

**NOTICE OF SPECIAL
STANDING COMMITTEES**

Scheduled for
Tuesday, March 13, 2018,
beginning at 5:30 p.m. in

Council Chambers
Village Hall of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, Illinois

**Special Public Safety Committee
Special Public Works Committee**

A copy of the agendas for these meetings is attached hereto.

Kristin A. Thirion
Clerk
Village of Tinley Park

NOTICE OF A SPECIAL MEETING
OF THE PUBLIC SAFETY COMMITTEE

Notice is hereby given that a special meeting of the Public Safety Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 5:30 p.m. on Tuesday, March 13, 2018, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL PUBLIC SAFETY COMMITTEE MEETING HELD ON FEBRUARY 20, 2018.
3. DISCUSS EMERGENCY MEDICAL SERVICE RATES.
4. REVIEW EMERGENCY MEDICAL SERVICE DRAFT REQUEST FOR PROPOSAL.
5. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Public Safety Committee
February 20, 2018 - 5:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: W. Brady, Chairman
M. Glotz, Village Trustee, arrived 5:38 p.m.
B. Younker, Village Trustee

Members Absent: None

Other Board Members Present: M. Mangin, Village Trustee, arrived at 5:35 p.m.
M. Pannitto, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
S. Neubauer, Police Chief
L. Mason, Deputy Chief
C. Faricelli, Deputy Chief
Forest Reeder, Fire Chief
K. Workowski, Public Works Director
P. Connelly, Village Attorney
D. Maiolo, Human Resources Director
L. Valley, Executive Assistant
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The Public Safety Committee Meeting was called to order at 5:30 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE PUBLIC SAFETY COMMITTEE MEETING HELD ON FEBRUARY 13, 2018 – Motion was made by Trustee Younker, seconded by Chairman Brady, to approve the minutes of the Public Safety Committee Meeting held on February 13, 2018. Vote by voice call. Chairman Brady declared the motion carried.

Item #3 – DISCUSS POLICE STAFFING STUDY – J. Furcon, Northwestern University Center for Public Safety (NUCPS) presented an overview of the Police Staffing Study results. The full report is divided into five (5) sections:

- Section 1: Application of Quantitative Analysis to Define Patrol Headcount.
- Section 2: Analysis of Patrol Deployment.
- Section 3: Analysis of Span of Control and Other Organizational Factors.
- Section 4: Training.
- Section 5: Other recommendations.

Section 1 of the study to determine required headcount in the Patrol Division was based on a formula on how busy the officers are per hour. If an officer is on a call, it is considered obligated time. Other time

when an officer is on patrol is considered unobligated time. Data from years 2015, 2016 and 2017 were used to determine how much obligated time per hour as well as how obligated time is determined. NUCPS recommends an officer have between 25 and 35 minutes of unobligated time per hour to allow for patrol and community policing. The optimum number of patrol officers needed is based on a formula of unobligated time (patrol time) per hour. The study recommendation is 30 minutes of unobligated time per hour per officer.

Recommendation:

- Twenty-four (24) minutes unobligated time per hour – Three (3) officers needed.
- Twenty-five (25) minutes unobligated time per hour – Four (4) officers needed.
- Twenty-six (26) minutes unobligated time per hour – Six (6) officers needed
- Twenty-seven (27) minutes unobligated time per hour – Eight (8) officers needed
- Twenty-eight (28) minutes unobligated time per hour – Nine (9) officers needed
- Twenty-nine (29) minutes unobligated time per hour – Eleven (11) officers needed
- Thirty (30) minutes unobligated time per hour – Thirteen (13) officers needed

Section 2 of the study determined patrol deployment. The Village is divided into seven (7) patrol zones. The study analyzed call load by day of week, time of day, and equity among the zones. The report concluded the current schedule “does an excellent job of deploying officers by time of day and day of week.” However, the report cites some disparity in call volume by zones, with some zones being busier than others.

Recommendation: Based on historic call activity data, Zones F and G should be permanently combined in Will County. To equalize activity, Zones D and E should be split in two, for which call for service activity levels would be approximately 12.5% in six of eight of the new districts.

