

ARLINGTON CITY COUNCIL  
SPECIAL MEETING MINUTES  
MARCH 31, 2009

The Special Council meeting was called to order at 5:30 p.m. by Mayor Kreft.

Council Members Present: Mayor Kreft, Griep, Pederson, Pichelmann, Reetz, Vrklan

Council Members Absent: None

Also Present: City Administrator Jaunich, Cynthia Smith-Strack, Bruce Pinske, Rick Rose

The purpose of the meeting was as follows:

- 1) Closed Meeting (For purposes of reviewing nonpublic appraisal data) – Review of appraisals of land being considered for purchase for a wind turbine.
- 2) Approval/Denial of an offer to purchase land for the construction of a wind turbine
- 3) Review bid options for waxing the floors in the Community Center
- 4) Approval/Denial of Job Description for Part-Time Paramedic Position
- 5) Discussion on the purchase of a fire truck
- 6) Update on the City's Southwest Boundary Line Issue.

Mayor Kreft recessed the special meeting to hold a closed meeting.

The closed meeting was called to order.

The Council reviewed the appraisal that was done on the proposed sites for the wind turbine. Considerable discussion was held on the appraisal information and negotiating the purchase price for a specific parcel.

Motion by Griep, seconded by Pederson, and passed by unanimous vote to adjourn the closed meeting.

Mayor Kreft reconvened the special meeting.

Bids were reviewed for stripping and waxing the Community Center floors. Adm. Jaunich commented that he had spoken with city staff to see if they could do this project in house or not. Staff informed him that they could do it as long as they had help – possibly Councilman Pichelmann, who is also a Custodian at the School and is familiar with stripping/waxing floors, along with borrowing the school's equipment (machinery). Pichelmann stated that staff could borrow the School's equipment. He added that the cost of supplies and his time would be \$2,000.

Motion by Reetz, seconded by Griep, and passed by unanimous vote to hire ServiceMaster to strip and wax the floors of the Community Center at a cost of \$2,450 (plus tax).

The job description for the Part-Time Paramedic position was reviewed.

Motion by Griep, seconded by Pichelmann, and passed by unanimous vote to approve the Part-Time Paramedic job description as follows:

**JOB DESCRIPTION**

**Public Safety - Ambulance  
City of Arlington**

Title of Class: Part-Time Paramedic  
Effective Date: March 31, 2009  
Pay Status: Non-Exempt

## **DESCRIPTION OF WORK**

**General Statement of Duties:** Responsible for responding to routine and emergency requests to provide efficient and immediate assessment, treatment and transport of the ill, critically ill, and injured patient in the pre-hospital setting and other settings within the scope of training under a physician medical control authority. Job duties also include assisting with patient care in the ER and other areas of the Sibley Medical Center (SMC) under the direction of the nursing supervisor.

**Supervision Received:** Works under the general supervision of the Ambulance Manager or Assistant Manager.

**Supervision Exercised:** None; provides limited work direction over EMT's when the Ambulance Manager or Assistant Manager is not present.

## **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- Respond to requests for ambulance service both emergent and non-emergent.
- Maintain the ambulance garage, vehicles, equipment and supplies.
- Accurate and timely written documentation.
- Initiate pre-hospital treatment modalities both invasive and non-invasive in accordance with national, state and local regulations, policies and procedures.
- Maintain a safe working environment.
- Supervise and direct EMT's in emergency medical care.
- Function within the guidelines of national, state and local standards of practice.
- Maintain current certification.
- Maintain current education requirements as dictated by national, state and local standards.
- Other duties as assigned.

