

**COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS**

**July 21, 1998**

**6:00 PM**

Chairman Pariseau called the meeting to order.

The Clerk called the roll.

**Present:** Aldermen Pariseau, Rivard, Girard

**Absent:** Aldermen Thibault, O'Neil

**Messrs:** Chief Monnelly

Chairman Pariseau advised that the purpose of the meeting is to discuss the proposed RFP for ambulance service.

Chairman Pariseau asked, Chief Monnelly, would you refresh my memory as to who represents, or who is represented on the Ambulance Committee.

Chief Monnelly answered basically myself, Joe Kane, the Police Department has been sending a representative and the Mayor has been involved, either himself or a representative.

Chairman Pariseau asked on Page 2 of the RFP under Quality Control A, I just don't understand what they mean. Like run form analysis. What is that?

Chief Monnelly answered what that is, is the criteria by which we are going to judge the various entities that submit an RFP. We wanted to set forward the criteria we are going to look at. One of them being medical quality control. How they run their programs so that the City can be sure it is receiving quality services. Those basically are terms of art. Run form analysis, whenever an ambulance goes out a what we call run form is filled out that has things like patient's name, their address, their medical complaint, what it appears to be, what treatments were rendered, what time-frames, that type of thing.

Chairman Pariseau asked and run critiques.

Chief Monnelly answered those are much the same thing. Medical control is, again, a term of art. Basically, medical control is a doctor or nurse at the hospital that ambulances may have cause to contact in certain cases given certain criteria either asking for permission to administer certain drugs or perform certain procedures.

Chairman Pariseau stated I did have a question with 1 and 2. You show that vehicle preventive maintenance schedule and Item 2, ambulance equipment maintenance schedule but there is something in the next few pages that explains that. Item 5 under that same thing, presentations and site visits. That is the only one that we are given a synopsis of and that is down below and I wondered why we didn't have 1, 2, 3 and 4 explained in that way.

Chief Monnelly replied basically I think they are self-explanatory. We are just looking there to make sure that any bidders have adequate procedures in place so that we can insure that their equipment is well maintained and most likely to function properly in the event that it is needed.

Chairman Pariseau asked 2A, Letter of bid proposal, are you suggesting that it be notarized or how else are you going to...

Chief Monnelly answered well if you look further on in the RFP, there is a signature line where the proposed bidder, if you look at the bid form I believe it was, in the back of the packet it calls for a certification as to the completeness and accuracy of all of the information supplied. We didn't see a need to have that formerly notarized.

Chairman Pariseau asked we are looking at a five year proposal.

Chief Monnelly answered that is what the RFP calls for and that has been the length of our past contracts so yes that is what we are looking for.

Alderman Girard stated from conversations that I have had with Chief Kane, I understand that this RFP is essentially the same as the one we put out last time we went to bid but would you mind summarizing the differences between this one and the last one so that it is reflected in the record.

Chief Monnelly replied certainly. I think a few of the things that we need to look at that we have requested whoever wins the bid for the ambulance service provide in-service training to the Fire Department at no charge to the Fire Department. Our certifications right now for our firefighters are EMT certifications and part of their contract will be to assist the training division at whatever the Chief requests they do and to provide the instructional time at no charge to the City and to develop the programs within the training division to carry forth with that State certification. That is one avenue. Another avenue is reimbursement for medical supplies that come back to the ambulance company. When we go out on a medical response, we are using anything from latex gloves to oxygen therapy to bandages. All of that in this new contract we have asked that they reimburse us for either in the equipment that we used or we will buy the equipment and they will reimburse us for our cost of that equipment. Those are two of the major changes that we have asked for in this contract. For the most part, everything else that is in here is along the same lines as the original contract. We are just making sure that whoever the provider may be understands that and has an opportunity to look at that. There are other things in there. There are mass casualty drills. There are community service training and things like that and we just want to make sure that that is in there.

Alderman Girard asked does the department anticipate that these additions will have an impact on the cost of the contract or on the fees that are levied against, well not against, but the fees that are levied on the patients that use the service.

Chief Monnelly answered I would anticipate a very minor, if any, impact on the patient whatsoever. They have been asked to submit their fee schedules and that will be based upon the cost of doing business and this will be the cost of doing business to whoever that ambulance provider is.

There being no further business to come before the Committee, on motion of Alderman Girard, duly seconded by Alderman Rivard, it was voted to adjourn.

A True Record. Attest.

Clerk of the Committee