SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE

Board of Directors

Birgitta Corsello
County Administrator
Solano County

Hector De La Rosa
City Manager
City of Rio Vista

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,
Emergency Department
Sutter Solano Med. Center

Caesar Djavaherian, M.D.
Emergency Physician
Physicians' Forum Rep.

Richard Watson
Consumer Representative

EMS Agency Staff

Steven Whiteley, M.D.
EMS Agency
Medical Director

Ted Selby
Agency Administrator

Counsel

Azniv Darbinian
Assistant County Counsel

Board of Directors

Thursday, October 13, 2011
9:00 – 11:00 AM
Suisun City Council Chambers

AGENDA

1. Call To Order/Roll Call — B. Corsello
2. Closed Session — B. Corsello
   Potential Litigation – one case
3. Reconvene — B. Corsello
4. Report of Action in Closed Session (if applicable) — B. Corsello
5. Approve Agenda — B. Corsello
6. Approve Minutes — B. Corsello
   - Meeting of July 14, 2011
7. Board Comments — B. Corsello
   a. Chairman
   b. Directors
8. Public Comment — B. Corsello
   This portion of the meeting is reserved for persons wishing to address the Board on any matter ***not*** *included on the agenda.*
9. Reports
   a. Medical Director's Report — S. Whiteley
   b. Administrator's Report — T. Selby
   c. Contractor's Report — H. Pierson
10. Old Business — T. Selby
    - Adopt Resolution No 11-001, Emergency Ambulance Authorization
11. New Business — T. Selby
    a. Direct staff to develop a Request for Proposals (RFP) for an Exclusive Operating Area for Critical Care Transport/Specialty Care Transport; Grant staff authority to engage the services of a consultant in developing an RFP for an amount not to exceed $85,000.00 and authorize the Chair of the SEMSC Board to execute the approved contract with the consultant.
    b. Annual Report

12. Adjourn — B. Corsello
    - Next regular meeting to commence on January 12, 2012.

Agenda materials will be available at the EMS Office after 4 PM Tuesday, October 11, 2011.

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board Of Directors Meeting

10/13/2011

Call to Order/Roll Call

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board of Directors Meeting

10/13/2011

6. Approve Minutes

July 14, 2011

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

BOARD MEMBERS
- Birgitta Corsello, Chair
- 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
- Hector De La Rosa, Rio Vista City Manager

STAFF
- Ted Selby, EMS Administrator
- Steve Whiteley, MD, EMS Medical Director
- Michael Modrich, RN, Prehospital Care Coordinator
- Ernie O'Connor, Project Manager
- Jan Homer, Administrative Secretary
- Jessica Tello-Evans, RN, PHN
- Leah Carlon, Intern

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
Call to Order/Roll Call	Meeting called to order with a quorum present	(none)	
Closed Session	Adjourn to Closed Session	(none)	
Reconvene & Report of Action (if applicable)	Board reconvened with nothing to report.	(none)	
Approval of Agenda	**Board Member O'Brien moved to approve agenda. Board Member De La Rosa seconded; AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	(none)	
Approval of Minutes April 14, 2011 April 22, 2011	**Board Member O'Brien moved to accept minutes; Board Member Bauer seconded; AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	(none)	
Board Comments: a. Chairman b. Directors	Birgitta Corsello noted that this is her first meeting as chair of the SEMSC and thanked everyone for their support.	(none)	

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
Public Comments	(none)		
Reports ➢ Medical Director's Report ➢ Administrator's Report	➢ Dr. Whiteley introduced himself and noted that EMS has made good progress since he was last the EMS Medical Director. Dr. Whiteley noted that Policy 3820 (EMT Discipline Policy) is the only new policy since the last meeting and that it was developed following the State EMS Authority guidelines for management of EMT disciplinary issues. Board Member De La Rosa indicated he may need some clarification; if so he will contact the EMS Administrator to arrange a time to discuss this issue. ➢ In the EMS Administrator's report, Mr. Selby noted several items of interest: ➢ Travis AFB and several local hospitals were participating in a local exercise in preparation for the upcoming Air Show to be held at Travis later this month. ➢ Both NorthBay and Kaiser have submitted their applications for Level III Trauma Center Designation. NorthBay's application has been approved and they are awaiting the site visit which will be scheduled for later this year. Kaiser's application has been submitted and their final response is expected to be received by the EMS Agency on or about July 22, 2011.		

