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**City Council Minutes**  
**January 5, 2010 ~ 5:00PM**

**Regular Meeting**  
**City Hall, Delta Junction, Alaska**  
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The regular meeting of the Delta Junction City Council was held on Tuesday, January 5, 2010 at the Delta Junction City Hall. Mayor Mary Leith-Dowling called the meeting to order at 5:00pm.

Council members present: Mayor Mary Leith-Dowling, Mayor Pro tem Pete Hallgren (excused 5:59pm)  
Pablo Martinez, Sherman Stebbins, JW Musgrove, Lou Heinbockel, Dawn Grossmann  
City employees present: City Administrator Mike Tvenge, Finance Officer Dave Zimmerman  
Facility Maintenance Foreman Jeremy Williams, City Clerk Pat White  
Eleven members from the community were present at the beginning of the meeting.

**AMENDMENTS TO AGENDA ~ APPROVAL OF AGENDA**

Leith-Dowling stated Sebastian Saarloos would present information about the AMC 2 Subdivision under *Request to Speak*. Tvenge stated PO#013991 (Heritage) would be omitted from *Purchase Orders* and brought back at the January 19 meeting once it is corrected.  
Martinez moved to approve the January 5, 2010 agenda as amended; Grossmann seconded. Motion carried.

**APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Leith-Dowling asked to put quotes that reference Bob Morley as a "furnace guru" in the December 15 minutes. Tvenge asked to add and delete wording under the *City Administrator Report* about landfill equipment to read: "NC Machinery last inspected the D6 dozer in August 2008. Money that was budgeted for the extra loader bucket is still available in the new equipment budget." He said City employees are not conducting the inspection.  
Heinbockel moved to approve the December 15, 2009 minutes as amended; Martinez seconded. Motion carried.

**PUBLIC AND COUNCIL COMMENTS ON NON-AGENDA ITEMS**

Leith-Dowling called for public and Council comments on non-agenda items with none being offered.

**REQUEST TO SPEAK**

Sebastian Saarloos, Delta Surveys Office Manager, presented a Deed of Trust and photos of the monuments for the AMC (Alaska Motor Coaches) 2 Subdivision that was approved at the December 15, 2009 meeting. He asked to amend the final plat because the forty-foot access easement that serves the gravel pit lot was changed to twenty feet. The forty-foot easement would cut into the refueling station for the buses. Saarloos said twenty feet, as documented in the Deed of Trust, still allows access into the gravel pit and First Student can fence off their property, if they so choose. Also the twenty-foot easement is enough to transfer ownership without relocating buildings and tanks.

Heinbockel moved to approve the change to the plat access right of way from forty feet to twenty feet; Martinez seconded.

Discussion followed regarding the location of the gravel pit and the Jarvis buildings, the easement being a public access, inadequate public notice on issues that are brought before the Council, and a checklist for dealing with land issues.

Motion passed unanimously on a roll call vote with seven voting.

White signed the Mylar plat map for Saarloos to proceed in getting it recorded.

## REPORTS

**Rescue Squad** – Michael Nuckols reported Medic III (2004 ambulance) is still getting a new transmission. He suggested the Council consider donating the old Medic I (1993) at some point. Discussion followed regarding functional ambulance services that require operable vehicles and different levels of trained personnel.

**Fire Department** – Fire Chief Carin Bear reported:

- The Fire Department registration application and State reporting for 2009 would be completed and an end-of-the-year statistics report will be presented at the January 19 City Council meeting.

- She will attend EMT III training in February.

- She was selected to represent the State of Alaska with Fire Marshal Paul Tyler and personnel from his office in Indianapolis in April at the FDIC (Fire Department Instructor Conference & Exhibition). All expenses are paid by the Fire Marshal's office.

- New members have joined the FD, but there is still difficulty in getting responders during the daytime work hours.

**Airport** – JW Musgrove reported he worked with Tvenge and Ralph Mathews on a conceptual design of the new airport subdivision, which will be presented at the January 19 meeting.

