SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE

Board of Directors

Thursday, October 14, 2010
9:00 – 11:00 AM
Suisun City Council Chambers

Board of Directors

Michael D. Johnson
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

William D. Melton, 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

Richard Lotsch, D.O.
EMS Agency
Medical Director

Ted Selby
Agency Administrator

Counsel

Azniv Darbinian
Assistant County Counsel

AGENDA

1.	Call To Order/Roll Call Introduction of Mr. Richard E. Watson, Health Care Consumer Representative	E. Bauer for M. Johnson
2.	Approve Agenda	E. Bauer for M. Johnson
3.	Approve Minutes a. Meeting of July 8, 2010 b. Meeting of September 15, 2010	E. Bauer for M. Johnson
4.	Board Comments a. Chairman b. Directors	E. Bauer for M. Johnson
5.	Reports	
	a. Medical Director 1) Policy Update	R. Lotsch
	b. Administrator 1) Emergency Medical Response Summit Update 2) CALSTAR Contract Termination Update 3) Trauma Center Designation Request 4) System Performance Report 5) Financial Update	T. Selby
	c. Contractor's Report	H. Pierson
6.	Unfinished Business a. Required Audit of the SEMSC 1) Update of reportable conditions identified In the report issued on August 19, 2009 2) Status/Update on the option for an independent auditor to perform SEMSC Audit.	T. Selby
7.	New Business (None)	T. Selby

Solano EMS Cooperative
275 Beck Ave., MS 5-240, Fairfield, CA 94533 / PH: 707-784-8155 / Fax 707-421-6682 / Web Site: www.solanocounty.com

8.	Public Comment This portion of the meeting is reserved for persons wishing to address the Board on any matter **not** included on the agenda.	E. Bauer for M. Johnson
9.	Adjourn Next regular meeting to commence on January 13, 2011.	E. Bauer for M. Johnson

Agenda materials will be available at the EMS Office
after 3 PM Friday, October 8, 2010.

SEMSC Board Of Directors Meeting

10/14/2010

Call to Order/Roll Call

Introduction of Mr. Richard Watson, Health Care Consumer Representative

SEMSC Board Of Directors Meeting

10/14/2010

3. Approve Minutes

a. **July 8, 2010**
b. **September 15, 2010**

DRAFT!

SEMSC
Meeting Minutes
July 8, 2010; 9:00AM – 11:00AM
Suisun City Hall

Present: Erika Bauer, RN; Kaiser Continuing Care Leader
Michael O'Brien, Suisun City Fire Chief
Caesar Djavaherian, MD, Physicians' Forum Representative
Hector de La Rosa, Rio Vista City Manager

Staff: Ted Selby, EMS Administrator
Richard Watson, EMS Consultant
Ernie O'Connor, Project Manager
Jan Homer, Administrative Secretary
Phyllis Green, Office Assistant II
Jill Cook, Deputy Director, Public Health

ISSUES/DISCUSSION	ACTION/ACCOUNTABILITY
1. **Call to Order/Roll Call**	1. Meeting called to order with a quorum present (Board Members Johnson & Melton absent. Consumer Representative position vacant). Mr. Watson introduced Dr. Caesar Djavaherian, the new Physician's Forum Representative and Mr. Ted Selby, the new EMS Agency Administrator. He noted that he was stepping into a "consultant" role until August 2010 now that Mr. Selby was the new administrator. He's leaving the EMS Agency Administrator position with a newly approved EMS Plan and Trauma Plan.
2. Approval of Agenda	2. Agenda approved. **Board Member O'Brien moved to accept; Board Member Djavaherian seconded; AYES: 4; NOES: 0.**
3. **Approval of Minutes** (April 8, 2010)	3. Minutes approved. **Board Member O'Brien moved to accept; Board Member Djavaherian seconded; AYES: 4; NOES: 0.**
4. **Board Comments**:	4.
a. Chairman	a. Chairwoman Bauer presented an appreciation award to Dr. Seth Kaufman for his service to the SEMSC and Solano County as Physicians' Forum Representative. Mr. Bob Thierry was also presented an appreciation award (in absentia) for his years of service.
b. Directors	b. (None)
5. **Reports**	5.
a. Medical Director's Comments	a. In Dr. Lotsch's absence, Mr. Selby presented the Medical Director's Comments (previously prepared by Dr. Lotsch):

	• Policy 3200 (motion to ratify by Bd. Member Djavaherian; 2nd by Bd. Member De La Rosa) & 3205 (motion to ratify by Bd. Member De La Rosa; 2nd by Bd. Member O'Brien) have been implemented due to state-mandated changes to the EMT certification procedures. Al Board Members accepted. • Other items noted: EMS Week was successful – due in large part to efforts of Marilyn Manfredi & James Pierson of Medic Ambulance. EPCRs are in use; Response times remain excellent; Trauma Plan has been approved; STEMI Program is moving forward; first quarterly meeting will be held Sept. 16, 2010.
b. Administrator's Comments	b. Mr. Ted Selby, EMS Administrator, updated several open items: • Solano County Trauma Plan has been approved by the State EMS Authority (first time). • The EMS Agency and the Emergency Preparedness & Response (EPR) Program have been combined into the Emergency Preparedness Bureau. This mirrors changes made throughout many of the State EMS Agencies as well as at the State EMS Authority. • We are hosting the first Emergency Medical Response Summit on July 29, 2010 at the California Maritime Academy in Vallejo. • The System Performance Report was presented. Medic Ambulance compliance in the 4 PPP cities (Benicia, Dixon, Fairfield & Vallejo) was 99% at 12 minutes response time; compliance in the Non-PPP Cities (Rio Vista & Suisun) was 99.12% at 9 minutes response time. The PPP Fire Departments (Benicia, Dixon, Fairfield & Vallejo) compliance rates ranged from 86% - 95% at 7 minutes response time.
C. Contractor's Report	c. --Helen Pierson (CFO and Co-Owner of Medic Ambulance) presented update on Medic Ambulance since last meeting. She thanked Mr. Watson for his assistance during the changeover in EMS Administrators. She also noted that the EMS/Medic Quarterly Meetings had been re-opened and were positive. Medic Ambulance will undergo their first re-accreditation inspection by members of the CAAS (Commission on Accreditation of Ambulance Services) in August 2010. The CAAS program is the "gold standard" in Ambulance Service and very few ambulance companies in the United States have been awarded this accolade. --James Pierson, Operations Manager updated the Board Members on various technological efforts that are on-going at Medic Ambulance. 1). ePCR (Electronic PCRs) are working very well so far; 2). The MDT (Mobile Data Terminal) will be installed in ALL ambulances by Monday

	(Jul 12); 3). EMS week activities – thanks to all who supported; Donors provided $5,000 to cover costs of the activities; 100 people attended the EMS Week Banquet & 200 CEUs (Continuing Education Units) were awarded to attendees; 4). Medic is working closely with the Solano County Sheriff Dept SWAT Team – 2 Medic personnel are currently undergoing training with the SWAT team – this coordination will be valuable should any incident come up that requires coordination with Pre-hospital personnel.
6. **Unfinished Business**	6. (none)
7 **New Business** a. Required Audit of the SEMSC. (1) – Authorize the Chairman to sign a Letter of Engagement with Solano County Auditor's Office; (2) Authorize payment of audit fees. b. SEMSC Board Vacancy. Consider the Staff Recommendation to review and approve the process for selecting the Health Care Consumer Representative.	7. a. Board Member O'Brien started off discussion with question about the results from the last Audit. He recommended that this item be tabled until results have been obtained. Board Member De La Rosa agreed with recommendation; however he noted the expense involved and felt that an independent auditor should be called in to review the SEMSC records. Counsel noted that the audit is required by the JPA agreement. Board Member Bauer made a motion to defer this recommendation until the next meeting, obtain information about independent auditor and receive a report on the results of the last Audit; 2nd by Board Member De La Rosa. ACTION: Staff will 1) obtain information from Auditor's office and H&SS Staff regarding audit results, and 2) obtain information about the option for an independent auditor to perform the audit. This information will be provided at the next regularly scheduled SEMSC meeting. b. Board Member De La Rosa queried the meaning of "Health Care" consumer representative – did it mean the person had to have a medical background. Counsel noted that the JPA agreement specified that the person should "be knowledgeable in pre-hospital emergency medical care issues" – did not specify any requirement for medical background. Board Member De La Rosa recommended that the position requirements be added to the application form so there would be no confusion about what the job needed. Board Member De La Rosa made a motion to accept the application (with modification noted above) and the time line specified by Staff. Board Member O'Brien seconded motion. AYES: 4; NOES: 0. ACTION: Staff will modify application and proceed with selection process for Health Care Consumer Representative.
8. **Public Comment**	8. (none)