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AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
6 Reports (continued)	➢ EMS Week was a resounding success. Medic Ambulance partnered with Solano County in providing symposiums and the EMS Week Dinner. Marilyn Manfredi provided a large part of the support. Continuing Education Units were available for EMTs and Nurses, and CPR/First Aid classes were provided for the public. ➢ The Systems Update was presented to Board Members. Although there were problems with data collection & tracking, Medic Ambulance's overall compliance for the reporting period was above 98%. Reporting statistics for the Public Private Partnership cities were above 90% with the exception of Vallejo. ➢ Mr. Selby noted that EMS is updating various internal procedures dealing with investigations of ambulance violations. This update will include formalization of notification, document handling, etc.		
➢ Contractor's Report	Mr. Rudy Manfredi, President of Medic Ambulance presented the Contractor's Report. He noted a concern with the relationship between Medic Ambulance and County Counsel. He requested a meeting with County Counsel to discuss the reversal of suspension that was scheduled to take place in April 2011. He would like to work with the County to find solutions to the current problems. He noted that the relationship with the current EMS Administration is positive.		

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AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
	➢ County Counsel noted that she has talked with Medic's Attorneys. Mr. Manfredi noted that the problems still haven't been addressed and he would like some time to talk to her. ➢ Mr. Selby noted that staff is addressing options to make improvements in the resolution to tighten up operations; additionally staff has met with a number of the skilled nursing facilities and others to educate them about appropriate use of the 911 & interfacility transfer system. Dr. Whiteley and the EMS staff has been working to define CCT (Critical Care Transport) more clearly.		
<u>Unfinished Business</u> .	(none)		
<u>New Business</u> a. ALS Non-transport Agreement for PPP Cities	**a.** Staff requested that the Board authorize finalization of the Advanced Life Support (ALS) Non-Transport Agreements with the PPP cities. There were some minor administrative and procedural changes that were recommended by staff and board members and agreed upon by Chief Aaron McAllister, representing the PPP Fire Chiefs. **Board Member De La Rosa moved to accept the agreement with administrative and procedural changes included and Board Member O'Brien seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	a. Staff will incorporate changes and provide updated documents to the Fire Chiefs for their respective Cities.	a. EMS Agency Staff & Fire Chiefs

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
b. Non-Advanced Life Support (ALS) Ambulance Authorization	b. The current Non-Advanced Life Support (ALS) Ambulance Authorization Agreement language has proven insufficient to meet the requirements for effective management of ambulance services in Solano County. Staff requested authorization to update the current resolution, seek public comment, and present a proposed final resolution for approval at the October 2011 SEMSC meeting.	b. Staff will draft resolution and seek and consider public comment.	b. EMS Agency Staff
Adjournment	Meeting adjourned to the next regularly scheduled meeting of October 13, 2011.	(none)	

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Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board Of Directors Meeting

10/13/2011

9. Reports

a. Medical Director's Report

- Policy Update
  - Policy 6110 – Required Medical Records for Patient Care
  - Policy 6170 – Infection Control/Communicable Disease

b. Administrator's Report

- Trauma Center Designation (verbal update)
  - NorthBay Medical Center
  - Kaiser Permanente - Vacaville
- ALS Non-Transport Agreements (verbal update)
- STEMI Center (verbal update)

c. Contractor's Report

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

Agenda Item 9a. Medical Director's Report

- **Policy Update**
  - Policy 6110 – Required Medical Records for Patient Care (attachment 9a-1)
  - Policy 6170 – Infection Control/Communicable Disease (attachment 9a-2)

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

Agenda Item 9b. Administrator's Report

- Trauma Center Designation (verbal update)
  - North Bay Medical Center
  - Kaiser Permanente – Vacaville
- ALS Non-Transport Agreements (verbal update)
  - Report on Cities that have executed agreements
- STEMI Center Designation (verbal update)
  - NorthBay Medical Center

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

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

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board of Directors Meeting

10/13/2011

Agenda Item 10. Old Business

- **Adopt Resolution No 11-001, Non-Exclusive Ambulance Authorization.**

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

Agenda Item 10. Adopt Resolution No 11-001, Non-Exclusive Ambulance Authorization.

STAFF RECOMMENDATION:
It is recommended that the Board:
1) Adopt Resolution No 11-001, Non-Exclusive Ambulance Authorization (Attachment 10-a, and 10-b).