**Mayor** – Mary Leith-Dowling reported Alaska Municipal League (AML) meetings are scheduled February 2-4 in Juneau.

**City Clerk** – Pat White reported Census training is scheduled again at City Hall on January 7, the Alaska National Guard is scheduled to meet with veterans at City Hall on January 13 to provide veterans and former service members with information and resources, and PFD (permanent fund dividend) application booklets are available at the library and LIO office, but not City Hall.

**City Administrator** – Mike Tvenge reported:

- The 2009-2010 Liewer-Olmstead Ice Arena MOA has been signed. He said terms are similar to the 2008-2009 season except for a change in DGSD payment (“... a rate of \$80.00 per hour for a maximum of 132 hours of scheduled ice time including practice and or games” to “... \$10,560.00 for scheduled ice time including practice and or games. This is a one-year contract; however, it may be extended on an annual basis for up to 2 additional years at an annual 4% cost increase, if all parties are in agreement.”).

- A Tier I grant application was submitted in April for a stage at the Community Center and the award (\$7,151) was received from the Rasmuson Foundation on January 4. The City will contribute \$1,900, from the Community Center budget, and the Library Board will contribute \$500.

- Notice was received on January 4 that Delta Junction is eligible, as a small Alaska city, to apply for funding from the Alaska Energy Authority for up to \$52,800 to be used toward energy efficiency and conservation projects (energy audits, insulation, appliances, building upgrades and lighting, street lighting, and building controls). Tvenge said the pre-application survey must be submitted online by January 15th. There is no required match and grants will be awarded in April.

Discussion followed regarding pursuing the grant application.

Heinbockel suggested researching replacement of the sodium vapor lights at the indoor rink because they have already been replaced once, but they are deteriorating and are horribly expensive to operate.

Tvenge said Boeing and Doyon Utilities personnel have made inquiries about the streetlights on Nistler and are considering similar improvements at Ft. Greely.

Stebbins asked if the energy grant could be used for alternate energy sources like solar or wind power.

Tvenge said the purpose of the grant is to reduce diesel consumption.

**Lands** – Pete Hallgren asked White to coordinate a meeting with himself, surveyor Ralph Mathews, City Attorney Jim DeWitt, and a Fairbanks North Star Borough (FNSB) contact, as recommended by Mathews, to pursue creating a platting checklist for the City of Delta Junction.

**Public Works** – Mike Tvenge reported Aurora Avenue is barricaded on both ends and will be closed until spring.

Hallgren asked to consider opening it for the Festival of Lights fireworks, if at all possible.

## **UNFINISHED BUSINESS - none**

## **NEW BUSINESS**

### **Delta Junction Emergency Services Assistant**

Tvenge said the coordinator job title changed to Emergency Services Assistant (ESA) to clearly identify that the position is to assist both the Fire Department and the Rescue Squad. Fire Chief Carin Bear, Rescue Squad Chief Michael Nuckols, and Dr. Andreassen have all provided input for the draft.

Nuckols said the position may attract higher level of expertise, but it basically requires someone who is very versatile, someone who has a minimum EMT I certification, can “talk” emergency services, arrange for vehicle maintenance, organize volunteers and team build, provide in-house training, write grants, and conduct day-to-day activities. The position would be self-sustaining. It is ideal for a retired person or a housewife who wants to supplement their income. Presently two active EMTs are volunteering 30 hours each week. Ten years ago members who did not hold down regular paying jobs handled the administrative duties, but two-income families are now the norm. He said the squad is actively losing members because they are overwhelmed.

Musgrove asked about a projected annual cost.

Tvenge said approximately 20 hours/week is equivalent to \$20,000 to \$25,000 annually.

Zimmerman said 25 hours is \$30,000 with payroll costs (social security, workers compensation, ESC). Discussion followed regarding the 20 hours being flexible, reducing the position from having paramedic qualifications to EMT I, and insurance billing and ordering supplies.

