



## **Teton County Idaho - Commissioners Meeting Agenda Thursday, July 11, 2013 - 1:00pm**

LOCATION: County Courthouse – 1<sup>st</sup> floor, 150 Courthouse Dr., Driggs, ID

**Meeting Called to Order** – Chairman Park  
Amendments to the agenda

### **1:00 Public Auction County Property**

Sale Item #1 ⇨ 111 Bison Drive - .14 Acre (RP RP00310014001AA)

Legal Description: Lot 1 of Block 14 – Bison Area Teton Reserve PUD

Sale Item #2 ⇨ 103 Bison Drive - .12 Acre (RP003100140020A)

Legal Description: Lot 2 of Block 14 – Bison Area Teton Reserve PUD

Sale Item #3 ⇨ 31 Bison Drive - .14 Acre (RP00310014011AA)

Legal Description: Lot 11 of Block 14 – Bison Area Teton Reserve PUD

Sale Item #4 ⇨ 23 Bison Drive - .14 Acre (RP003100140120A)

Legal Description: Lot 12 of Block 14 – Bison Area Teton Reserve PUD

Sale Item #5 ⇨ 820 Woodland Way (RPA02270070040A)

Legal Description: Lot 4, Block 7 – Phase II (Sec 35, T5N, R45) - .33 Acre

**Ambulance Service District – FY 2014 Budget**

**Administrative Business** *will be dealt with as time permits.*

1. Fair Grounds Bleachers
2. FY 2014 Budget
3. Other

**ADJOURN**

**TETON VALLEY AMBULANCE DISTRICT  
PROPOSED FY 2014  
BUDGET NARRATIVE**

**Budget Request FY 2014**

**Introduction:**

The Teton Valley Ambulance District, a division of Teton County, Idaho, provides 24/7/365 paramedic level service under the supervision and direction of Teton Valley Health Care, Inc. The FY2014 budget is being presented utilizing methodologies and assumptions as outlined herein.

**Key points on the attached FY 2014 Worksheet:**

FY2014 represents total budget line item listed.

FY2013 represents 8 fiscal months of actual expense (September 2012 - May 2013).

FY2012 & FY2011 are actual results for the full fiscal period.

\*For all periods, deductions from revenue are derived utilizing the methodology outlined below.

**Service Revenue:**

The budgeted service revenue for FY2014 is set based on a straight-lined run rate for the balance of FY2013. ( $\$217K/8*12 = \$325K$ ) and is more in line with FY2011 levels given FY2013 run volume is trending to be in line with FY2011. Service revenue includes a 6% increase due to a change in ambulance billing methodology from FY11 based on set acuity levels and distance traveled. Deductions from revenue for all fiscal periods presented is derived utilizing known payer mix and claims reimbursement rates specifically for EMS claims. This is a more precise methodology than used in previous fiscal periods where the facility-wide (all claims) deduction from revenue percentage was utilized.

**Expenses:**

**Salaries & Benefits:** \$622,900

***Base Salaries:***

Assumes a total staffing level of 9-Paramedics, 6-EMTs Advanced, 8-EMTs Basic and 1-EMS Director. The current hourly rate was used with a 2% factor for FY2014 annual wage increases. In addition salaries were increased to account for an increase in scope of practice for 8-EMTs Basic moving to EMT Basic 2011s and 6-EMTs Advanced moving to EMT Advanced 2011s. The personnel mix was based upon current scheduling methodology with a required 1-shift to a max of 12-shifts per month and actual hourly rate by staff member and relative scheduled shift volume.

***Shift Differential:***

A non-variable cost due to the set amount for differential pay and the set number of differential shifts within the fiscal period.

***On Call time:***

A non-variable cost assuming every on-call shift is covered.

***Transfer salaries:***

Assumes a similar transfer volume as has been experienced over a five year average and is inclusive of paramedic level pay which was not included in prior fiscal periods.

## **Teton Valley Ambulance Budget Narrative P. 2**

### ***CE:***

Includes budgeted pay for additional hours required to achieve State EMS and NREMT required hours necessary for recertification.

### ***Benefits:***

Assumes the FY2013 run-rate as a basis for FY2014 budget (\$62K/8\*12) with a 2% increase in benefit expense in FY2014. A significant increase in health insurance costs was incurred between FY2012 and FY2013 which was not factored in to the FY2013 budget. Given the self-insured health benefit modeled utilized by TVHC and the uncertainty the Affordable Care Act will have on benefits it is unclear at the time of this budget creation the anticipated increase for FY2014.

### ***PTO/LTS:***

Assumes FY2013 accrual is paid 100% and in line with FY2013 run-rate (\$17K/8\*12) with an additional amount of \$3K to cover projected LTS pay not previously factored into prior fiscal period projections.

### ***Payroll Taxes:***

In line with total budget Salaries for FY2014 and inclusive of the change in tax code which took effect January 2013.

