



WAPELLO COUNTY EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

Regular Meeting — Tentative Agenda Wednesday, September 16, 2026, 5:30 p.m.

Wapello County Emergency Management Office, 2417 Emma Street, Ottumwa, Iowa
In person, with remote participation available (connection information from the Chair)

Focus of this meeting: the Interim Recommendation for the Hub. The draft interim recommendation and its supporting analysis packet, dated September 4, 2026, are distributed with this agenda. The purpose of this meeting is to reach Council consensus on the interim recommendation and to assign the follow-up items it identifies, so that the Council can record its formal hub operator decision on October 14, 2026. The September 2 meeting did not reach the hub items on its agenda; those items are taken up here in the form the interim recommendation now gives them.

1. Call to Order and Roll Call *(No action)*

Roll call of members and guests.

2. Approval of Minutes *(Discussion and possible action)*

Consider approval of the minutes of the September 2, 2026 regular meeting.

3. Presentation — Interim Recommendation for the Hub and the Evidence Behind It *(Information and discussion)*

Presentation of the draft Interim Recommendation for the Hub and the 61-page analysis packet supporting it, covering 92 days of measured county data from June 1 through August 31, 2026: staffing against call volume, BLS first-response hold time awaiting transport, the combined summer analysis and annualized projection, and the June, July and August ambulance response time reports. The presentation will identify which elements of the architecture the data supports, which it supports only in part, and which it cannot speak to.

4. Council Consensus on the Interim Recommendation for the Hub *(Discussion and possible action)*

Consider whether the Council concurs in the elements of the interim recommendation, with any amendments or dissent recorded. This recommendation covers the next twelve months; it does not price the levy, set a ballot date, or describe a publicly operated service. Elements presented for consensus:

- Continued support for the existing hub operator as the county's ALS transport hub, and closing the four-option (A through D) framing presented in October 2024, on the finding that the constraint is personnel rather than operator or apparatus.
- Adoption of two staffed ALS crews, 24 hours a day, as the service floor — measured in crew-hours and verified monthly, rather than by unit count.
- Building that floor nights first, where staffing is weakest.
- Pursuing an Ottumwa Fire-operated back-up third-out ambulance as a Phase 2 asset in the 09:00–18:59 window, justified on relief of the hub rather than as a 911 capacity fix.
- Establishing that when the hub falls below the two-crew floor, the Ottumwa Fire back-up ambulance is the preferred resource for the hub to engage, ahead of Blakesburg, whose response into Ottumwa carries a substantially longer travel time. Consistent with the contingency plan and the Medical Director's direction, the request would originate with the transporting EMS agency rather than from an incident scene.
- Holding a dedicated interfacility transfer crew as the Phase 3 objective. Transfer staffing is the hospital's to resolve; the Council's interest extends only to how interfacility work affects the availability of the 911 units, and the Council does not yet hold the transfer-volume data that would describe that effect.
- Recording, on the record, the Council's adoption or rejection of the reordering that moves the third crew from Phase 1 in the August 2026 working draft to Phase 2 in this recommendation. The Council should confirm the current wording of the August draft before treating that reordering as settled.

5. Follow-Up Items F1 Through F13 — Assignments and Due Dates *(Discussion and possible action)*

Assign responsibility and a due date for each follow-up item identified in the interim recommendation. Each item is answerable from a record the county or a partner agency already holds; none requires new data collection. The items are grouped as:

- F1–F5, required before the recommendation goes to the Board of Supervisors — the standalone back-up unit pull for units 90-76 and 90-77, confirmation of whether interfacility transfers appear in the CFS export at all, the ORMICS interfacility transfer log for June through August — sought to measure the effect of transfer work on 911 unit availability, not to plan the hospital's transfer staffing — reconciliation of the second-crew multiplier stated two ways in the staffing analysis, and the distribution decision at item 6 below.
- F6–F9, required before the levy and cost conversation — the ORMICS ePCR extract, riding strength by apparatus, Ottumwa Fire staffing feasibility and cost for a third-out ambulance, and the County Counsel review of the 28E structure and levy fund sharing together with the County Auditor's total taxable assessed valuation.
- F10–F13, standing and housekeeping — amendment of the Scope Decisions Worksheet at item 6 below, referral to the volunteer and community-response spokes of the finding that no first-response unit is dispatched on 30.4% of rural calls, correction of the stated basis for excluding unit 90-76 from the flagged-call pipeline, and quarterly re-running of the staffing and hold-time analyses before any annualized figure is treated as settled.

6. Council Record Actions Arising From the Interim Recommendation *(Discussion and possible action)*

- Distribution status of the four internal documents in the packet (F5). Determine whether the flagged-response details, which carry CFS case numbers and an internal-use marking, travel with the packet or are held back before any public release.
- Amendment of the Hub & Spoke Scope Decisions Worksheet (F10). Record the current architecture at HUB-1 and replace the HUB-4 gap list, three of whose five gaps price options no longer under discussion.

