

1,

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF APRIL 24, 1996**

Mayor Gehrz called the meeting to order at 7:00 P.M.

PRESENT

Mayor Gehrz, councilmembers Gibson Talbot, Jacobs and Kuettel. Also present was administrator Hoyt.

ABSENT

Councilmember Hustad.

COMMUNITY FORUM

There was no one wishing to be heard.

MINUTES OF MARCH 27, 1996 AND APRIL 10, 1996

Minutes were approved by unanimous consent.

SPECIAL ORDER OF BUSINESS

Kirk Brown of the Twin Cities Tree Trust presented the mayor and city forester, Linda Treeful, with a plaque in recognition of the city's 1995 tree planting and educational activities.

CONSENT

Upon unanimous consent, item C-8 was added to the consent agenda.

1. Disbursements
 - a. General Disbursements through 4/18,96, \$95,440.50
 - b. Payroll, 3/16/96 to 3/31/96, \$10,622.47
 - c. Payroll, 4/1/96 to 4/15/96, \$12,837.80
2. Licenses
3. Approval of fire department purchase
4. Commission liaison assignments
5. Donation to the Retired Senior Volunteer Program (RSVP)
6. Consideration of proposed amendments to the Administrative Manual regarding the Planning Commission
7. Cancellation of May 8 council meeting and scheduling a May 9 workshop
8. Scheduling tour of New Brighton for Tuesday, May 28 at 5:30 P.M.

POLICY AGENDA

AUTHORIZATION TO REMOVE A TREE ON PRIVATE PROPERTY AT 1607 MAPLE KNOLL DRIVE

Administrator Hoyt explained that the property owner, Mr. Betz, is requesting the city to remove a tree from his property because it was damaged and died as a result of a retaining wall that was put in during the 1991 street project.

Administrator Hoyt said that this would be a clear exception to city policy because the tree was so severely damaged during the street project which the forester documented. Cost of removal is \$800.00. Councilmember Jacobs moved approval and motion passed unanimously.

UPDATE ON THE COMPREHENSIVE PLAN

Administrator Hoyt reviewed the key criteria to be updated in the city's comprehensive plan. These included readdressing the designation of the future uses in the agricultural research fields north of Larpenteur Avenue to provide for more flexibility for future planning. It also will include the possible increase in housing density at Commonwealth Terrace and tree development of the wetlands to the east of this area as open space as noted in the U of M draft Master Plan. No formal action was required.

Items 3 and 4 on the agenda were delayed due to the absence of Councilmember Hustad and Aslesen.

ADJOURN

Meeting adjourned at 7:30 p.m.

Susan L. Gehrz, Mayor

Susan Hoyt, Acting Recording Secretary

CONSENT
Meeting Date: 4/9/96
Item: 1

ITEM: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/DESCRIPTION:

- a. General disbursements through May 9, 1996, \$19,122.24
- b. Payroll, April 16 through April 30, 1996, \$11,364.92

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 05/09/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	37.18
	AMERICAN OFFICE PRODUCTS	PENCIL SHARPENER, MISC.	ADMINIST	76.51
	AMERICAN OFFICE PRODUCTS	BINDERS, MISC. SUPPLIES	ADMINIST	126.18
		*** TOTAL FOR AMERICAN OFFICE PROD		202.69
	EARL F. ANDERSEN, INC.	SWING BELT SEATS	PARK MAI	86.66
	COLONIAL INSURANCE	BAUMANN 4/96 PREMIUM	FIRE FIG	29.65
	COLONIAL INSURANCE	IVERSON 4/96 PREMIUM	FIRE PRE	36.45
		*** TOTAL FOR COLONIAL INSURANCE		66.10
	DANKO EMERGENCY EQUIPMENT	HURST HOSE	FIRE FIG	255.60
	E-Z RECYCLING, INC.	4/96 RECYCLING	SOLID WA	2,389.50
	FIRE INSTRUCTORS ASSN. MN	COMPANY OFFICER BOOKS	FIRE FIG	82.91
	GLENWOOD INGLEWOOD	5/96 COOLER RENTAL	BUILDING	12.60
	GREATER ST. PAUL RETIRED	1996 DONATION	LEGISLAT	100.00
	GRAINGER, W. W., INC.	F350 WIRE CABLE	STREETS	44.90
	GRAINGER, W. W., INC.	TREE SAW BLADE	TREE PRO	6.45
	GRAINGER, W. W., INC.	BOWRAKE-PATCHING	STREETS	21.25
	GRAINGER, W. W., INC.	SHIPPING CHARGE	BUILDING	8.50
	GRAINGER, W. W., INC.	COUNCIL CHAMBER BULBS	BUILDING	65.76
	GRAINGER, W. W., INC.	HACKSAW BLADES	BUILDING	4.07
		*** TOTAL FOR GRAINGER, W. W., INC		150.93
	INSTY-PRINTS PLUS	BLANK LETTERHEAD PAPER	ADMINIST	18.21
	INSTY-PRINTS PLUS	SPRING PARK & REC FLYER	PARK PRO	775.64
	INSTY-PRINTS PLUS	SPRING CITY NEWSLETTER	COMMUNIC	224.05
	INSTY-PRINTS PLUS	SPRING CITY NEWSLETTER	SOLID WA	32.00
	INSTY-PRINTS PLUS	COMM. INTEREST SURVEYS	COMMUNIC	185.09
	INSTY-PRINTS PLUS	CEREAL BOX FLYER	SOLID WA	79.66
		*** TOTAL FOR INSTY-PRINTS PLUS		1,314.65
	HENNEPIN TECH. COLLEGE	FIRE INVESTIGATION CRSE	FIRE FIG	155.30
	IVERSON, TERRY	4/96 MILEAGE	ADMINIST	9.30
	IVERSON, TERRY	4/96 MILEAGE	FIRE PRE	87.11
	IVERSON, TERRY	NORTH SUB GAVEL MEETING	FIRE PRE	9.65
		*** TOTAL FOR IVERSON, TERRY		106.06
	KNOX LUMBER CO.	DRILL BIT-SCHOOL SIGN	PARK MAI	8.01
	LASSER, MICHAEL D.	DELIVER CITY NEWSLETTER	COMMUNIC	100.00
	LASSER, MICHAEL D.	DELIVER CITY NEWSLETTER	SOLID WA	50.00
		*** TOTAL FOR LASSER, MICHAEL D.		150.00
	LEAGUE OF MN CITIES	1996 LMC ANNUAL CONF.	ADMINIST	115.00
	M-75 BUILDING MAINTENANCE	4/96 CLEANING	BUILDING	154.43