### **Department Operating Supplies: \$15,000**

In line with FY2013 levels net of grant and Teton Valley Hospital Foundation funds received.

### **Travel/Training: \$12,000**

While the FY2013 run-rate indicates a need of approximately \$5K, the budget of \$12K is requested due to the scope of practice changes happening within all levels of EMS. This will include reimbursement for EMS personnel to attend conferences in venues as required by the State EMS commission. Additionally funding is necessary for books and instructors to support EMT 2011 training course in early 2014.

### **Administrative Services: \$126,000**

The amount allocated for Administrative Services increased from the FY2013 budget of \$55,000 to \$126,000 for FY2014. Significantly more rigor was placed in the analysis of Administrative Services for the balance for FY2013 as well as for the FY2014 budget process. Depending on the department an allocation methodology was used as noted below. We believe this is a much more accurate allocation of expense to the EMS department.

<b>Categories</b>	<b>Assumptions</b>	<b>Amount</b>
Revenue Cycle	Utilized a percent of revenue (gross) billed	6,077
Payroll/HR/Benefits Admin	Utilized a percent of headcount supported	49,392
Dept. Administration	Utilized a percent of departments supported	43,999
Infection Control	Utilized a percent of headcount supported	3,753
Support Functions/Facilities	Direct as a square footage allocation	5,000
Medical Director	Direct Expense	18,000
		<u>126,221</u>

## **Teton County Ambulance Budget Narrative P. 3**

### **Total Expenses:**

The FY2014 monthly budget expense will be \$42,325 in-line with FY2013 actual expense. The FY2014 monthly budget is \$5,217 more than FY2013 primarily due to the increase in Administrative Services and an increase of \$12K in Medical Director expense.

### **Ambulance District Fees:**

The difference between Total Operating Expenses and Expected Collectable Revenue.

The FY2014 Ambulance Service District Fee will be	\$507,900 or \$42,325 per month.
The FY2013 Ambulance Service District Fee will be	\$445,300 or \$37,108 per month.
The FY2012 Budget ASD Fee was	\$450,380 or \$37,532 per month.

### **Capital Budget Requests FY2014**

#### **ALS Operations Equipment:** \$36,000

Line item will remain constant due the high cost, and changing needs of ALS equipment. This year we are budgeting for a new ZOLL cardiac monitor with the new technology to be able to transmit 12 lead EKG's to the hospital from the field. This is part of a state initiative to be able to activate STEMI protocols quicker to increase the survivability rate for cardiac patients. The decision to stay with ZOLL monitors was based on the fact that we currently use the same monitors on the other ambulances and in the hospital. All providers are familiar with the use of this monitor. It is more cost effective and provides better continuity to have the same equipment. Our current monitors are refurbished and need to be on a capital replacement plan due to the high cost of these items. Grant funds may be available for this request but are requesting a placeholder for this item for 2013.

#### **Communications Upgrades:** \$10,000

Our communication needs are continually changing to comply with FCC requirements as mandated for the systems we use. Radios and the systems that make them operate are always needing upgrades, repairs, and replacement. New radios need to be purchased to rotate old radios out when the manufacturers and communication company's no longer support maintenance and repairs to the older radios. The new VHF radios that we are purchasing are smaller, lighter, and also have the capability to function as a pager which can reduce the cost of purchasing pagers and radios separately. Also a portion of this is for the quarterly bills for the FCC licensure fee.

#### **Personal Protective Equipment:**

With our PPE being purchased within the last two years we can leave this out of our budget until next FY year. We can start a PPE replacement and rotation plan as needed.

#### **OTHER NON-CAPITAL, NON-TVHC, PROPOSED COSTS:**

All areas have been adjusted based on projection of FY13 cost with the exception of vehicle maintenance. Vehicle maintenance has remained a constant because vehicle repair costs vary from year to year. With an aging fleet we need to expect repair costs and need to look forward to either a box replacement within 1 to 2 years or an ambulance replacement within 3 years. This can be discussed in a special work session if needed.

**Teton Valley Ambulance  
Fiscal Year 2014 Budget Worksheet**

	<b>FY 2014 Proposal</b>	<b>8 Mth YTD FY 2013</b>	<b>FY2013 Budget</b>	<b>FY2012 Actual</b>	<b>FY2011 Actual</b>	<b>FY13 Projected</b>
Projected Ambulance Service Revenue*	\$ 325,000.00	\$ 216,538.40	\$ 290,000.00	\$ 549,130.42	\$ 307,130.76	\$ 324,875.10
Deductions from Revenue*	57,000.00	37,821.10	116,000.00	93,421.17	51,937.78	56,799.15
<b>Total Estimated Collectable Revenue</b>	<b>\$ 268,000.00</b>	<b>\$ 178,717.30</b>	<b>\$ 174,000.00</b>	<b>\$ 455,709.25</b>	<b>\$ 255,192.98</b>	<b>\$ 268,075.95</b>

