

**Auburn City Council
Regular Meeting
Tuesday, November 23, 2021 5:00 P.M.
City Council Chambers
Memorial City Hall
24 South St.
Auburn, NY 13021**

Minutes

The meeting of the Auburn City Council was called to order at 5:00 p.m. from the City Council Chambers, 24 South St. Auburn, NY by Mayor Quill.

ROLL CALL – The City Clerk called the roll. Mayor Quill, Councilor Deb McCormick, Councilor Jimmy Giannettino, Councilor Terry Cuddy and Councilor Tim Locastro were all present.

The following City Staff was present for the meeting:

- City Manager, Jeff Dygert
- Corporation Counsel, Stacy DeForrest
- City Clerk, Chuck Mason
- Fire Chief, Mark Fritz
- Police Chief, James Slayton
- Director of Operations, Auburn City Ambulance, Kezia Sullivan

Pledge of Allegiance to the Flag – Mayor Quill led the Pledge of Allegiance.

Moment of Silent Prayer or Reflection – Mayor Quill asked for a moment of silent prayer.

Public Announcements

There will be no **City Council** meeting on Thanksgiving Day.

We are in the middle of our holiday week special trash pick-up schedule. **The week of Monday, November 22, 2021 is Thanksgiving week** and trash and recycling will be picked up one day early in the City of Auburn for residents that have a regular pick-up day between Tuesday and Thursday.

The Thanksgiving Week Schedule is as follows:

- If your pick-up day is usually Tuesday, you will be picked up on Monday, November 22
- If your pick-up day is usually Wednesday, you will be picked up on Tuesday, November 23
- If your pick-up day is usually Thursday, you will be picked up on Wednesday, November 24
- There will be no pick-up on Thanksgiving Day, Thursday, November 25

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- If your pick-up day is usually Friday there is no change, you will be picked up on Friday, November 26
- Complete information about curbside trash and recycling pick-up for the City of Auburn may be found online at: www.AuburnNY.gov/Streamline

Downtown Auburn BID's 34th Annual Holiday Parade Instructions will be held Saturday, November 27, 2021 @ 6PM

WHERE: The parade will assemble on E. Genesee Street starting at the N. Fulton Street intersection on the north side of the street, and continue east along E. Genesee Street. The side streets will not be utilized, and many will be closed to traffic after 5:30PM. Seward Avenue will remain open, so please use this cross street for side access to Genesee Street.

WHEN: Line-up is between 5 – 5:45PM, and the parade starts @ 6PM. The Tree Lighting at City Hall will follow the parade.

East Hill Medical Center now offers RAPID asymptomatic and symptomatic COVID-19 testing and Moderna and Janssen booster vaccination clinics.

- Testing Clinics will be Mondays through Fridays from 3 p.m. – 4 p.m.
- Booster Clinics will be on Thursdays from 4:30 p.m. - 5:30 p.m. (excluding Holidays).

All testing and boosters will be BY APPOINTMENT ONLY and will be held on the 1st Floor of the Metcalf Plaza Building at 144 Genesee St. in downtown Auburn. Free 2 hour parking is offered on Genesee St. and in the Downtown Parking Garage on Lincoln Street. Info:

<https://www.easthillmedical.com/>

Announcement from the Office of Planning and Economic Development, the City of Auburn is commissioning a new concrete skatepark to replace the existing skatepark at Casey Park. To make the design the best it can be, we want to hear from the local community and there are two ways that you can participate:

1. Take the online survey. Go to tinyurl.com/caseyparkskatepark to take the online survey for design of the skatepark. Survey is open through December 14, 2021.
2. Attend a public meeting. Come join the City of Auburn and the design team from Grindline Skateparks to learn more about this exciting project, meet the Skatepark designers and contribute your ideas to the design of the skatepark. This meeting will be held Wednesday, December 15, 2021 6:30 p.m. – 8 p.m. at the Equal Rights Heritage Center, 25 South Street in downtown Auburn. BONUS: attendees of this meeting will have a chance to win some pretty awesome swag, including a skateboard deck from KRUDCO Skate Shop.

