

**BOARD OF
COMMISSIONERS
SPECIAL MEETING
NOVEMBER 23, 2020
11:00 AM**



**R. Jay Foster Hall of
Justice Womack
Building Columbus, NC**

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1. Call to Order - Chairman Yoder.
 2. Invocation - Commissioner Beiler.
 3. Pledge of Allegiance - Commissioner Gasperson.
 4. Agenda Item(s)
 - A. Polk County Employee Recognition Awards - Manager Pittman, and Tommy Oakman, Human Resources Officer.
 - B. Position Reclassification and Budget Amendment - Michael Crater, Emergency Medical Services (EMS) Director.

Motion to approve the new permanent full-time EMS Community Paramedic position beginning January 1, 2021.

Motion to approve the budget amendment for \$32,829 from contingency to fund the new position.

5. Adjournment

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

November 23, 2020 Regular Meeting

Agenda Item#: A.

ATTACHMENTS:

Description	Type	Upload Date
2020 Service Award Recipients	Cover Memo	11/18/2020

Action Requested:

Polk County employees will be recognized for benchmark years of service. Five, ten, fifteen, twenty, twenty-five, and thirty.

RECOGNITION AWARDS 2020

5-YEARS

Robert Cantrell
Effie May Carter
Tim Case
Timmye Cochran
Kelly Gay
Brandon Highsmith
Amelia Hill
Janice Hipp
Kimberly Martin
Mimi Mehlmauer
Drew Murphy
Martha Nobles
Ruth Richardson
Patrick Rimer
Brittany Smith
Larry Walker
Scott Welborn

10-YEARS

Tamarah Collins
Richard Hyatt

15-YEARS

Robert McCall
Humberto Mendez

20-YEARS

Donna Carson
Sheila Whitmire

30-YEARS

Penny Cochran
Darrin Cronan

POLK COUNTY BOARD OF COMMISSIONERS

AGENDA ITEM

November 23, 2020 Regular Meeting

Agenda Item#: B.

ATTACHMENTS:

Description	Type	Upload Date
Community Paramedic Job Description	Cover Memo	11/18/2020
Budget Amendment	Cover Memo	11/18/2020

Suggested Motion:

Motion to approve the new permanent full-time EMS Community Paramedic position beginning January 1, 2021.

Motion to approve the budget amendment for \$32,829 from contingency to fund the new position.

Policy Number: 111
Subject: Community Care Paramedic (CCP)
Effective Date: 11/16/2020
Rev. Date: N/A



Definition:

Community Paramedicine is an emerging field in health care where Paramedics operate in expanded roles in an effort to connect underutilized resources to underserved populations.

The goals of the Community Paramedic Program are twofold: to improve health outcomes among medically vulnerable populations; and to save healthcare dollars by preventing unnecessary ambulance transports, emergency department visits, and hospital readmissions.

A Community paramedicine (CP) is an innovative and evolving model of community-based healthcare designed to provide more effective and efficient services at a lower cost. Community paramedicine allows paramedics to function outside their traditional emergency response and transport roles to help facilitate more appropriate use of emergency care resources while enhancing access to primary care for medically underserved populations.

The community paramedic (CP) is an advanced paramedic that works to increase access to primary and preventive care and decrease use of emergency departments, which in turn decreases health care costs. CPs are not meant to supersede or replace any healthcare programs that are already available in the community, rather they supplement and enhance these programs.

Minimum Personal Requirements:

- Bachelor's degree preferred, can hold an Associate degree with a minimum of 5 years as an active paramedic.
- High degree of personal integrity and responsibility.
- Ability to work effectively with minimal supervision, using good judgment and common sense with a thorough understanding of the principles of emergency medical care at the paramedic level.
- Ability to work efficiently and interact in a constructive and professional manner with other employees, public safety personnel, medical staff, and other emergency medical service members.
- Ability to interact effectively and professionally with patients, customers, clients, family members, bystanders, and the general public in such a manner as to reflect credibly on Polk County EMS
- Demonstrates a level of skill and ability consistent with the provision of high quality patient care.
- The ability to perform effectively as team leader in patient care situations.
- The ability to perform effectively in carrying out public relations and community education functions and the ability to deal effectively with members of the medical community and general public.

