

**Re: Letter of Support for Hyrum Fire Department Ambulance Service – Hyrum City**

To Whom It May Concern,

I am writing this letter in strong support of the Hyrum Fire Department establishing and operating a municipal ambulance service for Hyrum. Based on the proposal presented, it is clear that this initiative is both necessary and well-planned, and it meets the requirements and expectations set forth by the Utah Bureau of Emergency Medical Services.

The proposal outlines compliance with state licensing, medical direction, training standards, equipment requirements, and operational protocols consistent with Utah EMS Bureau regulations. The department has demonstrated the administrative structure, staffing plan, and commitment to ongoing education necessary to operate a safe, reliable, and professional ambulance service. In addition, local oversight and accountability would ensure high standards of service delivery and fiscal responsibility.

Establishing a municipal ambulance service will strengthen emergency preparedness, improve public safety infrastructure, and provide long-term stability for EMS coverage in Hyrum City. This program reflects forward-thinking leadership and a commitment to meeting the growing needs of our community.

For these reasons, I respectfully request that the Utah Bureau of Emergency Medical Services give full consideration and approval to Hyrum Fire Department's application to provide ambulance services within Hyrum City.

Thank you for your time and consideration.

Sincerely,

Mayor \_\_\_\_\_  
Hyrum, Utah



# OFFICIAL PROPOSAL

From the Hyrum City Fire Department

FOR THE DELIVERY OF 911 EMERGENCY  
MEDICAL SERVICES FOR THE CITY OF HYRUM

Dear Hyrum City Officials,

Hyrum City Fire Department (HFD) is submitting a formal proposal to develop and provide a ground ambulance service, Advanced EMT ambulance service, and medical standby services for Hyrum City limits. Along with contracting a Paramedic service with a neighboring department.

Since 1954, HFD has proudly served the Hyrum City Community as a Volunteer Department. For over seventy years HFD has provided the Hyrum area with all-hazards, professional fire service. We are eager to grow our department along with the city and continue serving our community.

In conclusion, our EMS Division can substantially continue to grow and enhance the level of EMS available to Hyrum City and surrounding areas that may want to contract with HFD. It is reasonably economical for constituents and has the flexibility to grow as the City's Population grows. With emphasis on cost, quality, and access goals, HFD is poised to provide a high level of professionalism and service to our community.

Sincerely,

### Scope Fulfillment

The Hyrum City Fire Department (HFD) has been functioning as a volunteer fire department since 1954 and has been providing quick response medical services since 1981. HFD history shows a commitment by community members to volunteer to provide the best possible care to its residents. HFD hired two fulltime employees in 2023 to cover daytime hours Monday through Friday. HFD is looking to expand and provide an Advanced EMT Ambulance service with a contracted paramedic when needed. Under the advice and oversight of the Offline Medical Director Dr. Bill Betz. HFD would Hire six fulltime FireFighter AEMT so that we have coverage 24 hours a day, seven days a week, 365 days per year. Along with a full time Chief and full time assistant Chief Monday through Friday 730-400 to run calls and do the administrative functions. Volunteers fill in the evenings and weekends. We will also utilize our volunteers to cover shifts. We would not need them to cover during the day because the chief and assistant Chief can fill in. This would cut down on overtime pay. We currently have eleven AEMTs, nine EMTs, two in the EMT class and one in the AEMT Class. With our current staffing it makes now a great time to make the transition.

### Key Personnel

The Fire Chief oversees the EMS division, including the budget, monitoring revenue, and asset management. The assistant Chief of EMS oversees all operations within the EMS system. The Training officer administers all EMS training with the oversight from the Assistant Chief of EMS.