The City of Auburn has contracted with designer Grindline Skateparks to design a one of kind skate park for our community. Design for the project will be funded utilizing Community Development Block Grant funding. The timeline for construction of the new skate park is dependent on funding availability. Current anticipated timeline is as follows:

November- January 2022: Design Development

February-March 2022: Final Design

March – May 2022: Bid for Construction

July- December 2022: Construction

For more information please contact the City of Auburn Office of Planning and Economic Development by phone at 315-253-3513 or email rjensen@auburnny.gov or visit the project webpage at

www.AuburnNY.gov/skatepark

CEREMONIAL PRESENTATIONS –

Mayor Quill and Police Chief Slayton administered the Oaths of Office for four new Auburn Police Officers, officers Lucas Drancsak, Mikaela Withers, Joseph Epolito and Anthony Bucci.

Public to be heard: Mayor Quill asked the Clerk read the public to be heard rules. No speakers.

Approval of Meeting Minutes -

November 9, 2021 Council Meeting Minutes

Motion to approve the November 9, 2021 minutes by Councilor Giannettino, seconded by Councilor McCormick. Motion to approve carried 5-0.

November 18, 2021 Council Meeting Minutes

Motion to approve the November 18, 2021 minutes by Councilor McCormick, seconded by Councilor Cuddy. Motion to approve carried 5-0.

Reports of City Officials

A. City Manager's Report - none

B. Reports from members of Council

Councilor Giannettino: Thank you Mayor. Friday evening, I attended the annual Thanksgiving dinner at Booker T. Washington Community Center it was very well attended. I'd say 100 150 people were there. And I bring that up because I also want to mention that other groups within the city are assisting those who need assistance this holiday season. I know our fire department personnel, collected and dispersed 450 turkeys (for St. Alphonsus Food Pantry), Majorpalooza tomorrow morning, will be delivering 100 meals to families across the Auburn school district. So, I just want to acknowledge those groups for helping those who need it this holiday season. Thank you.

Matters to Come Before Council

A. State Environmental Quality Review Act Resolutions (SEQR)

B. Ordinances – none

C. Local Laws – none

D. Resolutions – none

E. Staff Presentations –

A. Update on Auburn City Ambulance by Jeff Dygert, City Manager and Kezia Sullivan, Director of Operations.

Kezia Sullivan, Auburn City Ambulance, Director of Operations

Yes, good evening. My update is very brief. But I wanted to be here to answer questions, primarily. So, we started operating on October 30. Actually, TLC was still the primary ambulance for the city but we got going a little early and were able to be backup for them for those two days, and then officially started on November 1. So, since then we've done 442 calls, as of this evening, and 26 of those are inter facility transfers. One thing that we're tracking is the number of calls outside of the city that we're responding to, right now with the charting software that we're using, we're able to divide it up by zip code pretty easily. But we're looking to make that even more precise in the future. So just looking at zip codes, we did eight calls outside the 13021 zip code so far. But we're gonna continue watching that going forward. The other thing that we want to watch in the future is how often other services need to come into the city. So, we haven't really tracked that closely yet. But going forward, we're planning on at least having some kind of log system to track as closely as we can, anytime that another services coming into the city. And we'll probably be cooperating with the fire department and making sure that we are able to compile those records as accurately as possible. I'm very pleased with all of the employees. And how well they've been doing as we've been in a dynamic situation every day, getting started. And every week, I think we're doing better. And we definitely want to continue that trajectory . Any questions?

Councilor McCormick

Talking about the tracking by zip code, the calls, how many calls did you save beyond 13021?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

Eight that I know of. There were a few charts where the zip code was not reported. So, some of that I think was in our first few days of operation. So, we want to make sure that we're continuing to watch that.

Councilor McCormick

So, the donut towns are really in the same zip code, so, that means we went beyond that?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

Right, that's correct.