Physical Requirements:

- The ability to lift and maneuver 150 pounds with assistance and without difficulty.
- The ability to walk up and down stairs without difficulty and the ability to lift and carry 150 pounds up and down two flights of stairs with assistance and without difficulty.
- The ability to sit or stand for long periods of time.
- The ability to walk a distance of one quarter of a mile without difficulty and without affecting the immediate performance of job-related duties.

Required Current Certifications:

- Currently credentialed as a Paramedic by the North Carolina Office of Emergency Medical Services (NCOEMS).
- Currently credentialed as a Critical Care Paramedic

- Current certification in CPR
- Current certification in Advanced Cardiac Life Support or equivalent.
- Current certification in Pediatric Advanced Life Support or equivalent.
- Current certification in PreHospital Trauma Life Support or equivalent.
- Current Motor Vehicle Operator's License.

Responsible To:

As outline in the Polk County EMS chain of command.

Specific Duties:

- Demonstrates and ensures knowledge, understanding and compliance of Polk County EMS policies and procedures.
- Ensures that the vehicle and equipment is ready for use at the beginning of the shift and after every call. This includes appropriate cleaning and disinfecting of the interior and exterior of the vehicle; appropriate cleaning and disinfecting of equipment; inspecting; restocking, and completing daily checklists of the vehicle and equipment; and performing routine maintenance.
- Performs daily inspections of their base and/or station for cleanliness. Then performs the appropriate housekeeping duties to ensure their living quarters are clean, free from clutter and sanitary at all times.
- Responds to emergencies and non-emergencies using appropriate care and caution in accordance with North Carolina law, EMS regulations, local policy, and the principles of safe emergency vehicle operation. As per Polk County EMS policy always wears their seat belt when in the cab and vehicle is in motion.
- Renders emergency and non-emergency medical care in accordance with the rules, regulations, protocols, policies, and procedures of Polk County EMS, the State of North Carolina Office of NCOEMS, consistent with good judgment and the provision of high quality medical care. Appropriately and safely delivers the patient to the nearest most appropriate medical facility.
- Acts at all times in the best interests of high quality patient care, in the best interest of the patient, and in such a manner to reflect credibly on Polk County EMS and the professional reputation of the Paramedic.
- Acts at all times with his/her personal safety in mind, as well as the safety of his/her partner, the patient, other EMS personnel, bystanders, and any other public safety personnel present.
- Accompanies ALS and BLS patients to their destination, continuing to provide appropriate care and patient advocacy until the responsibility for the patient has been transferred to an appropriate medical professional and a report has been given.
- Completes all appropriate documentation and record keeping for every assignment in a timely manner.
- Obtains complete billing information for all clients transported.
- Adheres to Universal Precautions when dealing with patient contacts. Is familiar with and practices the Infection Control policies and procedures of Polk County EMS.
- When necessary and appropriate, acts as a team leader in dealing with emergency and non-emergency situations, directing and supervising other members of the emergency medical care team.
- Performs duties related to public relations and community education programs sponsored by Polk County EMS.
- Performs duties related to the continuing improvement and development of the local EMS system.
- Accepts responsibility for recertification as a Paramedic by NCOEMS. Completes appropriate continuing education courses in a timely fashion along with biannual recertification in BLS, ACLS, & PALS. As well as every fourth year recertifying PHTLS.
- Provides Polk County EMS with a current copy of their Paramedic certification, CPR card, ACLS card, PALS card, PHTLS card, and Motor Vehicle Driver's License. Completes training in all local, state, and federal mandates.