Section 3 of the study considered span of control, which includes officer supervision and the number of officers given to a supervisor. The study compared Tinley Park Police Department with five (5) other comparable police departments. The study indicated the supervisors supervise twice as many subordinates than comparable towns.

Recommendation is to create an exempt rank of commander and add two (2) patrol commanders and add a commander-level staff to manage investigations.

Section 4 of the study consisted of in-service training and determined that scheduled training days plus outside training through the Mobile Training Units (State of Illinois sponsored training units) are adequate.

Recommendation is to continue the current level of in-service training for all officers.

Section 5 reviewed the Records Division and a recommendation for a study was made to be performed to identify more efficient methods to utilize technology.

Item #4 – RECEIVE COMMENTS FROM THE PUBLIC – None.

ADJOURNMENT

Motion was made by Trustee Younker, seconded by Trustee Glotz, to adjourn this meeting of the Public Safety Committee. Vote by voice call. Chairman Brady declared the motion carried and adjourned the meeting at 5:44 p.m.

lc



Interoffice Memo

Date: March 8, 2018
To: Public Safety Committee/Village Board
From: Pat Carr, Asst. Village Manager
Subject: Ambulance Rate Change
CC: David Niemeyer – Village Manager

Kurtz Ambulance service is requesting an increase of rates that have been in place since 2014. Per the EMS contract, the provider must send written notice of increase of rates for review by the Village. Approving said increase will likely increase ems revenue by over \$200,000 to the Village.

According to rates charged by surrounding communities, the Village is \$350.00 - \$800.00 below market rates.

Proposed new resident rates:

1. ALS \$1,350.00 (+\$350.00)
2. ALS2 \$1,450.00 (+\$250.00)
3. BLS -\$1,250.00 (\$450.00)
4. Mileage remains the same at \$15.00 per mile.

Staff is recommending an increase in rates to better align with surrounding municipalities.

Attch: Kurtz Letter

KURTZ

March 6, 2018

Village of Tinley Park
Pat Carr, Assistant Village Manager
16250 S Oak Park Ave
Tinley Park, IL 60477

Re: Ambulance Transport Fees

Dear Mr. Carr:

Following our contract with the village, please allow this letter to serve as our proposal to increase the ambulance transport billing rates. The rates currently being charged for ambulance transportation have not risen since we took over the 9-1-1 ambulance service in August 2014, and have since fallen behind what is now usual and customary.

We recommend increasing the rates to those outlined in the attached table. This increase will allow Kurtz to recover more revenue for the village from insurance companies to offset the expense of the program. Kurtz does not receive any new money, profit or advantage in any way by increasing the rates, this only benefits the village. Kurtz' contract cost is capped, and all billing dollars exceeding that cap are returned to the village.

Approving the new rate table will likely increase the ambulance billing revenue by an estimated \$229,704 annually over what is currently being collected. (This analysis was done by our third-party billing agent Andres Medical Billing, Ltd.)

If there are any questions with this recommendation or any other matter, please feel free to call or email me anytime.

Sincerely,



Ed Matteson
Regional Chief Operating Officer
ed@kurtzems.com
(708) 308-4133

**P.O. BOX 129
NEW LENOX, IL 60451**

KURTZ

2018 Billing Rates

Tinley Park Rate Analysis

Proposed Rate Analysis

	Charge	Total Calls	Gross Charges	Average Collection Percentage	Potential Rev
Resident	Increase Charge Amount				
Insurance	\$350.00	597	\$208,950.00	80%	\$167,160.00
Patient	\$350.00	144	\$50,400.00	10%	\$5,040.00
Total					\$172,200.00

	Charge	Total Calls	Gross Charges	Average Collection Percentage	Potential Rev
Non-Resident	Increase Charge Amount				
Insurance	\$233.33	311	\$72,565.63	75%	\$54,424.22
Patient	\$233.33	132	\$30,799.56	10%	\$3,079.96
Total					\$57,504.18