Councilor Giannettino

Thank you, Mayor. I guess my question is geared towards the the budgetary part of it. I see that there's a slide in the monthly bar graph. And I know that it was just mentioned, the service is a newborn, it's only 23 days old, but as we continue to see the costs, the revenues coming in, when will we have a more detailed budget presented to us? I know that we talked previously, and seeing that the revenue that the previous service brought in that it should be self sustaining, it should pay for itself. But now that we know, based on who's been hired, what the actual insurance costs are, things like that? Well, we have a more detailed budget presented to us?

City Manager Dygert

Yes, if you would be willing to give us probably till mid to late January to get some of that information together and then we can give you probably a better, more accurate picture of labor costs. We have some people I believe, working this week or late last week, and that was the first they had worked. So, this has been kind of dynamically hiring people and getting some adjustments made to part time staff, and things like that. So, I think once we have a few weeks of normalcy of some sort under our belt, we'll be able to do that. On the revenue side of things it may take. It may take a while, because right right now, we've only been able to submit about a week or maybe two weeks worth of bills to actually be processed. Is that correct Kezia?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

No, we're at the higher than that at this point. But it does take time to see that revenue come back in, especially if an insurance company initially rejects a claim ,needs additional information. It would probably be a couple of months before we have a consistent income flow to show . Tehre will be some income immediately. But some of its going to take a few months to level out.

Councilor Giannettino

That's understandable. And I'm no expert on ambulance billing. But I mean, is there a way to show what's being billed and what's been received? I mean, so if we're billing for 430 calls, we know what the expected revenue is coming in?

City Manager Dygert

Yes, I believe the company we've brought on, will be able to take care of that.

Kezia Sullivan, Auburn City Ambulance, Director of Operations

Yes, we'll be receiving a monthly report that show the status of each call that we've done and the point that it's in in the billing process, and any funds that have been received from it.

Councilor Giannettino

And the last question I have, since this ambulance service is going to be using a city owned facility, will they be paying a monthly rent on that? To the city?

City Manager Dygert

That's, what we'll probably do is like we do with all of our other facilities, that typically doesn't happen. But it will help to offset costs in that facility. Right. So, this will take over things like the gas and electric and the telephone bill and things like that within the space that it utilizes.

Councilor Giannettino

Alright, thank you.

Mayor Quill

Councilor Locastro.

Councilor Locastro

Just two quick questions who's actually doing the billing?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

We've contracted with a company called Quick Med Claims.

Councilor Locastro

Okay. And as far as the ambulances themselves, are they under warranty? Are they being serviced by the city of Auburn, are they?

City Manager Dygert

They're brand new, they're under warranty. So, when something happens, they typically would either go back to the ambulance, depending on what the problem is, would either go back to the ambulance body manufacturer, or outfitter or to the local Ford dealership.

Councilor Locastro

Thank you.

Mayor Quill

Anyone else? Kezia, in regards to staffing? What? I'll say it this way, I'm sure there's a maximum number of individuals on an ambulance and a minimum number. Or, is it the same number and what is that number?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

The number of individuals on an individual ambulance vehicle? (Yes) The minimum is at least one New York State certified EMT and one other crew member. That other crew member actually does not have to be certified by the State of New York. So, especially in some volunteer Ambulance Services, you might have one New York State certified EMT and one other crew member who may or may not have a state certification. That's the minimum staffing for ambulances in the state. We are staffing with two person crews. Our goal is one paramedic one EMT. If for some reason, we don't have a paramedic available, then it would be a two EMT crew.

Mayor Quill

Is that advanced EMT?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

We do have some advanced EMTs on staff. So that is an additional benefit. But the paramedic level ambulance, so, if there's a paramedic onboard the ambulance it's considered an ALS ambulance, which stands for advanced life support. If it's an EMT, is the highest trained provider on the ambulance, then it's considered a BLS ambulance, which is basic life support, sometimes the basic life support ambulance is sufficient. Sometimes that's all you need for the call, depending on what the medical condition is.

