SEMSC
Meeting Minutes
July 11, 2013; 9:00AM – 11:30AM
Suisun City Hall

BOARD MEMBERS
- Birgitta Corsello, Chair SEMSC Board
- Michael O'Brien, Suisun City Fire Chief
- Caesar Djavaherian, MD, Physicians' Forum Representative
- Sandra Rusch, Group Administrator, Kaiser Napa/Solano
- Sean Quinn, City Manager, Fairfield
- Travis Harris, MD, Sutter Solano Medical Center Representative

STAFF
- Ted Selby, EMS Administrator
- Aaron Bair, MD, SEMSC Medical Director
- Michael Modrich, RN; STEMI/Stroke/Trauma Program Administrator
- Jessica Tello-Evans, RN, Public Health Nurse
- Leah Carlon, ESB
- Fran Adams, EMS Coordinator
- Rachelle Canones, Administrative Secretary

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
Call to Order/Roll Call	Meeting called to order with a quorum present. (Board Member Watson arrived after the meeting was adjourned.)	(none)	
Amend Agenda	**Board Member Quinn moved to amend Agenda to include approval of the Minutes of the April 11, 2013 meeting. Board Member O'Brien seconded. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**		
Approval of Amended Agenda	**Board Member O'Brien moved to approve agenda. Board Member Quinn seconded. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**	(none)	
Board Comments: a. Chairperson	a. The SEMSC Chairperson requested that Mr. Selby introduce some new members. Mr. Selby introduced new Board Member, Sandra Rusch, who is the Medical Group Administrator of the Kaiser Permanente Medical Group in the Napa/Solano Area. She replaces Erika Bauer who retired in June. New Clerk of the Board, Rachelle Canones, was also introduced. She replaced Jan Homer who also retired in June.	(none)	

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b. Directors	b. None		
Public Comment	Dr. Steve Stricker, Chief of Staff at Kaiser Vacaville asked the Board to consider the following: 1) Show transparency in the Level II Trauma Center process by making public the RFP scores and details. (County Counsel indicated the Board cannot make a decision on this matter, as this item is not agendized. She clarified however, that the Score Sheets will not be destroyed, contrary to what was said at the last SEMSC meeting. They will be maintained.) 2) Dr. Stricker also invited Board Members to tour Kaiser, and perhaps NorthBay, who are competing for the Level II designation, at some point during the designation process.	(none)	
Approval of Minutes April 11, 2013	**Board Member O'Brien moved to approve minutes; Board Member Djavaherian seconded. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**	(none)	
Reports a. Medical Director's Report	a. Dr. Bair provided the following updates: 1) Policy 3000 was updated to reflect newer items such as the EDAP designation fees, Level II Trauma Center designation fees, and licensing fees. 2) Paramedic/EMT licensure issues – there are 12 persons on probation being monitored; and 12 or 13 are being investigated for reported infractions.	a. (none)	
b. Administrator's Report	b. Mr. Selby updated the Board on the following items: 1) National EMS Week May 19-25, 2003 i) Free CPR training for the public was provided again this year (both traditional and "hands only") and it was well-attended. ii) Instead of hosting the more formal Appreciation and Awards Banquet this year, a more family-oriented Barbecue/Picnic was piloted this year. It was well-received, and will likely be continued instead of the formal banquet that was held in the past.	b. (none)	

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	iii) Frank Springer Award – This year's winner is EMS' Mike Modrich who was honored for his vast experience in EMS, his teaching background and his desire to improve the EMS system in Solano County. 2) The 4th Annual Emergency Medical Response Summit will be held on August 1, 2013 at the County events Center. The theme of the conference this year is "Managing in Times of Crisis." Using public health emergency grant proceeds, speakers from the University of Colorado Hospital were engaged to discuss the Aurora theater shooting and how those events affected their operations, how they might modify their policies and procedures based on lessons learned. EMS is extending a special invitation to its law enforcement partners, in addition to its customary audience, since public safety was so involved in that event. In addition to this there are segments on Active Shooter, Leadership in Times of Crisis, and a Legal Considerations discussion focusing on emergency preparedness and response. Some discussion will also likely take place associated with the Community Paramedicine Pilot Project being overseen by EMSA. 3) System Performance – Response times for the third quarter of FY 2012/2013 are as follows: Medic Ambulance is at 99.13%, Benicia Fire is at 96.2%, Dixon Fire is at 92.7%, Fairfield Fire is at 94.6%, and Vallejo Fire is at 94.4%. 4) Trauma System Update – Two Letters of Intent have been received for the Level II Trauma Center designation request process. On June 17th, a Proposers' Conference was conducted where potential proposers had an opportunity to ask clarifying questions regarding the RFP. 63 questions arose at the Conference, all of which were addressed verbally at the time. Participants were given until the close of business on June 18th to submit any final questions. In total, 68 questions were posed.		