APPROVAL OF BILLS
PERIOD ENDING: 05/09/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
32039	MN DEPARTMENT OF REVENUE	STATE WITHHELD 4/30/96	ADMINIST	683.06
	NSP	4/96 ELECTRIC	EMERGENC	6.28
	NSP	4/96 ELECTRIC	PARK MAI	21.99
	NSP	3/96 ELECTRIC	PARK MAI	117.35
	*** TOTAL FOR NSP			145.62
32038	NORTH STAR STATE BANK	FED WITHHELD 4/30/96	ADMINIST	3,744.38
	NORTH SUBURBAN SENIOR	96 SENIOR COUNCIL DONATH	LEGISLAT	1,215.00
	ON SITE SANITATION	4/15-5/12 SANITATION	PARK MAI	68.65
	PERA	PERA WITHHELD 4/30/96	ADMINIST	1,304.94
32037	PHILLIPS, PATRICIA	VOLUNTEER DINNER SUPPLY	LEGISLAT	65.39
		MILEAGE	ADMINIST	7.20
	*** TOTAL FOR PHILLIPS, PATRICIA			72.59
	PRECISION COMPUTER SYSTEM	96 USER GROUP MEETING	FINANCE	62.54
	RAMSEY COUNTY	2/96 & 3/96 SNOWPLOWING	STREETS	3,514.52
	RAMSEY COUNTY	2/96 SALT/SAND MIXTURE	STREETS	29.80
	RAMSEY COUNTY	PROPERTY/ASSESS. INFO.	ADMINIST	208.04
	RAMSEY COUNTY	TAXPAYER, DEBT INFO.	FINANCE	95.00
	*** TOTAL FOR RAMSEY COUNTY			3,847.36
	RIDGE DOOR SALES &	AIR SWITCHES-FIRE DOORS	FIRE FIG	53.25
	RIDGE DOOR SALES &	AIR SWITCH-PWORKS DOOR	BUILDING	26.63
	*** TOTAL FOR RIDGE DOOR SALES &			79.88
	ROSEVILLE AREA SCHOOLS	ELEMENTARY GYM RENTAL	PARK PRO	112.00
	STATE CHEMICAL MFG. CO.	BROAD LEAF WEED KILLER	PARK MAI	193.84
	SUPER AMERICA	FUEL 3/14-4/21/96	FIRE FIG	75.90
	SUPER AMERICA	FUEL 3/14-4/21/96	RESCUE S	51.63
	SUPER AMERICA	FUEL 3/14-4/21/96	STREETS	55.39
	SUPER AMERICA	FUEL 3/14-4/21/96	PARK MAI	55.38
	*** TOTAL FOR SUPER AMERICA			238.30
	USWEST COMMUNICATIONS	4/96 PHONE	PARK & R	55.97
	ST. PAUL WATER UTILITY	4/96 WATER	BUILDING	15.50
	ST. PAUL WATER UTILITY	4/96 WATER	PARK MAI	9.88
	*** TOTAL FOR ST. PAUL WATER UTILI			25.38
	BERNARDY, CONNIE LANNERS	5/15/96 MCAD SERVICES	MCAD	1,543.85
	BERNARDY, CONNIE LANNERS	COPIES	MCAD	20.75
	BERNARDY, CONNIE LANNERS	MN JOIN FOLDERS	MCAD	8.62
	BERNARDY, CONNIE LANNERS	VARIOUS MCAD MEETINGS	MCAD	71.21
	*** TOTAL FOR BERNARDY, CONNIE LAN			1,644.63
	MN FIRE SVC CERT. BOARD	3 FIREFIGHTER CERT TESTS	FIRE FIG	105.00

APPROVAL OF BILLS
PERIOD ENDING: 05/09/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	RIGDON, JOE	4/96 BANK MILEAGE	FINANCE	10.85
	FASTSIGNS	FHTS SCHOOL SIGN-ADJUST	PARKS CI	66.87
	LEARY, BARBARA	GARAGE SALE ADS	SOLID WA	22.00
32040	PIZZA HUT	COUNCIL DINNER	LEGISLAT	35.76
		*** TOTAL FOR BANK 01		19,122.24
		*** GRAND TOTAL ***		19,122.24
		*** GRAND TOTAL ***		19,122.24

PERIOD END DATE 04/30/96
SYSTEM DATE 04/30/96

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	4 30 96	6 SUSAN BEHRZ	24267	284.56
COM	4 30 96	8 SAM JACOBS	24268	277.05
COM	4 30 96	10 JAN GIBSON TALBOT	24269	200.00
COM	4 30 96	11 JOHN HUSTAD	24270	247.05
COM	4 30 96	12 LAURA A. KUETTEL	24271	277.05
COM	4 30 96	30 NICHOLAS BAUMANN	24272	122.78
COM	4 30 96	34 CLEMENT KURHAJETZ	24273	274.58
COM	4 30 96	40 KEVIN ANDERSON	24274	46.17
COM	4 30 96	42 MICHAEL D. CLARKIN	24275	27.70
COM	4 30 96	50 JOSEPH L. MARTINEZ	24276	64.64
COM	4 30 96	56 GREGORY S. PETERSON	24277	44.06
COM	4 30 96	59 GREGORY M. FULLER	24278	45.41
COM	4 30 96	61 DENNIS G. LEMAY	24279	104.67
COM	4 30 96	62 BRYON A. SCHULTZ	24280	26.17
COM	4 30 96	1002 SUSAN HOYT TAFF	24281	1451.39
COM	4 30 96	1003 TERRY IVERSON	24282	979.23
COM	4 30 96	1005 CAROL KRIEGLER	24283	663.72
COM	4 30 96	1006 JAY MORGAN	24284	928.22
COM	4 30 96	1007 PATRICIA PHILLIPS	24285	801.51
COM	4 30 96	1008 DELORIS SWENSON	24286	775.97
COM	4 30 96	1010 CARLA ASLESUN	24287	944.09
COM	4 30 96	1011 LAWRENCE A. KLINGENBERG	24288	983.93
COM	4 30 96	1012 JOSEPH M. RIGDON	24289	861.51
COM	4 30 96	1026 JASON CIERNIA	24290	27.48
COM	4 30 96	1031 LINDA TREEFUL	24291	312.24
COM	4 30 96	1033 DAVE TRETSVEN	24292	446.70
COM	4 30 96	1102 AUSTIN M. PETERSON	24293	34.52
COM	4 30 96	1103 DIANE MEYER	24294	112.55
****TOTALS****				11364.92

CONSENT
Meeting Date: 5/9/95
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

GENERAL CONTRACTOR

Able Fence, Inc. #3382
Blacktop Driveway #3383
Buck Blacktop #3384

TREE TRIMMING

Rainbow Treecare, Inc. #3381

CONSENT

Meeting Date: 5/9/96

ITEM 4

ITEM DESCRIPTION: Request for authorization to prepare plans and specifications and request proposals for the 1996 sealcoating project.

