



New Richland City Council Regular Meeting Agenda September 9th, 2024

Agenda:

6:30 Call to Order

Swearing-in of Brandy Jacobson as City Council Member

Roll Call

Pledge of Allegiance

Approve Agenda

Consent Agenda Items

Items listed on the Consent Agenda are considered routine and non-controversial by the City Council. There will be no separate discussion of these items unless requested by the City Council.

1. Approve Minutes from the 8/26/24 City Council Meeting
2. Approve Minutes from the 8/26/24 Work Session

Public Comments

Notice: We welcome the attendance of residents of the City of New Richland to the City Council meetings. Any resident of the City of New Richland may request permission to speak at a regular scheduled council meeting on any topic that is relevant to the operation of the city. Any resident wishing to address the city council shall either call City Hall and request to be put on the agenda or they can sign-up 10 minutes prior to the start of the meeting. At the discretion of the mayor, the speaker may address the topic either during the public portion of the meeting or at the time the item is being addressed by the council. The mayor will call upon the speaker at the appropriate time. Speaker shall state their name and topic to be addressed. Residents are expected to use proper etiquette, decorum and respect when addressing the council.

Request and Presentations

Public Hearings

Ordinances and Resolutions

1. Resolution 24-18: A Resolution Approving the Appointment of a Commissioner to the Housing and Redevelopment Authority of New Richland

Department Reports

1. Ambulance Department
 - a. Approve Policy Manual Revisions
2. Fire Department
3. Police Department

Unfinished Business

1. Council Updated Pay Policy
2. Mayoral Appointments Update

New Business

1. Tecta-America Roofing Inspections
2. Joint County Ditch Hearing – Final Hearing
 - a. September 20th, 2024, 10:00 am
3. Council Technology Discussion/Purchase

2025 Budget Discussion**Miscellaneous****Administrators Report****Mayor/Council Comments****Adjournment**

The next Regular City Council meeting will be held on Monday September 23rd, at 6:30 pm.



OATH OF OFFICE FOR COUNCIL MEMBER

STATE OF MINNESOTA)
COUNTY OF WASECA)
CITY OF NEW RICHLAND)

I, Brandy Jacobson, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Council Member of the City of New Richland in the County of Waseca, the State of Minnesota, to the best of my judgment and ability, so help me God.

Brandy Jacobson, Council Person

Attest:

Anthony Martens, City Administrator



New Richland City Council Regular Meeting Minutes

August 26th, 2024

Members Present

Janda Ferguson
Ryan Gehrke
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator
Bob Johannsen- Care Center Administrator
Shell Johnson-People Service
Eric Hendrickson-Maintenance &
Utility Supervisor

Others Present

Pam Goehring
Robert Swenson
Dan Lewer
Amber Lewer
Larry Goehring
Ben Revermann
e-Brenda Routh
e-Dylan Arnold

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 6:30 p.m.

Roll Call - All members present

Pledge of Allegiance

Approval of Agenda

- Motion made by Ryan Gehrke and seconded by Jody Wynnemer to approve the agenda.
Carried (3 yes, 0 no)

Consent Agenda

- Motion made by Jody Wynnemer and seconded by Ryan Gehrke to approve the consent agenda
Carried (3 yes, 0 no)

Public Comments

- None

Requests and Presentations

- The Steeple Event Center – Ethan & Angel Hagen
 - Presentation regarding the purchase of the 1st Congregational Church and the hope to turn it into an event center. Staff directed to work with them and to get them in touch with the EDA and Planning and Zoning to help direct their operations and decision making.

Public Hearings

- None

Ordinances and Resolutions (see attached)

- Motion made by Ryan Gehrke and seconded by Jason Casey to adopt resolution 24-17: A Resolution Adopting an Updated City Fee Schedule.
Carried (3 yes, 0 no)

Reports

- Care Center Report – Bob Johannsen, Care Center Administrator
 - Care Center report was presented by Bob Johannsen
 - Motion was made by Ryan Gehrke and seconded by Jason Casey to approve the Care Center Report. Carried (3 yes, 0 no)
- People Service Report – Shell Johnson
 - People Service report was presented by Shell Johnson
 - Motion made by Jason Casey and seconded by Ryan Gehrke to approve the People Service report. Carried (3 yes, 0 no)



New Richland City Council Regular Meeting Minutes

August 26th, 2024

Reports continued.

3. Maintenance Report – Eric Hendrickson, Maintenance & Utility Supervisor
 - Maintenance & Utility Report was presented by Eric Hendrickson
 - Motion made by Ryan Gehrke and seconded by Jody Wynnemer to approve the Maintenance Department report. Carried (3 yes, 0 no)

Unfinished Business

- None

New Business

1. July 2024 Check Register
 - Motion made by Ryan Gehrke and seconded by Jason Casey to approve the July 2024 Check Register. Carried (3 yes, 0 no)
2. July 2024 Financials
 - Motion made by Ryan Gehrke and seconded by Jody Wynnemer to approve the July 2024 Financials. Carried (3 yes, 0 no)
3. Updated City Council Pay Policy
 - Council discussed the possibility of updating the pay policy for 2025. Motion made by Jody Wynnemer and seconded by Jason Casey to table discussion and adoption of this policy at this time. Carried (3 yes, 0 no)
4. City Council Appointment
 - Motion made by Ryan Gehrke and seconded by Jody Wynnemer to Appoint Brandy Jacobson to fill the council opening. Carried (2 yes, 1 no – Casey)
5. City Council Chairs
 - Motion made by Jody Wynnemer and seconded by Ryan Gehrke to purchase chairs for the council chambers at \$373.92. Carried (3 yes, 0 no)

Miscellaneous

- None

Administrators Report

- Administrator Martens provided a report in writing to the council on tasks completed since last meeting.
- Motion made by Jody Wynnemer and seconded by Jason Casey to approve the City Administrators report. Carried (3 yes, 0 no)

Mayor/Council Comments

- None

Adjournment – Motion for adjournment made by Jody Wynnemer and seconded by Ryan Gehrke. Carried (3 yes, 0 no) 7:13 p.m.

Submitted by,

Anthony Martens
City Administrator



New Richland City Council Work Session Minutes

August 26th, 2024

Members Present

Janda Ferguson
Ryan Gehrke
Jason Casey
Jody Wynnemer

Staff Present

Anthony Martens-City Administrator

Others Present

Members Absent

None

The meeting was called to order by Mayor Janda Ferguson at 6:30 p.m.

Administrator Martens presented the preliminary budget for discussion. Council directed staff on items that they would like to see in the budget and targets for preliminary and final budgets.

Adjournment – Motion for adjournment made by Jody Wynnemer and seconded by Ryan Gehrke.
Carried (3 yes, 0 no) 7:13 p.m.

Submitted by,

Anthony Martens
City Administrator



RESOLUTION 24-18

A RESOLUTION APPROVING THE APPOINTMENT OF A COMMISSIONER TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF NEW RICHLAND, MN.

BE IT RESOLVED, by the City Council of New Richland, Minnesota that the appointment by the Mayor of New Richland, Minnesota of John Mrozek to serve as Commissioner of the Housing and Redevelopment Authority of New Richland, Minnesota for the remainder of a five-year term expiring on April 1st, 2017, and the same is hereby approved.

The motion to adopt such a resolution was seconded by and upon roll call the following voted:

Motion By:

Second By:

YEAS:

NAYS:

ABSENT:

Thereupon the presiding officer declared said Resolution duly adopted and passed by the City Council of the City of New Richland, Minnesota, this 9th, Day of September 2024.

Attest:

(Mayor)

(City Administrator)



NEW RICHLAND AMBULANCE



PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.newrichlandmn.gov

Ambulance Report

Sept 2024

Crew:

We have 5 students right now that we are working on scenarios to get them practice runs to help get them going sooner rather than later. If you see us out practicing or driving, I want them to feel like it is a real call.

Jennifer Lacey has a benefit Oct 19th that crew plans to go and attend.

Director:

I have sent the policy update to you and would like that approved with the new pay on it.

I am also getting everything set for our Mock Crash that will take place on September 20th. The school is looking forward to the event and so is the crew. I hope to have a follow up next month on how everything went.

Not much to report other than the crew and I work hard to make sure things are running as good as we can.

Thank you.

Sarah Sundve

New Richland Ambulance Director

**NEW RICHLAND Ambulance Service
Member Handbook**

RECEIPT OF HANDBOOK

I have received my copy of the Personnel Handbook for the NEW RICHLAND Ambulance Service, which outlines my privileges and obligations as a volunteer within this organization. I will familiarize myself with this information and understand that this document constitutes the policies and procedures that govern this ambulance service.

Member Name: _____

Member Signature: _____

Date: _____

(Return to the Ambulance Service Director to be placed in personnel file.)

**NEW RICHLAND Ambulance Service
Member Handbook**

VOLUNTEER AMBULANCE SERVICE

CONFIDENTIAL INFORMATION STATEMENT

I understand that while performing my duties as a member of the NEW RICHLAND Ambulance Service, I may hear or see information and material that is confidential. I realize that no information, records, or material concerning patients or ambulance business may be used, released, or discussed with anyone outside the ambulance service. I understand that patient information for continuity of care should be relayed to other caregivers only in the appropriate patient care areas.

Member Name: _____

Member Signature: _____

Date: _____

(Return to the Ambulance Service Director to be placed in personnel file.)

**NEW RICHLAND Ambulance Service
Member Handbook**

WELCOME!

Thank you for volunteering your time to become a NEW RICHLAND Ambulance Member. Our service would not exist if were not for people like you who step forward and give of their time.

The NEW RICHLAND Ambulance is a city owned Ambulance Service. The Executive Committee of the New Richland Ambulance Service governs the Ambulance Service, while the Ambulance Director directs the daily operations of the Ambulance Service. The Ambulance Director receives support and leadership from the City Administrator and the City Council.

