



## AGENDA

### REGULAR MEETING OF THE PARCHMENT CITY COMMISSION

October 1, 2018

7 P.M.

#### Parchment City Commission

Mayor Robert D. Britigan III

Vice-Mayor Thomas Jordan

Commissioner Chester Emmons

Commissioner Richard Bagley

Commissioner Holly Evans

Commissioner Doug Fooy

Commissioner Robert B. Heasley

#### Officers

City Manager Nancy R. Stoddard

City Attorney Robert Soltis

City Treasurer/Clerk Shannon Stutz

**1. Call to Order**

**2. Roll Call**

**3. Approval of Minutes**

From the City Commission Regular Meeting Minutes of September 17, 2018

**4. Additions/Changes to the Agenda - Approval**

**5. Citizen Comments – Items ON the Agenda**

*If you wish to comment regarding items ON the agenda, please follow the format below:*

- *Stand at the podium*
- *State your name and address for the record*
- *You are allowed up to 5 minutes for your comments*
- *Please let us know if you require special accommodations by notifying the Clerk*

- *Reminder: You will be making a statement, without discussion from the Commission. You are always welcome to make an appointment with the City Manager to further discuss your comments.*

**6. Consent Agenda**

*Items on the consent agenda will be dealt with one vote by the City Commission unless a Commissioner requests an item be dealt with individually.*

Motion to RECEIVE OR APPROVE as indicated:

- i. Warrant No. 1370 – receive
- ii. Kindleberger Park Gazebo Rental – McLean Wedding - approve
- iii. Kindleberger Park Gazebo Rental – Hensen Wedding - approve
- iv. Kindleberger Park Gazebo Rental – Hay Wedding – approve
- v. Employee General Employee Manual - approve

**7. Unfinished Business**

- A. Ordinance to Amend Zoning Map from R-T to R-M at 503-509 N Riverview Drive (Second Reading) (Final Adoption)

**8. New Business**

- B. Renewal of KVIAA Contract - approval

**9. Board and Commission Reports/Minutes**

**10. Citizen Comments – Items ON or OFF the Agenda**

*Persons wishing to comment on items that are on/off the agenda are instructed to please follow the same format as Citizen Comments for items on the agenda.*

**11. Mayor and Commissioner Comments**

**12. City Manager Comments**

**13. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE PARCHMENT CITY COMMISSION HELD ON MONDAY SEPTEMBER 17, 2018.**

**1. Call to order**

Mayor Britigan called the meeting to order at 7:00 p.m. He led those present in the “Pledge of Allegiance”.

**2. Roll Call.**

Present: Mayor Britigan, Vice Mayor Jordan, Commissioners Bagley, Emmons, Evans, Fooy, and Heasley. City Manager Stoddard, City Treasurer/Clerk Stutz.

Absent: None.

**3. Minutes**

Moved by Commissioner Emmons, supported by Commissioner Heasley to approve the amended Minutes of the September 4, 2018 Regular Meeting.

**Motion Carried.**

**4. Additions or changes to the agenda.**

Add 8 B. Ordinance to Amend Zoning Map. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to accept the agenda change. **Motion Carried.**

**5. Citizen Comments – Items ON the Agenda**

None.

**6. Consent Agenda**

A. Question on the quotes for AC replacement were answered – 3 were solicited (LaPine, Adams, and Nieboer) with the lowest being Nieboer. Moved by Commissioner Fooy, supported by Commissioner Evans to receive the consent agenda items. **Motion Carried.**

**7. Unfinished Business**

River Reach response – receive. Per Mayor Britigan, River Reach has agreed to the terms we requested – carving out TIF monies for the 5.5 acres of the property in exchange for the response extension to December 1, 2018. He added that our attorney is writing up the agreement, then discussed the prospective buyer.

**8. New Business**

A. Rezoning from R-T to R-M Recommendation from Planning Commission - approval. The Planning Commission met on September 12 to hear and discuss the case, then submitted their recommendation for approval to City Manager Stoddard. Moved by Commissioner Fooy, supported by Commissioner Heasley to accept the Planning Commission’s recommendation to rezone the property at 503-509 N Riverview. Roll call vote was as follows:

Ayes: Bagley, Britigan, Emmons, Evans, Fooy, Jordan, Heasley.

Nays: None.

Absent: None.

Abstain: None.

