#### SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE

#### **Board of Directors**

#### Thursday, July 14, 2011 9:00 – 11:00 AM Suisun City Council Chambers

D: 0 II	Calculation Chambers	
Birgitta Corsello County Administrator Solano County	<u>AGENDA</u>	
Hector De La Rosa City Manager City of Rio Vista	<ol> <li>Call To Order/Roll Call</li> <li>Closed Session         Potential Litigation – one case     </li> </ol>	B. Corsello B. Corsello
Michael J. O'Brien Fire Chief Suisun City Fire Department Erika Bauer, R.N., M.S.N. Continuing Care Leader Kaiser Foundation Joseph U. Becker, M.D. Medical Director,	<ol> <li>Reconvene</li> <li>Report of Action in Closed Session (if applicable)</li> <li>Approve Agenda</li> <li>Approve Minutes         <ul> <li>Meeting of April 14, 2011</li> <li>Special Meeting of April 22, 2011</li> </ul> </li> <li>Board Comments</li> </ol>	B. Corsello B. Corsello B. Corsello B. Corsello
Emergency Department Sutter Solano Med. Center Caesar Djavaherian, M.D. Emergency Physician Physicians' Forum Rep.	<ul> <li>a. Chairman</li> <li>b. Directors</li> <li>8 Public Comment  This portion of the meeting is reserved for persons  wishing to address the Board on any matter <u>not</u> included on the agenda.</li> </ul>	B. Corsello
Richard Watson Consumer Representative  EMS Agency Staff	<ul> <li>9. Reports</li> <li>a. Medical Director's Report</li> <li>➢ Policy Update</li> <li>b. Administrator's Report</li> <li>c. Contractor's Report</li> </ul>	S. Whiteley T. Selby H. Pierson
Steven Whiteley, M.D. EMS Agency Medical Director  Ted Selby Agency Administrator  Counsel	<ul> <li>10. New Business <ul> <li>a. ALS Non-Transport Agreement</li> <li>b. Resolution No 11-001, Emergency</li> <li>Ambulance Authorization</li> </ul> </li> <li>11. Adjourn <ul> <li>Next regular meeting to commence on Oct. 13, 2011.</li> </ul> </li> </ul>	T. Selby  B. Corsello
Counsel		

Agenda materials will be available at the EMS Office after 4 PM Tuesday, July 12, 2011.

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**Board of Directors** 

#### **CLOSED SESSION MEMO**

Α.	LICENSE/PERMIT DETERMINATION (GC & 54956.7)  a. Number of Applicants:	
B.	CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GC & 54956.8).	
C.	CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GC & 54956.9).	
D.	CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GC & 54956.9).  a. Significant exposure to litigation pursuant to GC & 54956.9 (b): one case b. Initiation of litigation pursuant to GC & 54956.9(c).	
E.	LIABILITY CLAIMS – JOINT POWERS AUTHORITY (GC & 54956.95).  a. Claimant:  b. Agency against whom claim filed:	
F.	THREAT TO PUBLIC SERVICES OR FACILITIES (GC & 54957).  a. Consultation with:	
G.	PUBLIC EMPLOYEE APPOINTMENT (GC & 54957) a.	
H.	PUBLIC EMPLOYMENT (GC & 54957) a. Title:	
1.	PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC & 54957)	
J.	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (GC & 54957.6):	
K.	CONFERENCE WITH LABOR NEGOTIATORS (GC & 54957.6)	
L.	CASE REVIEW/PLANNING (GC & 54957.8)	
M.	REPORT INVOLVING TRADE SECRET (GC & 54962, etc.)  a. Estimated year of public disclosure:	
N.	HEARINGS: a. Subject matter:  (Nature of hearing, i.e. medical audit comm., Quality assurance comm., etc).	

### SEMSC Board Of Directors Meeting 7/14/2011

Call to Order/Roll Call

### **SEMSC Board of Directors Meeting** 7/14/2011

- 6. Approve Minutes
- a.
- April 14, 2011 April 22, 2011 b.