Bear said a similar position that employs a full-time paramedic pays \$72,000 annually.

Ray Andreassen, local physician, said the position requires someone who works in the field and has enough experience to generate respect. He feels an EMT I may not be a high enough level of leadership.

Stebbins said a lot is expected for only \$19.23/hour.

Andreassen said the pay should be more like \$60,000/year.

Hallgren was excused at 5:59pm.

Musgrove asked what happens when someone gets hurt and no one responds.

Nuckols said Ft. Greely is called if no one locally responds. Tok and Dry Creek have ambulance services also.

Heinbockel said the EMTs generate their own funds, but should not be a money or profit making organization. If there is excess money, they should be able to spend it and they are asking for this administrative position. If insurances are willing to pay more than what is billed, fees should be increased. If it generates more than the position costs, it is worth it.

Martinez said the City is drifting toward paid positions that were previously filled by volunteers.

Chief Bear said the City FD has automatic aid with Rural Deltana FD (RDVFD) and both departments respond no matter what district, but there are very few fires within city limits.

Mike Paschall said RDVFD does not bill for fire calls.

Heinbockel said in a perfect world services are free because people pay for them through taxation.

People pay for insurance to cover those charges and that is what needs to be collected.

Musgrove asked how the physician sponsor correlates to the ESA position.

Andreassen said the two positions are two different jobs and he is willing to match dollar for dollar, up to \$2,000 (of his \$2,500/month salary) so that the ESA could be paid \$4,000/month. He would accept a token \$500/month for payment to be the physician sponsor because he is willing to negotiate so the position can be funded.

Discussion followed regarding Dr. Andreassen fulfilling his responsibilities as physician sponsor, possibly downscaling the ambulance service to basic life support (BLS) and eliminating the sponsor requirement, EMT I limited to providing BLS service and EMT II and III capabilities to administer drugs and care for patients who may require other advanced intervention.

Stebbins suggested creating a full-time position of \$60,000 or \$70,000 per year sometime in the future by combining what is paid for the part-time ESA and the money that is paid to Dr. Andreassen, as Physician Sponsor. He said a highly qualified person could perform the duties of both positions.

Heinbockel said one of the great arguments against borough formation was expansion of government. The landfill and road improvements are evidence of expansion in the past 10-12 years and the community has not contributed to that growth.

Musgrove said it is a good guess that the public is comfortable with what level of services are here. Discussion followed regarding incidents when the local Rescue Squad failed to respond.

Martinez moved for the City Administrator to approve the Emergency Services Assistant position and advertise it; Musgrove seconded.

Discussion followed regarding office space, the squad having a desktop and laptop, the required AURORA statewide program, which is free, and billing software.

Motion passed unanimously on a roll call vote with six (Martinez, Musgrove, Stebbins, Heinbockel, Grossmann, Leith-Dowling) voting. (Hallgren was excused at 5:59pm.)

White asked to upgrade billing software with electronic billing capabilities during the job transition. She said the City currently pays \$600/year, but can only file paper claims. The least expensive of the three programs that are compatible with AURORA is \$16,000 (up to 1,000 runs per year). She asked whose responsibility it would be to research less expensive software (less than 200 runs per year).

Heinbockel asked to clarify the recommendation in the job description and suggested not upgrading as long as the old fashioned way is still accepted. He said to also emphasize timely billing and collecting. Discussion followed regarding paper billing and the City not meeting Medicare's 10-full-time employee criteria to bill electronically.

Musgrove suggested downloading the free Medicare software.

Discussion followed regarding pulling in revenue and when Delta did not have ambulance service.

Tvenge said he would run the job description by the Council before advertising it.

