SEMSC
Meeting Minutes
April 13, 2006

Present: Robert Thierry; Consumer Representative
Kevin O'Rourke; City Manager, City of Fairfield
F. Lance Gough, M.D., Physician's Forum Representative
Erika Bauer, RN; Kaiser Continuing Care Leader

Staff: Michael Frenn, EMS Agency Administrator
Steve Ingram, County Counsel
Richard C. Lotsch, D.O., EMS Medical Director
Sam Barnett, EMT-P; EMS Agency Staff Analyst
Mike Modrich, RN; EMS Agency Prehospital Care Coordinator
Jan Homer; EMS Agency Administrative Secretary

Absent: Michael D. Johnson; Solano County Administrator
Ric Dorris, Dixon Fire Chief
Joan Poole, RN; Sutter Solano Dir of Inpatient Svcs.

Date: April 13, 2006

Time: 9:00 A.M.

Location: SUISUN CITY HALL

ISSUES/DISCUSSION	ACTION/ACCOUNTABILITY
1. Call to Order/Roll Call	1. Quorum present, meeting called to order. Mr. Robert Thierry chaired this meeting in the absence of Mr. Michael Johnson
2. Approval of Agenda	2. Agenda approved; accepted with the addition of item 7B, Policy Adoptions, 7C, EMS Week & 7D, Strategic Planning.
3. Approval of Minutes	3. Minutes from January 12, 2006 meeting were approved and accepted. (Accept: E Bauer, 2nd: O'Rourke)
4. Director's Comments:	4. a. Question from chairman regarding status of DVD for the exercise. Agency noted that it is in the process of final cutting/editing and would be provided to members as soon as available. b. Question about status of Annual Report – Agency response that should go to printer by the end of the month – should be available by end of May. c. Question about comparison of PPP Cities w/Vacaville – Agency response that this effort is ongoing part of Agency Strategic Planning initiative with planned goal of formal presentation to Board at July meeting.

5. Medical Directors Comments:	5. Dr. Lotsch noted several areas he has set as "focus areas" for the EMS Agency: a. Physician Leadership – promote more active role of leadership by provider agency medical directors. b. Education – enhancing EMT & EMT-P knowledge & skill levels. c. Field Care Protocol Updates – effective implementation of field protocols. d. Communications – enhance lines of communication between Agency Medical Director & Field personnel. Will initiate ride-alongs w/various agencies (monthly) and visiting various ALS agencies. Has established an "Ask the Medical Director" link on the EMS Agency Web site.
6. <u>Public Comments</u>:	6. (none)
7. <u>Administrator's Report</u>	7.
a. System Status Mgmt & Leadership Conference	a. Upcoming "Pinnacle" conference in Florida July 31 – Aug 2. Discussions center on development of various system status management models w/visit to a high-volume, high-performance system. Staff will attend, and recommend that Medic ambulance consider sending a dispatch supervisor and perhaps a manager to this conference
b. Policy Update	b. Staff briefed on new policy adopted by Agency. Policy 2208, CQI Case Presentation, was adopted in February 2006 to provide guidelines & standards for Case presentation to the CQI Committee.
c. EMS Week	c. EMS WEEK. May 13 – 20, 2006. Theme is "25 Years in Emergency Medical Services". Kick-off dinner dance on May 13 @ Cordelia Fire Hall. Invitations presented to board members. Other events planned by various EMS entities in Solano County.
d. Strategic Planning	d. Two Strategic Planning initiatives by the EMS Staff have occurred – determining goals, mission statement, 5-year plan. Anticipate a formal presentation to the Board at the July Meeting.

8. Franchise Report	7.
a. System Performance Report	a. Summary data provided to board, with expanded information provided via hard-copy. Focus on 9-minute & 12-minute response times for PPP members & Medic Ambulance Suisun has challenges @ 9 minute response time standards. Medic is requesting that their unit hours be restored as more unit hours are needed. Possible adjustment on "set-point" for criteria should be adjusted. Discussions on-going among the PPP Members & Medic Ambulance, along with legal staffs Board Member O'Rourke wants this brought up to City Managers – Agency Staff should plan on briefing City Managers @ their monthly meeting either the end of May or end of June so they will know the details.
b. Contractor's Report	b. Several items briefed: (1) National Accreditation efforts on-going, Medic staff will keep Agency & Board appraised of efforts & results; (2) New pagers added to inventory – can be used w/in hospitals so crews always in touch.; (3) New station in Hiddenbrooke (BLS w/AED equipment); (4) Community Outreach program: Drunk driving education program w/Benicia High School; (5) EMS Week activities. In response to a question about the customer survey that Medic was doing, very few have come back, so questionnaire is being expanded. Medic will present final findings to SEMSC Board. Final Comment: Travis Grace, Medic Supervisor, presented with "Star of Life" due to many years of service, knowledge, etc.
9. <u>Unfinished Business</u>:	(None)
10. <u>New Business:</u>	
a. Amendment to Base Hospital Agreement w/North Bay Medical Center	a. The occasional requirement for release of Voice Recordings for Quality Improvement and ambiguity in the base agreement with NorthBay, has necessitated an amendment to the current Base Station agreement There may be a few minor adjustments that still need to be made, but Staff asking that this amendment be approved "in concept" and giving counsel & staff approval to negotiate any other minor changes that may be needed. This will be presented as a resolution at the next meeting. MOTION TO APPROVE w/suggested amendment & minor changes by E. Bauer, seconded by K O'Rourke. APPROVED

	by all attendees.
b. Resolution 6-0002; requiring operators of Emergency Ambulances to obtain authorization.	b. Resolution formalizes authorization of all ambulances operating within the Solano County system. Medic Ambulance & VV Fire provides ALS response. Other ambulance companies operate in Solano County providing BLS & CCT service. This resolution gives EMS Agency the authority to provide Quality Improvement monitoring and enforcement as necessary to ALL ambulance companies operating in Solano County. Due to considerable discussion among Board members, along with concern voiced by Medic Ambulance representatives, Board Member O'Rourke recommended that this resolution be returned to counsel to be re-written, with concerns voiced at the meeting be taken into consideration and bring it back to the Board in July. (Moved by K. O'Rourke, 2nd by E. Bauer
c. Approve RFP for EMS Aircraft Services to Solano County	c. Purpose is to formalize EMS aircraft operations and establish appropriate operational parameters to ensure consistent quality of service. Concern voiced by Chief Sherman/Vallejo Fire Dept because of no precise procedure on aircraft dispatch and patient delay. Due to concerns by Fire Departments & Aircraft providers, Board Member O'Rourke moved that (1) This be presented to the Fire Chiefs for their input; (2) County Counsel provide further input; (3) Bring item back to the board at the next meeting providing alternative means and options. Motion 2nd by E. Bauer.
11. <u>Adjournment</u>	Meeting adjourned. Next meeting will be on July 13, 2006.