It is the purpose of the NEW RICHLAND Ambulance Service to provide appropriate emergency health care services and to contribute to the general health and welfare of the citizens of the City of New Richland and surrounding area. We shall seek to treat all patients and families with dignity, kindness, understanding, compassion, and sympathy.

The greatest single asset of the NEW RICHLAND Ambulance Service is its volunteers. We encourage all members of this organization to achieve and maintain the highest possible level of skill and responsibility for the services the organization provides.

**NEW RICHLAND Ambulance Service
Member Handbook**

EXPLANATION OF HANDBOOK

This handbook outlines general Ambulance Service policies and procedures. Nothing in this manual is to be considered as an employment contract.

The policies, practices and procedures described in this manual are implemented at the discretion of the New Richland City Council, City Administrator, the Executive Committee of the New Richland Ambulance Service, and are subject to change at any time. Any changes will be in writing and will be presented to the Ambulance Membership as appropriate. No officer, team member or agent of the city is authorized to waive, modify, or add to any of the provisions in this manual without the express written intent to do so and signed by the Ambulance Director. Any decisions by the Executive Committee as to the interpretation and application of its policies, practices and procedures will be final and binding on all team members.

NEW RICHLAND Ambulance Service~~~Member Handbook
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GENERAL POLICIES

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 100.1

POLICY TITLE: PURPOSE OF A POLICY MANUAL

POLICY:

These written policies should increase understanding, eliminate the need for personal decisions on matters of service-wide policy and help to assure uniformity throughout the organization. It is the responsibility of the Executive Committee and Ambulance Director to administer these policies in a consistent and impartial manner.

Each Policy will be reviewed annually by the Ambulance Director and/or Executive Committee. The Executive Committee and the City council will approve changes and authorize revisions.

PROCEDURE:

Procedures and practices in the field of personnel relations are subject to modification and further development in the light of experience.

Members are encouraged to propose Policy improvements to the Ambulance Director for consideration by the Executive Committee.

The Ambulance Director is responsible for methodically reviewing all Policies and for proposing revisions to the Executive Committee.

The Ambulance Director will forward final Policy change proposals to the City Council for final approval following Executive Committee approval.

The Ambulance Director will provide updates to Ambulance Members for placement in their Handbooks following final approval.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 101.1

POLICY TITLE: APPLICATION FOR MEMBERSHIP

POLICY:

It shall be the policy of this organization to require that all potential Team Members complete an application to the NEW RICHLAND Ambulance Service.

The City of New Richland will perform a criminal background check and driver license check on all applicants. Applicants may also be subjected to random drug screenings.

PROCEDURE:

Potential members of the Ambulance Service shall obtain an application form from the Ambulance Director or the City Administrator.

Upon completion of the application form the Ambulance Director shall review the application for its completeness and for appropriate documentation. Pending the results of the criminal background check, and driver license check, the Ambulance Director shall inform the potential member of his/her acceptance in a timely fashion.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 102.1

POLICY TITLE: EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

POLICY:

It is the policy to provide Equal Opportunity to all individuals without regard to race, color, social status, sex, national origin, prohibited age, handicap, political or religious beliefs and to take affirmative action to employ and advance members of protected classes.

This policy applies to prospective as well as current Ambulance Service Members and covers all terms and conditions of volunteer service including but not limited to recruitment, hiring, training, promotion, discipline, working conditions, compensation, and termination.

Disciplinary procedures must be administered consistently to all team members. Termination procedures must also be administered consistently to all team members. The City Council is responsible for reviewing all terminations prior to final action.

RESPONSIBILITY:

The City Council is responsible for the general administration of the EEO/AA Policy; however, the Ambulance Director is responsible to ensure that prospective and current team members are treated in a fair and consistent manner without regard to factors declared illegal.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 103.1

POLICY TITLE: CERTIFICATION AND LICENSURE POLICY

POLICY:

All service members who are required by the State of Minnesota to possess an EMS Certification to be eligible for service on the ambulance team must submit a copy with the application form on or before the first day of service to the organization.

Upon certification renewal, a copy of the renewal should be submitted to the Ambulance Director for inclusion in the personnel file.

Each ambulance service member shall submit a copy of his/her Minnesota driver license.

Ambulance Members must continuously possess a valid Minnesota driver license throughout their involvement with the Service.

PROCEDURE:

All team members must submit copies of renewed certifications to the Ambulance Director upon receipt of said certification to be eligible for service on the team.

All service members whose certification is expired will be on temporary suspension from the service until appropriate certification is obtained after notice has been made of expiration.

Ambulance personnel who fail to re-certify will be on temporary suspension from direct patient care (driving the ambulance is allowed) until appropriate certification is obtained.

Ambulance members must report suspended or revoked Minnesota driver licenses to the Ambulance Director prior to their next scheduled call duty. The team member must not operate an ambulance until proof of license reinstatement is provided and written approval has been given by the City Administrator.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 104.1

POLICY TITLE: EMPLOYEE RIGHT TO KNOW ACT

POLICY:

The NEW RICHLAND Ambulance Service will comply with the Employee Right to Know Act to ensure that each team member is made aware of hazardous substances, harmful physical agents, and infectious agents to which they may be exposed.

PROCEDURE:

New team members during their orientation will be made aware of the Act, what it is and how it affects the team member. This has been included on the checklist for the Ambulance Director orientation of new team members.

A manual for the Ambulance Service listing the “hazardous substances” and “harmful physical agents” and “Infectious Agents” will be placed for easy access by all team members.

All new substances will only be used when the Ambulance Service has been provided a data sheet from the company regarding those substances. The Ambulance Director will place data sheets in the appropriate manuals.

RIGHT TO KNOW: Training is refreshed annually in accordance with OSHA requirements. Attendance for this training is mandatory. Members will be compensated at the regular rate of pay in accordance with OSHA Rules.

RESPONSIBILITY:

Each team member is responsible to read the manual and if they question a substance that is used, they will notify the Ambulance Director.

Ambulance Director will ensure that this policy is followed.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 105.1

POLICY TITLE: NEW EMPLOYEE ORIENTATION

POLICY:

Each new team member will attend the Orientation Program provided by the Ambulance Director. The orientation procedure developed will ensure consistent and fair training for all team members.

PROCEDURE:

Prior to the first day of call, the new team member will spend ample time with the Ambulance Director at which time the checklist for general policies is completed.

RESPONSIBILITY:

The Ambulance Director has the responsibility to orient new Members to Ambulance policies and procedures, rules, and regulations.

Ambulance orientation checklists will be kept in the Personnel File of team members.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 106.1

POLICY TITLE: INITIAL EVALUATION PERIOD

POLICY:

An initial evaluation period of a minimum of 60 days, 180 hours (60 hours per month), 3 patient contacts, and has passed the competencies' (Driving, Assessment, CPR, back boarding, and Medication variance overview) has been established for all new team members.

New members with experience may have adjustments to the day and hour requirements by the Ambulance Director. This may be reviewed by Medical Direction by request of the Ambulance Director.

PROCEDURE:

During this period, designated Ambulance Members, South Central EMS training department, and the Ambulance Director will carefully observe the team member's performance, ability, and evaluate the suitability of the placement. Prior to the actual work date, all team members will be notified of the beginning and end of their Initial Evaluation Period. All criteria must be met before the end of the evaluation period.

An evaluation form will be reviewed with the new Member within a week of the end of the Initial Evaluation period. The designated Ambulance Members, South Central EMS training department, and the Ambulance Director will recognize good performance and indicate where improvement is necessary. In the case of an employee's reduced performance the designated Ambulance Members, South Central EMS training department, and the Ambulance Director will recommend further action up to immediate action to release the member from the service not later than the end of the evaluation period.

RESPONSIBILITY:

Designated Ambulance Members, South Central EMS training department, and the Ambulance Director.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 107.1

POLICY TITLE: PERFORMANCE REVIEW AND APPRAISAL

POLICY:

The Ambulance Director will appraise the performance of each team member at least once a year based on input from the Executive Committee and other Members as appropriate.

PROCEDURE:

Each team member will be given a performance evaluation made up of a list of duties and standards, which reflects the scope of ambulance activity. There should be mutual agreement between the Ambulance Director and the team members that the list of duties and standards appropriately reflects actual work required.

A prime objective of the performance appraisal is to establish a close working relationship between you and your Ambulance Director. Both of you can improve your mutual understanding of what is expected of you and how well you are performing your work. Your Ambulance Director will discuss with you the goals, standards and priorities that will be used to measure your performance.

For the entire performance evaluation process to function properly and efficiently there must be continued communication between the team members and evaluator.

Both the team member and the evaluator should sign the performance evaluation and return it to the Ambulance Director for retention in the team member's personnel file.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 108.1

POLICY TITLE: EMPLOYEE PERSONNEL FILES

POLICY:

The Ambulance Director maintains official team member personnel files.

PROCEDURE:

All information pertaining to team members must be filed in the Ambulance Director Office where material will be monitored for appropriateness before filing. These files are kept in a locked file and available for review at the City Hall by Authorized Personnel only. Employees can review their file once every twelve months.

Information routinely found in the Personnel File includes:

- Application
- Hiring Data Sheet
- Current Status Sheet
- Certification Verification
- Employee Acknowledgement: Employee Handbook, ETC.
- Performance Appraisals
- Current Minnesota Driver License Status
- Statement of Confidentiality
- Continuing Education Certificates
- Drug Testing Results
- Criminal History Results
- Pager and/or Radio information
- Key/Fab number

The Ambulance Director will review and update all personnel files annually.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 109.1

POLICY TITLE: QUALITY ASSURANCE PLAN

POLICY:

The Ambulance Service and its team members will participate in the NEW RICHLAND Ambulance Service Quality Assurance Program. The purpose of this program is to facilitate high quality patient care through identification of areas of concern and correction of these areas.