Rates			
Resident	Old Avg. Base	New	Adjustment
ALS	\$1,000.00	\$1,350.00	\$350.00
ALS2	\$1,200.00	\$1,450.00	\$250.00
BLS	\$800.00	\$1,250.00	\$450.00
		Avg. Increase	\$350.00
Non Resident			
ALS	\$1,200.00	\$1,450.00	\$250.00
ALS2	\$1,400.00	\$1,500.00	\$100.00
BLS	\$1,000.00	\$1,350.00	\$350.00
		Avg. Increase	\$233.33

Estimated Additional Revenue \$229,704.18

**Analysis provided by Andres Medical Billing, Ltd. *Mileage charge to remain unchanged at \$15/per mile*

KURTZ

Nearby Billing Rates

Orland:

Non Resident:

BLS	A0429	\$1,350.00
ALS	A0427	\$1,450.00
ALS 2	A0433	\$1,500.00
Mileage	A0425	\$15.00

Resident:

BLS	A0429	\$1,250.00
ALS	A0427	\$1,350.00
ALS 2	A0433	\$1,450.00
Mileage	A0425	\$15.00

Frankfort:

Non Resident:

Eff. DOS 1/1/18

ALS	A0427	\$1,800.00
ALS 2	A0433	\$1,800.00
BLS	A0429	\$1,800.00
Mileage	A0425	\$17.00

Resident:

ALS	A0427	\$1,800.00
ALS 2	A0433	\$1,800.00
BLS	A0429	\$1,800.00
Mileage	A0425	\$17.00

Mokena:

Non Resident:

ALS	A0427	\$1,600.00
ALS 2	A0433	\$1,600.00
BLS	A0429	\$1,600.00
Mileage	A0425	\$18.00

Resident:

ALS	A0427	\$800.00
ALS 2	A0433	\$800.00
BLS	A0429	\$800.00
Mileage	A0425	\$18.00



Interoffice Memo

Date: March 9, 2018

To: Public Safety Committee

From: Pat Carr, Asst. Village Manager – Public Safety

CC: Dave Niemeyer, Village Manager
Forest Reeder, Fire Chief

Subject: Ambulance RFP

Per the direction of the Village Board on November 21, 2017, staff was instructed to explore RFP options for the ambulance contract. Below are key components of draft RFP.

Prepare a new Request for Proposal (RFP) for EMS services and issue to qualified bidders.

Discussion: Using the existing contract and previous 2014 RFP as a template for minimum requirements, the Village will solicit bids for service.

Key Service Model Components:

1. Contract length of 3 years with 2 year extensions.
2. 5 Advanced Life Support (ALS) ambulances
3. Bidder must have current 911 ALS service to a population of 25,000 or more for at least 18 months within the last 3 years.
4. 24/48 Fire Shift and housed in fire station as currently utilized
5. 1 shift supervisor assigned per shift with minimum 3 years of supervisory experience
6. 1 ALS fast response Unit Non-Transport
7. 1 Contract EMS Paramedic Administrator with at least 7 years of supervisory experience
8. 1 Emergency Medical Dispatcher (EMD) assigned to TP 911 Center
9. Review of invoices / receivables
10. FD shift commander retains daily operational control
11. CAD driven GPS assignment of closest available unit
12. Auto dispatch
13. Cost sharing of net billing revenue of pre-determined amount less 4% administration fee.
14. Minimum paramedic salary of \$43,000
15. Future ability to reduce contract staffing levels and associated costs with blended in-house service

Service delivery performance benchmarks will include:

- Response time to incidents
- Redundancy ability for vehicle replacement and back-up equipment
- EMD quality benchmarks for call processing and monitoring
- Certification and Training

Initiation of a blended TPFD EMS Service within 2-3 years of contract period.

Discussion: After ALS/BLS licensure, the TPFD would respond with ALS/BLS First Responders calls for service while the EMS provider responds for transportation to hospital.

Recommendations

The EMS Service Task Force makes the following recommendations to the Public Safety Committee:

1. Forward to Village Board for approval on April 3, 2018 after village attorney review
2. Begin First Responder/BLS licensure of Fire Department

**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT