**Agenda – Executive Policy Committee – July 12, 2017**

## Report – Standing Policy Committee on Protection, Community Services and Parks – July 7, 2017

**Item No. 3 Field Preceptorship Fee Schedule and Agreements to Provide Field Preceptorship within the Winnipeg Fire Paramedic Service**

STANDING COMMITTEE RECOMMENDATION:

On July 7, 2017, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service and submitted the following to Council:

1. That the fees for the provision of Primary Care Paramedic ("PCP") and Advanced Care Paramedic ("ACP") field preceptorship services outlined in the fee schedule attached as Schedule A be approved.

2. That the City enter into, execute and deliver an Agreement with Red River College ("RRC") to provide RRC ACP students with field preceptorship, training and/or evaluation within WFPS (the "RRC ACP Agreement") in accordance with the fee schedule attached as Schedule A, as well as such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the RRC ACP Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That authority be delegated to the Chief Administrative Officer to amend the current and active PCP preceptorship contracts ("Active Agreements"), with the agreement of the other parties, to reflect that the fee schedule attached as Schedule A will apply to these contracts starting on January 1st of 2018.

5. That authority be delegated to the Chief Administrative Officer to terminate the Active Agreements in accordance with the termination provisions of those agreements should the other parties decline to the amendment proposed in recommendation 4.

6. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future similar agreements with external agencies for the purpose of providing PCP, ACP, or equivalent field preceptorship within WFPS, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City, and charging such fees as set forth in Schedule A attached to this report.

7. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

**Agenda – Executive Policy Committee – July 12, 2017**

**Report – Standing Policy Committee on Protection, Community Services and Parks – July 7, 2017**

DECISION MAKING HISTORY:

STANDING COMMITTEE RECOMMENDATION:

On July 7, 2017, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

# ADMINISTRATIVE REPORT

**Title:** Field Preceptorship Fee Schedule and Agreements to Provide Field Preceptorship within the Winnipeg Fire Paramedic Service

**Critical Path:** Standing Policy Committee on Protection, Community Services and Parks – Executive Policy Committee - Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| R. Drohomereski | J. Lane | M. Ruta | D. McNeil |

## EXECUTIVE SUMMARY

The Winnipeg Fire Paramedic Service ("WFPS") provides preceptorship, training and/or evaluation to students from various external agencies that administer Primary Care Paramedic ("PCP") training programs, under existing agreements.

Red River College ("RRC") has now approached the WFPS to enter into an agreement for provision of field preceptorship for their Advanced Care Paramedic ("ACP") students and WFPS wishes to agree on a cost recovery basis.

The high call volume and diversity of calls in Winnipeg makes the WFPS an ideal site for agencies to obtain the required PCP and/or ACP preceptorship for their students. As a result we anticipate receiving requests to provide these services from other agencies in the future. Approval of these recommendations will allow WFPS to enter into agreements with RRC and similar agreements with external agencies for the purpose of providing PCP, ACP, or equivalent field preceptorship. The agency could choose the services required based on an established fee schedule attached as Schedule A, which would be subject to annual increases in accordance with the *Fees and Charges By-Law* No. 196/2008. Approval of the recommendations will also allow for application of the proposed fee schedule to existing PCP agreements.

## RECOMMENDATIONS

1. That the fees for the provision of Primary Care Paramedic ("PCP") and Advanced Care Paramedic ("ACP") field preceptorship services outlined in the fee schedule attached as Schedule A be approved.

2. That the City enter into, execute and deliver an Agreement with Red River College ("RRC") to provide RRC ACP students with field preceptorship, training and/or evaluation within WFPS (the "RRC ACP Agreement") in accordance with the fee schedule attached as

Schedule A, as well as such other agreements as determined necessary by the City Solicitor / Director of Legal Services to implement the intent of the foregoing (the "Ancillary Agreements").

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the RRC ACP Agreement and the Ancillary Agreements, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That authority be delegated to the Chief Administrative Officer to amend the current and active PCP preceptorship contracts ("Active Agreements"), with the agreement of the other parties, to reflect that the fee schedule attached as Schedule A will apply to these contracts starting on January 1st of 2018.

5. That authority be delegated to the Chief Administrative Officer to terminate the Active Agreements in accordance with the termination provisions of those agreements should the other parties decline to the amendment proposed in recommendation 4.

6. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future similar agreements with external agencies for the purpose of providing PCP, ACP, or equivalent field preceptorship within WFPS, in accordance with this report and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City, and charging such fees as set forth in Schedule A attached to this report.

7. That the proper officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

## REASON FOR THE REPORT

Council approval is required to enter, amend and terminate the agreements referred to in the Recommendations for the purpose of providing field preceptorship within WFPS.

## IMPLICATIONS OF THE RECOMMENDATIONS

Additional staff would be hired in order to fulfill the agreement with RRC to provide RRC ACP students with field preceptorship. These staff will be hired on a term basis with cost recovery of salary. The number of training staff would be scalable depending on the take up from RRC.

If approved, the fees as outlined in Schedule A would be subject to annual increases in accordance with the *Fees and Charges By-Law*, No. 196/2008, and would apply to all future similar agreements.

## HISTORY/DISCUSSION

In 2009, the Province of Manitoba identified a shortage of Primary Care Paramedics in the rural regional health authorities and provided financial support for the development of a PCP training program at Red River College to provide graduates to meet this need. As part of the training program, RRC is required to provide its students with additional practical education opportunities, including field preceptorship, training and/or evaluation. The City entered into an agreement with RRC on May 1, 2009 and has been providing these services to RRC's students since that time.

The City also has agreements in place with the Justice Institute of British Columbia (JIBC), Manitoba Emergency Services College (MESC) and Department of National Defense (DND) for the purpose of providing PCP field preceptorship, training and/or evaluation for their students within WFPS.

RRC is now administering an ACP program and has approached the WFPS to enter into an agreement for provision of field preceptorship to RRC ACP program students. WFPS wishes to agree on a cost recovery basis.

The high call volume and diversity of calls in Winnipeg makes the WFPS an ideal site for agencies to obtain the required ACP, PCP, or equivalent preceptorship for their students. As a result, we anticipate receiving requests to provide these services from other agencies in the future. There are a variety of services that could be required, depending on the program the agency is administering and their requirements. For example, these programs may contain the City's Emergency Vehicle Operation Course, and/or Vehicle Rescue (Extrication) Course.

The City wishes to standardize the applicable fees across existing and future PCP and/or ACP agreements. However, it has been determined that the fees being charged for current PCP preceptorship service agreements does not achieve cost recovery. Significant increases in the fees are required in order to accomplish this. In order to achieve cost recovery, this Report recommends that Council approve the proposed fees for program services, commencing in 2018 for PCP program services and 2017 for ACP program services, outlined in the fee schedule attached as Schedule A. These fees would be subject to annual increases as per the *Fees and Charges By-Law* No. 196/2008.

Approval of these recommendations will allow WFPS to enter into agreements with external agencies for the purpose of providing field preceptorship, with similar terms and conditions for each agreement, and allow the agency to choose the services required based on the established fee schedule. Approval of the recommendations will also allow WFPS to standardize the fees and apply the proposed fee schedule to existing agreements.

In order for these fees to apply to existing agreements, it will be necessary to either amend the agreements or, alternatively, to terminate and renegotiate them. This Report recommends that the CAO should be delegated authority to do this so that the new fees will apply for existing PCP agreements starting on January 1, 2018.

**FINANCIAL IMPACT**

## Financial Impact Statement

**Date:** July 4, 2017

**Project Name:**

**First Year of Program** **2017**

Field Preceptorship Fee Schedule and Agreements to Provide Field Preceptorship within the Winnipeg Fire Paramedic Service

| | 2017 | 2018 | 2019 | 2020 | 2021 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants (Enter Description Here) | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - Enter Description Here | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ 165,000 | $ 255,000 | $ 260,100 | $ 265,302 | $ 270,608 |
| Less: Incremental Revenue/Recovery | $ 165,000 | 255,000 | 260,100 | 265,302 | 270,608 |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | - | - | - | - | - |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments:**

The above financial impact estimate is based on an average of 12 students per precepting program and consuming the highest hours per the fee schedule. Vehicle programs are based on 8 students. It should be noted that less trainers will be recruited if the number of students is lower than 12, thus maintaining cost neutrality to the City of Winnipeg. In 2017 only the ACP program is running, whereas from 2018 all programs are assumed to be running.

*original signed by*

John Hall, ACMA, CGMA
Financial Controller
Winnipeg Fire Paramedic Service

## CONSULTATION

This Report has been prepared in consultation with:

Legal Services

## OURWINNIPEG POLICY ALIGNMENT

## SUBMITTED BY

Department: Winnipeg Fire Paramedic Service
Division: Executive
Prepared by: Michelle Weimer
Date: July 4, 2017
File No:

Attachments: Schedule A – Fee Schedule

## Schedule A

| Winnipeg Fire Paramedic Service Field Preceptorship Fee Schedule | | | | | |
|---|---|---|---|---|---|
| **Precepting Primary Care Paramedicine Students (or equivilant)** | | | | | |
| | | | | | **Commencing Jan 1, 2018** |
| | | 20 x 12 hour shifts per student | (min 8 - max 20 students) | 240 hrs | $3,121.20 |
| | | Preceptor Program Fee (not optional) | | | $3,121.20 |
| | | Additional shift (as requested by program) | | | $156.06 |
| | | | | | |
| | | 16 x 12 hour shifts per student | (min 8 - max 20 students) | 192 hrs | $2,496.96 |
| | | Preceptor Program Fee (not optional) | | | $3,131.20 |
| | | Additional shift (as requested by program) | | | $156.06 |
| | | | | | |
| | | 12 x 12 hour shifts per student | (min 8 - max 20 students) | 144 hrs | $1,872.72 |
| | | Preceptor Program Fee (not optional) | | | $3,121.20 |
| | | Additional shift (as requested by program) | | | $156.06 |
| **Precepting Advanced Care Paramedicine Students (or equivilant)** | | | | | |
| | | | | | **Commencing Jan 1, 2017** |
| | | 36 x 12 hour shifts per student | (min 8 - max 16 students) | 432 hrs | $12,960.00 |
| | | 1 Preceptor Program Fee (per program per year) | | | $3,060.00 |
| | | 1 Vehicle/Fuel costs (per cohort) | | | $8,163.00 |
| | | 1 Additional shift (as requested by program) | | | $360.00 |
| | | | | | |
| | | 32 x 12 hour shifts per student | (min 8 - max 16 students) | 384 hrs | $11,520.00 |
| | | 1 Preceptor Program Fee (not optional) | | | $3,060.00 |
| | | 1 Vehicle/Fuel costs (per cohort) | | | $7,256.00 |
| | | 1 Additional shift (as requested by program) | | | $360.00 |
| | | | | | |
| | | 28 x 12 hour shifts per student | (min 8 - max 16 students) | 336 hrs | $10,080.00 |
| | | 1 Preceptor Program Fee (not optional) | | | $3,060.00 |
| | | 1 Vehicle/Fuel costs (per cohort) | | | $6,349.00 |
| | | 1 Additional shift (as requested by program) | | | $360.00 |
| **Emergency Vehicle Operation Course** | | | | | |
| | | | | | **Commencing Jan 1, 2018** |
| | | 1 x 8 hour day per student | (min 6 - max 9 students per day) | | $357.00 |
| **Vehicle Rescue (Extrication) Course** | | | | | |
| | | | | | **Commencing Jan 1, 2018** |
| | | 1 x 8 hour day per student | (min 6 - max 9 students per day) | | $357.00 |