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation, Grounds and Facilities

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / SUMMARY:

Each year, the city contracts for the sealcoating of streets in one area of the city. Streets in the Falcon Woods area are scheduled for sealcoat treatment this year.

With guidance from Terry Maurer, city engineer, staff is preparing the plans and specifications for this year's project to reduce the project cost. The city's budget has allocated \$28,000 for 1996 sealcoating. The engineer anticipates, however, that the costs will be less than \$25,000 and not require formal bidding, but proposals.

ACTION REQUESTED: Authorization for city staff to prepare plans and specifications and request proposals for the 1996 sealcoating project.



CONSULTING ENGINEERS

1326 Energy Park Drive
St. Paul, MN 55108
612-644-4389
1-800-888-2923
Fax: 612-644-9446

May 23, 1994
File: 330-037-30

Honorable Mayor and City Council
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

RE: 1995 SEAL COAT IMPROVEMENTS
CONSTRUCTION BIDS

Dear Council Members:

We have tabulated the bids received on Monday, May 22, for the 1995 Seal Coat Improvement Project. There were 2 bidders for the Seal Coat Improvement Project. The following is a list of the bidders and their bids:

CIVIL ENGINEERING:
ENVIRONMENTAL
MUNICIPAL
PLANNING
SOLID WASTE
STRUCTURAL
SURVEYING
TRAFFIC
TRANSPORTATION

Bituminous Roadways, Inc.	\$25,399.22
Allied Blacktop Co.	\$26,816.66

This year's seal coat project consists of the Northome area. It includes some patching of the street, prior to seal coating and repair of a concrete cross gutter. Bituminous Roadways, Inc. has completed similar projects in other communities. Their work on these projects was satisfactory, therefore, we recommend award to Bituminous Roadways, Inc.

If you have any comments or concerns, please contact me at 644-4389.

Sincerely,

MSA CONSULTING ENGINEERS


Terry J. Maurer, P.E.

TJM:pd

037-2301.may

OFFICES IN:
MINNEAPOLIS
PRIOR LAKE
ST. PAUL
WASECA

Meeting Date: 5/24/95

Agenda Item: C - 5

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Approval of sealcoating bids

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Carla Asleson, Administrative Assistant

EXPLANATION/SUMMARY:

Bids for sealcoating the streets (not alleys) of the Northome neighborhood will be opened on May 22, 1995. The Northome alleys will be sealcoated at the same time as the streets in the Grove neighborhood. This keeps the street miles sealcoated fairly consistent each year for budgeting and maintenance purposes.

The bid totals and a recommendation regarding the awarding of the bid will be brought to the council meeting on Wednesday evening.

ACTION REQUESTED:

... Award the 1995 sealcoating bid to the lowest responsible bidder as recommended by the city engineer.

DISCUSSION

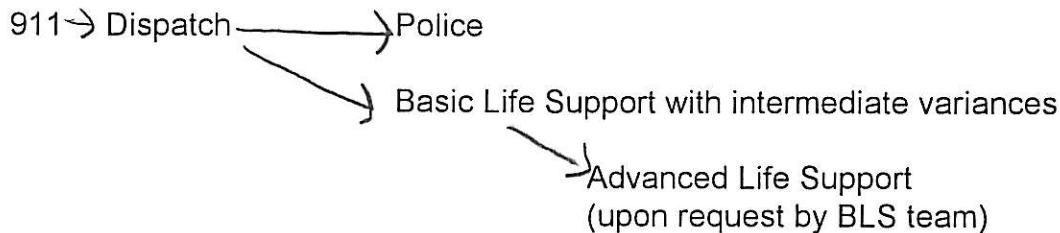
Date: 5/9/96

Item: 1

ITEM: Presentation by and discussion with the Ramsey Emergency Medical Services (EMS) staff about the recommendation for future level of care for EMS in Falcon Heights

EXPLANATION/DESCRIPTION:

The City of Falcon Heights provides a Basic Life Support (BLS) with intermediate variances EMS service with an Advanced Life Support (ALS) back-up available through mutual aid. This EMS service is provided to the non-institutional part of Falcon Heights (outside the U of M and State Fair) and to the City of Lauderdale.



The city's medical director, Ramsey EMS, is recommending that the city provide medical directions to 911 callers and ALS level response from the point of dispatch when the circumstances warrant it.

ATTACHMENTS:

- 1 Summary of the city's EMS service
- 2 Map of Falcon Heights and Lauderdale
- 3 Role of Medical Director
- 4 Letter from Dr. Frascone, dated 20 March 1996
- 5 Possible questions to ask Ramsey EMS

ORDER:

- Introduction
- Presentation by the Ramsey EMS personnel
 - Dr. R. J. Frascone, Medical Director
 - Mr. Pat McCauley, Director
 - Mr. Kent Griffith, System Medical Direction Coordinator
- Questions and discussion
- Conclusion

II. SERVICE DELIVERY

(based upon 1995 transported trips)

What does an average EMS run look like in personnel and time?

- 8 EMT's or firefighters respond on average to a call
- 64 minutes average total time spent on a call
- 1.1 average number of emergency vehicles per call

III. SERVICE DEMAND

(based upon 1994 and 1995 data)

How many EMS runs do we average a year?

- 238 runs

Why does the ambulance get called and dispatched?

- 1st 81 runs or 34% of all runs were *general medical emergencies*.
- 2nd 57 runs or 24% of all runs were *motor vehicle accidents*.
- 3rd 42 runs or 17% of all runs were *acute cardiac/respiratory*.

How many of these runs result in transporting patients to a hospital on average in a year?