#### **Purchase Orders**

PO#013982 to Aetna WHO-AAS in the amount of \$10,822.88 for Jan '09 group health insurance

PO#013983 to ACS in the amount of \$1,416.00 for Dec '09 phone services

PO#013984 to ATT & Alascom in the amount of \$646.56 for Dec '09 911 phones and power

PO#013985 to Bank of America in the amount of \$2,943.49 for Nov '09 credit card charges (Antivirus Softwall renewals x 5, Christmas cards and 2010 calendars, Tvenge, Hallgren, Stebbins, Grossmann, and Leith-Dowling lodging in Anchorage for Alaska Municipal League (AML) Conference in November, and Leith-Dowling airfare to conference)

PO#013986 to Crowley Petroleum in the amount of \$2,864.20 for Dec '09 heating fuel oil

PO#013987 to Delta Professional Texaco in the amount of \$982.39 for Dec '09 vehicle fuel for street maintenance and ambulance runs

PO#013988 to Delta Sanitation in the amount of \$657.34 for Nov/Dec '09 dumpster service

PO#013989 to GVEA in the amount of \$4,532.90 for Nov '09 electricity

PO#013990 to Guess & Rudd in the amount of \$605.40 for legal services (Nov '09 audit letter and EMT volunteers)

PO#013991 to Heritage General Contracting in the amount of \$955.00 for heating repairs at the Community Center – voided - to be on January 19, 2010 agenda

PO#013992 to IBS in the amount of \$514.55 for maintenance and repairs (fluorescent light bulbs for City Hall, parts for furnace at the Community Center, ice salt, ceiling light ballast for library, bolts and nuts at the landfill, and drill bit and rope for the outdoor skating rink)

PO#013993 to Mikunda, Cottrell & Company in the amount of \$3,169.72 for 2009-audit progress invoice

PO#013994 to Tok Area E.M.S. in the amount of \$3,271.60 for Oct '09 ETT/EMT training

PO#013995 to Amazon.com in the amount of \$1,291.22 for Nov '09 library books, DVDs, and audio books

Martinez moved to approve payment of purchase orders 013982 through 013990 and 013992 through 013995 as presented; Heinbockel seconded.

Motion passed unanimously on a roll call vote with six (Martinez, Grossmann, Heinbockel, Stebbins, Musgrove, Leith-Dowling) voting.

**ADDITIONAL PUBLIC AND COUNCIL COMMENTS**

Michele Trainor, Delta Wind reporter, asked if a paramedic could act as a medical director/advisor (physician sponsor).

Andreassen said no.

Trainor asked if the Emergency Services Assistant, as a paid employee of the City, could legally volunteer with the organization that employs them.

Tvenge said it is legal, but volunteering cannot be mandated.

Stebbins said responding to an ambulance run does not fall within the ESA job description, so it would be outside of their paid duties and volunteering would be under the Good Samaritan Law.

Trainor asked if the ESA position would be advertised locally or statewide.

Tvenge said it would be advertised statewide.

Stebbins asked if training would be provided if the “right” person with good qualifications applies, but does not have all of the job requirements.

Heinbockel said the City would likely provide it.

Mike Paschall, representing himself and not the Rural Deltana Fire Department or the Delta Wind newspaper, said emergency management coordinator positions could be funded through the federal government and passed through the State. The grant pays for half of the emergency manager position. He asked what percentage of transports are Advanced Life Support (ALS) because he felt \$30,000 is not enough for the ESA position, especially when there is not enough volunteers to staff the squad. Paschall suggested working through issues before hiring without knowing what needs fixing.

Nuckols said the squad is a very tight-knit, happy group. The problems lie with not having available volunteers and being unable to train new members that come onboard.

Paschall said he understood there is opportunity to work with Ft. Greely on ALS training.

Heinbockel said he doubts there is anyone in the room that owns property and does not have insurance coverage for it. Anything that is mortgaged in this community has fire insurance. When local responders assist in time of need it is built into the premium to pay for a fire response. He believes the fire departments should bill and collect for fire services.

**ADJOURNMENT**

Heinbockel moved to adjourn at 6:44pm; Martinez seconded. Motion carried.

Pat White, CMC

Approved: January 19, 2010