- Reports to assigned shifts in proper uniform and on time unless the proper notification has been made. Remains on-duty and in proper uniform until properly relieved.
- Documents elements of ALS triage when turning over care of documentation to lesser level of training, including partners.
- Co-signs all patient care forms for completeness as required.
- Acts as an EMT, AEMT, and/or Paramedic preceptor when called upon by management. Completes all documentation/evaluation on behalf of student interns.
- Allows and is willing to accommodate third riders for orientation and/or educational purposes.
- Performs other duties as directed by management.
- At all times sets an example of professionalism and leadership for others to follow. Places patient care excellence and safety above all else.
- **Additional Community Care Paramedic specific duties**
 - Coordinate and assist public health during pandemics ie;
 - COVID-19 testing
 - COVID-19 response for patients requesting EMS
 - COVID-19 patient care and assessments
 - Coordinate with local entities (Thermal Belt Outreach) to obtain food and other necessary supplies. Then deliver food and other items to quarantined community members.
 - Coordinate with public health to provide immunizations as needed
 - Chronic disease monitoring (Chronic Obstructive Pulmonary Disease COPD, Congestive Heart Failure CHF, Pneumonia, Diabetes, and High risk falls) to reduce hospital re-admissions
 - Work with a healthcare team to develop and implement a care plan for individuals who aren't able to travel or obtain in person physician's office visits.
 - Navigation of community members to available community resources.
 - Medication management, compliance, and education.
 - Home visits for patients who utilize EMS more than 2 times in 30 days or greater than 4 times per year.
 - Provide treatment at the patient's home in the event of an acute increase in symptoms.
 - Emergency response during large scale incidents.
 - Fit testing of respirators as required.
 - Medical and bloodborne pathogen training
 - Liaison with health department, physicians' offices, hospitals, etc. to provide care and quality assurance.
 - Home safety/risk assessments after hospital or EMS discharge to include fall prevention, fire hazards, lighting assessment, and need for stand assistance, etc.
 - Follow up with narcotic overdoses and naloxone distribution.
 - Home visits for patients with specialized medical devices like ventilators and patient's special health care needs.
 - Follow up with community residents after incarceration. Screening for medical, mental, and substance abuse needs.
 - Community outreach activities.
 - Coordination of equestrian activities throughout Polk County.
 - Researching and applying for grants and other funding.
 - Maintain and track inventory of PPE and MCI supplies.
 - Newborn wellness checks and education.
 - Tactical medical response with Sheriff's office.

Contingency Request

BUDGET AMENDMENT: CONTINGENCY
DATE: 11/23/2020 BOC Meeting
Dept.: EMS - Community Paramedic

BATCH #: _____ LINE _____
(for accounting use only)

Amendment # : 4-C

INCREASE EXPENSE

DECREASE CONTINGENCY

<u>Description</u>	<u>GL ACCOUNT #</u>	<u>Amount</u>
10-4370-1210-0	Salaries	\$ 23,433
10-4370-1220-0	OT shift premium	827
10-4370-1250-0	Training	300
10-4370-1810-0	Fica	1,793
10-4370-1820-0	Retirement	2,402
10-4370-1830-0	Insurance	3,194
10-4370-2120-0	Uniforms	380
10-4370-5000-0	Radio	500
	Total	<u>\$ 32,829</u>

<u>Description</u>	<u>Amount</u>	<u>GL ACCOUNT #</u>
Contingency	\$ (32,829)	10-9300-9910-0

EXPLANATION: Appropriate Contingency to fund a new permanent position, community paramedic, beginning January 1, 2021

Date approved & entered into the BOC minutes

COUNTY MANAGER

FINANCE OFFICER

Polk County Finance
 Contingency Balance
 Schedule of Budget Amendments

Contingency

Original Budget at July 1, 2020 \$ 100,000

<u>Department</u>	<u>Unbudgeted Expense</u>	<u>Amount</u>	
Non-Dept	Dam Insurance	47,337	07/20/20
Economic Development	Appearance Commission-kudzo eradication	8,500	09/21/20
Special Functions	Decorate County Buildings-Christmas	9,000	11/02/20
EMS	New FT position-Community Paramedic	32,829	11/23/20 if approved
Total to date		<u>\$ 97,666</u>	

Note: Negative amounts are increases to contingency NOT uses of contingency

Budget in contingency if approved \$ 2,334