- 171 transports or 72% of all runs became transports.

What conditions required transport to a hospital?

- 1st 64 or 38% of all transports were *general medical emergencies*.
- 2nd 39 or 23% of all transports were *acute cardiac/respiratory*.
- 3rd 33 or 19% of all transports were *motor vehicle accidents*.

IV. SERVICE AREA

There are two medical emergency service delivery models within the geographic boundaries of Falcon Heights.

- The St. Paul Fire Department provides ALS response to medical emergencies at the State Fair and the University of Minnesota campus (except the golf course). The State Fair and the University of Minnesota contract for this service.
- The Ramsey County dispatcher sends our EMS/BLS intermediate service for all medical emergencies within the non-institutional area of Falcon Heights (population 3,800) and to the university golf course.

We serve the city of Lauderdale through a contract for rescue services which is separate from the two cities' fire contract.

- Lauderdale has 2,700 residents. Our EMS service is dispatched for all medical emergencies within Lauderdale.

How does the service demand vary between these geographic areas we serve? (1994 and 1995 data)

- Falcon Heights had 61% of the total runs; 60% of the transports.
- Lauderdale had 39% of the total runs ; 40% of the transports.
- Falcon Heights makes up 60% and Lauderdale makes up 40% of the 6,500 resident population served by our service.

The ambulance responds to all calls for service, not just residents in need. What were the average number of residents served in each city a year? (Uses billing data. Assistance to businesses/visitors billed to home address. This is not limited to patients who are transported.)

- 82 assists or 41% of all runs assisted Falcon Heights residents.
- 56 or 28% of all runs assisted Lauderdale residents
- 62 assists or 31% of all runs assisted other cities' residents.

Since medical needs are sometimes correlated with the age of the population served, how many Falcon Heights's residents were 50 or older in the 1990 census? (assumes U of M pop. of 1,550 is under 50 years of age - not included in FH service)

- 1,289 persons or 34% of the population served

V. FINANCIAL INFORMATION

(based upon 1994 and 1995 data)

What are the average costs per year to operate this service?

- \$64,322 per year (includes actual operating and actual capital costs)
- \$270/per run (includes all runs whether billed or not)

How do we pay for these costs?

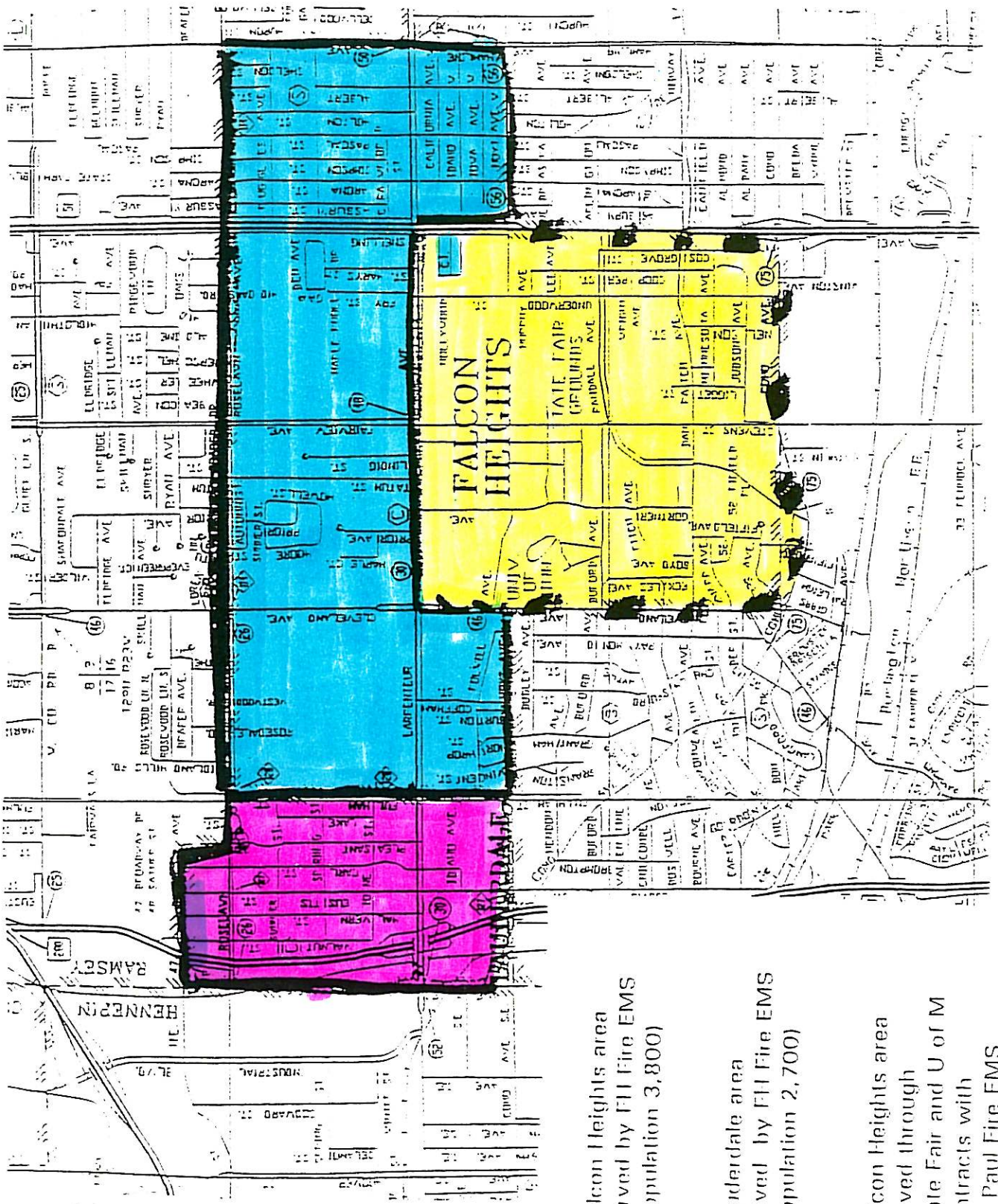
- Like all ambulance services, we bill patients for runs when we transport the patient. The transport service generates the revenue to cover the cost of the service.
- The ambulance fee covers all costs for providing the rescue service including paying personnel, training, all uncollected fees, all calls that are cancelled without a fee, so that the city doesn't use other revenue to pay for the rescue service.


- The average ambulance bill is \$384; the average ambulance bill for a transported patient is \$410.
- We bill \$180 when we assist a person but don't transport the person.
- The ambulance fee is reviewed and adjusted annually to try to keep up with costs so that the revenue received for the service covers the cost of operating the service.


How does our average actual revenue compare to our average actual costs? (*)


- \$62,225 average revenue per year or 97% of the total cost.
- There is a cash reserve of approximately \$20,000 available to cover unanticipated costs. This balance has been fairly constant.
- This revenue/expense stream is not building up a large enough cash reserve to cover future costs for replacing equipment.
- If 100% of all rescue costs and all capital equipment costs are to be covered entirely with rescue fund revenue, ambulance fees will need to be increased to cover costs and build up a cash reserve.
- The auditor's determined that the rescue fund is financially sound.

* In order to evaluate the costs of providing this service, the financial analysis uses actual out of pocket expenditures and in hand revenues that are received or earned from interest on the fund . The city's annual financial report and budget use an accounting method that includes all charges for service and outstanding debt.



 Falcon Heights area served by F11 Fire EMS (population 3,800)

 Lauderdale area served by F11 Fire EMS (population 2,700)

 Falcon Heights area served through State Fair and U of M contracts with St. Paul Fire EMS (population 1,500)

Roles and Responsibilities of the Medical Director

Definition: Medical Director. A physician who accepts responsibility for the quality of care provided by the Out of Hospital personnel of a Basic or Advanced Life Support transportation service as defined by Minnesota Rules Chapter 4690.0100 Subp. 21 which states that the Medical Director shall;

1. provide standards of training and orientation of personnel
2. provide standards on upgrading and purchasing equipment
3. provides triage, transport, treatment guidelines to assure that patients requiring care are transported to appropriate medical facilities;
4. provides triage, treatment and transporting protocols to assure that patient requiring care are transported to appropriate medical facilities;
5. assists with the development and operation of an internal quality assurance mechanism that includes a review of services provided;
6. provides written procedures for the storage and administration of drugs; and
7. provides written standards for medical equipment and supplies used to provide advanced ambulance services.

With respect to a basic ambulance service that has been granted a variance to perform a restricted treatment or procedure listed in part 4690.0800, subp. 2, "medical director" means a physician who accepts responsibility for the quality of care given in the course of providing the restricted treatment or procedures who provides:

1. standards for training and continuing education with respect the restricted treatment or procedure for which the variance was granted;
2. standards for the purchase of medical equipment and supplies necessary for the restricted treatment or procedure;
3. standing orders for performing the restricted treatment or procedure; and
4. regular review of the quality of care provided under the variance.

In addition to the duties defined in the State Statutes, we believe the following activities are essential:

1. The Medical Director should have the opportunity to interview candidates under consideration for employment and offer input regarding the selection of those individuals.
2. The Medical Director should attend at least monthly staff meetings to review interesting/challenging runs and offer the opportunity for staff to discuss these situations and gain input for their decision making process in the future.

3. The Medical director should review all patient care activities. He/she should review all incidents of an unusual nature, all cardiopulmonary arrests, all runs involving a pre-hospital death, and all incidents involving the inflation of the MAST garment.
4. The Medical Director shall provide, through the manager of the ambulance services, the opportunity to evaluate the skill level of each employee on at least an annual basis.
5. The medical director shall use the practical skills evaluation as a basis for validating skill retention for the purpose of recertification of staff.



HealthPartners

Ramsey Emergency Medical Services

640 Jackson Street
St. Paul, MN 55101-2595
612.221.3991 Office

March 20, 1996

APR 19 1996

Susan Hoyt, City Administrator
City of Falcon Heights
2077 West Larpentour Avenue
Falcon Heights, Minnesota 55113

Dear Ms. Hoyt:

Thank you for your kind words in the letter we recently received regarding our meeting. Your understanding of EMS issues and the sensitive manner in which you are approaching them for your community is impressive.

As the medical director of forty different agencies for whom Ramsey EMS provides medical oversight for, my experience is that as cities explore the future of ambulance services they must evaluate the full spectrum of delivery of service.

The model most commonly used is that which was created by the American Heart Association and is known as the "Chain of Survival". This chain begins with an important link, which is an informed public; aware of how to access 9-1-1, and knowledgeable about the signs and symptoms of an injury or illness. Another critical link in this chain is that of medically trained dispatchers, who obtain proper information from the caller in order to send the appropriate resources. Specifically, this medical dispatcher should have the ability to give pre-arrival instructions to the patient or family members. The remaining links of the chain involve response by trained first responders, commonly police or fire service personnel, followed by either a BLS or ALS mode of transportation.

As medical directors, we believe the preferred method of transportation in a community such as yours is that of Advanced Life Support in partnership with your Fire Department. We are also sensitive to the fact that your community may not be able to immediately transition to this increased level of patient care.

Page 2

As you move forward in your discussions with other city managers and community service providers, such as your Fire Department, we would be happy to assist you in this endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Frascone', with a long horizontal flourish extending to the right.

R.J. Frascone, M.D.
Medical Director
Ramsey EMS

cc: Clem Kurhajetz, Fire Chief
Falcon Heights Fire Department

Kent Griffith, Ramsey EMS

POSSIBLE QUESTIONS FOR
RAMSEY EMERGENCY MEDICAL SERVICES

1. Ramsey EMS is the city's medical director, what does this mean?
2. The city has a BLS (intermediate) EMS, what does this mean?
3. How is our current BLS service different than an Advanced Life Support (ALS) service?

What types of medical emergencies are recommended for ALS response?

What percentage of calls do you predict would warrant ALS service?

What determines the hospital that a BLS or an ALS patient is transported to?
4. What has changed in the last five years that results in Ramsey's recommendation that we provide ALS from the point of dispatch?
5. What do you recommend be included in a dispatching service and why?
6. What is the recommended chain of survival in an emergency medical including

When are certain procedures used in the EMS process?

What variations on this exist in the metro area?
7. How many communities in the 7 county metropolitan area have an ALS service responding to 911 medical emergencies?
8. Is Ramsey EMS asking other BLS services to do this?