7. Adoption of the Iowa EMS System Standards (July 2026) as the Council's Evaluation Framework *(Discussion and possible action)*

Consider a motion to adopt the Iowa EMS System Standards published by the Iowa Department of Health and Human Services in July 2026 as the Council's evaluation framework, and consider a motion appointing a work group to draft the Council's evaluation metrics and reporting format for presentation on September 30. Standards under review:

- Standard 4.05 — tiered response and hub-and-spoke financial model.
- Category 14, Evaluation — system QA/QI metrics, resource-gap inventory, BLS/ALS staffing appropriateness, response-time and reliability standards, total cost of providing EMS, and the annual report to stakeholders.
- Standards 3.01–3.06 — the Council's own role and reporting obligations as the required EMS stakeholder group.

8. Adoption of the Revised Hub & Spoke Decision Work Plan *(Discussion and possible action)*

Consider a motion to adopt the revised Hub & Spoke Decision Work Plan (September 2026 forward), which replaces the June–September 2026 work plan and sequences the October 14 hub decision, the cost and levy calculation, and delivery of the Council's formal recommendation to the Board of Supervisors in January 2027.

9. Status Reports on September 2 Assignments *(Information; no action requested)*

- Member feedback on the August response-time report and the QA/outlier report, and the addition of staffing measures to the monthly report (Robert Vaughn, Tim Richmond).
- Interim fire-based backup ambulance subcommittee — equipment and supply gap list, staffing and compensation model, and BLS versus ALS scope (Josh Chance, David Cronin, with hospital-side equipment and pricing from Samantha Haney and Robert Vaughn). No Council action is requested; the subcommittee's proposal will return to the Council before any submission to the Ottumwa City Council.
- Questions submitted to the Medical Director regarding a locally tailored response matrix and call-type response benchmarks (Tim Richmond).

- Distribution of the approved Version 2 EMS protocols following the September 4 Medical Executive Committee meeting (Robert Vaughn).

10. Path to the October 14 Hub Operator Decision *(Discussion and possible action)*

Confirm the sequence of work between this meeting and October 14, when the Council records its formal hub operator recommendation, and assign each remaining step. The October 14 motion will record the architecture agreed to under item 4 rather than one of the four options carried in the earlier work plan; that language should be drafted and circulated in advance rather than composed at the table. Proposed path:

- September 16 (this meeting) — record consensus on the elements of the interim recommendation, with any amendments or dissent; record the Council's adoption or rejection of the third-crew phase reordering; decide the distribution status of the internal documents; amend the Scope Decisions Worksheet; and assign F1 through F13, with the items that gate the decision due back by September 26.
- By September 26 — return of the four follow-up items that bear on the decision itself: F1, the standalone pull of units 90-76 and 90-77; F2, confirmation of whether interfacility transfers appear in the CFS export at all; F3, the ORMICS interfacility transfer log; and F4, reconciliation of the second-crew figure stated two ways in the staffing analysis. Also confirmation of the current wording of the August 2026 working draft, so that the phase reordering rests on the actual text rather than on a description of it.
- September 30 — review those returns and determine whether any of them disturbs the recommendation; receive the work group's draft evaluation metrics and reporting format, which supply the crew-hour measure against which the two-crew floor is to be verified monthly; and circulate the draft decision language for October 14 so that members read it before they vote on it.
- October 14 — the Council records its hub operator recommendation on the architecture, in writing, with the vote and any dissent recorded, and begins populating the EMS System Plan with the confirmed decisions.
- What the October 14 decision does not wait for: the levy calculation and ballot date; GEMT eligibility, which turns on public-entity status rather than on any figure measured in the packet; the County Counsel review of the 28E structure and levy fund sharing; and the Ottumwa Fire staffing feasibility and cost work for the Phase 2 third-out unit. Each of these is required before the recommendation reaches the Board of Supervisors. None is required in order to decide the architecture.
- What could disturb this schedule: item F2. If interfacility transfers are absent from the CFS export, then every crew out on a transfer counted as available in the packet's concurrency model, and the figures in the packet — 123 calls arriving with no free crew, 26 of them requiring a genuine third crew — are understated by an unknown margin. That would not change the finding on the operator, and it would strengthen rather than weaken the case for the two-crew floor. The Council should nonetheless have the answer before October 14, so that the figures carried to the Board of Supervisors are stated accurately.

11. Public Comment *(No action)*

Comment from members of the public present. Matters raised that are not on this agenda will be placed on a future agenda rather than discussed or acted on at this meeting.

12. Next Meeting and Adjournment *(Discussion and possible action)*

Confirm the next regular meeting as Wednesday, September 30, 2026, at 5:30 p.m. at the Emergency Management Office. The September 30 agenda is expected to include the draft evaluation metrics and reporting format, the returns on the follow-up items assigned tonight, and the items held over from this agenda: the County Counsel consultation on 28E governance and levy fund uses, the draft EMS Operator Financial Analysis, the Spoke 5 and Spoke 7 scope decisions with the rural first-response referral, and the public and stakeholder communication plan. Motion to adjourn.

Items are listed in the order the Chair intends to take them up. Any item not reached will be carried to the September 30, 2026 meeting.

This is a tentative agenda. Posted at the Wapello County Emergency Management Office, 2417 Emma Street, Ottumwa, Iowa, and on the County's website at least 24 hours before the meeting. If this agenda is revised, a corrected agenda will be posted at least 24 hours before the meeting, marked "AMENDED," identifying the provisions that were amended.

Posted: September 14, 2026

Persons needing an accommodation to participate should contact the Wapello County Emergency Management Office in advance of the meeting.