# SEMSC Meeting Minutes April 14, 2011 9:00AM – 11:00AM Suisun City Hall

#### **BOARD MEMBERS**

- Michael Johnson, Chairman
- Erika Bauer, RN; Kaiser Continuing Care Leader
- Michael O'Brien, Suisun City Fire Chief
- Caesar Djavaherian, MD, Physicians' Forum Representative
- Joseph Becker, MD, Sutter Solano Medical Center
- Richard Watson, Health Care Consumer Representative

#### **STAFF**

- Ted Selby, EMS Administrator
- Richard Lotsch, DO, EMS Medical Director
- Michael Modrich, RN, Prehospital Care Coordinator
- Ernie O'Connor, Project Manager
- Jan Homer, Administrative Secretary
- Bela Matyas, MD, Public Health Officer
- Michael Stacey, MD, Deputy Public Health Officer
- Jessica Tello-Evans, RN, PHN

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
1. <u>Call to</u> <u>Order/Roll Call</u>	<ol> <li>Meeting called to order with a quorum present (Board Member Djavaherian arrived late but prior to approval of Agenda and Minutes).</li> </ol>		
2. Approval of Agenda	2. Board Member O'Brien moved to accept; Board Member Watson seconded; AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.	Agenda approved.	
3. Approval of Minutes (Jan 13, 2011)	3. Board Member Watson moved to accept minutes with the amendment to his 2 <sup>nd</sup> of the Trauma Center Application Process wherein he indicated he would have liked to receive information on the subject in advance. Board Member O'Brien seconded; AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.	Minutes approved with amendment as noted.	Staff will provide corrected minutes to Board.
4. Board Comments: a. Chairman b. Directors	<ul> <li>4. Board comments made:</li> <li>a. Michael Johnson introduced his replacement, Birgitta Corsello. She will be assuming the responsibilities of County Administrative Officer (and SEMSC Chair) on April 30, 2011.</li> <li>b. Board Member Watson added congratulations.</li> </ul>		

	AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
	Public Comments  Reports	Marilyn Manfredi updated Board of the upcoming EMS Week Activities. Training planned for general public and EMS Professionals. Board members invited to attend any of the events. EMS Week Flyers were presented to Board members.  6. Medical Director, Administrator, and Contractor Comments.		
a.	Medical Director's Report	<ul> <li>a. Dr. Lotsch, EMS Medical Director briefed the Board Members on several items of interest:</li> <li>1). Three updated policies went into effect during this past reporting period:</li> <li>Policy 5900, Solano County Trauma System. Finalization of this policy completes Solano County's Trauma Plan, although the Trauma Plan and the policy will require updating when Trauma Centers are activated in the county.</li> <li>Policy 2305, Field Advisory Reports (FARs) – minor administrative updates to this policy and an updated, electronic Field Advisory Report Form has also been included. This form is available on-line (EMS Web Site) and has been provided to field agencies. Board Member O'Brien asked about the usage of the previous "UO" (unusual occurrence) form. This form has been replaced by the Field Advisory Report (FAR) form which is now on-line for ease in submission.</li> <li>Policy 3000, EMS Fees – this policy has been updated to include all EMS Fees. Attachment 1 to this policy specifies the various fees.</li> <li>Board Member De La Rosa requested that Board members be provided red-lined policies so they could review changes.</li> </ul>	Staff will ensure that board members receive red line copies.	EMS Staff

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
b. Administrator's Report	<ol> <li>STEMI/Cardiac Care Centers – Solano County has not received any formal applications to date, although NorthBay Medical Center is very close to submission and Kaiser Vallejo anticipates submission of their application within the next year.</li> <li>Trauma Center Designation – Both NorthBay Medical Center and Kaiser Vacaville are moving forward in their planning and preparation for Level III Trauma Center designation.</li> <li>Dr. Lotsch announced his departure from the EMS Agency and thanked the Board for their support during his tenure as EMS Medical Director. He noted that he is available to provide any necessary support during the transition process.</li> <li>Mr. Ted Selby, EMS Administrator, presented the Administrator's Report:         <ol> <li>The AMR Suspension was scheduled to go into effect on Mar 21, 2011. AMR appealed this decision and provided appropriate corrective action to be put into place so the suspension was cancelled.</li> <li>Trauma Center Application was received from NorthBay Medical Center on Mar 18, 2011. Kaiser anticipates submitting their Trauma Center application within approximately two weeks.</li> <li>Mr. Selby noted that a special session of the SEMSC is being scheduled for April 22, 2011 at 9AM in the County Counsel Conference Room in the Government Center. Board Chair Johnson confirmed the meeting date, time and location.</li> </ol> </li> </ol>		

