SEMSC
Meeting Minutes
April 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
- Erika Bauer, RN, Kaiser Continuing Care Leader
- Sean Quinn, City Manager, Fairfield
- Travis Harris, MD, Sutter Solano Medical Center Representative
- Richard Watson, Consumer 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
- Jan Homer, Administrative Secretary

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
1. Call to Order/Roll Call	Meeting called to order with a quorum present. Board Member Watson arrived at 9:05AM.	(none)	
2. Approval of Agenda	**Board Member Quinn moved to approve agenda. Board Member O'Brien seconded. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**	(none)	
3. Approval of Minutes Jan 10, 2013	**Board Member Bauer moved to approve minutes; Board Member O'Brien seconded. AYES: 6; NAYS: 0; ABSENT: 1; ABSTAIN: 0**	(none)	
4. Board Comments: a. Chairman b. Directors	Board Member Bauer announced her retirement effective June 30, 2013. Board Member Watson recognized the retirement of Fire Chief Vince Webster of Fairfield Fire and the appointment of Anthony Velasquez as the new Fairfield Fire Chief.	(none)	
5. Public Comment	(None)	(none)	

6. Reports a. Medical Director's Report	a. Dr. Bair updated the Board on several recent changes. 1) The EMT Scope of Practice has been updated to include Pulse Oximetry and CPAP. Additionally, the training hours for EMT Initial course have increased to 160 hours from 120 hours. 2) The Paramedic CCT option is being addressed with discussions about training requirements. 3) EMT Certification Investigations – there have been several investigations regarding EMTs requesting certification in Solano County.	a. (none)	
b. Administrator's Report	b. Mr. Selby updated the Board on the following items: 1) Erika Bauer was presented a plaque recognizing her years of service to Solano County as a member of the SEMSC – Nov 2000 – Apr 2013. She is retiring effective June 30, 2013. 2) Jan Homer was recognized for her eleven years of service as Clerk of the Board to the SEMSC. She is retiring June 7, 2013. 3) EMS Week: The week of May 19 – 25, 2013 has been designated as "National EMS Week." We will host a public CPR training day, offering both traditional CPR training and a "Good Samaritan" version of "hands only CPR" which is something that can be learned in as little as five minutes. This year, instead of the formal appreciation and awards banquet, the planning committee decided to host a family oriented EMS Appreciation and Awards barbecue and picnic. Activities for kids and adults will be provided along with entertainment by the celebrity band "PUSHBACK" featuring KUIC's John Young. Instead of assembling at the end of the week for dinner, we will gather together on Sunday to kick-off EMS Week.	b. (none)	

	Nominations for the Frank Springer award must be in by May 1st and information for nomination package is on the EMS Agency website. 4) As a reminder, Resolution 12-001 was passed by this Board on October 11, 2012, with an effective date of April 12, 2013. The purpose of the Resolution is to regulate the provision of Critical Care Transport (CCT) Services originating in Solano County. Agency staff will begin enforcing the provisions of the resolution on April 15, 2013. 5) System Performance: Medic Ambulance and the Public Private Partnership (PPP) Fire Departments have continued providing outstanding levels of service to the residents and visitors of Solano County. Medic Ambulance response times remain about 99%, while the overall PPP Fire Department compliance time is 94.5%.		
c. Contractor's Report	c. Mr. James Pierson, VP/Operations and Helen Pierson, CFO, for Medic Ambulance provided an update of activities and events. 1) The AED Project is moving forward. Medic is working with EMS Staff and the STEER committee. 2) Medic has a Memorandum of Understanding (MOU) with the EMS Authority recognizing them as an Ambulance Strike Team (AST) specifying their responsibilities involving the AST activities. The AST was formed to respond to statewide and local disasters. The Disaster Medical Supply Unit (DMSU) has been received and is outside for Board members and the public to view.	c. (none)	