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	5) All answers were posted on the Solano County EMS website on June 21, 2013 and are incorporated as amendments to the RFP by reference. The proposals are due by 12:00 noon on July 15, 2013 to the EMS Agency at 275 Beck Avenue. Site visits of the Independent Review Panel (IRP) will be conducted between August 15th and 20th. The IRP's recommendation will then be presented to the SEMSC Board on October 10, 2013. 6) Annual SEMSC Audit– the Auditor Controllers Office has informed us that they will audit Fiscal Years 2011/2012 and 2012/2013 concurrently, beginning in September. More information on this topic will be presented at the January meeting of this Board. Board Member Quinn inquired about Kaiser's request on making the RFP scoring public. Specifically, will this be considered at the next Board meeting in October? County Counsel replied that it can be considered once the IRP makes their recommendation; it does not have to be made before then. Board Member Rusch asked for a clarification as to the timing on when a decision can be made regarding Dr. Stricker's request to have Board Members tour the facilities. Board Chair Corsello indicated that Counsel would look at the timeline and determine whether they see a problem with the Board doing a tour. County Counsel replied that it would be best for members to tour individually, rather than the Board going as a group. But that it would be considered further and more information may be forthcoming. Board Chair Corsello added that under the Brown Act, if the SEMSC Board were to go as a group it would be considered a public meeting and subject to the Act's rules. County Counsel recommended that both hospitals competing for designation be visited if there is an interest from the Board to tour the facilities.	Consider Guidance associated with Hospital tours	County Counsel

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c. Contractor's Report	c. Ms. Helen Pierson, CFO, for Medic Ambulance provided an update of activities and events. 1) A 134 page accreditation application has been submitted. Site visits are scheduled in August and September 2013. Results will be made known in November. 2) Medic Ambulance's new building plans are progressing and a groundbreaking ceremony is being planned for August. 3) The ALS/RN program has been pioneered in the County; Dr. Paul Kivela, Medical Director of Medic Ambulance wrote an abstract about this program and it has been recognized as a world's best practice. He was invited to do an oral presentation on this program at the Mediterranean Emergency Congress in Marseilles, France in September 2013. Medic is also in the process of writing a White Paper on this program, with the co-authoring of Solano EMS. This program has proven to be a higher level of service to the citizens and visitors of Solano County. It is an effective, rapid solution to patient care in the county.	c. (none)	
Election of Vice Chair	Board Chair Corsello stated that the SEMSC Board needs a new Vice Chair to replace Erika Bauer who retired. **Board Chair Corsello nominated Board Member O'Brien as the new Vice Chair. It was seconded by Board Member Quinn. Board Member O'Brien accepted the nomination. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**	(none)	
Additional Board Comments:	Board Member Djavaherian asked for clarification regarding the significance of going as a group versus going individually on the site visits. Counsel reiterated that if four or more members of the Board went on a site visit at the same time, it would be considered a public meeting and would be subject to the Brown Act. Board Member Djavaherian further inquired as to the benefits of going to the sites when the Board already has the IRP to do so and make a formal recommendation.		

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	Board Member Rusch commented that she would prefer going as a group so as to hear everyone's questions. She further stated that she might end up having to recuse herself from that vote but that it would be difficult for her to make a decision without seeing NorthBay with her own eyes, and for the rest of the Board without seeing both facilities, even with the IRP. Board Chair Corsello reiterated that this matter is not a scheduled item, and will be put in the hands of staff to make recommendations, especially in regards to schedule so that this will not interfere with the process already in place. Board Member Djavaherian further stated if the Board has the information from the IRP, then they can ask questions at that time, so the timing of it would be important. Board Member O'Brien inquired as to what kind of noticing would be required if the Board toured together. County Counsel replied that 48 hours advance notice would be required.	Send Memo to the Board to determine interest in site visits, schedule with bidders and issue notice of public hearing, if needed.	County Counsel and EMS Agency
Adjournment	Meeting adjourned to the next regularly scheduled meeting of October 10, 2013	(none)	