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
6 Reports (continued)	4. The Fiscal Update (revenues and disbursements) was presented to the Board. Specific items addressed included the amounts collected by the EMS Agency to be forwarded to the State EMS Authority as well as amounts collected from EMT certifications and recertifications and Paramedic Accreditations.		
	<ul> <li>5. Dr. Matyas, the Public Health Officer noted that the County had determined that, due to the upcoming Trauma Center Applications from area hospitals that, to avoid the appearance of any conflict of interest, Solano County should not continue the contract with Kaiser Permanente Medical Group. Dr. Lotsch has served the County as Medical Director since 2005 in an exceptional manner, but due to upcoming system changes it would be best to avoid any appearance of impropriety.</li> <li>6. Dr. Matyas presented Michael Johnson with a plaque honoring his years of service with the Solano County Emergency Medical Services Cooperative. Ted Selby also took this opportunity to present Dr. Lotsch with a plaque honoring his dedication and commitment to the Solano County EMS community.</li> </ul>		
<b>c</b> _ Contractor's Report	<ul> <li>c. Mr. James Pierson, Medic Ambulance Operations Manager, provided the Medic update. The annual "STAR" awards were presented recently to seven outstanding Medic Ambulance personnel:  James Recto; EMT of the Year – received the Travis Grace award - a full scholarship to Paramedic School;</li> <li>Scott Wood; Paramedic of the Year;</li> <li>Shaun Navarra and Michael Colon – recognized for saving the life of a 12-year old that underwent sudden cardiac arrest.</li> </ul>		

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
7 Unfinished	<ul> <li>Perry Hookey; recognized for providing exceptional educational program to EMS personnel in Solano County.</li> <li>Gary Crenshaw; recognized for outstanding Fleet Management.</li> <li>Sandra Whaley; recognized as the outstanding Communications Manager and System Status Plan manager for Medic Ambulance.</li> </ul>		
Business  a. Required Audit of the SEMSC.	a. Mr. Selby briefed board on two items relating to the SEMSC audit. H&SS and the EMS Staff met with the auditor to prepare a schedule and provide all background information. Certain issues have arisen that are being addressed by the H&SS and auditor controller staff. Full results will be provided at the next Board Meeting. The Joint Powers Authority (JPA) Bylaws (section IX.B) note that the auditor is required to either make or contract for an audit of the accounts and records of the SEMSC. Board Member De La Rosa asked if the Auditor could be requested to contract out the SEMSC audit. Board Chair Johnson clarified that the auditor had the authority to contract with an outside audit firm, but fees would be assessed by both the outside firm and the County Auditor so expenses would be higher. Board Member Bauer moved that the SEMSC Board accept the audit update and provide updates to the Board as needed. Board Member De La Rosa seconded the motion. AYES: 7; NAYS: 0; ABSTAIN: 0; ABSENT: 0.		

AGE	NDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
App	uma Center olication ocess	b. Mr. Selby noted that the Level III Trauma Center Application process was approved at the last meeting and this update was to present the actual Trauma Center Application Form for the Board's information. Board Member Watson requested that this form be sent to the Board Members for their information and review	b. Staff will provide electronic version of form to members this date.	b. EMS Staff
a. ALS Agree	Business Non-transport ement for Cities	8. Staff anticipated presenting the ALS Non-Transport Agreement to the Board at this meeting but there are still a few items remaining to address. Staff requests a 90-day extension to enable them to work with County Counsel and the Public Private Partnership (PPP) Cities to conclude this effort. It is expected that staff will present the completed project to the Board for their approval at the next scheduled meeting in July 2011. Board Member Watson made motion to accept the update with the added requirement that the document be sent to the Board Members prior to the meeting for review/comment.	Staff will ensure Board members have the document for their review.	EMS Staff.
9. <u>Adjo</u>	<u>urnment</u>	Meeting adjourned to a special meeting scheduled for April 22, 2011 at 0900 in the County Counsel Conference Room. The next regularly scheduled meeting will be July 14, 2011		