PROCEDURE:

The Quality Assurance Plan has been added to the orientation checklist for all new team members. This will include the program and reporting procedures and the importance of a good Quality Assurance Program.

The Ambulance Director and Medical Direction will conduct at least two (2) studies per year regarding known or suspected problem areas, develop corrective actions and monitor results of it. All problems that can be resolved in the Department will be dealt with at that level.

Unresolved areas of concern will be reported to the City Council using the appropriate reporting forms, and the Executive Committee will evaluate these Areas of Concern and corrective action will be taken or recommended.

RESPONSIBILITY:

Ambulance Director will be responsible for instituting the studies and following procedure to ensure that all employees are aware of the program.

Team members are responsible to participate in the QA plan.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 110.1

POLICY TITLE: EQUIPMENT DAMAGE

POLICY:

Team members shall not be held financially liable for damage that occurs in the performance of their duties unless negligence is indicated.

PERFORMANCE:

If damage to a piece of equipment or to the ambulance occurs, the team member(s) involved should complete an equipment incident report form immediately following the run and contact the Ambulance Director. The form will be easily accessible.

MAINTENANCE:

Ambulance and Equipment Maintenance

Minnesota Statutes 144E.103 Subd 2a: Maintenance, sanitation, testing of equipment, supplies, and drugs.

Equipment carried on every ambulance in service for patient care must be maintained in full operating condition. **Patient care equipment, supplies, and drugs must be stored and maintained within manufacturer's recommendations.**

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 111.1

POLICY TITLE: CLOTHING

POLICY:

The ambulance service shall provide uniform shirts and a winter jacket. The following clothing will not be allowed:

Open Toe Shoes/sandals/crocs
Suggestive or Inappropriate Clothing

NOTE: Shorts and skirts are not recommended, we suggest long pants or capri pants.

****All uniform clothing must be returned at time of separation from the department.**

PROCEDURE:

Members are responsible for any damage to or loss of clothing while performing ambulance duties.

However, team members may make written request to be considered by the Ambulance Director as to the replacement of clothes. Replacement costs, if approved shall not exceed \$50 per incidence.

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 112.1

POLICY TITLE: CALL SCHEDULE

POLICY:

It shall be the policy of the Ambulance Service to provide a monthly call schedule to all members of the Ambulance Service. Every member is responsible for signing up for their 48 hours themselves through the Aladtec Scheduling System. Weekends are defined as 6:00 PM Friday through 6:00 AM Monday.

A minimum of 60 hours per month is required by all members of which 30 hours shall be weekdays and 30 hours shall be weekend hours.

Each team member will need to sign up for their minimum 60 hours per month by the first of the month each month.

Each team member will be required to sign up for 60 hours of holiday time per year. This can be split between multiple holidays.

PROCEDURE:

At the monthly meeting if any team members have not signed up yet they will be asked to do so before the meetings end.

Members are expected to sign up for a minimum of 60 hours per month. Unless special circumstances are approved by the Ambulance Director. A "Reduced Hours" form will need to be filled out and signed by the team member and the Ambulance Director to be put in the team members' file. If a team member has had three months below 60 hours per month without Ambulance Director approval the team member will be subject to disciplinary actions (Policy 306.2).

Those not signed up for a minimum of 60 on-call hours per month will precipitate actions of the City of New Richland disciplinary policy and may be obligated to pay for annual refresher expenses.

Team members hours will be reviewed monthly and communicated to those members not meeting the requirement. A final hour's review will be completed annually with reviews.

***Each member is responsible for their shifts on the Ambulance Service on-call schedule. If unable to fulfill the commitment the member is responsible for securing another member to cover the shift.**

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 113.1

POLICY TITLE: VOLUNTARY RESIGNATION

POLICY:

Team members are asked to give notice of their intent to resign at least two (2) weeks prior to the anticipated last day of call responsibility. Officers are asked to give notice of their intent to resign at least four (4) weeks to the anticipated last day of call responsibility. The resignation must be in writing.

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 114.1

POLICY TITLE: COUNSELING

POLICY:

The New Richland Ambulance Service will make available for any team member or members Critical Incident Stress Management (CISM) mentors for anyone needing or requesting intervention.

PROCEDURE:

In the event of a critical incident, any team member can contact a CISM team if requested and a date and time will be arranged.

CISM 507-526-6180

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 115.1

POLICY TITLE: MUTUAL AID FOR FIRE DEPARTMENT

POLICY:

The New Richland Ambulance Service will be paged to respond to ALL fire calls to offer support for any victims and/or fire department personal that may be injured at the scene.

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**NEW RICHLAND Ambulance Service
Member Handbook**

**BENEFITS
POLICIES**

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 200.1

POLICY TITLE: PAY PERIODS AND PAY CHECKS

POLICY:

The New Richland Ambulance Service utilizes the City of New Richland payroll system.

PROCEDURE:

New employees need to fill out direct deposit authorization forms and give to City Administrator to receive payment for hours worked. Questions about payroll checks are to be directed through the Ambulance Director. Every precaution is taken to avoid errors in your paycheck. However, if an error does occur it will be corrected on the following months payroll unless for extenuating circumstances

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 202.2

POLICY TITLE: HOLIDAYS RECOGNIZED FOR AMBULANCE CALL PAY

POLICY:

It shall be the policy of the ambulance service to compensate primary on call team members \$4.00 per hour call pay for 6:00 a.m. to 6:00 a.m. the next day for the following Holidays (hours):

1. New Years' Day
2. MLK Day
3. Presidents Day
4. Easter
5. Memorial Day
6. 4th of July
7. Labor Day
8. Thanksgiving Day
9. Christmas Eve
10. Christmas Day
11. New Years' Eve

PROCEDURE:

The City Clerk Assistant will indicate run pay compensation based on billing forms (along with runs in the MNStar system) and call pay based on the Summary Report from the Aladtec Scheduling System with the Ambulance Director before turning them in to the City Administrator for payroll.

The City will only compensate team members scheduled on the appropriate holiday and or weekend. Any trading among crews must be dealt with between team members and then communicated to the Ambulance Director or the City Clerk Assistant. This benefit is available only to those team members who sign up for call AND respond to calls during the designated time frames (assuming there are ambulance calls).

Members are encouraged to pick up a minimum of three 12-hour Holiday shifts during a year to make it fair for all crew members.

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 203.1

POLICY TITLE: GRATUITIES

POLICY:

Ambulance Service belief is that the practice of accepting gifts or gratuities is not only unnecessary and undesirable but also contrary to the interests served by the Ambulance Service. Hence, the Ambulance Service prohibits its team members from accepting personal gifts or gratuities from firms, organizations, their employees, agents, or patients.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 204.1

POLICY TITLE: CONTINUED EDUCATION

POLICY:

To provide educational assistance designed to stimulate interest in off-the-job education of team members for on-the-job self-development. To encourage and financially assist team members who are in good standing to continue their education and acquire greater skills in areas mutually beneficial to them and the ambulance service.

PROCEDURE:

If, on the approval of the Ambulance Director and City Council, you desire to attend educational sessions benefiting your department, certain expenses will be allowed. Approval must be received from the City Council before attending meetings or expenses will not be paid. The allowance is for registration fees, mileage at the City's approved rate and food allowance. (Mileage will be paid in accordance with the City of New Richland Policy Section 17.03) There is a city vehicle available to use for meetings or schooling.

Funds are limited and will be allocated based on potential positive impact to the Service.

RESPONSIBILITIES:

Each team member is responsible for accumulating his/her continuing education hours and maintaining certification by availing themselves to relevant and available educational experiences.

The Ambulance Service responsibility lies in maintaining high quality patient care standards through qualified staff. When the ambulance service requires attendance, certain costs will be reimbursed, as noted above and the ambulance service will maintain records of participation.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 313.1

POLICY TITLE: MEETING ATTENDANCE

POLICY:

To remain current on the Ambulance Service policies, procedures, and general activity it is extremely important that all team members attend regularly scheduled ambulance service meetings.

PROCEDURE:

To be considered a member in good standing, members shall average **60 hours per month** for the preceding twelve months and attended at least **six** of the preceding twelve ambulance meetings. Members belonging to the organization for less than twelve months will be considered as members in good standing regardless of the number of runs they have participated in or number of meetings they have attended.

- Members not meeting the criteria above will be given a verbal warning to sign up for the minimum **60 hours per month** for the following year
- Members not meeting the meeting attendance criteria will be given a verbal warning to correct attendance for the following year

The good standing will be reviewed during the current year December meeting.

RESPONSIBILITY:

Ambulance Service Secretary

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 204.3

POLICY TITLE: REFRESHER TRAINING

POLICY:

The ambulance service shall pay for the cost of taking a 20-hour refresher course for re-certification of members in good standing. If a team member is not in good standing, they will need to pay for the refresher themselves.

PROCEDURE:

Staff must be responsible for knowing when their license needs to be renewed. The Ambulance Director will provide class information for local refresher classes to be held each year. Staff must inform the Ambulance Director of class they will be attending so he/she will be able to report to the City Council. Employees in good standing can attend a local class and will have the fee paid by the Ambulance Service.

Extenuating circumstances will be taken into consideration.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 204.4

POLICY TITLE: TUITION REIMBURSEMENT and PAYROLL

POLICY:

To provide potential ambulance team members and current team members in good standing with tuition assistance in becoming an EMT/EMR, the ambulance service shall pay the tuition cost.

PROCEDURE:

Upon completion of the EMT/EMR course the new or current ambulance member will follow the Initial Evaluation Period (106.1).
Once signed off by the Ambulance Director the new or current member will begin getting call pay and run pay.

The new crew member is required to give a minimum of one year of service. **This year starts after your completion of student hours.** If the member fails to do so the member will be required to reimburse the ambulance for the course.