If so, what has been their response?
9. What will happen if the city chooses to stay with the current type of service arrangement?
10. What types of additional training, supervision and equipment would be necessary to change our volunteer BLS service to an ALS service?
11. Are there any volunteer ALS services? If so, where and for how long? Do they face any particular challenges?
12. Is there a minimal number of ALS calls that an ALS paramedic must go on each year to maintain the appropriate skill level?
13. What service providers would likely serve our community ?
14. How will this recommendation potentially affect Lauderdale?

City of Falcon Heights
City Council Meeting

DATE: Thursday, May 9, 1996

TIME: 6 p.m.

PLACE: Falcon Heights School
1393 Garden Avenue
Library
(City hall not available)

PURPOSE: To meet with Ramsey EMS

City of Falcon Heights
City Council
Workshop

DATE: Wednesday, May 1, 1996

TIME: 6:00 PM

PLACE: City Hall
2077 West Larpenteur
Falcon Heights

TOPICS FOR DISCUSSION:

1. Assessment policy (information to be distributed Monday)
2. The concept of eco-teams for the community
3. The 1997 police contract
4. Other upcoming items

ITEM: Information on Eco-Teams

SUBMITTED BY: John Hustad, Councilmember

BACKGROUND

Councilmember Hustad and Administrator Hoyt met with Ted Moores, the director of Global Action, about a program the organization is promoting called Eco-Teams. The effort is designed to build small groups within a neighborhood or community to reduce household waste. The Eco-Team approach involves using facilitators to the groups moving and a workbook for households. It is sometimes done in conjunction with a school program "Journey for the Planet".

Mr. Moores discussed how this might be used in a community like Falcon Heights. In the attached letter, he suggests that to assure an effective, broad based program \$10,000 start-up funds and an additional \$15,000 over time would be ideal. However, Mr. Moores explained that the program can be modified depending upon the way it is promoted in the community.

Councilmember Hustad will introduce the idea to the council and discuss some possibilities. The workbooks for both the Eco-Team and Journey for the Planet will be available at the meeting.

ATTACHMENTS:

1. Information from Global Action
2. Solid Waste Fund Financial Information



GLOBAL ACTION PLAN™

The "EcoTeam" and "Journey For The Planet" Programs

What is Global Action Plan?

- The 1992 Rio Earth Summit pointed out that America holds 5% of the Earth's population yet consumes 33% of the planet's resources and wastes up to 75% of that! More than 1/3 of resources are consumed in households and much of the rest are consumed because of what we purchase.
- Global Action Plan, a non profit organization, developed a comprehensive framework for individuals to develop environmentally sustainable practices by taking effective action in the home, workplace and community. In partnership with community, school and business sectors Global Action Plan supports the implementation and progress of neighborhood "Eco Teams" for adults and the "Journey for the Planet" program for children.
- An "EcoTeam" is 6 to 8 households meeting 8 times over a four month period, to share their experiences and resources. Each person decides what actions they'll take in their household using the workbook as a guide. The meetings are facilitated by an experienced coach and participants from around the world are able to share the measurable action steps they have taken.
- The "Journey for the Planet" program is a 5 week curriculum supporting children primarily in the 9-12 age range, to take personal actions in using our planet's resources more wisely..

What are the goals?

- The *international* goal is to engage a critical mass of industrialized countries in adopting sustainable lifestyle practices so that together we can support the rest of the world to manage resources in a way that will insure indefinite use.
- The goal of the *national* movement is to have a critical mass of Americans adopt environmentally sustainable lifestyle practices by the year 2000. In small communities the goal is to reach 15% of the citizens and in large metropolitan areas the goal is 15% of the citizens in 15% of the neighborhoods. When 15% of a population adopt a behavior, a threshold is crossed and these practices will diffuse rapidly through the culture, according to social diffusion theory.
- The goal in the *Twin Cities* is to develop effective, proven working models supporting at least 10 Twin Cities neighborhoods to the diffusion stage. The 1996 goals are to engage:
 - 16+ neighborhoods in 3 rounds of EcoTeams (150+ people per neighborhood);
 - 16+ schools and 4 youth groups completing the "Journey for the Planet" program and starting at least one more EcoTeam or JFTP program;
 - at least 16 businesses and 6 government agencies engaged in the program with committed resources.At the same time we will provide program and technical support to other communities to begin laying foundations for effective programs. When the Twin Cities model is tested and proven we will function as a "train the trainer" and a program support vehicle for other communities and areas.

How does it expand?

- This "grassroots" movement to create sustainable community is being accomplished first by developing successful working models in specific communities around the world, then reaching out to support other communities in moving toward success. The Twin Cities is the first and largest of these pilot communities.
- The leadership starts with a few committed individuals from any sector engaging schools, neighborhoods, businesses and local governments to share in responsibility to achieve the goals. Then, in many cases, the municipal government will redirect resources to support the movement as an efficient and effective vehicle for advancing its goals for sustainability.
- Success is measured by people taking effective action steps and by replicability. That is, each EcoTeam generates two more teams, which the recent EcoTeams have been doing as part of the last phase of the program, and so on until social diffusion occurs.

Current status all communities February 1996:

- The kids "Journey for the Planet" program, which became available in the fall of 1995, is in high demand already because it offers an ideal teaching and learning model while taking a comprehensive look at our individual impact on the environment. It also provides a leadership model to catalyze adults into action. With the kids program as the glue to help hold the different community sectors together, the development of mutually supportive multi-sector partnerships is being met with great enthusiasm.
- The EcoTeam program, revised in 1995 to work more effectively for a broad range of participants, used the economically and racially diverse Phillips neighborhood in Minneapolis as a proving ground thanks to the generous support and partnerships of the US EPA and the local Office of Environmental Assistance.
- Representatives from 15 industrialized countries have taken steps to integrate the programs into their communities with two having adopted the programs through the governments. Most see it as the best way to achieve the mandates of "Agenda 21".
Our international partners are:

	<i>Belgium</i>	<i>Canada</i>	<i>Denmark</i>	<i>Finland</i>
<i>Germany</i>	<i>Ireland</i>	<i>Japan</i>	<i>Netherlands</i>	<i>Norway</i>
<i>Spain</i>	<i>Sweden</i>	<i>Switzerland</i>	<i>United Kingdom</i>	<i>United States</i>
- *The United Nations* has partnered with Global Action Plan to give "Global Hero" awards to kids and "Global Citizen" awards to adults who complete the programs. *The President's Council on Sustainable Development* has endorsed the programs and the *National Awards Council for Environmental Sustainability* awarded Global Action Plan the prestigious Renew America Award.
- Since the fall of 1995, 9 cities in the U.S. have started community wide EcoTeam campaigns. (*The pilot cities include: Mpls / St Paul, San Francisco, San Jose, Santa Cruz, Portland OR, Portland ME, Seattle, Chattanooga, and Bend OR.*) (The city management of San Jose has adopted the EcoTeam program as the most effective way to achieve sustainable community.)
- To date over 3000 households in the U.S. have participated in the EcoTeam program. A year after finishing the program we found that people actually increased the number of environmentally "friendly" behaviors, continued to improve savings and 53% took these changes to their workplace or community.