# SEMSC SPECIAL MEETING Meeting Minutes April 22, 2011 9:00AM – 11:00AM Conference Room 6004; Government Center 675 Texas St., Fairfield, CA 94533

#### **BOARD MEMBERS**

- Michael Johnson, Chairman
- Erika Bauer, RN; Kaiser Continuing Care Leader
- Michael O'Brien, Suisun City Fire Chief
- Richard Watson, Health Care Consumer Representative

#### **STAFF**

- Ted Selby, EMS Administrator
- Michael Modrich, RN, Prehospital Care Coordinator
- Ernie O'Connor, Project Manager
- Jan Homer, Administrative Secretary
- Bela Matyas, MD, Public Health Officer
- Jessica Tello-Evans, RN, PHN

	AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
1.	Call to Order/Roll Call	Meeting called to order with a quorum present.		
2.	Closed Session – Potential Litigation	2. Board adjourned to closed session.		
3.	Reconvene	Board returned from closed session.		
4.	Report of Action in Closed Session.	4. No action to report.		
5.	Adjournment	Meeting adjourned to next regularly scheduled meeting of July 14, 2011		

### SEMSC Board Of Directors Meeting 7/14/2011

#### 9. Reports

- a. Medical Director's Report
  - Policy UpdatePolicy 3820
- b. Administrator's Report
  - > Trauma Center Application Update
- c. Contractor's Report

Meeting Date: 7/14/2011

#### Agenda Item 9a. Medical Director's Report

Policy Update

Policy 3820; Emergency Medical Technician (EMT-1) Discipline Policy. Based on State-directed EMT-2010 guidelines for EMT discipline.

Meeting Date: 7/14/2011

#### Agenda Item 9b. Administrator's Report

Trauma Center Application (verbal update)

Meeting Date: 7/14/2011

Agenda Item 9c. Contractor's Report (verbal update)

### SEMSC Board of Directors Meeting 7/14/2011

#### Agenda Item 10. New Business

- a. Approve Advanced Life Support (ALS) Non-Transport Agreements with Public Private Partnership (PPP) Cities.
- b. Receive Update on Non-Advanced Life Support (ALS) Ambulance Authorization.

Meeting Date: 7/14/2011

Agenda Item 10a. Approve Advanced Life Support (ALS) Non-Transport
Agreements with PPP Participating Cities.

#### **STAFF RECOMMENDATION:**

It is recommended that the Board:

1) Authorize the EMS Agency to finalize agreement with PPP Cities.

<u>DISCUSSION</u>: Agreement has been reached through on-going negotiations with the PPP Fire Departments. Request the Board's approval of finalized language and permission to present to the PPP City Managers for ratification and approval.

#### DIRECTION:

The Board should accept the update provided by staff and direct that they continue the endeavor to ratify these agreements by next board meeting.

**LEGAL SUFFICIENCY**: This item has been reviewed by County Counsel.

**MEDICAL SUFFICIENCY**: This item has no medical impact.

#### **BOARD ACTION:**

Motion:	2 <sup>nd</sup> :
AYES:	
NAYS:	
Absent:	
Ahstain:	

Meeting Date: 7/14/2011

### Agenda Item 10b. Receive Update on Non-Advanced Life Support (ALS) Ambulance Authorization.

#### **STAFF RECOMMENDATION:**

It is recommended that the Board receive the update for Non Advanced Life Support (ALS) Authorization Resolution language to be developed for public comment.

#### DISCUSSION:

It has become evident that a resolution updating and clarifying policy and procedures associated with Non-Exclusive, Non-ALS providers is necessary. Specific examples include: formalization of validation process, clarification regarding escalations, and the length of time documents are maintained, where and by whom they are maintained, and how they are accessed.

#### **DIRECTION:**

The Board should accept the report provided by Staff and direct them to proceed with drafting resolution language and receive public comment for a period of thirty (30) days, commencing in early August, with the intent of ratifying the resolution at the October SEMSC meeting.

**LEGAL SUFFICIENCY**: Pending review by County Counsel.

**MEDICAL SUFFICIENCY**: This item has no medical impact.

#### **BOARD ACTION:**

Motion:	2 <sup>nd</sup> :
AYES:	
NAYS:	
Absent:	
Abstain:	