Current crew members that are EMR's and continue their education to become EMT's will be required to give a minimum of one year of service after the completion of the course and Initial Evaluation Period. If the current member fails to do so they will be required to reimburse the ambulance for the course.

RESPONSIBILITIES:

Each team member is responsible for accumulating his/her continuing education hours and maintaining certification by availing themselves to relevant and available educational experiences.

**RESPONSIBILITY
POLICIES**

NEW RICHLAND Ambulance Service
Member Handbook

POLICY NO: 300.1

POLICY TITLE: SERVICE RESPONSIBILITY

POLICY:

Patients are never an interruption to our work as it pertains to this ambulance service; they are the purpose of it. We are not doing them a favor by serving them; rather they are doing us a favor by giving us the opportunity to do so. Patients are not dependent on us; we are dependent upon them.

Physicians, Hospital Staff, patients' family and friends, the clergy, and others all demand and deserve friendly, warm, competent, and confidential treatment.

IT IS YOUR RESPONSIBILITY TO:

1. Make a good impression on every person you meet at the hospital, other hospitals and in the Community.

What you say and do will affect a patient's experience be it good or bad.
Aim for 100% good experience for the service.

2. Show your concern for patients, their families and friends, physicians, and co-workers.
3. Do your job efficiently, knowledgeable, courteously, and enthusiastically.
4. Have a good attitude toward people, even on days when you are not feeling the best. (leave your issues at the door)
5. Follow standing orders.
6. Show professionalism while on each run, discuss any concerns after the run when you are back at the ambulance garage.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 300.2

POLICY TITLE: Executive Committee

POLICY:

The Executive Committee consists of the Ambulance Director, Chief of Police, Representative of Fire Dept., Representative of SCEMS, Member of Council, and City Council Liaison.

Ambulance Director: This position is responsible for or to delegate these responsibilities:

- Payroll
- Call board/Scheduling
- Budgeting
- MN Star run report entering/filing
- Billing contact, supply billing with appropriate information
- Volunteer contact, placement of new volunteers
 - Run background studies via Law Enforcement
 - Present new volunteer applications to city council
 - Once approved create ambulance ride along schedule and writing documentation training
- Waseca County Emergency Services contact for the New Richland Ambulance
 - Attend Waseca County meetings
 - Liaison for the New Richland Ambulance department to Waseca County
- City Council Contact
 - Attend city council meetings
 - Supply requested information to city council
 - Liaison for the department to the city council
- South Central EMS Contact
 - Attend SCEMS meetings/trainings/seminars
 - Liaison for the department to SCEMS
- Department training schedule
 - EMT and First Responder refresher trainings
 - New volunteer training
 - Monthly Department training
 - MNEMSRB reporting (*assist members*)
 - Work with ambulance to schedule monthly trainings
- Present Business at the New Richland Ambulance department meetings
- Research and apply for EMS grants (*to assist in equipment costs, training costs, etc.*)
- Day to Day operations along with other duties that arise

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 300.2

Assistant Director: This position is responsible for:

- Point of contact in the absence of the Ambulance Director
- Attend and host meetings in the absence of the Ambulance Director
- Assist the Ambulance Director in other duties as assigned
- Assist in call board/scheduling
- Inventory recording, counting, and ordering
- Truck checklists

Training Officer: This position is responsible for:

- Assisting in implementation of department training schedule
 - EMT and First Responder refresher trainings
 - New volunteer training
 - Monthly Department training
 - MNEMSRB reporting (*assist members*)
 - Work with the Ambulance Director to schedule monthly trainings
- Direct department trainings if applicable
- Other duties as assigned

Secretary: This position is responsible for:

- Recording notes during monthly department meetings
- Assisting the Executive Committee in policy duties
- Other duties as assigned

PROCEDURE:

The Associate Director, Training Officer, and Secretary are on a 2-year term and appointed by the Ambulance Director. A term runs January 1st to December 31st. Letters of interest for open or upcoming positions are to be submitted to the Ambulance Director no later than 1 month prior to the end of a term. The current Executive Committee will review all letters of interest at which time an interview may be conducted. The Ambulance Director will then make the final appointment decision.

The Ambulance Director will be hired with a combination of Executive Committee and the City of New Richland Hiring Committee.

RESPONSIBILITY:

Ambulance Director, Executive Committee

NEW RICHLAND Ambulance Service
Member Handbook

POLICY NO: 301.1

POLICY TITLE: CONFIDENTIAL INFORMATION

POLICY:

While performing your duties, you may see and hear information and material which is confidential. No information, records, or material concerning patients or ambulance business may be used, released, or discussed with anyone outside the ambulance service volunteers that were on the call. Patient information for continuity of care should be relayed to other caregivers only in the appropriate patient care areas.

PROCEDURE:

1. Discuss job-related experiences in private-and only with those individuals directly involved in the case, i.e., never in elevators, cafeterias, or other locations where “outsiders” and uninvolved staff could overhear.
2. Team members should respond to inquiries by saying, **“I can’t give out information” or “I’m sorry but I can’t answer that question”**. It helps to inform family members and friends of the policy and ask them to help by not putting you in that kind of a situation.
3. Press, radio, or television requests will be referred to City Administrator or the Ambulance Director. No information will be released by the Ambulance crew.
4. Requests from the patient’s family members, staff or other interested persons will be referred to the Charge Nurse or the patient’s physician.
5. If at any time you overhear a conversation or are aware that others can overhear a conversation, ask the person or persons to move to a private area.
6. If you become aware of a breach of confidentiality by an ambulance team member it is your responsibility to report that to the Ambulance Director.
7. In the event of a breach of confidentiality, the Ambulance Director is responsible to take immediate appropriate action.
8. Each team member will be asked to sign a Statement of Confidentiality. Failure to respect the confidentiality of patient and hospital information is a breach of ethics and will be considered cause for immediate termination.
9. After each run both personnel will walk the bill form to the front office and deposit in slot of administrator’s door.

All staff

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 302.1

POLICY TITLE: CRITERIA FOR TEAM STAFFING

POLICY:

New Richland Ambulance shall provide staffing set forth by the State of Minnesota.

PROCEDURE:

The team can consist of:

Minimum standards

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 303.1

POLICY TITLE: TRANSFER PROTOCOL

POLICY:

The NEW RICHLAND Ambulance Service requires that any patient to be transferred via our service with I. V. no medications outside the New Richland Ambulance protocols.

PROCEDURE:

Any transfer with medications outside New Richland Ambulance Protocols shall be referred to an Intercept with Advanced Life Support Ambulance.

(Revised 02/21

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 304.1

POLICY TITLE: ON CALL EXPECTATIONS AND STANDARDS

POLICY:

1. All scheduled on call team members will immediately respond to the ambulance garage when paged or notified by other means. (E-dispatch phone system)
2. If only one team members responds dispatch will be asked to do a second page and the first member to arrive can go on the call.
3. While responding, all ambulance members will obey traffic laws.
4. NEW RICHLAND Ambulance Service members are covered by the City's auto liability policy while in a City vehicle only.
5. Team members need to maintain a response time (notification to in route) of 7 minutes or less. Any member living outside of the 7 minutes or less is required to be located with 7 minutes or less during on-call time.

NOTE: Any member not on call shall communicate with dispatch to see if they are needed to respond to the scene.

PROCEDURE:

1. The Ambulance Director will monitor ambulance response time performance through the EMSRB website.
2. The Ambulance Director and Executive Committee will make recommendation on a case-by-case basis.
3. **All team members must replace themselves on the call schedule when unable to respond to ensure the team is not short staffed.**

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 304.2

POLICY TITLE: PAGER SERVICE

POLICY:

1. Pager checks shall be initiated by the Waseca Sheriff's Department every night at 18:00.
2. All ambulance runs will be initiated by dispatch using the pagers/e-dispatch.
3. Whenever advance notice of a transfer is issued (thirty minutes or more), the Ambulance Chief will be contacted by the hospital. It shall be the responsibility of the Ambulance Director to contact members of the transfer team to staff the ambulance. If Ambulance Director is unable to assemble a transfer team, a general page will be issued.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 304.3

POLICY TITLE: STANDBY TEAMS

POLICY:

Waseca County shall notify all team members via pager when the ambulance is involved in a transfer out of town to another community.

PROCEDURE:

Waseca County, via pager shall inform team members as to the return of the primary team.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 305.1

POLICY TITLE: PUBLIC RELATIONS EVENT COVERAGE

POLICY:

The ambulance service shall ensure that there is adequate coverage for the community of New Richland during public events at which the ambulance service is asked to provide coverage.

If the ambulance is called to respond for a run, the dispatch will notify the unit at the public event as to the status of the service.

PROCEDURE:

The dispatch via pager shall inform the team at the public event as to the status of the service.

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**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 306.1

POLICY TITLE: GRIEVANCES

POLICY:

The day-to-day problems affecting team members shall normally be adjusted informally between a team member and other team members and administration. Such matters shall not be deemed grievances. A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this handbook

PROCEDURE:

This specific procedure will allow an opportunity for prompt satisfactory solutions to a team member's problems:

Step 1. All team members will present their grievance in writing to the Ambulance Director to reach an informal settlement. The aggrieved may present the grievance personally, or with a fellow team member. A written reply will be given within 5 working days.

Step 2. If a grievance is not satisfactorily resolved pursuant to Step 1, or if the grievance involves the Ambulance Director, the aggrieved may present the grievance in writing signed by the aggrieved, to the City Council Liaison. The City Council Liaison shall give a written answer to a grievance which is presented timely, within seven (7) working days after it was presented to him.

Step 3. If a grievance is not satisfactorily resolved after following Step 2 the grievance may be referred to the City Council within seven days. A final decision will be rendered in a timely manner.

All levels of administration recognize the right of the team members to appeal in all matters affecting them under City policy without fear of retribution or prejudice. Team members do not always feel free to express their true feelings; therefore, any way in which you can assist to break down all barriers affecting upward communication would be most helpful. Otherwise, problems will become severe and morale can be adversely affected.