Mayor Quill

This is just bringing back bad memories of years ago, what is your minimum number of personnel, do have a minimum number, have to have some sort? And how about maximum number, I'm not too worried about that. But what is the minimum level, or the minimum number of employees on duty and their skill level?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

So the standard that we're setting is three crews. So three, two person crews, six people at a time. Now, if for some reason, we're not able to do that, for the short term, someone calls out sick, whatever the reason is, then we would have two crews on. If we find for some reason in the future, that we don't need three crews, that two crews are adequate, say during midnight to 6am or some other time of the day, then we can make those adjustments. But that's why we have to watch the numbers really carefully.

Councilor Locastro

So we have three crews, and how many ambulances?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

There's five ambulances.

Councilor Locastro

So we got two just as back up? Or do you see yourself putting more crews on?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

It depends how the numbers look going forward. If we need, if the call volume or the transfer volume, justifies adding additional crews, then I would argue for that.

Councilor Locastro

Thank you.

Kezia Sullivan, Auburn City Ambulance, Director of Operations

You're welcome.

Mayor Quill

Mutual Aid is still available, if we get into a critical situation?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

That's true. And we want to be part of a strong EMS system. So, it's normal and expected for us to occasionally leave the city. And it's normal and expected for the surrounding towns to occasionally come into the city, we just have to make sure that that balance is there. And as long as we have a good balance, then that means the system's working, that's a good thing.

Councilor Locastro

Do you have people on call or no?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

We do not have people on call regularly. We would like to add that as an additional level of backup. Right now there is a shortage of EMS providers in general, and especially paramedics. So, in the future, that's a goal to have an additional level of on call coverage. And maybe that will be in the near future. But there are staffing limitations, people's availability. You know it's a goal. But I can't say we're doing that at least not 24/7 right now,

Councilor Locastro

Do you see overtime an issue?

Kezia Sullivan, Auburn City Ambulance, Director of Operations

There will always be some overtime in EMS, because the time that your shift ends is unpredictable. But we need to limit that as much as possible. So some of it is inevitable because if you're on a late call, or you still have to finish the chart after the call, then there will be some overtime. But I'm going to do my best to limit routine over time or scheduled overtime. That being said, if there's an open shift, you know, I think we'd all rather pay a paramedic overtime, then not have that ambulance in service.

B. Bar Graph Reports October 2021 - Jeff, Dygert, City Manager

TABLED ITEMS - none

OTHER BUSINESS –

Councilor Giannettino

Thank you, Mayor, not to overshadow councilor Cuddy concern for cats. But the crows are back, and I received a phone call today about a section of downtown where the crows congregate, and it's creating a mess and people are walking through it and tracking into businesses. I don't know if it's really the city's responsibility, but maybe we can work with that property owner and the BID to maybe do a periodic cleanup of that section of sidewalk, because it is being tracked into businesses down there.

City Manager Dygert

Council I'll follow up with DPW, I think they've been out and around trying to move the crows around.

Councilor Giannettino

But in front of Boyle Center, they have all the trees there and it's a mess.

Councilor Cuddy

I did get, received, one phone call today regarding the top of the parking garage. I know that because of construction, there's been a lot of people that need to park on top. And they were just concerned about how slippery it was and if there can be more done for the snow removal or salting at the top of the parking garage.

City Manager Dygert

What we're working on right now and it may just be a matter of when the equipment arrives. We can't use regular snow removal equipment up there. Because it will damage that coating they put down, so, we have a special edge coming for our snow plow so that they can remove the snow. It's nothing complicated, just a rubber edge for the snow plow. So, they can clear that without gouging, the brand new work that was done up there and compromising the seal.

Councilor Cuddy

That makes sense. I know, is salt a no, no too because of the sealer?

City Manager Dygert

Yeah, they use calcium at that facility. So, we can't do anything about the salt that's brought in on the vehicles. But we utilize calcium in the facility to reduce the salt.

ADJOURNMENT: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 5:39 p.m..

Minutes submitted by:

Chuck Mason, City Clerk