DISCUSSION:
In an effort to regulate and manage Basic Life Support (BLS), Advanced Life Support (ALS), and Critical Care Transport/Specialty Care Transport (CCT/SCT) transports in Solano County, the SEMSC Board approved Resolution 6-0002 on July 13, 2006. This proved ineffective over time and Resolution 10-0002 was approved on April 8, 2010 to replace Resolution 6-0002. Although Resolution 10-0002 had more stringent requirements; it also proved ineffective in managing the transports within the County. To that end, Resolution 11-001 was drafted in an effort to better delineate the requirements for non-exclusive ambulance transport, and is being proposed for Board approval and implementation. Staff has attempted to better articulate the requirements and standards for ambulance companies performing non-ALS transports in Solano County.

Staff has received public comment on draft Resolution 11-001 (Attachments 10-c, d, e, and f). After review and careful consideration of the comments (Attachment 10-g), changes were made to incorporate and address public concern and the resolution was sent back out for final public comment. Responses to the request for final public comment are included as Attachments 10-h and 10-i. The Solano County Fire Chiefs Association has also provided a response to this resolution (Attachment 10-j).

DIRECTION:
The Board should adopt the Resolution.

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

MEDICAL SUFFICIENCY: This item has no medical impact.

BOARD ACTION:

Motion: **2nd:**

AYES:

NAYS:

Absent:

Abstain:

Attachments:

10-a Proposed Resolution 11-001
10-b Proposed Resolution 11-001 with track changes
10-c Falcon CCT Email, August 19, 2011
10-d Medic Ambulance Letter, August 26, 2011
10-e AMR Letter, August 26, 2011
10-f City of Vacaville Letter, August 30, 2011
10-g Resolution 11-001 – Comments and Responses
10-h Medic Ambulance Letter, September 23, 2011
10-i AMR Letter, September 23, 2011
10-j Solano County Fire Chiefs Association Letter, September 15, 2011

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board of Directors Meeting

10/13/2011

Agenda Item 11. New Business

a. **Critical Care Transport/ Specialty Care Transport**

b. **Annual Report**

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

Agenda Item 11a. Critical Care Transport/Specialty Care Transport (CCT/SCT)

STAFF RECOMMENDATION:
It is recommended that the Board receive the update on the need for a mechanism to regulate Critical Care Transport/Specialty Care Transport (CCT/SCT) business in Solano County.

DISCUSSION:
Since awarding the contract for Advanced Life Support Services to Medic Ambulance, it has become clear that the distinctions between ALS and CCT/SCT services are not always clear. We have been attempting to address this issue through better defining these levels of care and their distinctions in the Physicians' Forum meetings.

The confusion in definitions is reflected in many Field Advisory Reports (FARs) received by the EMS Agency.

In reviewing the public comment received in response to Resolution 11-001 it has reinforced that CCT and SCT transport requests must be regulated in a manner consistent with the methodology used to regulate Advanced Life Support (ALS) Transport. Consideration has been given to multiple approaches. However, the most effective, expeditious solution would be to implement an Exclusive Operating Area (EOA) or areas for CCT/SCT transport business in Solano County. Staff recommends that the Request for Proposal (RFP) process be managed through the use of a consulting firm to ensure the process is managed equitably.

DIRECTION:
The Board should accept the report provided by Staff and direct them to proceed with the following actions:

- Direct staff to develop a Request for Proposals (RFP) for an Exclusive Operating Area for CCT/SCT services. Staff presents the following three options for consideration:
  - Option One: Countywide EOA;
  - Option Two: Geographic Sectors;
    - North;
    - South;
  - Option Three: Health Care Sectors;
    - Hospitals;
    - Skilled Nursing/Long Term Care Facilities.

Staff recommends Option One (Countywide EOA) as the most viable option for Solano County.

- Grant staff authority to engage the services of a consultant in developing an RFP for an amount not to exceed $85,000.00 and authorize the Chair of the SEMSC Board to execute the contract with the consultant.

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

MEDICAL SUFFICIENCY: This item has no medical impact.

BOARD ACTION:

Motion: **2nd:**

AYES:

NAYS:

Absent:

Abstain:

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/13/2011

Agenda Item 11b. Annual Report

STAFF RECOMMENDATION:
It is recommended that the Board receive the update on the Solano County EMS Annual Report FY 2010 – 2011.

DISCUSSION:
Staff has prepared the EMS Annual Report for FY 2010 – 2011. This document is intended to highlight the activities and accomplishments of the EMS Community in Solano County and detail specific areas of interest regarding the Exclusive Operating Area Contract Compliance and the Public Private Partnership Contract Compliance.

DIRECTION:
- The Board should accept the report provided by Staff

LEGAL SUFFICIENCY: Pending review by County Counsel.

MEDICAL SUFFICIENCY: This item has no medical impact.

BOARD ACTION:

Motion: **2nd:**

AYES:

NAYS:

Absent:

Abstain: