

RESOLUTION NO: 09-38

**A RESOLUTION OF THE PINELLAS COUNTY
EMERGENCY MEDICAL SERVICES AUTHORITY
ESTABLISHING CRITERIA FOR THE DETERMINATION
OF REASONABLE AND CUSTOMARY COST OF
EMERGENCY MEDICAL SERVICE PROVIDERS IN
ACCORDANCE WITH THE REQUIREMENTS OF
CHAPTER 80-585, LAWS OF FLORIDA AS AMENDED.**

WHEREAS, The Florida Legislature in Chapter 80-585, Laws of Florida, as amended (“the Act”), established the Pinellas County Emergency Medical Services Authority (“Authority”) which was subsequently approved by referendum of the electorate; and

WHEREAS, the Board of County Commissioners is established as the governing body of the Authority; and

WHEREAS, the Authority is obligated to provide funding for the reasonable and customary costs associated with the provision of emergency medical services pursuant to the Act; and

WHEREAS, the Authority, pursuant to the Act, is empowered to set the levels of service for all emergency medical services that must be met by EMS providers, provided that the service funded may not be lower than the minimum level of services for those providers which existed as of January 1, 1989; and

WHEREAS, the Authority previously funded EMS services through long term service agreements with various methods to determine costs of those services; and

WHEREAS, at its public work session held on February 24, 2009, the Board of County Commissioners, sitting as the governing body of the Authority heard a comprehensive staff presentation regarding legislative history, system operations history, past and current methods of system financing, response statistics, dispatch standards and process and EMS needs in each of the 19 municipalities and fire districts which provide EMS first responder services; and

WHEREAS, at a special meeting held on March 20, 2009, the Board of County Commissioners, sitting as the Authority, took public comment on the components of reasonable and customary costs as provided herein; and

WHEREAS, given the varied distribution of population within Pinellas County; the nature of the transportation infrastructure; the placement of fire stations, and the relationship between staffing and system cost, it is necessary that the Board of County Commissioners exercise its legislative authority as the governing body of the Authority to assess the needed service levels for EMS services throughout the county, evaluate the factors impacting the service levels, and the costs of providing those services and establish the county-wide service level which will be funded by the Authority for the various EMS providers.

Whereas, in support of the approvals herein, the Board of County Commissioners sitting as the governing body of the Authority makes the following legislative findings:

1. The Authority currently contracts with 19 municipalities and independent fire districts to provide advanced life support first responder services. These services are financed through a county-wide ad valorem levy along with other system revenues with payment made to the various providers based upon negotiated contracts. In the past these contracts have allowed for certain automatic cost increases which did not always accurately track the cost of providing services.

2. That while there is no specific mandated legal standard for response times for ALS first responders, by agreement, the providers in Pinellas County have agreed to a response standard that ALS first responders will be on scene in emergencies within 7 minutes and 30 seconds of dispatch by emergency operators at the 911 center 90 percent of the time. This results in an average response time below this standard. All providers in Pinellas County currently exceed this standard which the Authority finds is the result of excess response capacity in the system. It is specifically noted that certain providers have determined to provide additional ALS first responder units at their own expense which provides a higher level of service than the Authority has previously funded and which contributes to the current excess response capacity of the system.

3. Due to certain changes in the law which impact the revenue generated by the EMS system the Authority finds it is in the public's interest to increase the efficiency of the system and to the extent possible, eliminate that excess capacity funded by the Authority to ensure the ability to finance the system on a sustainable basis without requiring increases in the tax rate borne by the citizens.

4. Under the system as now configured, given factors involving call volume, labor agreements and similar issues presented by staff, there is no way to equalize costs across various providers. At present the only way to fairly evaluate costs is through a thorough review of actual costs of the providers as submitted through a standardized budget submission process.

5. In order to increase efficiency of the system from a cost standpoint, it is crucial that the Authority be able to make a comparison of similar costs between providers. At present there is no standard form of reporting costs to the Authority.

6. In order to discharge its obligation to provide the reasonable and customary cost the Authority must have a line item budget from each provider which follows the same methodology.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, sitting as the governing body of the Authority, in regular session duly assembled this 20th day of March, 2009, that:

Section 1. Based upon the specific legislative findings above, the Authority, pursuant to its authority under the Act, adopts the criteria for determination of reasonable and customary costs as set forth in the attachment to this resolution.

Section 2. Unless otherwise stated, this Resolution shall take effect immediately upon approval and shall be used in determining funding for the fiscal year commencing October 1, 2009 and all years thereafter

In a regular meeting duly assembled this 20th day of March, 2009,
Commissioner Latvala offered the foregoing Resolution and moved its
adoption, which was seconded by Commissioner Welch and upon call the
vote was:

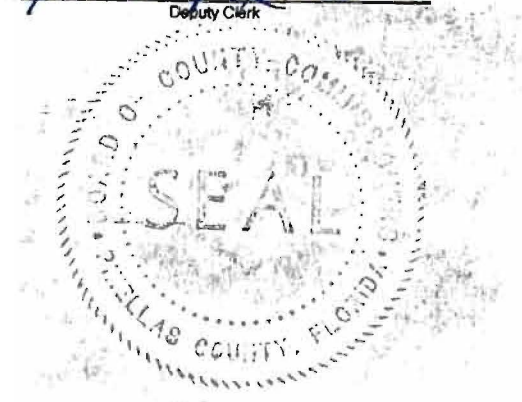
AYES: Harris, Seel, Latvala, Morroni, Welch, and Brickfield.

NAYS: None.

ABSENT AND NOT VOTING: Bostock.

I, KENNETH P. BURKE, Clerk of the Circuit Court and
Clerk Ex-Officio, Board of County Commissioners,
do hereby certify that the above and foregoing is a
true and correct copy of the original as it appears
in the official files of the Board of County
Commissioners of Pinellas County, Florida. Witness
my hand and seal of said County FL this 20th day
of March A.D. 2009
KENNETH P. BURKE, Clerk of the Circuit Court Ex-Officio
Clerk of the Board of County Commissioners,
Pinellas County, Florida

By Kenneth P. Burke
Deputy Clerk



**PINELLAS COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY
CRITERIA FOR DETERMINING
REASONABLE AND CUSTOMARY COSTS**

A. ALLOWABLE COSTS

1. All ALS First Responder service providers are to submit a standardized line item budget solely for the purposes of ALS First Responder Services.
2. The EMS Administration shall adopt appropriate rules and regulations setting forth standard cost center/account definitions and implementation of those specific accounting requirements that are consistent with the current version of the Uniform Accounting System Manual issued by the Florida Department of Financial Services. Each provider shall utilize a separate cost center specifically for County funded EMS expenditures and reserves only. Such regulations shall also provide for cost center/account line item budget structure and definitions for allowable costs.
3. The budget process shall be in accordance with all applicable special laws and ordinances as codified in the Pinellas County code or as otherwise provided by law.
4. Those ALS first responder units provided at the discretion of the provider and which are not funded by the Authority shall not be contained in the line item budget submitted for services to be funded.
5. Necessity of reserves. EMS funds shall only be utilized for the services contracted under the service agreement. To the extent that funds are received for capital or other items which are not currently expensed, such funds must be held by the provider in a separate reserve account within their EMS cost center.
6. Unspent excess ALS first responder reserves shall be returned to the Authority at a level set by the Authority unless waived by the Authority. The contractor shall have an Annual External Audit conducted by a Certified Public Accounting firm to state the County funded EMS income, County funded EMS expenditures and County funded EMS reserves. The Annual External Audit shall include the "EMS Financial Information Attestation Form" prepared by the Contractor and attested to by the Contractor's Auditor. EMS expenditures that are not County funded shall not be included in the numbers presented in the "EMS Financial Information Attestation Form". The "EMS Financial Information Attestation Form" shall be provided by the County. The contractor shall provide to County the Audited Financial Statements that includes the "EMS Financial Information Attestation Form" within ten (10) business days of Contractor's receipt of Annual External Audit.

7. Actual paramedic salaries for personnel assigned to staff authorized paramedic positions on ALS first responder units. Payroll detail and general ledger detail shall be assigned to the proper ALS first responder cost center/account.
8. Actual paramedic benefits for personnel assigned to staff authorized paramedic positions on ALS first responder units. Cost detail and general ledger detail shall be assigned to the proper ALS first responder cost center/account.
9. Benefits may include the following: pension/retirement contribution, disability, social security, group health/dental insurance, paid time off (holiday, sick, vacation), group life insurance, worker's compensation, and unemployment compensation.
10. A Relief Staffing Multiplier shall be calculated for each provider to provide funding for relief staffing. A Relief Staffing Multiplier is the Hours per Year (365 days x 24 hours) divided by the provider's Average Workweek x 52 weeks less the number of hours allowed for Paid Time Off (Vacation, Sick, Kelly Day, and Holiday) minus three (for the regularly assigned staff)." Costs for relief staffing shall be assigned to a separate cost center/account and calculated as follows: average salary for authorized paramedics (#7) plus the average cost of benefits (#8) multiplied by the Relief Staffing Multiplier.
11. Such salary pay ranges and benefit costs shall be consistent with the costs incurred by the city or fire district for positions not funded by EMS.
12. Actual cost of uniforms, uniform accessories, health screenings, and other protective equipment for personnel assigned to staff authorized paramedic positions on ALS first responder units.
13. EMS has in the past provided funding for all EKG equipment, medical equipment, radios, computers, medical waste disposal for Authority funded ALS first responder units. As this equipment reaches the end of its useful life EMS will replace it with equipment in current use in the system.
14. EMS shall provide all medical supplies for Authority funded and authorized Contractor funded units to ensure standardization.
15. Costs for vehicle insurance for Authority funded rescue units. Cities and fire districts are responsible for fire apparatus.
16. Costs for Professional Liability Insurance to the limits authorized by the EMS Authority.
17. Costs for State EMS license and vehicle permits for Authority funded units, certification costs for personnel assigned to staff authorized paramedic positions on ALS first responder units to include (state certification, ACLS, ITLS, etc.)

18. EMS shall provide or cause to be provided all continuing medical education (CME) training and training materials. CME shall be conducted on duty.
19. One (1) EMS Coordinator position (or partial position -25% of a Full Time Equivalent (FTE) for each unit for fire departments with less than four (4) Authority funded ALS first responder units. The actual salary and benefits are an allowable cost. Payroll detail and general ledger detail shall be assigned to the proper ALS first responder cost center/account. Benefits may include the following: pension/retirement contribution, disability, social security, group health/dental insurance, paid time off (holiday, sick, vacation), group life insurance, worker's compensation, and unemployment compensation. Costs for the EMS Coordinator's uniform, protective equipment, certifications, and training consistent with Paramedic provisions.
20. One (1) Rescue Lieutenant (LR) position for every five (5) Authority funded Rescue Units continuously staffed. New LR Units must be approved by the Authority. The actual Salary and Benefits are an allowable cost. Payroll detail and general ledger detail shall be assigned to the proper ALS first responder cost center/account. Benefits may include the following: Pension/retirement contribution, social security, disability, group health/dental insurance, paid time off (holiday, sick, vacation), group life insurance, worker's compensation, and unemployment compensation. Costs for the LR's relief staffing, uniform, protective equipment, certifications, and training consistent with Paramedic provisions.
21. EMS Administrative support positions must be approved by the Authority for only large agencies (more than 10 Authority funded paramedic positions). The actual salary and benefits (or an approved allocated cost) are allowable costs. Payroll detail and general ledger detail shall be assigned to the proper ALS first responder cost center/account. Benefits may include the following: Pension/retirement contribution, disability, social security, group health/dental insurance, paid time off (holiday, sick, vacation), group life insurance, worker's compensation, and unemployment compensation. Costs for the administrative support position's uniform, protective equipment, certifications, and training consistent with paramedic provisions for certified paramedics filling any such position.
22. Acquisition, operation, maintenance, fuel and replacement of Authority funded and approved rescue vehicles. A rescue vehicle is a vehicle, staffed by a minimum of one paramedic and one emergency medical technician and primarily intended for use in emergency medical response and which is equipped as an advanced life support vehicle in accordance with state law and local rules. The useful life of rescue vehicles shall be a minimum of 5 years. Fire Departments may maintain a maximum of a 25% in reserve rescue vehicles.

23. Acquisition, operation, maintenance, fuel and replacement of Authority funded and approved EMS coordinator and LR Vehicles. The useful life of EMS coordinator and LR vehicles shall be a minimum of 7 years.
24. Actual cost of fuel for Authority funded ALS engines less 20% to account for non-EMS activity.
25. Costs for Independent External Auditor to meet the requirements of the Annual External Audit as required herein.

B. COSTS WHICH ARE NOT ALLOWABLE

The following are NOT “reasonable and customary” costs of providing ALS First Responder Services and are specifically disallowed:

1. Acquisition, Operating, Maintenance and Replacement Costs for:
2. Fire Helmets, Bunker Gear, Self Contained Breathing Apparatus
3. Fire Stations
4. Fire Apparatus
5. Contractor Funded Units
6. Extrication Tools and Equipment
7. Specialized Rescue Equipment
8. Fire Related Expenses
9. Expenses not specifically authorized as an Allowable Cost.
10. Miscellaneous overhead and indirect cost allocations associated with the city or independent fire district operating as an independent contractor including legal fees.

C. EXCEPTIONS

If any provider of ALS First Responder services believes that certain items or classes of costs which represent the reasonable and customary costs required to deliver the level of service established by the Authority and which costs are disallowed above or by the EMS Administration during the budget review, such Provider may submit a request for consideration of these items to the Authority at the time the budget is submitted to the Authority for approval.

D. APPLICABILITY

To the extent possible the providers should submit their documentation in support of their budgets in the form above for the 2009-2010 budget year. Commencing in 2010, this format shall be mandatory.