The ambulance service guarantees that there shall not be any discrimination or adverse action against the aggrieved or any employee chosen to help at any step of the procedure.

RESPONSIBILITY:

Ambulance Director

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 306.2

POLICY TITLE: DISCIPLINE

POLICY:

Refer to the City of New Richland Policy Manual:

Article XV. DISCIPLINE

<u>Section 15.01</u>	<u>General Policy</u>
<u>Section 15.02</u>	<u>No Contract Language Established</u>
<u>Section 15.03</u>	<u>Process</u>
<u>(a)</u>	<u>Oral Reprimand</u>
<u>(b)</u>	<u>Written Reprimand</u>
<u>(c)</u>	<u>Suspension With or Without Pay</u>
<u>(d)</u>	<u>Demotion and/or Transfer</u>
<u>(e)</u>	<u>Salary</u>
<u>(f)</u>	<u>Dismissal</u>

NEW RICHLAND Ambulance Service
Member Handbook

POLICY NO: 307.1

POLICY TITLE: SEXUAL HARASSMENT

POLICY:

Definition of Harassment law and legal: is defined as a course of conduct with annoys, threatens, intimidates, alarms, or puts a person in fear of their safety.

It is the policy of this Service to ensure a work environment free of sexual harassment. In accordance with that philosophy, unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- Submission to the conduct is either an explicit or implicit term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct.
- the conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, or offensive work environment.
- In third-party situations, one individual is offended by the sexual interaction, conduct, or communications between others.

The New Richland Service bases its determinations relative to employment, training, compensation, and promotions on job-related qualifications in compliance with Equal Employment Opportunity Commission laws and regulations, which prohibit discrimination based on sex. Federal and state laws make sexual harassment unlawful. Just as we do not tolerate violations of other laws in our workplace, we do not tolerate violations of the laws prohibiting sexual harassment.

The New Richland Ambulance Service believes that all employees are entitled to a workplace free of harassment and expects that all employees will treat each other and our customers with courtesy, dignity, and respect. We take our obligation to maintain a workplace free of harassment very seriously. Sexual harassment is a form of misconduct which constitutes a serious offense, and it subjects offenders to disciplinary action, up to and including discharge.

The New Richland Ambulance Service will exercise reasonable care to prevent or correct any sexually harassing behavior by launching a prompt and thorough investigation and enforcing appropriate disciplinary actions. To prevent and remedy sexual harassment in the workplace as quickly as possible, employees are encouraged to take full advantage of the Company's preventive and corrective opportunities.

PROCEDURE:

Employees who experience or witness sexual harassment in the workplace must report it immediately to Ambulance Director. If that is the person who is harassing the employee, the employee may approach the City Council Liaison. All allegations of sexual harassment will be investigated. To the extent possible, the employee's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of that investigation.

The Service will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Once the investigation is complete and the Service determines that harassment has occurred, it will take immediate and appropriate corrective action to discipline the harasser and prevent sexually harassing conduct from occurring in the future.

The Ambulance Director will be responsible for:

- Issuing a strong management statement prohibiting sexual harassment in the workplace. The statement will inform employees of the policy and their rights of redress, and the availability of complaint resolution channels and assistance with incidents of sexual harassment. The statement will also make clear that sexual harassment is considered a form of employee misconduct and that discipline will be enforced against individuals engaging in sexual harassment and against supervisory personnel who knowingly allow such behavior to continue.
- Giving this policy and this statement wide distribution. It will be provided to all employees and, where appropriate, included in new employee orientation material and publicized in employee publications.
- Conducting immediate and thorough investigations and enforcing appropriate disciplinary actions. All efforts will be made to conduct investigations with regard for confidentiality to ensure protection of the complainant and the accused. Complainants will be informed of the internal remedies available. The complaint procedure will provide for follow-up to determine if the sexual harassment has been effectively stopped.

To avoid misunderstandings about what might constitute sexual harassment, the following guidelines should be followed. Sexual harassment is not limited to the examples shown, but many instances of harassment are like these specifically prohibited here.

- Repeated, unwanted social invitations should be avoided.

- No unwanted touching. No hugging, no neck massages, no fanny pats, no arms around waist, no stroking, and no behavior that, if it occurred to a stranger on the street, would subject the employee to charges of molestation, indecent exposure, assault, or rape. Sexual gestures or other offensive body movements (such as hip-grinding or grabbing motions) are also prohibited.
- No sexually suggestive or abusive talk. No “dirty” jokes, no sexual innuendoes, no talking about body parts, and no repeated, unwanted, or sexually explicit invitations. No bragging or speculating about one’s own or others’ sexual performance; no discussions about skill or prowess. No blonde jokes, which demean women as less than intelligent and put them in the “bimbo” class. Abusive language or hazing that is directed only to women is harassment, whether it is sexually explicit or not.
- No offensive printed or written materials. Don’t put up “nudie” posters, no matter what vendor company printed them or how common they have been in the workplace. No sexually offensive cartoons, lists of sexist jokes or any other material which inappropriately raises the issue of sex in the workplace, such as graffiti, offensive items, or distribution of copies of photos or articles, etc.

The ambulance service does not condone sexual harassment in the workplace under any circumstances. Sexual harassment may be verbal or physical and includes both overt and subtle forms of harassment. The New Richland Ambulance Service recognizes the sensitivity of this issue and will be responsible for monitoring and modifying our team member’s actions appropriately.

All information will remain confidential.

RESPONSIBILITY:

All team members are responsible for assuring that the above stated policy is adhered to.

The Ambulance Director/City Administrator/Medical Director is responsible to assure that procedure is followed.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 308.1

POLICY TITLE: ALCOHOL AND OTHER CHEMICAL USE

POLICY:

Team member use of alcohol/chemicals on the job and/or appearing for duty under the influence of alcohol/chemicals is a potential hazard to the safety and welfare of patients and other team members and will not be tolerated.

NEW RICHLAND Ambulance Service recognizes that alcoholism/chemical dependency as a treatable illness.

Team members using or under the influence of alcohol/chemicals or their aftereffects on the job will be:

- a. Released from duty for the remainder of his/her shift and advised to obtain a complete assessment interview from a qualified counselor and obtain treatment recommendations and/or...
- b. Released from duty for the remainder of the shift and warned in writing that a repeat of this situation will require a medical leave of absence to enter and complete a treatment program, and /or...
- c. Immediate termination

Team members who refuse to enter a treatment program or obtain an assessment interview under the conditions noted above or who, after completing a course of treatment do not remain free of alcohol/chemicals as such, may affect their work and will be terminated because their own illness constitutes a safety hazard to others.

PROCEDURE:

If a team member is suspected of use while on call, it should be reported to the Ambulance Director.

As a rule, team members should not carry pagers when indulging in alcoholic beverages.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 309.1

POLICY TITLE: INCIDENT REPORTING

POLICY:

An incident is any occurrence, which is not consistent with routine activities and will be reported using the Incident Report forms. The incident may be a situation, which produced and injury or might produce an injury. It may involve a patient, visitor, or employee, property damage, missing articles or unusual happening. All incidents will be reported within 24 hours to the Ambulance Director, or Assistant Director in absence of the Ambulance Director.

PROCEDURE:

1. Incident Occurs-Immediate Action
 - a. Patient or employee is attended.
 - b. Corrective action is taken to prevent immediate recurrence.
 - c. Patient's chart is appropriately documented.
 - d. Incident report is completed by staff person (s) involved or observing the incidents. Only report facts, not feelings or opinion.
2. Initial Review
 - a. The Ambulance Director shall review all reports for content, completeness, accuracy, and clarity.
 - b. Further intradepartmental review occurs to determine facts relating to the incident.
 - c. Further corrective action is taken where possible and recommendations made.
 - d. The Incident Report is forwarded to the Medical Director.
3. Secondary Review
 - a. The Medical Director will determine the action on all incidents requiring further investigation, analysis and/or corrective action.
 - b. Appropriate action is taken by those involved, and appropriate recommendations are entered on the back of third copy and it is then given to the Ambulance Director.
 - c. The Ambulance Director will check to see that it has been appropriately documented with Medical Records and then filed.

ADMINISTRATION

Where an incident is serious and an actual claim may be expected, the appropriate action should be immediately taken to notify the insurance company.

NEW RICHLAND Ambulance Service
Member Handbook

POLICY NO: 310.1

POLICY TITLE: TEAM MEMBERS EXPOSURE TO BLOOD AND BODY FLUIDS
UNIVERSAL PRECAUTIONS

POLICY:

Every team member that has penetrating contact with blood and body fluids or mucous membrane contact with blood and body fluids should have an incident report made out and should follow the protocol for employee exposure to blood and body fluids.

As of June 24, 1988, CDC modified the application of universal precautions. These precautions still apply to all blood and body fluids containing visible blood. Universal precautions still apply to semen and vaginal secretion to tissues, to cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Protective barriers should be used as per the previous guidelines.

Universal precautions no longer apply to faces, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. The risk of transmission of HIV and HBV from these fluids and material is extremely low or nonexistent. Precautions are not necessary with human breast milk except in breast milk banking. Gloves are not worn when feeding patients.

Good personal hygiene and hand washing remain critically important to infection prevention. Hand washing is essential on removal of gloves and in contact with any body fluids. Other category of disease specific isolation precautions continues to be needed as:

1. Enteric precautions for infectious diarrhea.
2. AFB isolation for pulmonary TB.
3. Special precautions for dentistry, autopsies, dialysis, and clinical lab services with prolonged exposure to blood.
4. Protective barriers (masks, eyewear, and face shields) reduce the contamination of mouth, nose, and eye mucous membrane. Health care workers should continue to wear them.
5. Gloves protect hands during digital exams of mucous membranes endotracheal suctioning and dental procedures and should be worn.