Tony Stauffer, Fire Chief  
Certified EMT for 12 years  
16 Years with HFD, 3 Years in position

Chris Crockett  
Assistant Chief of fire operations  
Certified EMT 10, AEMT for 2 Years  
20 Years with HFD, 3 Years in position

Luke Schmid, Assistant Chief of EMS  
Certified EMT 9 years, AEMT for 2 Years  
11 years with HFD, 3 Years in position

Melanie Digerness, EMS Training Officer  
Certified EMT 5 years, AEMT for 3 Years  
5 years with HFD, 3 Years in position

### Staffing and Deployment Plan

HFD would operate out of one station and provide Advanced EMT ambulance services to Hyrum City and (possibly surrounding areas including unincorporated cache county)

Emergency calls will be received via the Logan City Police 911 Communications Center (Dispatch) located at 62 West 300 North in Logan, Utah. Once dispatch receives a call they will page our Station 80. We will send the Ambulance with 2 personnel (minimum of 1 AEMT and 1 EMT), along with a squad with 2-4 personnel (minimum of 1 AEMT) to assist. If the call requires it we will have a Paramedic respond from a contracted agency. If station 80 is on another call then dispatch will page out the next closest station according to mutual aid agreements. (Considering a second ambulance that volunteers could staff if one is out)

Staffing: HFD would have 2 personnel on 24 hr shifts 7 days a week (minimum of 1 AEMT and 1 EMT) and fill in with Administrative staff and volunteers.

### Apparatus and Medical Equipment plan

| Apparatus/<br>equipment | Quantity | Maintenance                   | Replacement<br>plan                                     |
|-------------------------|----------|-------------------------------|---------------------------------------------------------|
| Ambulance               | 1        | In house                      | Purchase used one to start, replace with new in 2 years |
| Squad                   | 1        | In house                      | Replace in 5 years then every 10 years                  |
| Chief Response Vehicle  | 1        | In house                      | Replace every 10 years                                  |
| Cardiac monitor         | 2        | Preventative maintenance plan | Purchase initial one, replace in 10 years               |
| Lucas Device            | 2        | Preventative maintenance plan | Purchase initial one, replace in 10 years               |
| Stair chair             | 2        | Preventative maintenance plan | Purchase initial one, replace in 10 years               |

### QA/QI Methodology and Medical Oversight Plan

In an effort to maintain the Highest level of care and service to the community, HFD will implement a multi-level Quality Assurance (QA) program administered by the Assistant Chief of EMS in accordance with Utah Rule (R911-2-1400). Each Patient Care Report (PCR) will be reviewed by a peer who assisted with patient care, and then by the Assistant Chief of EMS for final review. All discrepancies are corrected through this two-step QA process prior to being uploaded to a secure state database. Our Offline Medical Director reviews the PCRs from high acuity patients and provides feedback and training as needed.

#### Fee Proposal

Refer to separate Document titled HFD Fee proposal for EMS.

#### Current Assignments

February 1, 2024 - January 31, 2028 First responder EMT services for Hyrum City.

#### Timeline for service Transition and Implementation

If selected and ratified by Hyrum City Municipal Council, The services described will begin January 1, 2027.

|                                         |             |                    |
|-----------------------------------------|-------------|--------------------|
| <b>EMS</b>                              |             |                    |
| <b>Personell</b>                        |             | <b>\$1,030,500</b> |
| 2 admin                                 | \$300,000   |                    |
| 6 fire/emt                              | \$600,000   |                    |
| Volunteers                              | \$40,000    |                    |
| overtime                                | \$30,000    |                    |
| part time employees                     | \$0         |                    |
| Seasonal employees                      | \$0         |                    |
|                                         |             |                    |
| employee benefits                       | \$2,500     |                    |
| pager pay                               | \$15,000    |                    |
| Adminstrative Fees                      | \$43,000.00 |                    |
|                                         |             |                    |
| <b>Professional services</b>            |             | <b>\$73,000</b>    |
| Travel/training                         | \$10,000    |                    |
| Professional and technical              | \$5,000     |                    |
| Software                                | \$20,000    |                    |
| Offline medical director                | \$13,000    |                    |
| Billing services                        | \$20,000    |                    |
| supply maintance contract (zolls maint) | \$5,000     |                    |
|                                         |             |                    |
| <b>Supplies and other services</b>      |             | <b>\$86,300</b>    |
| Subscriptions/memberships               | \$200       |                    |
| Office supplies                         | \$500       |                    |
| utilities                               | \$9,000     |                    |
| communications                          | \$5,000     |                    |
| gasoline                                | \$5,000     |                    |
| Telephone                               | \$2,400     |                    |
| Medical supplies                        | \$30,000    |                    |
| uniforms                                | \$6,000     |                    |
| Telephone                               | \$1,200     |                    |
| Misc services                           |             |                    |
| Insurance                               | \$25,000    |                    |
| Reimbursable                            |             |                    |

