

**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
- Hector De La Rosa; City Manager

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 Order/Roll Call</u>	1. Meeting called to order with a quorum present (Board Member Djavaherian arrived late but prior to approval of Agenda and Minutes).		
2. <u>Approval of Agenda</u>	2. Board Member O'Brien moved to accept; Board Member Watson seconded; AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.	Agenda approved.	
3. <u>Approval of Minutes</u> (Jan 13, 2011)	3. Board Member Watson moved to accept minutes with the amendment to his 2nd 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. <u>Board Comments:</u> a. Chairman b. Directors	4. Board comments made: 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. b. Board Member Watson added congratulations.		

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<p>5. <u>Public Comments</u></p>	<p>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.</p>		
<p>6. <u>Reports</u> a. Medical Director's Report</p>	<p>6. Medical Director, Administrator, and Contractor Comments. a. Dr. Lotsch, EMS Medical Director briefed the Board Members on several items of interest: 1). Three updated policies went into effect during this past reporting period: ➤ 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. ➤ 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. ➤ Policy 3000, EMS Fees – this policy has been updated to include all EMS Fees. Attachment 1 to this policy specifies the various fees. Board Member De La Rosa requested that Board members be provided red-lined policies so they could review changes.</p>	<p>Staff will ensure that board members receive red line copies.</p>	<p>EMS Staff</p>

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<p>b. Administrator's Report</p>	<p>2). 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.</p> <p>3) Trauma Center Designation – Both NorthBay Medical Center and Kaiser Vacaville are moving forward in their planning and preparation for Level III Trauma Center designation.</p> <p>4). 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.</p> <p>b. Mr. Ted Selby, EMS Administrator, presented the Administrator's Report:</p> <ol style="list-style-type: none"> 1. 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. 2. Trauma Center Application was received from NorthBay Medical Center on Mar 18, 2011. Kaiser anticipates submitting their Trauma Center application within approximately two weeks. 3. 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. 		

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	<ul style="list-style-type: none"> ▪ Perry Hookey; recognized for providing exceptional educational program to EMS personnel in Solano County. ▪ Gary Crenshaw; recognized for outstanding Fleet Management. ▪ Sandra Whaley; recognized as the outstanding Communications Manager and System Status Plan manager for Medic Ambulance. 		
<p>7 <u>Unfinished Business</u> a. Required Audit of the SEMSC.</p>	<p>7. 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.</p>		

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<p>b. Trauma Center Application Process</p>	<p>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</p>	<p>b. Staff will provide electronic version of form to members this date.</p>	<p>b. EMS Staff</p>
<p>8 <u>New Business</u> a. ALS Non-transport Agreement for PPP Cities</p>	<p>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.</p>	<p>Staff will ensure Board members have the document for their review.</p>	<p>EMS Staff.</p>
<p>9. <u>Adjournment</u></p>	<p>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. .</p>		