RECOMMENDATION FROM CDC FOR TYPES OF GLOVES:

1. Sterile gloves for contact with sterile body areas.
2. Exam gloves for contact with mucous membranes and diagnostic procedures.
3. Always change gloves between patients.
4. Do not wash or disinfect surgical or exam gloves.
5. Utility gloves are adequate for cleaning and housekeeping. They may be decontaminated and reused discard if peeling, torn or punctured.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 311.1

POLICY TITLE: INFECTION CONTROL-HANDWASHING

POLICY:

All team members must be aware and follow good hand washing techniques.

PROCEDURE:

Nosocomial infection is frequently spread by contact, and the most common form of contact is hand contact. Thus, the course of action for nurses, doctors, and others who work with the patients seems simple and clear: Wash your hands!

The infection control nurse must constantly teach the value of hand washing, the proper methods of hand washing, and then closely monitor hand washing throughout the hospital. The teaching can be done through orientation and in-service. Education, every new team member should receive specific instructions on hand washing.

This is particularly important for those who have patient contact (nurses, aides, etc.), those who prepare or serve food, and those who handle supplies and equipment used by patients.

Proper hand washing requires the right equipment and the right technique! The basic needs are a sink, soap, and paper towels. Ordinary faucets will usually do, if one cardinal rule is remembered and practiced: After washing never turn off the water by touching the faucet. USE A PAPER TOWEL. In surgical and other high-risk areas, foot or knee pedals will be in use to control the water flow.

A foot-operated soap dispenser is ideal and should be used in patient care areas.

In the actual hand washing, use continuously running water for a minimum of one minute. Use plenty of soap, and apply with vigorous contact on all surfaces dorsal, ventral, and interdigital. Keep the hands down at all times, so any runoff will go into the sink and not down the arms. Avoid splashing, rinse thoroughly and dry well with paper towels, discarding the towels into a plastic bag provided for that purpose. Finally, use a paper towel to turn off the faucet.

How frequently should the hands be washed? Well, certainly before beginning work, before eating, after using the bathroom, after any contact with a patient or equipment. This is the very minimum, any further washings increase the margin of safety.

The principal job will be conveying the constant message that proper hand washing is important. It can mean life or death to the threatened patient, or to your fellow worker.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 312.1

POLICY TITLE: RELEASE OF PATIENT INFORMATION

POLICY:

No information will be given out by any member of the Ambulance Service regarding any incident and/or patient information that is protected under the data privacy laws and per HIPPA.

Any requests shall be directed to the City Council.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 313.1

POLICY TITLE: MEETING ATTENDANCE

POLICY:

To remain current on the Ambulance Service policies, procedures, and general activity it is extremely important that all team members attend regularly scheduled ambulance service meetings.

PROCEDURE:

To be considered a member in good standing, members shall average 48 hours per month for the preceding twelve months and attended at least six of the preceding twelve ambulance meetings. Members belonging to the organization for less than twelve months will be considered as members in good standing regardless of the number of runs they have participated in or number of meetings they have attended.

- Members not meeting the criteria above will be given a verbal warning to sign up for the minimum 60 hours per month for the following year
- Members not meeting the meeting attendance criteria will be given a verbal warning to correct attendance for the following year

The good standing will be reviewed during the current year December meeting.

RESPONSIBILITY:

Ambulance Service Secretary

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 314.1

POLICY TITLE: MEAL REIMBURSEMENT POLICY

POLICY:

The Ambulance Service shall reimburse a total of \$10.00 per person for meal expenses for team members during the time of a patient transfer and return trip.

PROCEDURE:

Team members are to realize reimbursement for meal expenses must be original receipts turned into the Assistant City Clerk with a reimbursement form for proper processing and payment.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 315.1

POLICY TITLE: **AMBULANCE PROCEDURE AND PROTOCOL FOR CALLS
INVOLVING UNATTENDED DEATH**

POLICY:

If there is any evidence of trauma or foul play, secure the area and contact authorities immediately. Stay on site until released by Incident Command person

Appropriate law enforcement shall be contacted regarding incident.

PROCEDURE:

Contact info by telephone to keep as much info as possible off the radio.

Secure the scene until Law Enforcement arrives on scene and is briefed. No unnecessary crew should enter the scene until given permission by Law Enforcement.

**NEW RICHLAND Ambulance Service
Member Handbook**

POLICY NO: 316.1

POLICY TITLE: DEATH IN ROUTE

POLICY:

If a patient dies in route, or death is imminent, arrangements should be made to stop at nearest available hospital. Contact should then be made with transferring hospital for further orders.

If the patient has a DNR (Do Not Resuscitate) order and patient has expired in route, above procedure should still be followed unless attending physician at transferring facility has given orders otherwise.

If a patient is a (DOA), follow the current Medical Directive guidelines.

**BLOOD & BODY FLUID
EXPOSURE PACKET**

NEW RICHLAND AMBULANCE

NEW RICHLAND Ambulance Service Member Handbook

INTRODUCTION

The NEW RICHLAND acknowledges the fact that health care workers have the potential to be exposed to infectious agents in the emergency setting.

Even though health care workers have been taught to use the protective devices supplied to prevent transmission of blood borne infections such as HBV and HIV, it is not uncommon for them to sustain an accidental exposure. A significant exposure to the health care worker is defined as any puncture of the skin or contamination of open skin, eyes, or mucous membranes with body fluids from a patient.

Infection control measures have traditionally been considered “hospital based”; however, there are increasing numbers of community-based health care workers—the police, firefighters and emergency medical technicians who perform emergency evaluation and treatment through emergency medical systems.

As a result of concerns regarding the risk of occupationally acquired HIV or HBV, infection control precautions have been incorporated into standing orders and protocols. However, despite increased awareness and precautions, community-based health care workers occasionally suffer significant infectious exposures and need a consistent plan to treat a blood or body fluid exposure.

To facilitate a smooth transition from the Emergency Department to subsequent follow-up, a step-by-step procedure for evaluation and treating exposures and ensuring proper follow-up has been developed. This procedure, initiated in the Emergency Department, involved documenting the exposure and provides instruction for obtaining the appropriate laboratory studies. It also includes counseling information and the consent-to-treatment forms. Since the Emergency Department is not designed to provide ongoing care as these exposures require. The guidelines provide for a follow-up visit where counseling and a complete follow-up treatment and testing program is recommended based on the nature of the exposure and laboratory results of the source patient and exposed health care worker. The written schedule of tests and vaccinations is provided to the exposed health care worker who is then referred to a primary care physician of his/her choice for subsequent follow-up.

**NEW RICHLAND Ambulance Service
Member Handbook**

CONTENTS

1. Guidelines
2. Dosages for IG, HBIG, Heptavax B, Recombivax HB
3. Exposure Report Form (Form1)
4. Health Care Worker information and consent (Form 2)
5. Health Care Worker HIV information sheet (Form 3)
6. Health Care Worker consent for hepatitis vaccine (Form 4)
7. Source-patient physician instructions (Form 5)
8. Source patient consent and follow-up (Form 6)

NEW RICHLAND Ambulance Service
Member Handbook

EMERGENCY ROOM GUIDELINES FOR HEALTH CARE WORKERS
WHO HAVE NEEDLE PUNCTURE WOUNDS,
BLOOD/BODY FLUID EXPOSURE

1. Register health care worker.
2. Have health care worker fill out Section of Communicable Disease Exposure Report. (Form 1)
3. Treat wound appropriately.
4. Give Diphtheria Tetanus, if necessary.
5. Determine if it was a significant exposure.
 - a. Any puncture of the skin by a needle or other sharp object that has had contact with the patient's blood or body fluids, or with fluids infused into the patient.
 - b. Blood spattered onto mucous membranes or eyes.
 - c. Contamination of open skin (cuts, abrasions, blisters, open dermatitis) with blood, vomitus, saliva, amniotic fluid, or urine. Bite wounds would be included in this category.
6. If significant, determine if the source patient is known. If source patient is unknown give immune globulin (IG) per recommended dose (see dosage schedule).
7. Determine if the source patient is known Hepatitis B positive, or in a high-risk group (Dialysis, IV drug use, resident of mental facility, sexually active homosexual).
8. Determine if source patient is HIV positive, or in a high-risk group (IV drug use, sexually active Homosexual, hemophiliac).
9. If source patient is an infant check mother's HIV and HBSAG status.
10. Determine if the health care worker-has been vaccinated for Hepatitis B.
11. Draw blood from the source patient and send for HBSAG.
12. Obtain consent (Form 5 and 6) from the source patient and send blood for HIV. If patient is unable to give consent draw blood and save. Consent and testing should be done at the earliest opportunity. Follow up should be arranged with Primary Care Physician or Clinic or to Referral Medicine. Form 6 should be sent with the patient regarding follow up.
13. If source patient is known, but located at another hospital, attempts should be made to have blood drawn for HGSAG and HIV.
14. If source patient is at the mortuary, the Medical Examiners Office should be called to discuss Testing.
15. Draw blood on the health care worker and send for HBSAG and HB antibody.
16. Obtain consent (Form 2) from the health care worker and send blood for HIV. If health care workers refuse consent for testing, blood should be frozen and stored.
17. Give immune globulin (IG) per recommended dose (see dosage schedule). If source patient is a know hepatitis B carrier or in a high-risk group for hepatitis B

- immune globulin (HBIG) should be given instead in IG, unless health care worker has been vaccinated with hepatitis B vaccine.
18. If the health care worker has been previously vaccinated with hepatitis B vaccine, do not give HBIG or hepatitis B vaccine.
 19. Offer hepatitis B vaccine if indicated, if series will be completed and if the health care worker has not been vaccinated previously. (See Form 4 “Consent for Hepatitis Vaccine”)
 20. Give health care worker copy of Employee Exposure to Blood/Body Fluid Information Handout. (Form 2) Have employee read and sign. Attach copy to Exposure Form. This is documentation of informed consent.
 21. Counsel the health care worker as to the risks of the exposure. Provide the exposed health care worker with the HIV counseling instruction sheet. (Form 3)
 22. Notify Infection Control Officer as soon as possible for exposed health care worker when the source patient is known HIV positive.
 23. Document all pertinent information on the Exposure Report Form.
 24. Deliver the exposure report form and a copy of the H & P (Emergency Service Record) to the Infection Control Officer.
 25. Have the health care worker call 723-6201 the next day and ask to talk to the infection Control Officer.
 26. Health Care Worker may return to work, if otherwise able using appropriate barrier precautions with patients if indicated.