|                                        |           |                    |
|----------------------------------------|-----------|--------------------|
| patient refunds                        | \$2,000   |                    |
|                                        |           |                    |
| <b>Minor equipment and maintenance</b> |           | <b>\$5,000</b>     |
| Equipment maintenance                  | \$5,000   |                    |
| Non capitalized equipment              | \$0       |                    |
|                                        |           |                    |
| <b>capital investments</b>             |           | <b>\$350,000</b>   |
| Monitors                               | \$100,000 |                    |
| capitalized equipment Ambulance        | \$250,000 |                    |
|                                        |           |                    |
| <b>EMS total Budget</b>                |           | <b>\$1,544,800</b> |

|                                    |             |                  |
|------------------------------------|-------------|------------------|
| <b>Fire</b>                        |             |                  |
| <b>Personell</b>                   |             | <b>\$102,000</b> |
| Admin                              | \$0         |                  |
| Fire/emt                           | \$0         |                  |
| Volunteers                         | \$50,000    |                  |
| overtime                           | \$10,000    |                  |
| part time employees                | \$0         |                  |
| Seasonal employees                 | \$0         |                  |
| employee benefits                  |             |                  |
| pager pay                          | \$5,000     |                  |
| Wildland wages                     | \$37,000.00 |                  |
|                                    |             |                  |
| <b>Professional services</b>       |             | <b>\$17,000</b>  |
| Travel/training                    | \$10,000    |                  |
| Professional and technical         | \$5,000     |                  |
| Software                           | \$2,000     |                  |
|                                    |             |                  |
| <b>Supplies and other services</b> |             | <b>\$81,100</b>  |
| Subscriptions/memberships          | \$200       |                  |

|                                        |          |                  |
|----------------------------------------|----------|------------------|
| Office supplies                        | \$500    |                  |
| utilities                              | \$0      |                  |
| communications                         | \$5,000  |                  |
| gasoline                               | \$3,000  |                  |
| Telephone                              | \$1,200  |                  |
| Fire supplies and equipment            | \$30,000 |                  |
| Telephone                              | \$1,200  |                  |
| wildland expenses                      | \$15,000 |                  |
| Insurance                              | \$25,000 |                  |
|                                        |          |                  |
| <b>Minor equipment and maintenance</b> |          | <b>\$40,000</b>  |
| Equipment maintenance                  | \$5,000  |                  |
| Non capitalized equipment (turnouts)   | \$35,000 |                  |
|                                        |          |                  |
| <b>capital investments</b>             |          | <b>\$0</b>       |
| Buildings                              | \$0      |                  |
| capitalized equipment                  | \$0      |                  |
|                                        |          |                  |
| <b>Total fire budget</b>               |          | <b>\$240,100</b> |

|                             |                    |  |  |
|-----------------------------|--------------------|--|--|
| <b>Total budget</b>         | <b>\$1,784,900</b> |  |  |
| <b>existing fire budget</b> | <b>-\$373,600</b>  |  |  |
| existing EMS budget         | -\$62,100          |  |  |
| Ambulance contract          | -\$190,000         |  |  |
| Ambulance Revenue           | -\$354,244         |  |  |
| Wildland Revenue            | -\$85,000          |  |  |
| nibley                      | -\$344,600         |  |  |
| millville                   | -\$99,600          |  |  |
| Inspections                 | -\$4,000           |  |  |
| Total cost                  | \$271,756          |  |  |