**Motion Carried 7-0.**

B. Ordinance to Amend Zoning Map – 1<sup>st</sup> Reading. Moved by Commissioner Heasley, supported by Vice Mayor Jordan to accept the Ordinance to Amend the Zoning Map for 1<sup>st</sup> Reading. **Motion Carried.**

**9. Standing Board and Committee Reports**

Commissioner Fooy reported his attendance at the Cooper Township public meeting last Monday where the DEQ explained their continued testing of private wells. He noted that they plan to dig 15-20 monitor wells to aid the hydrogeological study.

**10. Citizen Comments**

Mike Conner, 1150 Parchmount, asked about the lookback charge for the water and if it would still be billed – City Manager Stoddard answered yes. He then asked the Commission to take a look at the RV/travel trailer ordinance, saying he thought people could use more time to get their campers ready in the summer. Lastly, he asked about the fire hydrant on Parchmount being fixed. CM Stoddard told him it was on the list to be repaired.

Tammy Cooper, 510 Glendale, mentioned the playground again, saying she would rather have the weeds pulled than round up/poison being used.

Teresa Stannard, Parchment Community Library, handed out the quarterly newsletter and mentioned they have used a vinegar/salt solution on their weeds, 3 times a year and it seems to work.

**11. Mayor and Commissioner Comments**

Commissioner Evans thanked residents for coming to the meeting to express their concerns.

Vice Mayor Jordan thanked everyone for their comments.

Mayor Britigan mentioned that the US Senate is holding hearings on the federal role in PFAS in water on September 26, 2018. Then he mentioned PHS Homecoming Friday, and that he will be in the parade.

**12. City Manager Comments/Reports**

Manager Nancy Stoddard invited any or all to visit her at City Hall with questions or concerns.

**13. Adjournment**

There being no further business to come before the Commission, it was moved by Commissioner Emmons and supported by all to adjourn the meeting at 7:24 p.m.

Shannon Stutz  
City Clerk



**City of Parchment**  
**Check Register Report**  
**Warrant 1370**

Check #	Check Date	Vendor Name	Check Description	Amount
<b>MERCANTILE Checks</b>				
34847	09/20/2018	ASPHALT RESTORATION, INC	Thermal Bond-Mult Locations	546.00
34848	09/20/2018	CINTAS	Re-stock 1st Aid Cabinet	48.97
34849	09/20/2018	CINTAS CORPORATION LOC. 725	Uniform Rental & Towels	369.02
34850	09/20/2018	CLEAN EARTH ENVIRONMENTAL	Run & Clean Parchmount-After Hrs	1,685.35
34851	09/20/2018	TAYLOR COHOE	Wed Dep Refund-09/15/18	100.00
34852	09/20/2018	CONSUMERS ENERGY	Citywide Monthly energy usage	3,511.19
34853	09/20/2018	CONSUMERS ENERGY	Annual Lease-Leaf Pile Pad	50.00
34854	09/20/2018	CORNERSTONE OFFICE SYSTEMS	Monthly Contract-9/4 to 10/3/1	133.07
34855	09/20/2018	DALE W. HUBBARD, INC.	Run Main Sewer Line in Upper Restrooms	337.99
34856	09/20/2018	DEYOUNG LANDSCAPE SERVICE	Turf Treatment #4-Stage	165.00
34857	09/20/2018	LIZ EMMONS	Children's Area Festival-Supplies	157.73
34858	09/20/2018	FORD, KRIEKARD, SOLTIS & WISE	Police Matters - August	2,068.75
34859	09/20/2018	KALAMAZOO OIL CO.	Fuel Charges-9/1 to 9/15/18	836.18
34860	09/20/2018	KALAMAZOO TOWNSHIP	Police Services Contract-Sept	25,347.75
34861	09/20/2018	KRESA PRINT CENTER	2000 Newsletters	323.99
34862	09/20/2018	R.W. LAPINE INC.	Diagnose Bad Compressor-City Hall	158.00
34863	09/20/2018	LINDE GAS NORTH AMERICA LLC	Monthly Comp Air & Compl Chg	31.06
34864	09/20/2018	MICHIGAN MUNICIPAL RISK	Liab Ins-Retention Fund-2nd Pmt	12,357.00
34865	09/20/2018	MUNICIPAL CODE CORPORATION	Update Municipal Code - 140 pgs	3,021.62
34866	09/20/2018	JILL NANCE	Wedding Dep Refund-9/8/18	100.00
34867	09/20/2018	PARCHMENT SERVICE CENTER	'08 Ford F350 - Oil Change	43.50
34868	09/20/2018	PREIN & NEWHOF	SAW Grant	17,690.37
34869	09/20/2018	REPUBLIC SERVICES #249	City Wide Pickup-September	8,285.31
34870	09/20/2018	SBAM PLAN	Employee & Retiree Ins-October	14,382.89
34871	09/20/2018	SEVERANCE ELECTRIC CO INC	Traffic Signal Maint-August	120.00
34872	09/20/2018	SMALL BUS ASSOC OF MICHIGAN	SBAM Dues thru 11/30/2019	229.00
34873	09/20/2018	SMALL BUSINESS ADMIN SERVICES	HRA-September	52.50
34874	09/20/2018	STATE OF MICHIGAN-MDOT	Partial Payment - MDOT	10,000.00
34875	09/20/2018	WEST MICHIGAN ISLAMIC CENTER	Deposit Refund from 09/01/18	100.00

# Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block)  
(\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Megan McLean Phone: 269-254-6710

Full Address: 5380 Keyes Drive Kalamazoo, MI 49004

Email: Megan.E.McLean@gmail.com Alt. Phone: 269-599-5213

Date of Event: 9/20/19 Time: 3pm - 6pm

How many attendees do you anticipate at your event? ~100

Will there be music as part of your event? yes

Name of DJ, Musical Performer, Sound Technician: speaker (bluetooth)

Will there be decorations, rental chairs/tents/tables: yes

*\*See park rules on reverse side*

Megan McLean  
Signature

9/27/18  
Date

FOR INTERNAL OFFICE USE:

Application received by: [Signature]

Date: 9-27-18

Payment Received: [Signature] my cc

Receipt # 11099

APPROVAL

[Signature]  
Signature

9/27/18  
Date

Wedding

# Kindleberger Park Reservation Form

RECEIVED  
SEP 19 2018

PAID

Area of park to be reserved:

- 3-6 pm  Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block)  
(\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Name: Samantha Hensen Phone: 586-601-4237  
Full Address: 4115 MOUNT OLIVET Rd, Kalamazoo MI 49004  
Email: samhensen4@gmail.com Alt. Phone: 269 929 7841  
Date of Event: 10-27-18 Time: 4:30-5pm

How many attendees do you anticipate at your event? 120 wedding  
Will there be music as part of your event? NO  
Name of DJ, Musical Performer, Sound Technician: NO  
Will there be decorations, rental chairs/tents/tables: Yes - 120 chairs

\*See park rules on reverse side

Signature: [Signature] Date: 9-19-18

FOR INTERNAL OFFICE USE:

Application received by: [Signature] Date: 9-19-18  
Payment Received: CHECK \$300 Receipt #: 11090  
APPROVAL  
Signature: [Signature] Date: 9-19-18

Wedding

# Kindleberger Park Reservation Form

Area of park to be reserved:

- Sunken Gardens/Gazebo (\$200 non-resident/\$100 resident)(3-hour block) (\$100 deposit required)
- Stage (\$300 non-resident/\$150 resident)(3-hour block)(\$100 deposit required)
- Lower Softball Field (\$25 non-resident, \$10 resident)(only available after 7/31)
- Tennis Court 1 (\$25 non-resident, \$10 resident)(1-hour period)
- Tennis Court 2 (\$25 non-resident, \$10 resident)(1-hour period)
- Picnic Pavilion 1 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 2 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 3 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 4 (\$100 non-resident/\$50 resident for 4-hour block)
- Picnic Pavilion 5 (\$100 non-resident/\$50 resident for 4-hour block)

Wedding

Name: Taylor Hay Phone: (231) 838-1581  
 Full Address: 1143 N. Riverview Dr. Apt. 102 Parchment  
 Email: haytaylor9@gmail.com Alt. Phone: (231) 330-8925  
 Date of Event: 6-15-19 Time: 4pm

How many attendees do you anticipate at your event? 50-75

Will there be music as part of your event? Yes

Name of DJ, Musical Performer, Sound Technician: \_\_\_\_\_

Will there be decorations, rental chairs/tents/tables: Yes

*\*See park rules on reverse side*

Taylor Hay  
Signature

09/20/18  
Date

**FOR INTERNAL OFFICE USE:**

Application received by: Paula Copeland Date: 9/20/18

Payment Received: 200.00 Receipt #: 11091

Nancy B. Stoddard  
Signature

9-25-18  
Date

**CITY OF PARCHMENT**  
**COUNTY OF KALAMAZOO, MICHIGAN**

**ORDINANCE \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE PARCHMENT CITY ZONING MAP TO REZONE CERTAIN PARCELS FROM R-T RESIDENTIAL TRANSITIONAL DISTRICT TO R-M MULTIPLE FAMILY RESIDENTIAL DISTRICT AND TO REPEAL ALL ORDINANCES AND PARTS THEREOF IN CONFLICT HEREWITH.**

**THE CITY OF PARCHMENT ORDAINS:**

Article I.

The Parchment City zoning map is and shall hereby be amended to evidence that the real property hereinafter described shall be rezoned from R-T Residential Transitional District to R-M Multiple Family Residential District:

PARCHMENT ADDITION N 26.4 FT LOT 9 & LOTS 10, 11, 12, 13 & 14 BLK 2\*

Article II - REPEALER.

All Ordinances or parts thereof in conflict herewith are hereby repealed and shall be of no further force and effect.

Article III - SEVERABILITY.

Any and all sections, terms, provisions and/or clauses herein shall be deemed independent and severable. Should any Court of competent jurisdiction hold any section, term provision or clause void and/or invalid, all remaining sections, terms, provisions and/or clauses not held void and/or invalid shall continue in full force and effect.

Article IV - EFFECTIVE DATE.

This Ordinance shall take force and effect on \_\_\_\_\_, 2018.

**CERTIFICATE**

I, Shannon Stutz, Parchment City Clerk, do hereby certify that the foregoing Parchment Ordinance Number \_\_\_\_\_ was adopted by the Parchment City Commission at a regular meeting held on \_\_\_\_\_, 2018, and that the following is a record of the vote of the members of said City Commission on said Ordinance:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Shannon Stutz  
Clerk



## MEMORANDUM

To: Nancy Stoddard, City Manager  
From: Joe Bonhomme, Fire Chief  
Date: September 27<sup>th</sup>, 2018  
Subject: Renewal of KVIAA Contract

### IT IS RECOMMENDED

It is recommended the City Commission approve the renewal agreement of Life EMS Ambulance of 517 West North Street, Kalamazoo, MI 49007 as the City's designated Advanced Life Support (ALS) provider and Authorize the City Manager to sign the contract renewal.

### BACKGROUND

The City Commission approved the Kalamazoo Valley Intergovernmental Ambulance Agreement (KVIAA) four year contract in September of 2014, which is set to expire on October 31, 2018. The agreement includes the opportunity for three (3), two-year extensions. The contract is a culmination of efforts between representatives of the cities of Kalamazoo and Parchment and the townships of Alamo, Cooper, Kalamazoo and Oshtemo. Through this intergovernmental collaboration, a competitively bid, non-subsidized joint EMS contract was developed.

There are many provisions that were included in the Request for Proposals (RFP) that contribute to a better overall EMS system and cost savings. Those items include: response time performance metrics, penalties for failure to meet contract standards, provisions for two paramedic staffing on EMS units, and replacement of specified medical supplies.

### COMMUNITY RESOURCES CONSULTED

Parchment Fire worked with several other local governments on this contract which has promoted intergovernmental cooperation to obtain efficiencies and service enhancements.

### FISCAL IMPACT

There are clear cost efficiencies and service quality benefits resulting from the City and other participating units of government entering into this contract. Funds received from penalties incurred are used to purchase and/or replace medical equipment used by First Responders in Kalamazoo County.

### ATTACHMENTS

Agreement

## **KALAMAZOO VALLEY INTERGOVERNMENTAL AMBULANCE AGREEMENT**

This Agreement is made between the KALAMAZOO CHARTER TOWNSHIP, ALAMO TOWNSHIP, COOPER CHARTER TOWNSHIP, the OSHTEMO CHARTER TOWNSHIP, the CITY OF PARCHMENT, the CITY OF KALAMAZOO (hereinafter the “Municipalities”) and Life EMS of Kalamazoo, Inc., a Michigan Corporation (hereinafter “Life EMS”).

**WHEREAS**, in order to provide more responsive, reliable and cost-effective ambulance and other emergency services, the Municipalities requested proposals for an intergovernmental ambulance agreement, seeking a single provider for emergency services for their residents; and

**WHEREAS**, the Municipalities pursuant to the authority granted by 1951 Public Act 35, as amended (being MCL 124.1 et seq.) and 2011 Public Act 258 (being MCL 124.111 et seq.) are interested in sharing oversight responsibilities for the provision of these services; and

**WHEREAS**, Life EMS has presented a signed proposal in response to the request for proposals (RFP) prepared by the Municipalities that fully addresses all issues related to the provision of and payment for ambulance and other emergency services; and

**WHEREAS**, the Municipalities wish to enter into an Agreement with Life EMS, and have designated the proposed agreement as the Kalamazoo Valley Intergovernmental Ambulance Agreement; and

**WHEREAS**, the Municipalities and Life EMS wish to supplement the proposal signed by Life EMS in response to the request for proposals in order to create a binding agreement that describes the obligations and responsibilities that the Municipalities have to each other, and more fully details the obligations and responsibilities of Life EMS to the Municipalities, both collectively and as individual governmental entities.

### **IT IS NOW THEREFORE AGREED AS FOLLOWS:**

1. This Agreement as amended to reflect changes in the; EMS response protocol as adopted by Kalamazoo County Medical Control Authority (KCMCA), required paramedic staffing levels and the ambulance rates (Exhibit A) . The RFP signed by Life EMS as submitted via correspondence dated May 29, 2014 from Mark Meijer, President, Life EMS, to Terry Emig, Chief, Cooper Charter Township Fire Department, constitute a single Agreement that shall be known as the Kalamazoo Valley Intergovernmental Ambulance Agreement (KVIAA).

2. All references to the Kalamazoo Valley Intergovernmental Ambulance Agreement and to the local governmental entities in the RFP submitted and signed by Life EMS shall be deemed to refer to all municipalities that are a party to this Agreement, including any other municipality who becomes a party to the Agreement subsequent to the date of its execution, as further described below.

3. Any party to this Agreement, including Life EMS, may terminate its participation by providing 180 days written notice to all other parties at any time after the initial four-year term of this Agreement has expired. This notice, and all other notices under this Agreement, shall be sent to the following persons:

- CHARTER TOWNSHIP OF COOPER: Township Supervisor  
1590 West 'D' Avenue  
Kalamazoo, MI 49009
  
- CHARTER TOWNSHIP OF KALAMAZOO Township Supervisor  
1720 Riverview  
Kalamazoo, MI 49004
  
- CHARTER TOWNSHIP OF OSHTEMO: Township Supervisor  
7275 W. Main St.  
Kalamazoo, MI 49009
  
- CITY OF PARCHMENT: Office of the City Manager  
650 S. Riverview  
Parchment, MI 49004
  
- CITY OF KALAMAZOO: Office of the City Manager  
241 W. South St.  
Kalamazoo, MI 49007
  
- TOWNSHIP OF ALAMO Township Supervisor  
7901 North 6<sup>th</sup> Street  
Kalamazoo, MI 49009
  
- LIFE EMS LIFE EMS  
Mark Meijer  
517 W. North St.  
Kalamazoo, MI 49007

4. Approval must be obtained from each municipality that is a signatory to this Agreement and from Life EMS before any other governmental unit can become a party to this Agreement. Any municipality that becomes a party to this Agreement after its effective date shall be an equal partner, and shall have the same status under its terms as those municipalities that are initial signatories.

5. Any modification in the terms of this Agreement, including fees, must be approved by Life EMS and by three-fourths of the municipalities who are at that time a party to this Agreement.

6. In the event of a conflict between this Agreement and the RFP signed by Life EMS, the terms of this Agreement shall control.

7. It is understood and agreed that the KVIAA oversight Board, as referenced in the RFP, is an oversight body only, and its members have no authority to bind any party to this Agreement.

8. The KVIAA Oversight Board has the authority to make recommendations to the Municipalities then participating in this Agreement that a default be declared, as provided for in the RFP. A formal notice of default shall be sent to Life EMS if approved by the appropriate official or body of at least three-fourths of the Municipalities that are parties to this Agreement at that time.

9. Any local ordinance referenced in the RFP signed by Life EMS that is specific to any one municipality shall be applicable only to that municipality, and shall not be in any way binding upon the other Municipalities that are a party to this Agreement.

10. Because response times to calls for the services provided by Life EMS is a critical component of this Agreement, the performance measures and penalties for failure to meet those measures are set forth in Exhibit A to this Agreement.

11. This Agreement may be executed in six or more counterparts, each of which shall be deemed to be an original when signed by the duly authorized representative of any party. While each such document shall be deemed to be an original, all such documents together shall constitute one and the same Agreement.

KALAMAZOO CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

COOPER CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

OSHTEMO CHARTER TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

CITY OF PARCHMENT

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

CITY OF KALAMAZOO

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

ALAMO TOWNSHIP

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

LIFE EMS OF KALAMAZOO, INC.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attydocs\agreements\kzoovalleyintergovt-ambulance-agt

## Exhibit A to the Kalamazoo Valley Intergovernmental Ambulance Agreement

### Calculation, Notification, and Distribution of Penalties and Payments from KVIAA Contract

- I. **Response Times:** Penalties and breeches are based on Kalamazoo County Medical Control Authority (KCMCA) response time directives. Changes may be implemented by a joint recommendation from KCMCA, the KVIAA oversight board, and the contracted agency. The current 2018 KCMCA response time standards are listed below for reference.

	Zone 1		Zone 2	
Priority	Time Interval	Compliance	Time Interval	Compliance
<b>1</b>	≤ 10:00	≥ 90%	≤ 14:00	≥ 90%
<b>2</b>	≤ 14:00	≥ 90%	≤ 16:00	≥ 90%
<b>3</b>	≤ 20:00	≥ 90%	≤ 20:00	≥ 90%

- The time the responding unit is notified will be used to evaluate the response time interval.
- The Advanced Life Support Unit response time target begins upon the time the unit is notified by the EMD.
- The Advanced Life Support Unit response time target ends upon arrival of the Advanced Life Support Unit to the physical address or staged location.

II. **Emergency Medical Call Processing Time Targets:**

	Time Interval	Compliance
<b>PSAP notified to time EMD notified</b>	≤ 60 seconds	≥ 90%
<b>EMD notified to time unit notified</b>	≤ 120 seconds	≥ 90%
<b>Unit notified to time PSAP notified*</b>	≤ 15 seconds	≥ 90%

- PSAP notified – Time that PSAP picks up the call
- EMD notified – Time that EMD picks up the call
- Unit notified – Time that the EMD assigns a call to an ambulance
- \*For calls initially received by EMD

III. **Penalties and Breaches:** The KVIAA contract describes the following penalties and breeches.

A. **Per call penalty Zone 1 and Zone 2:**

- a. \$15 for each Priority I or II response exceeding KCMCA standards or turned over to a non-contracted agency.

B. **Breaches Zone 1:**

a. **Minor:**

- i. Priority I \$350.00 for each aggregate percentage point below 90% in any given calendar month within a range of 85%-89%.
- ii. Priority II \$125.00 for each aggregate percentage point below 90% in any given calendar month period within a range of 85%-89%.

b. **Major:**

- i. Priority I \$500.00 for each aggregate percentage point below 85% in any given calendar month.

- ii. Priority II \$300.00 for each aggregate percentage point below 85% in any given calendar month.

**C. Breaches Zone 2:**

**a. Minor:**

- i. Priority I \$350.00 for each aggregate percentage point below 90% in any given calendar quarter within a range of 85%-89%.
- ii. Priority II \$125.00 for each aggregate percentage point below 90% in any given calendar quarter within a range of 85-89%.

**b. Major:**

- i. Priority I \$500.00 for each aggregate percentage point below 85% in any given calendar quarter period.
- ii. Priority II \$300.00 for each aggregate percentage point below 85% in any given calendar quarter period.

**IV. Response Zones:** The revised response zones have been changes from Metropolitan and Non-Metropolitan to Zone 1 and Zone 2. The new KVIAA zones are based upon recommendations from KCMCA and are subject to change by a joint recommendation among the KVIAA oversight board, KCMCA, and the contracted provider. The current 2018 accepted response zones are:

Zone 1	Zone 2
City of Galesburg	Alamo Township
City of Kalamazoo	Brady Township
City of Parchment	Charleston Township
City of Portage	Climax Township (and Village of Climax)
Comstock Township	Cooper Township (D Avenue and North)
Cooper Township (D Avenue and South)	Pavilion Township
Kalamazoo Township	Prairie Ronde Township
Oshtemo Township	Richland Township (and Village of Richland)
Schoolcraft Township (W Avenue and North)	Ross Township
Texas Township	Schoolcraft Township (W Avenue and South)
Village of Schoolcraft	Village of Augusta
Village of Vicksburg	Wakeshma Township