**Expenses**

\*Gross Revenue based on actual amounts billed / Deductions from revenue based on analysis of payor mix and reimbursement rates

<b>Salaries</b>						
Base Salaries	\$ 360,000.00	\$ 224,100.00	\$ 345,000.00	\$ 364,220.00	\$ 334,307.08	\$ 336,150.00
Shift Differential	24,000.00	16,000.00	24,000.00	24,000.00	20,269.75	24,000.00
On-call time	43,800.00	24,208.00	43,800.00	38,770.00	36,860.00	36,312.00
Transfer Salaries	24,000.00	15,961.75	24,000.00	25,832.00	22,220.25	23,942.63
CE	12,100.00	6,700.00	12,100.00	9,000.00	10,000.00	6,600.00
Benefits	95,000.00	61,668.00	44,400.00	42,100.00	39,326.02	92,502.00
PTO/LTS	29,000.00	17,200.00	26,000.00	24,289.00	25,720.57	25,800.00
Payroll Taxes	35,000.00	23,000.00	30,000.00	31,845.00	31,101.92	34,500.00
<b>Total</b>	<b>\$ 622,900.00</b>	<b>\$ 388,837.75</b>	<b>\$ 549,300.00</b>	<b>\$ 560,056.00</b>	<b>\$ 519,805.59</b>	<b>\$ 579,806.63</b>
Department Supplies/Equipment	\$ 15,000.00	\$ 9,482.00	\$ 15,000.00	\$ 15,492.00	\$ 16,231.82	\$ 14,223.00
Travel/Training	\$ 12,000.00	\$ 3,395.00	\$ 12,000.00	\$ 5,974.00	\$ 10,861.92	\$ 5,092.50
Dues/Subscriptions	\$ -	\$ -	\$ -	\$ 194.00	\$ 5.50	\$ -
Administrative Services	\$ 126,000.00	\$ 70,781.33	\$ 43,000.00	\$ -	\$ 41,800.00	\$ 106,172.00
<b>Total Expenses</b>	<b>\$ 775,900.00</b>	<b>\$ 472,496.08</b>	<b>\$ 619,300.00</b>	<b>\$ 581,716.00</b>	<b>\$ 588,704.83</b>	<b>\$ 705,294.13</b>
<b>Net Difference/County Fees to Collect</b>	<b>\$ 507,900.00</b>	<b>\$ 293,778.78</b>	<b>\$ 445,300.00</b>	<b>\$ 126,006.75</b>	<b>\$ 387,701.79</b>	<b>\$ 437,218.18</b>
<b>Payment per Month to TVHC</b>	<b>\$ 42,325.00</b>		<b>\$ 37,108.33</b>	<b>\$ 37,532.00</b>		<b>\$ 445,300.00</b>

**Capital Budget**

ALS Operations Equipment	\$ 36,000.00	\$ -	\$ 10,000.00	\$ 20,561.00	\$ 34,411.02	
Equipment Repairs & Maintenance (New FY14)	\$ 3,000.00	\$ 1,375.00				
Communications Upgrade	10,000.00	2,543.00	10,000.00	-	-	
Personel Protective Equipment	-		2,500.00			
ESB Cleaning Supplies	500.00					
Capital/ Furniture and Fixtures ESB	2,000.00	-	-	-	-	
Upgrade ESB	10,000.00	12,577.00	10,000.00	-	-	
<b>Total Capital Budget</b>	<b>\$ 61,500.00</b>	<b>\$ 16,495.00</b>	<b>\$ 32,500.00</b>	<b>\$ 20,561.00</b>	<b>\$ 34,411.02</b>	

**Other non-TVH Expenses**

Paramedic Training	\$ -	\$ -	\$ -	\$ -	\$ 14,684.00	
Insurance	1,199.00	1,109.00	1,219.00	1,219.00	1,114.00	
Vehicle Fuel	11,000.00	4,200.00	11,085.00	10,501.00	9,264.07	
Vehicle Maintenance	10,000.00	2,476.00	10,000.00	10,379.00	6,037.38	
Dispatch	87,257.00	87,257.00	87,257.00	82,735.00	96,000.00	
EMD Training		-	5,000.00	-	1,374.00	
Contract Administration	21,641.00	19,557.00	20,349.00	21,015.00	26,461.00	
<b>Total Other Expenses</b>	<b>\$ 131,097.00</b>	<b>\$ 114,599.00</b>	<b>\$ 134,910.00</b>	<b>\$ 125,849.00</b>	<b>\$ 154,934.45</b>	
<b>Total Other Revenue (Grants)</b>	<b>\$ 15,000.00</b>					
<b>Total County Budget Expense</b>	<b>\$ 685,497.00</b>	<b>\$ 424,872.78</b>	<b>\$ 612,710.00</b>	<b>\$ 272,416.75</b>	<b>\$ 577,047.26</b>	