



**CITY OF STRAWBERRY POINT**  
THE SWEETEST PLACE TO GROW

Special Joint Meeting of the City Council and Ambulance Board of the City of Strawberry  
Point, Iowa

Monday, November 22, 2021

8:00PM

City Council Chambers | 111 Commercial Street | Strawberry Point, IA 52076

Tentative Agenda (at discretion of the Chair)

1. Call To Order
2. Pledge Of Allegiance
3. Welcome Visitors
4. Roll Call Of Members Present
5. Approve Agenda As Presented Or Amended
6. Unfinished Business
  - 6.I. Discussion Of Ambulance Board Duties And Successful Oversight Of The Ambulance Service
  - 6.II. Ordinance #21-08 Amending The Code Of Ordinances Of The City Of Strawberry Point, Iowa By Repealing Article 58, Pertaining To The Ambulance Board

Documents:

[ORDINANCE 21-08 REPEALING ARTICLE 58 AMBULANCE BOARD.PDF](#)

- 6.II.i. Second Reading
- 6.II.ii. Waive Third Reading
- 6.II.iii. Approve And Adopt Ordinance #21-08
- 6.III. Resolution Amending Employee Handbook As It Pertains To Ambulance Service Employees

Documents:

[RES PERSONNEL POLICY AMENDMENT AMBULANCE.PDF](#)  
[POLICY UPDATES FOR AMBULANCE.PDF](#)

6.IV. Approve Job Description For Ambulance Service Director

Documents:

[SERVICE DIRECTOR JOB DESCRIPTION REV11.15.21.PDF](#)

6.V. Approve Job Description For Ambulance Service Billing And Administrative Specialist

Documents:

[ADMINISTRATIVE BILLING SPECIALIST JOB DESCRIPTION  
REV11.15.21.PDF](#)

7. Other Business

Please state your name and address for the record before proceeding with your comments. Individual remarks are limited to five minutes. Under Iowa Open Meetings Law, no discussion will be held or action taken on these comments. Comments will be summarized in the meeting minutes and become permanent record of the City.

8. Adjournment

Posted November 18, 2021

Ashley Jasper, City Administrator/Clerk

Hannah Evans, Mayor

**ORDINANCE NO. 21-08**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STRAWBERRY POINT, IOWA, BY REPEALING ARTICLE 58, PERTAINING TO THE AMBULANCE BOARD**

**BE IT ENACTED** by the City Council of the City of Strawberry Point, Iowa:

**SECTION 1. SUBSECTION REPEALED.** The Code of Ordinances of the City of Strawberry Point, Iowa, is hereby amended by repealing Article 58, which referred to the Ambulance Board.

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 2021, and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Hannah Evans, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Jasper, City Administrator/Clerk

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. 21-08 on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Ashley Jasper, City Administrator/Clerk

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING THE  
PERSONNEL POLICY MANUAL**

**WHEREAS**, the City of Strawberry Point, Iowa has a personnel policy manual which explains their current policies and procedures; and

**WHEREAS**, the City of Strawberry Point, Iowa, has revised Section 14a.iii of the policy “City Purchases”; and

**WHEREAS**, the City of Strawberry Point, Iowa has revised the City’s Organizational Chart to reflect the dissolution of the Ambulance Board.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Strawberry Point, Iowa, that they adopt the revised Section 14a and Organizational Chart of personnel policy manual as attached to take effect immediately; and

**BE IT FURTHER RESOLVED**, by the City Council of the City of Strawberry Point, Iowa, that the City Administrator/Clerk is directed to distribute this amendment to all employees and members of management.

Passed and approved this 17<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Hannah Evans, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Jasper, City Administrator/Clerk

**a. City Purchases**

iii. The responsibility for purchases shall be set as follows:

1. Any budgeted purchases up to \$1,000 can be made by the City Administrator/Clerk, Police Chief, Public Works Superintendent, and Ambulance Service Director without prior approval.
2. Any budgeted purchases between \$1,000 and \$2,500 can be made by first obtaining approval by the City Administrator/Clerk.
3. Any budgeted purchase over \$2,501, and any unbudgeted purchase, must have Council approval prior to the purchase being made.