In the Twin Cities Metro Area:

- We're experimenting with three neighborhood outreach models: *direct delivery* as in the Phillips neighborhood; *supporting a neighborhood organization* such as the Powderhorn model; and *full franchise / partnership* with a neighborhood organization such as the Lyndale Neighborhood Association model. All three are viable and need to be developed and refined to use as models for other communities.
- We are developing support systems and materials for the most effective partnerships possible with schools, neighborhoods, municipal governments, businesses supporting community focused initiatives, and large corporations that help us expand that focus to other communities in the U.S. and abroad.
- Over 150 EcoTeams, (1200+ households), have started in the Twin Cities, many from 13 different corporations. Presently 22 neighborhoods in central Mpls and St Paul and 30 schools are in various stages of beginning to work with the EcoTeam and Journey for the Planet programs. *Over 515 students have actually started the "Journey for the Planet" program.*
- Partnerships with prominent corporations as well as municipal governments and government agencies exist or are in the making. (*Examples are: Cray Research, Honeywell, 3M, Target, HB Fuller, Ryan Construction, the US EPA, the Office of Environmental Assistance, Minneapolis, Anoka County, the University of Minnesota, Hamline U, Green Institute, Minnesota Earth Day Network and the Science Museum.*)

The following neighborhoods are at various stages of beginning the "EcoTeam" program in the Twin Cities:

<i>In Minneapolis</i>	- Bancroft	- CARAG	- Cedar-Riverside	- Central	- ECCO
	- Kenwood	- Linden Hills	- Longfellow	- Lyncafe	- Lynnhurst
	- Phillips	- Powderhorn	- Seward	- Whittier	
<i>In St Paul</i>	- Como	- Frogtown	- Mac-Groveland	- Merriam Park	
	- St Anthony Park	- Highland	- West Side St Paul		
<i>Metro Area</i>	- Anoka	- Glaine	- Glen Lake	- White Bear Lake	
	- Woodbury	- Maplewood			

How To Get Involved

To become a member of the Household EcoTeam Program, fill out the form below and send in your membership contribution of \$35 to Global Action Plan. We will then send you the *Household EcoTeam Workbook*, a team start-up kit, and assign you a program coach. Your coach will assist you in forming your EcoTeam, then coach your team through the six-month program. Your membership also entitles you to our *EcoTeam Newsletter* and *EcoTeam Feedback Report* for a year.

Our estimate is that the average family of four who goes through the Household EcoTeam Program can save \$1,200 per year through learning how to be more efficient and careful in their use of resources. That is a return per household of 35 times the initial contribution the first year and every year thereafter! It is one of the best investments you'll ever make and one you will make for our children and their children.

- I'd like to become a member of Global Action Plan's Household EcoTeam Program. Enclosed is my membership contribution of \$35 plus \$3.00 for shipping and handling (\$20 is tax deductible).
- I'd like to tell others about the program. Please send me more brochures. (Kindly indicate how many you would like.)
- I'm interested in how to utilize the Household EcoTeam Program in my business, organization, church or school. (please circle preference.)

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____
 Day: _____ Evening: _____
 Membership Sponsor: _____
 (if applicable)

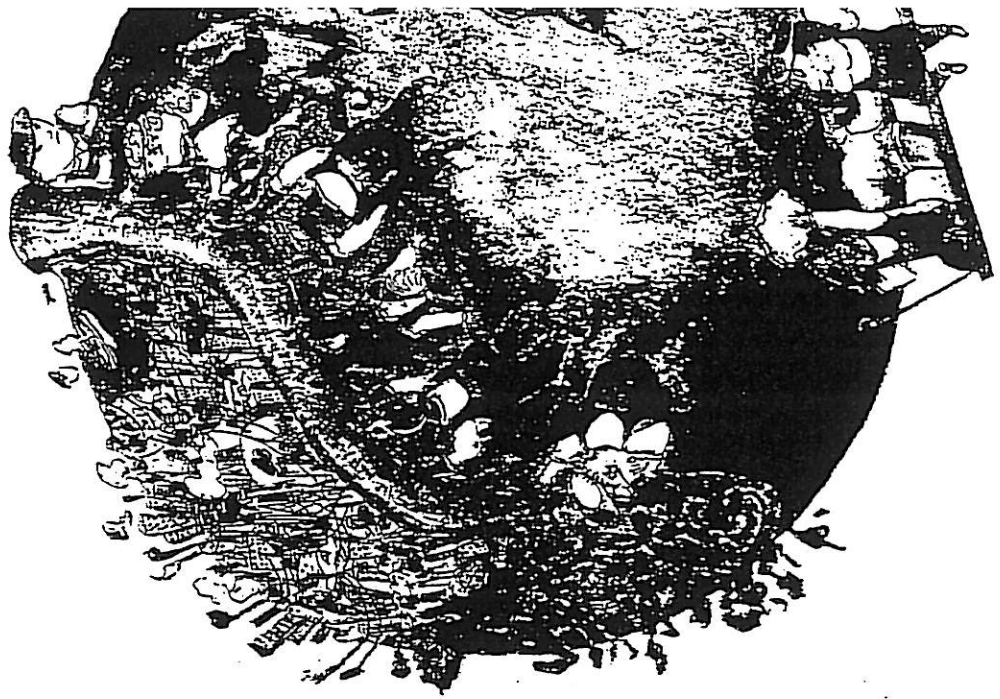
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 Global Action Plan
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 Minneapolis, MN 55408
 Tel: 612/824-7394
 Fax: 612/824-0025



Invites you to join the

Household EcoTeam Program™

and help save the Earth.



Household EcoTeam Program

Through the program you can do your part to achieve the global environmental goals in Earth Day's "Agenda for the Green Decade."

By achieving these goals, an average family of four will save each year:

- ◆ \$1,200
- ◆ 104 Cubic Feet of Landfill
- ◆ 3,120 lbs. of Garbage
- ◆ 73,000 Gallons of Water
- ◆ 10 Trees
- ◆ 10 Tons of CO₂ Emissions
- ◆ 140 lbs. of Acid Rain Pollutants
- ◆ 600 Gallons of Gasoline

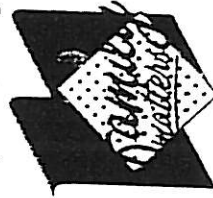
all while improving the quality of their lives.

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How The Household EcoTeam Program Works

The program simplifies the overload of environmental information, and divides it into six specific areas—one set of actions to work on each month, over a period of six months. A small group of friends, family members, neighbors, or co-workers form an EcoTeam and support each other in putting these actions into practice. An easy-to-use *Household EcoTeam Workbook* provides step-by-step guidance as you and your EcoTeam work through the monthly action areas. Each EcoTeam is assigned a coach who has been trained by the Global Action Plan to help the team go through the program successfully.

Monthly Action Areas

- ◆ Reduce Your Garbage
- ◆ Improve Home Water Efficiency
- ◆ Improve Home Energy Efficiency
- ◆ Improve Transportation Efficiency
- ◆ Be an Eco-Wise Consumer
- ◆ Empower Others through Household, Workplace, and Community Action.

Like many people, you may have a vague sense of what you should do to restore the environment, but you're overwhelmed by the complexity of the task and the amount of information. You may be asking yourself questions like:

- Where do I start?
- Which actions are the important ones?
- How do I implement these actions?
- Does what I do actually make a difference?

The Global Action Plan for the Earth (GAP) has created an innovative program that answers these questions and gives you support in changing your life so that it can be more "Earth friendly."

The Household EcoTeam Program is designed to help transform people's *desires* to make a difference into effective actions that *will* make a difference.

For each of the first five months, the workbook guides you through an assessment of the current status of your household relative to each action area. Then, based on the results of your assessment, you'll choose from a list of suggested actions to bring your household closer to a sustainable balance with the environment. Finally, each month you'll implement the actions you select and report the results back to your EcoTeam.

The sixth month is for celebrating your EcoTeam's accomplishments—and for using your energy and expertise to create wider change for the Earth. Guidelines are provided to help you organize and support new EcoTeams, and to work in other ways to bring your community into environmental balance.

You Can Make a Difference



Paul Douglas
KARE 11 NEWS
Meteorologist

Global Action Plan with the support of KARE 11 is launching an exciting campaign to form EcoTeams across Minnesota. Weekly reports on the EarthKARE segment of KARE 11 NEWS at 6 PM will track the ongoing progress of several EcoTeams as well as the formation of new EcoTeams.

By joining an EcoTeam, you become part of an international environmental campaign to create sustainable lifestyles. Right now there are active EcoTeams in Canada, Germany, Netherlands, Norway, Sweden, Switzerland, United Kingdom, and the United States. The results of the actions taken by all EcoTeams—those in your community, as well as nationally and internationally—are collected monthly and communicated back to each EcoTeam on a regular basis. Through reports on KARE 11 and to your EcoTeam, you'll know that your actions, rather than just being "a drop in the bucket," are actually helping to fill it. Your feedback will also encourage further action by people around the world through demonstrating that progress toward global environmental goals is possible—and that it's *happening*.

ECOTEAM NEWSLETTER

In THIS ISSUE:

- 1. Earth News
- 2. Big Picture
- 3. EcoTeam Progress
- 4. Action Plan
- 5. Earth News
- 6. EcoTeam Progress
- 7. Action Plan
- 8. Earth News
- 9. EcoTeam Progress
- 10. Action Plan

HOUSEHOLD ECOTEAM WORKBOOK

A 6-month program to bring your household into Environmental Balance

By Douglas, Adams and Fisher, Editors

Sustaining Our Planet
Global Action Plan



GLOBAL ACTION PLAN OF MINNESOTA™

3318 Hennepin Avenue S. Minneapolis, MN 55408 Tel: (612) 824-2433 Fax: (612) 824-0025

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- Carol Teasdale
Program Director, GAPMIN

Susan Hoyt
 City Administrator
 City of Falcon Heights
 2077 W. Larpenteur
 Falcon Heights, MN 55113

March 15, 1996


MAR 15 1996

Dear Susan:

Thank you for the great meeting. I'm very excited about the potential that Falcon Heights has for becoming a showcase city to bring the EcoTeam community initiative to scale. A 15% target represents only about 160 households, which is very easy to visualize. With a multi-pronged approach, (neighborhood "seed" teams, "Journey for the Planet" teams and possibly corporate and University of MN teams,) the initial 15% target could be reached as little as three years.

Our budget discussion, using the number of \$10,000 to get a very solid start and \$15,000 for the next two years, can be spelled out in detail when we meet to discuss target numbers, etc.. In any case, there would be a variety of contributors to the pot including, but not exclusive to, citizens, city, Hewlett Packard, Harvest State Co-op, and other agencies (such as O.E. A.) as partners, which will help to secure the program.

Enclosed are the two books @ \$35 and \$12.95 for a total of \$47.95 plus \$3 for postage. I'm looking forward to further dialogue and a mutually fruitful relationship with the City of Falcon Heights.

With warm regards,

 Ted Moores
 Executive Director, CEO

cc: Mary C. Gliniany
Associate Director, COO

1996 SOLID WASTE FUND FINANCIAL INFORMATION

REVENUES:

Recycling Fee:	\$31,750
SCORE grant:	\$11,000
Investment Interest:	\$ 159
TOTAL:	\$42,909

EXPENDITURES:

E-Z Contract:	\$30,500
Salaries/Benefits:	\$ 9,998
Publicity (Events, Newsletter):	\$ 2,010
Misc (Mileage, audit, meetings):	\$ 340
TOTAL:	\$42,848

The SCORE grant is awarded by Ramsey County each year using funds granted to them by the State of Minnesota. Since this amount is awarded proportional to Falcon Heights' population in Ramsey County, the grant amount will decrease slightly each year. In addition, there is some concern that the state will cut all SCORE funding next year (the idea being that recycling programs are now past their "infancy" stage and shouldn't now need state assistance.)

As of December 31, 1995 there was a balance of \$10,288 in the Solid Waste Fund.