**NEW RICHLAND Ambulance Service
Member Handbook**

IG (formerly ISG); HBIG; Heptavax B and Recombivax-HB

Information and Dosage Chart:

IG (Immune Globulin):

IG is given immediately following accidental needle stick or direct mucous membrane contact (accidental splash) or oral ingestion of blood, plasma, or serum. This gives some immediate protection against hepatitis B until lab work can be obtained.

Dosage: 5 mls given IM
(If employee reporting incident states the patient is a known hepatitis B carrier, then give HBIG in place of IG.

HBIG (Hepatitis B Immune Globulin):

Hepatitis B Globulin is given immediately following accidental needle stick or direct mucous membrane contact (accidental splash) or oral ingestion of blood, Plasma, or serum when the patient is a known hepatitis B carrier. HBIG provides Passive immunization for individuals exposed to the hepatitis B virus. (0.07 mg/kg)

Dosage: 100lbs (45kg)-3.2ml
(Given 150 lbs.
(68kg)-4.8ml
IM) 200 lbs. (91kg)-6.4ml

Hepatitis B vaccine
(Heptavax B or Recombivax HB)

Hepatitis vaccine is recommended for employees who work in high-risk areas for exposure to blood? This provides immunity to hepatitis B. As part of our infection control policies, we give hepatitis B vaccine within one week of exposure to a known hepatitis B carrier. IHBIG is given immediately after exposure, followed by a 3-dose protocol of Hepatitis B vaccine).

Dosage: Initial Date: 1ml
(Given 1 month later: 1ml
IM in 6 months after 1st
dose: 1ml Deltoid Muscle only.

**NEW RICHLAND Ambulance Service
Member Handbook**

APPENDIX A: COMPENSATION

1.RUN PAY

POLICY:

The Ambulance Director shall request an annual review by the City Council of compensation rates paid to Ambulance Members for services rendered as a part of the ambulance team. The review shall proceed the Ambulance Department budget cycle.

Calculation of the number of runs to be compensated shall be as follows:

Run pay of \$35.00 per run for up to three service members will be paid for all documented runs, subject to the following interpretation:

1. When multiple patients and run reports are completed on one incident page out – Pay for one run.
2. When an incident occurs while on a standby run, e.g., structure fires and Otisco standby, paid as one run.
3. If the person on-call is employed by the City in another capacity while on-call, the call time pay will be paid and run pay will not be paid if the page occurs while on the clock for the other job.

Run pay will be paid for all cancelled calls unless the crew does not go in route. A Patient Care Report needs to be completed for all cancelled calls.

Staff will be paid on the tenth of each month.

Following the annual review, the City Council shall establish compensation guidelines, as they deem appropriate for the following year.

**NEW RICHLAND Ambulance Service
Member Handbook**

2. CALL PAY

POLICY:

It shall be the policy of the ambulance service to compensate primary on-call team members:

Regular Call Pay:

- \$4.00 per hour call pay for 6:00 p.m. Friday to 6:00 a.m. Monday
- \$4.00 per hour call pay for Holidays 6:00 a.m. the day of the Holiday to 6 a.m. the next day (24 hours)
- \$3.00 per hour call pay for 6:00a.m. Monday to 6:00 p.m. Friday

PROCEDURE:

The City Clerk Assistant will indicate run pay compensation based on billing forms (along with runs in the MNStar system) and call pay based on the Summary Report from the Aladtec Scheduling System with the Ambulance Director before turning them in to the City Administrator for payroll.

The City will only compensate team members scheduled on the appropriate holiday and or weekend. Any trading among crews must be dealt with between team members and then communicated to the Ambulance Director. This benefit is available only to those team members who sign up for call AND respond to calls during the designated time frames (assuming there are ambulance calls).

(Revised 05/07)

(Revised 02/21)



NEW RICHLAND FIRE DEPARTMENT

MONTHLY COUNCIL REPORT

MONTH: Aug YEAR: 2024

FIRE CALLS: 0

MEDICAL CALLS: 1

TOTAL CALLS: 1

TRAINING COMPLETED DURING THE MONTH:

DRIVERS TRAINING

ADDITIONAL INFORMATION:

Respectfully Submitted: *Josh Moen*, Fire Chief



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: nrpd@cityofnewrichlandmn.com

Monthly Report

September 9th Council Meeting

Activity/Calls for Service

The New Richland Police Department responded to 147 calls for service for the month of August.

Total Calls through August 2024: 1,653

Total Calls through August 2023: 625

Most calls requiring additional follow up have been completed. As always, we remind people to get in touch with us if they have any information regarding any incidents that have occurred in the City of New Richland or surrounding areas.

Items Completed in August

- Night to Unite- Ran out of almost everything! Huge success. A special thanks to all NR emergency departments and the Waseca Co. Sheriff's Posse

Information

- N/A

Training & Education

- Data Master Certification for DeRaad in April 2025

Personnel

- N/A



New Richland Police Department

PO Box 57 203 North Broadway New Richland, MN 56072
Phone: (507) 465-3240 Fax: (507) 463-3198 Email: [nrpd@cityofnewrichlandmn.com](mailto:nrpdcityofnewrichlandmn.com)

Purchases

- Printing paper for the Squad cars

Squad Maintenance

- N/A

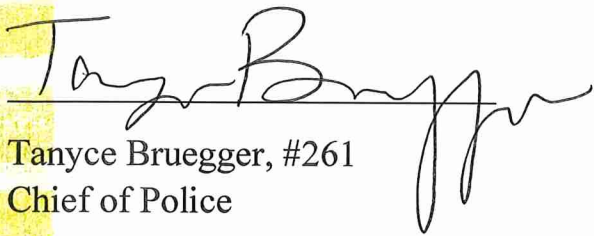
Equipment

- Taser 10 information. Hoping to purchase 3-4 in 2025

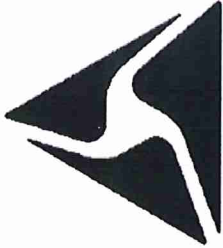
Upcoming Events / Important Items

- N/A

Respectfully Submitted,



Tanyce Bruegger, #261
Chief of Police



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-591801-45509.886CS

Issued: 08/05/2024

Quote Expiration: 09/01/2024

Estimated Contract Start Date: 12/01/2024

Account Number: 215110

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
New Richland Police Dept. - MN 203 Broadway Ave N New Richland, MN 56072-2021 USA	New Richland Police Dept. - MN PO Box 57 New Richland MN 56072-0057 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Chandler Smith Phone: 480 - 716 - 7245 Email: chasmith@axon.com Fax:	Tanyce Bruegger Phone: 5073833632 Email: tbruegger@newrichlandmn.gov Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$16,522.00
ESTIMATED TOTAL W/ TAX	\$16,522.00

Discount Summary

Average Savings Per Year	\$1,568.52
TOTAL SAVINGS	\$7,842.60



City of New Richland

City Council Pay Policy

PURPOSE

The purpose of this policy is to establish guidelines as to the specific compensation schedule for the elected officials of the City of New Richland

COMPENSATION

The elected officials of the City of New Richland (Mayor, City Council Persons) shall be compensated at a rate of pay determined by resolution of the city council. Any resolution passed of an increase in pay shall go into effect in the next budget year. (IE: increase passed in 2024 will take effect January 1st, 2025)

Effective January 1st, 2025, Elected officials will be compensated via salary in lieu of a meeting per diem. Should an elected official leave before their term is ended, they will be compensated on a prorated basis for their term in office.

Adopted by the City Council of the City of New Richland, Minnesota, this 9th day of September 2024.

Mayor

Attest:

City Administrator

2024 Mayoral Appointments

<u>Appointment</u>	<u>2024</u>	<u>2024 Janda</u>		
Newspaper	NRHEG Star Eagle	NRHEG Star Eagle		
Bank Depository	State Bank of New Richland	State Bank of New Richland		
Deputy Mayor	Janda Ferguson	Jody Wynnemer		
Streets/Parks	Jody Wynnemer			
Water/Sewer	Janda Ferguson			
Police Liaison	Loren Skelton			
New Richland Care Center	Loren Skelton			
Fire Chief	Josh Moen			
Fire Relief Board	Mayor	Mayor		
Fire Relief Board	City Administrator	City Administrator		
Attorney	Jason L. Moran	Jason L. Moran		
Engineer	Cory Bienfang, Bolton-Menk	Cory Bienfang, Bolton-Menk		
County Environmental Waste	Jason Casey			
County Economic Board	Janda Ferguson			
Fire Department Liaison	Ryan Gehrke			
Ambulance Liaison	Janda Ferguson			
Ambulance Executive Committee	Janda Ferguson			
Ambulance Executive Committee	Jody Wynnemer			
Planning Commission	Jason Casey			
Historic Preservation Commission	Pam Goehring			
Economic Development Authority	Janda Ferguson			
Economic Development Authority	Jody Wynnemer			
Waseca Area Foundation	Ryan Gehrke			
MN Valley Council Of Governments	Jason Casey			



Date: 06-08-2023

To: City of New Richland

Attn: Tony Martens

Re: Tecta Tracker Inspection & Maintenance

Dear: Mr. Martens

Thank you for choosing Schwickert's Tecta America, LLC for your commercial roofing needs. The benefits of Roof Management stem from two principle areas. Maintaining the roof over time, through an annual maintenance program, helps avoid future financial emergency repairs and unplanned downtime. In addition, ongoing maintenance helps prolong the life of the roof, thus delaying the capital expenditure and improving return on investment.