	3) Medic nominees for the EMS Authority "Star of Life" recognition program are: Joe DeQuattro and Perry Hookey, Alan Hughry, Paramedic of the Year; EMTs Sam Humphries and Markus Lincoln; Pamela Watson, EMT of the Year; Cameron Messer, Dispatcher of the Year, and Chiyon Speakman, Nurse of the Year. 4) Ms. Pierson updated the Board on the newly approved Medic Ambulance building – 8600 square feet will be added to the existing facility; extensive remodeling will be done – new Dispatch Center, Education Center, more parking, etc. In general – a much needed upgrade to Medic Ambulance facilities. Architectural drawings are available for viewing, as well as a handout providing additional details.		
7. Old Business a-1. Approve Level II Trauma Center Timeline and Decision Making Process.	a-1. Staff was directed to create a timeline illustrating the process by which a Level II Trauma Center would be designated, beginning with the issuance of the RFP and concluding with the selection of the successful proposer. Dr. Matyas presented the timeline and decision making process to the Board. The American College of Surgeons (ACS) was selected to prepare proposal due to their extensive background in the trauma field. Board Chair Corsello asked about the role of ACS as we move forward with the RFP; Dr. Matyas noted that ACS would not have any role other than offering recommendations for the Independent Review Panel (IRP). Board Member Watson requested clarification for distribution of the $75,000 being requested for the IRP members. Dr. Matyas indicated that the $75,000 is a maximum total amount for all IRP members. **Board Member Watson moved to accept the time line as stated and Board Member O'Brien seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	a-1. (none)	

a-2. Approve Level II Trauma Center Request for Proposal (RFP)	a-2.	Staff was directed to work with the ACS to finalize the RFP package to present at this meeting. Dr. Sanddal and Gail Cooper from the ACS updated the Board on the process used to develop the RFP as well as the evaluation tools being developed for the Independent Review Panel (IRP). The ACS is available to make IRP team recommendations (position and name). The RFP is undergoing final review and should be ready for distribution on April 22, 2013. Areas of key interest will be quality improvement and the chart review process. Board Member Quinn asked who makes the IRP selection; Dr. Matyas noted that the EMS Agency would make that decision. Board Member Watson asked whether prehospital care providers would be included in the IRP panel and what level of EMT, etc. Dr. Sanddal and Dr. Matyas noted that prehospital care providers, being users of the trauma system, probably would not be a good fit to evaluate a Trauma Center. Several Board Members also noted some administrative issues with the RFP which will be addressed prior to final review and release. **Board Member O'Brien moved to accept the RFP pending administrative changes and Board Member Watson seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	a-2. (none)	
a-3. Approve Independent Review Panel (IRP) Member Agreements not to exceed $75,000.00 total.	a-3.	Due to the importance of engaging the services of subject matter experts to assess and evaluate the proposals submitted requesting designation as a Level II Trauma Center, and the need to compensate these experts for their time and expertise, the EMS Agency is requesting that the Board approve a maximum expenditure of $75,000 to cover the costs of securing IRP member agreements. **Board Member Quinn moved to approve the request to obtain IRP member agreements not to exceed $75,000, and authorize the SEMSC Chair to sign such documents.**	a-3. Request approval to pursue IRP Panel agree-ments.	

	Board Member Watson seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.		
b. Approve SEMSC/H&SS Memorandum of Understanding (MOU	b. As directed at the January 2013 SEMSC meeting and in response to the findings of last years' audit, Staff worked with representatives of County Health and Social Services to create a document outlining the responsibilities of both organizations. **Board Member Watson moved that the SEMSC Chair be authorized to sign the MOU and Board Member O'Brien seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	b. Approve MOU.	
c Approve Annual Budget and Resolution 13-001	c. In compliance with the Joint Powers Agreement (JPA), the Agency is required to submit an annual budget to this board by Resolution. The Fiscal Year 13/14 proposed budget is submitted as Resolution 13-001. **Board Member O'Brien made a motion to accept the proposed budget and resolution. Board Member Bauer seconded the motion. AYES: 7; NAYS: 0; ABSENT: 0; ABSTAIN: 0.**	c. Accept 2013-2014 budget.	
8. New Business • Medic Ambulance Request for Rate Increase	(NOTE: Board Chair Corsello recused herself and turned meeting over to Board Member Bauer for this item.) Medic Ambulance submitted a request on April 3, 2013 for an 8.7% rate increase due to increases in the reimbursement rates from Medicare and other insurance providers as well as increases in health insurance premiums. If approved, Advanced Life Support (ALS) Emergency Base Rate would increase from $1,050.00 to $1,141.35. Supporting documentation provided to Board Members. **Board member Quinn made moved to accept the Rate Increase request and Board Member O'Brien seconded the motion. AYES: 6; NAYS: 0; ABSENT: 0; ABSTAIN: 1 (Corsello).**	Request approval of rate increase.	
Adjournment	Meeting adjourned to the next regularly scheduled meeting of July 11, 2013.	(none)	