**V. Calculation of Penalties:**

A. **Per call penalties:** Shall be calculated for priority 1 – Zone 1, and Zone 2 calls, and priority 2 Zone 1 and Zone 2 calls as described in the following example:

Total Priority 1 Requests for Zone 1 Jurisdiction "x"	100
Completed responses that met 10 minutes 0 seconds	86
Responses that exceeded 10 minutes 0 seconds	12
Calls turned over to non-contracted agency	2
Total calls with response delay or turn over	14
Number of calls subject to \$15 per call assessment	14
Monthly per call assessment paid to jurisdiction "x"	\$210.00

- B. **Breach penalties:** Shall be calculated for priority 1 and 2 - Zone 1 and Zone 2 based on aggregate data from a fractile report over time intervals noted in section IIB and IIC of this document. KVIAA responses of the same priority from all jurisdictions will be combined together to determine an overall percentage of compliance as demonstrated below:

Aggregate													
Zone 1													
Priority 1													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
20	100	205	155	20	5	0	0	0	0	5	0	510	98%
												Threshold	90%
Priority 2													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
20	30	90	55	30	15	4	6	2	0	8	0	260	94%
												Threshold	90%
Zone 2													
Priority 1													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
0	0	0	0	4	6	7	2	1	0	1	0	21	81%
												Threshold	90%
Priority 2													
0-2 Min	2-4 Min	4-6 Min	6-8 Min	8-10 Min	10-12 Min	12-14 Min	14-16 Min	16-18 Min	18-20 Min	Mutual Aid	Requested Exceptions	TOTAL	Compliant
0	0	0	0	4	8	6	6	2	0	1	0	27	89%
												Threshold	90%

- C. **Calculating of Percentage Performance:** Shall be rounded up or down to the nearest whole percentage point utilizing conventional methods. For the example above:
- Priority 1 – Zone 1:  $510$  (responses that met standard) /  $510$  (total responses including mutual aid requests) =  $98.039$ . This number is rounded **down** to 98% compliance.
  - Priority 1 – Zone 2:  $17$  (responses that met standard) /  $21$  (total responses including mutual aid requests) =  $80.952$ . This number is rounded **up** to 81%.

- D. **Exemptions:** The KVIAA and contracted agency recognize that there are instances where response delays are unavoidable. In such cases an exemption will be requested by the contracted agency with supporting documentation and presented to the KVIAA oversight board at the regular operations summary meetings. Approved exemptions will NOT count against the contracted agency in the calculation of response time performance or penalties. Acceptable exemption examples include the following:

- Severe weather delay
- Construction delay
- Multiple calls same time frame same, jurisdiction, not allowing for system recovery
- System overload that overwhelms planned and full staffing
- Mass Casualty Incidents (MCI)
- Diversion to higher priority call

VI. **Communication of Penalties and Distribution of Payment:**

- A. Penalties will be evaluated by the contractor on a quarterly basis utilizing an aggregate fractile report to determine total penalty amounts.

- B. A quarterly email containing a summary of per call penalties listed by KVIAA jurisdiction and any breaches in service will be sent ahead of payment distribution by the contracted agency to the appointed board representative from each municipality and the City of Kalamazoo Purchasing Manager.
- C. The contractor shall distribute payment in the form of a single check for the total amount of all applicable penalties for the quarter made payable to the City of Kalamazoo and directed to the City of Kalamazoo Public Safety Department, Attention: Assistant Chief Tibbets (or his successor) at **150 E. Crosstown Parkway, Ste. A, Kalamazoo, MI 49007**.
- D. The summary and payment will be sent no later than **90 days** from the close of the reported on quarter.
- E. The Kalamazoo Public Safety Department Assistant Chief, or their designee, will direct per call penalty amounts to specified accounts to the KVIAA jurisdiction in which they occurred.
- F. Breach penalties will be directed at the discretion of the KVIAA oversight board by the Kalamazoo Public Safety Department Deputy Chief or their designee.

Paramedic Staffing (Section III, Subsection B, paragraph 6 of RFP)

The KVIAA participating local governments believe that two, well-qualified paramedics best serve critical patients. Therefore, the Contractor shall assure that at least 70% of all scheduled unit hours be staffed by two paramedics. Up to 30% of scheduled unit hours may be staffed with a single, highly experienced and qualified paramedic and an EMT. Proof of staffing configuration may be requested and/or audited by KVIAA during periodic reporting.