The Tecta Tracker Planned Maintenance program is designed to take the worry out of roof maintenance, while protecting and prolonging the life of your roof by:

- Providing predictable roofing expenses and lowering overall repair costs
- Helping you budget for capital spending and predict roof replacements
- Keeping your warranties valid and your roofs performing at their best
- Helps avoid unexpected budget and roofing issues, facility downtime and premature roof failure or replacement
- Tailoring a program to specifically fit your roof and your business

Benefits included with the Tecta Tracker Planned Maintenance program include:

- A 5% discount on planned maintenance billing rates
- One low rate that covers emergency weekend and holiday repairs
- Priority status for service calls
- Fewer roof leak service calls
- Comply with insurance companies requirement of annual roof inspections, if applicable
- Comply with roof manufacturers requirements to maintain warranty.

Thank you for your time and this opportunity to work together. We look forward to working with you now and in the future!

Sincerely,

Daniel Schefers
Roofing Services Manager
Schwickert's Tecta America, LLC
Cell: 507-995-4172
Email: dschefers@schwickerts.com

TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE REPAIR AND TECTA CARE AGREEMENT

WHEREAS, Schwickert's Tecta America LLC., herein called "Contractor" and "Customer", herein called "Owner" enter into an Agreement which defines and allocates responsibility for accomplishing various tasks intended to enable Owner's roof(s) located at (See Attachment #1) to remain in a watertight condition subject to the terms and conditions of this agreement.

NOW, THEREFORE, Contractor and Owner hereby agree as follows:

1. Definitions. For purposes of this Agreement, the terms "housekeeping", "maintenance" and "repair" shall have the following meanings:
 - a. Housekeeping - shall consist of those routine tasks which need to be done so that the roofing system may drain freely and function as designed, e.g., to clear debris from gutters, interior drains and through-wall scuppers.
 - b. Maintenance - periodic work intended to protect the roofing system from premature deterioration or failure. Such work includes: any required re-caulking on metal flashings and pitch pans; restoration of wind scoured ballast; topping off of pitch pans, checking and securement of clamping rings on drains; and application of protective coatings on base flashings and to membrane.
 - c. Repair - work needed to correct deficiencies or defects in the roofing system or damage to the roofing system in order to bring the roofing system back to a watertight condition.
 - d. TectaTracker – online roof asset management program with an assigned username and password.
2. During the term of this Agreement, Owner shall have the primary responsibility to perform housekeeping tasks with respect to the roofing system. Contractor shall make annual visual inspections of the roof and contiguous construction that may affect roof performance. Contractor shall submit a written report of each such inspection to Owner, stating the general condition of the roof system, including the membrane, details, fasteners, flashings, drains, vents, skylights and any other components related to the roof system. In its inspection report, Contractor shall recommend to Owner any repair work which should be performed in order to preserve and protect the roofing system. Owner shall pay contractor a fee not to exceed (See Attachment #1) for each annual inspection.
3. In the event of leaks in the roof system, Contractor shall make temporary repairs as required to stop such leaks as soon as reasonably possible after receiving notification from Owner. Temporary repairs shall be paid for on the basis of Contractor's direct and indirect costs, including a reasonable allowance for overhead and profit. The Owner will be billed for all materials used and only for those hours used above and beyond those included in this agreement. Contractor shall furnish Owner with its estimate of the cost to make permanent repairs as well as an estimate of the cost to accomplish any maintenance work recommended by Contractor. Owner shall pay all billings by Contractor for maintenance work, temporary repairs and/or permanent repairs performed by Contractor, as authorized by Owner, on the 10th day of the month following presentation.
4. This agreement shall continue for a term of one year and thereafter from year to year. Either party may terminate this Agreement effective as of any annual anniversary of the date of execution hereof upon notification in writing to the other party thirty days prior to such anniversary date. Prices will not be raised for the following renewal periods without notifying Owner. A new agreement will then be made unless renewed upon such terms and conditions as the parties may agree.
5. **TECTA TRACKER PROGRAM HIGHLIGHTS**

During the inspection:

- Visual survey of the exterior condition of the roof and related sheet metal work
- Removal of minor debris from the roof surface, gutters, interior drains and through-wall scuppers.
- Minor re-caulking of missing and deteriorated caulking and temp caulking of holes found during inspection.



- Photos of all defects, assessment of roof life based on industry RAP score, updated maps of roof.

After the inspection:

- Delivery and review of annual report which includes: outline of work performed, repair recommendations and pricing, general condition statement, estimated roof life, updated roof maps and related photographs, roof replacement budgeting estimates.
- Access to web based program which includes all of the above information and on-going history of roof repairs and service calls.
- 24/7 emergency leak repair service performed at discounted flat rate pricing (no overtime or premium time).
- Disaster response – Tornadoes, Hail, Snow Removal (we have 40+ operating units we can pull from for immediate response).
- Certified Applicator for most roofing manufacturers.
- Warranty protection – we are authorized by most of major manufacturers for warranty service, we will not void any existing warranties.

**TECTA AMERICA'S ROOF HOUSEKEEPING, MAINTENANCE & REPAIR
AND TECTATRACKER AGREEMENT
Roof Inspection for "Customer"**

This agreement includes the following facilities and roof areas:

- City Hall, Fire Hall, and Ambulance: 203 N Broadway, New Richland, MN. 56072: Approx.: 10,500 SQFT: \$450.00
- Fire Hall: 219 Broadway Ave N., New Richland, MN. 56072: Approx. 2,475 SQFT.: \$150.00
- Library: 119 Broadway Ave S., New Richland, MN. 56072: Approx 2,500 SQFT: \$ 150.00
- Water Plant: 295 Broadway Ave N., New Richland, MN 56072: Approx. 2,100 SQFT: \$150.00
- Public Works Dept.: 220 Aspen Ave S., New Richland, MN. 56072: Approx. 5,500 SQFT.: \$200.00
- Waste Water Treatment Plant: Division St W., New Richland, MN. 56072: Approx. 3,450 SQFT: \$ 300.00
(5 BLDGS/Roofs)
- Legion Fields: New Richland, MN. 56072: Approx. 4,250 SQFT: \$300.00
(8 BLDGS/Roofs Total)
- St. Olaf Park: 17500 240th Ave N., New Richland, MN. 56072: Approx. 3,500 SQFT: \$200.00
(Pavilion and Restrooms)

Total Annual Cost of Tecta Tracker Inspection: \$1,900.00

- Option: Include a not to exceed amount of \$500.00 per site location to perform additional emergency repairs found while on site during the inspection. (8 total sites totaling \$4,000.00)

Initial to accept the above option.  _____



PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts for Work on Private Property)

(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

[illegible][illegible][illegible]

[REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]





Land & Water Resources

**900 3rd Street NE
Waseca, MN 56093**

Chris Howard
Land & Water Resources Director
507-835-0534
Chris.howard@wasecacounty.gov

Brian Zabel
Agriculture and Ditches Coordinator
507-835-0652
brian.zabel@wasecacounty.gov

Joint County Ditch 6 Final Hearing

Enclosed is a final hearing notice and redetermination information for the redetermination of benefits proceeding on Waseca Freeborn Joint County Ditch 6 (JCD 6). Property you own is within the JCD 6 system watershed. You are also receiving a final hearing notice for Waseca County Ditch 47 (CD 47). The JCD 6 system flows and outlets into CD 47. Generally, systems pay an outlet charge percentage towards the system they discharge into because of the increased maintenance and repairs needed on the receiving system from all the contributing water that is passed on downstream.

The Viewers that completed the redetermination of benefits on both systems have proposed a 60% outlet charge for JCD 6 from only the section of open ditch between State Highway 30 and the JCD 6 outlet. This means JCD 6 would be responsible for 60% of any future repair and maintenance costs on CD 47 from only that mentioned section of open ditch between State Highway 30 and the JCD 6 outlet. This proposed outlet charge is the same and unchanged from the original that was established when JCD 6 was first constructed.

Thank you,

Chris Howard and Brian Zabel

Memo

To: City Council
From: Anthony Martens
cc:
Date: 9/6/24
Re: Council Technology Purchase

Consider upgrading council technology

Lenovo Tab P12 (12.7") Storm Grey Tablet w/ Stylus & Keyboard = \$311.62

3 YR Extended Protection Plan = \$43.77

Total Each = \$355.39

Total Cost for 5 = \$1,776.95

Staff suggests paying for the costs of technology out of capital/excess funds from 2023.



PO Box 57, 203 N Broadway, New Richland, MN 56072

TEL: (507)465-3514 FAX: (507)465-3375

Web: www.cityofnewrichlandmn.com

City Administrator's Report

September 9th, 2024, City Council Meeting

Continue working on renewal of Workers Compensation Policy for the City of NR

Continue work on the preliminary 2025 budget

Met with Bolton & Menk on 2025 Street Improvements

Met with Jessica Green from Northland Securities regarding 2025 Street Improvement project

Met with FEMA representatives regarding Flooding reimbursement. Since insurance covered almost all expenses, we do not qualify for assistance. We needed to have \$3,900 in damages and only had about \$1,000 over and above insurance.

Continue to work on claim submissions for LMCIT insurance claims

USDA Grant Documents have been completed and submitted to our USDA representative. Waiting for confirmation of receipt and if there are any items missing in the submission package.

Completed August 2024 Ambulance payroll with the updated hourly and run pays authorized by the city council in June.

EMPLOYEE RECOGNITION

EMPLOYEE BIRTHDAYS

EMPLOYEE ANNIVERSARIES