## Strawberry Point Ambulance Service

<b>Job Title:</b>	Service Director	<b>Department/Group:</b>	Ambulance Department
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>This position serves to perform responsible administrative and operation work in organizing and directing the Emergency Medical Services within Strawberry Point and surrounding communities (as designated) in Iowa.</p> <p>This position plans, directs and administers the business and operation of the Emergency Medical Services for Strawberry Point, Iowa (and designated surrounding areas). The work includes responsibilities for the selection of equipment and vehicles and for assuring that EMS personnel are properly trained in emergency medical care. The work is done under the general supervision of the City of Strawberry Point, the current Board of Directors, the Medical Director through the review of records, reports, board meetings, conferences and the overall effectiveness in the business, management, and operations of the Emergency Medical Services. The Service Director coordinates, monitors, and evaluates the performance of all other employees/volunteers under the umbrella of service by the Strawberry Point Ambulance Service/City of Strawberry Point.</p> <p>Examples of Work include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Be accessible 24 hours per day, seven days per week or ensure accessibility to a service director designee.</li> <li>• Be responsible for providing direction and overall supervision of the administrative and operational aspects of the service program. Ensure that all duties and responsibilities of the service director are not relinquished before a new or temporary replacement is functioning in that capacity. Ensure the service program is in compliance with service program policy, Iowa Code chapter 147A.</li> <li>• Ensure that duties of the service program's emergency medical care providers do not exceed the providers' scope of practice as referenced in 641—subrule 131.5(2) or the service program's EMS service level of authorization.</li> <li>• Plan, coordinate and execute monthly training for all members.</li> <li>• Oversee day to day and emergency coordination of service personnel and equipment.</li> <li>• Maintain equipment and operational readiness for all equipment and personnel.</li> <li>• Recruit, supervise and evaluate the work of departmental employees/volunteers; administers the evaluation and disciplinary processes and addresses personnel issues; oversee service morale and functionality</li> <li>• Responsible for updating and managing current and future policies.</li> <li>• Ensure all local, state, and federal certifications and guidelines are met in timely manner; both for the service and personnel</li> <li>• Oversee all communication between Medical Director, Board of Directors, City and County officials.</li> <li>• Coordinate emergency medical services with local medical, fire department, law enforcement, rescue agencies and other ambulance services.</li> <li>• Oversee the overall financial planning of the Service, including requests for bids, contracts, and service agreements; proctors expenditures and approves purchase requests within spending authority.</li> <li>• Attend Board, City and County meetings and conferences</li> <li>• Responds to disasters to monitor and coordinate emergency medical services in conjunction with other local officials and agencies</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	



## Strawberry Point Ambulance Service

<b>Job Title:</b>	Administrative & Billing Specialist	<b>Department/Group:</b>	Ambulance Department
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>This position serves to perform responsible administrative and operation work, assisting the Service Director in organizing and directing the Emergency Medical Services within Strawberry Point and surrounding communities (as designated) in Iowa.</p> <p>Examples of Work include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Assist Service Director to ensure the service program is in compliance with service program policy, Iowa Code chapter 147A.</li> <li>• Assist Service Director with updating and managing current and future policies.</li> <li>• Assist Service Director to ensure all local, state, and federal certifications and guidelines are met in timely manner; both for the service and personnel</li> <li>• Assist Service Director in quality control of all run reports and documentation</li> <li>• Responsible for billing of all calls, including ensuring payments are remitted to city and coded appropriately, handle any billing questions between third party billing company and patient.</li> <li>• Responsible for daily communication with third party billing, local hospitals, service personnel, patient, and insurance companies on missing data/documents</li> <li>• Maintain pertinent records for minimum of 7 years, properly disposing of documents past expiration point.</li> <li>• Gather statistics and reports of department services; monitor for quality and report findings to Service Director.</li> <li>• Oversee the overall financial aspects of the Ambulance Service, relating to incoming expenses and revenues; report to Service Director monthly (or as needed) on any updates.</li> <li>• Attend Board, City and County meetings and conferences when Service Director is unable</li> <li>• Responds to disasters to monitor and coordinate emergency medical services in conjunction with other local officials and agencies</li> <li>• Oversee overall public relations relating to community events, fundraising, social media, etc.</li> <li>• Administrative &amp; Billing Specialist may be assigned other duties under the direction of the Service Director.</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	