- I also indicated I want to make sure an outside billing agency is hired to do the ambulance billing prior to my departure. I met with Katie Gorman of Calm Waters Family Therapy on 12/18 to discuss our needs. Katie has experience with medical billing both in MN & WI for her business. She was going to talk to Barb Nelson for further information and hopes to submit a written proposal by the 1st of the year. I expect to have a recommendation on hiring a billing service for the 1/25 Town Board meeting.
- I spent a fair amount of time putting in writing the job duties of the Ambulance Director (what the written job description actually entails). I have done this in hopes of making the transition to a new director as seamless as possible. I also am writing a training procedure document for new EMT's - again to assist in the future. I am completely aware these may be taken with a grain of salt – but, if that's the case – at least it's a start for someone to work from.
- I ordered expendable supplies and then stocked the shelves when they arrived.
- #508 – the van ambulance did not start on its' weekly check early in the month. I coordinated with Dave Boone to use the Fire Dept.'s charger and then trickle charger. Since then, it's been starting fine. This is another example of its' inconsistent/unpredictable performance, and why we are replacing it. Because I soon won't be part of the crew, I am not looking for this replacement rig. It is up to the people who will be who need to make this purchase. This was discussed at the 12/29 meeting and a committee is being formed.
- I wrote the January through March on-call schedule.

Respectively Submitted,

Mary Ross, Ambulance Director