## **RESPONSIBILITIES AND DUTIES:**

- Perform pre-hospital emergency assessments, monitor patient status, initiate treatment protocols and implement appropriate invasive and non-invasive patient therapies.
- Respond to ambulance calls in a timely and safe manner as identified by local ambulance service policy.
- Safe and timely transport of patients to tertiary medical treatment facility and assist hospital staff as needed in the stabilization and management of the patient until relieved by the acting medical authority.
- Inventory and stock ambulances routinely and following each ambulance call to insure readiness to respond to the next call.
- Thoroughly document all patient activities on the run sheet to include vital signs, history, assessment, treatments, disposition and other data as indicated by local policy.
- Maintain a neat and professional personal appearance.
- Conduct one's self in a professional manner at all times while on duty.
- Assume responsibility for all maintain control of narcotics. Maintain a narcotics log appropriately and reconcile all controlled drug use.
- Render appropriate medical judgments and decisions under less than ideal working conditions.
- Develop and maintain effective working relations with co-workers.
- Act as on-scene medical authority in the field.
- Coordinate with allied agents of authority to include but not limited to, police, fire, and rescue, state, federal and local emergency disaster personnel.
- Assist the Ambulance Director with administrative tasks as delegated.
- Maintain ambulance quarters in a clean and neat fashion.
- Assist various facility departments to include but not limited to maintenance for snow removal to insure egress from the facility, and receiving materials; laboratory with blood draws; nursing with intravenous access, patient transfers and manning assistance in the emergency room.

## **HOSPITAL (SMC) RESPONSIBILITIES AND DUTIES:**

### 1. Scope:

- To assist with patient care in the ER under the supervision of the charge nurse
- To assist with delegated ER department coordination under the direction from the nurse manager
- To assist with patient care and Med/Surge department coordination as needed and as delegated by the charge nurse or nurse manager
- Assists with other patient care areas as directed by the charge nurse or nurse manager
- Assist with other duties as directed by the Director of Patient Services

2. ER & Med/Surge Floor Function and Duties:

- Patient care duties to include vital signs, O2, oximetry, IV starts, ACLS medication administration, lead EKG, intubation by King Airway, insertion of Foleys, do blood draws, assist with casting, assist with assessments and documentation of patient care and nebulizer treatments. (competency will be established to allow for all of the above)
- Establishing order of the ER such as rearranging as directed and cleaning of equipment and carts
- Assist with answering call light, assisting patients to the bathroom, delivery of meal trays, answering the phone, doing vital signs and glucometer checks as directed by the charge nurse
- Restocking of equipment and supplies
- Patient call backs for ER and Med/Surge areas
- Assist with quality assurance data collection and reports
- Assist with other clerical duties as assigned
- Any other duties as directed by the charge nurse or nurse manager

**MINIMUM QUALIFICATIONS**

- Prefer 3+ years experience as Licensed Paramedic with a pre-hospital ALS provider
- Current State of Minnesota Certification
- Current American Heart Association Basic and Advanced Life Support Certification
- Valid Class C driver's license and good driving record
- Strong interpersonal skills abilities
- Ability to Multitask
- Ability to be flexible and manage time well
- Strong skill sets in clinical areas
- Ability to take direction and good follow through
- Must demonstrate map reading skills

Vrklan and Pichelmann commented that they had met with the Fire Department's Truck Committee recently about the purchase of a new truck. Vrklan stated that the two tanker trucks are in poor shape and are safety hazards (the tank leaks and the brakes keep going out in one, and the frame is cracked on the other). At the meeting it was made known that the department would not be getting the new pumper truck they wanted (\$300,000-\$400,000), but were instructed to research the cost of a new (\$180,000) and/or used tanker truck. Pichelmann commented that they were still pursuing a tanker truck with pump on it if they are awarded the FEMA grant. He stated that they would be replacing both tanker trucks on the department then. Adm. Jaunich talked about borrowing money from the electric fund to help pay for a truck, if it was deemed necessary. Adm. Jaunich stated that the Fire Department, after they research the costs for a tanker truck need to bring a recommendation to the Council, at which time the Council will pursue funding options.

Discussion was held on the southwest boundary line. It was noted that PZ Administrator Smith-Strack was present along with representatives from Seneca Foods, Bruce Pinske and Rick Rose Jr. Mayor Kreft noted that a conference call had been held recently, which included himself, Attorney Arneson, Adm. Jaunich, PZ Adm. Smith-Strack and several representatives and attorney from Seneca Foods on this subject matter. It was noted that Seneca Foods was opposed to annexation. Lengthy discussion was held on how to correct the issue at hand and establish the southwest boundary line. It was suggested that all parties involved (City Council & Staff, County, MnDOT, Seneca Foods, and survey crews {City and Seneca's}) should meet at one time (in one room together) to discuss the southern boundary line issue and try to resolve same.

Motion by Vrklan, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 7:27 pm.

---

City Administrator Matthew Jaunich

---

Mayor James Kreft