9. Adjournment	Meeting adjourned to next regularly scheduled meeting of October 14, 2010. There will be a special meeting scheduled in September to interview any Health Care Consumer Representative applicants. Date and time will be determined after consulting board members.

DRAFT!

SEMSC
Special Meeting
Minutes
September 15, 2010; 9:30AM – 11:30AM
Government Center Hearing Room; 675 Texas St., Fairfield, CA.

Present: Erika Bauer, RN; Kaiser Continuing Care Leader
Michael O'Brien, Suisun City Fire Chief
William Melton, MD; Sutter Solano Medical Center
Hector de La Rosa, Rio Vista City Manager

Staff: Ted Selby, EMS Administrator
Richard C. Lotsch, DO, EMS Agency Medical Director
Jan Homer, Administrative Secretary

ISSUES/DISCUSSION	ACTION/ACCOUNTABILITY
1. Call to Order/Roll Call	1. Meeting called to order with a quorum present (Board Members Johnson & Djavaherian absent.
2. Approve Agenda	2. Agenda approved. **Board Member O'Brien made motion to accept; Board Member De La Rosa seconded; AYES: 4; NOES: 0.**
3. Authorize the termination of the contract with California Shock Trauma Air Rescue (CALSTAR); Approve updated Policy 5800 (Use of EMS Aircraft).	3. EMS Agency staff presented information to the Board that the air ambulance contract, awarded to CALSTAR in 2007, is invalid because the Air Ambulance Exclusive Operating Area (EOA) was not approved by the California State Emergency Medical Services Authority (EMSA) prior to award of the contract. Board members are asked to authorize termination of this contract, effective January 15, 2011 (120 days after notification of termination). Mr. Ross Fay, CALSTAR, requested some clarification about language in the contract; County Counsel advised that Exclusive Operating Areas must be approved by the State EMS Authority prior to designation. Mr. Fay further asked if the EOA could be approved after the contract had been awarded; County Counsel noted that this action must be accomplished prior to award. The EMS Agency Medical Director noted that during the time CALSTAR held the Exclusive Contract, there were over one thousand (1000) patients transported; with no quality improvement issues or patient issues noted. The Board was also requested to approve the updated Solano County Policy 5800 – Use of EMS Aircraft. This update reflects the updated aircraft rotation when aircraft are dispatched from Buchanan Field in Concord. **Board Member O'Brien moved to authorize termination of the contract with CALSTAR and accept modifications to Solano**

4. Interview of Health Care Consumer Representative Applicants.	**County EMS Policy 5800; Board Member Melton seconded the motion; AYES: 4; NOES: 0.** 4. Board interviewed four (4) applicants for the Health Care Consumer Representative position. Announcement of selection to be made no later than September 27, 2010 Upon conclusion of interviews, Board went into closed session to discuss applicants and selection.
5. Adjournment	Meeting adjourned to next regularly scheduled meeting of October 14, 2010.

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board Of Directors Meeting

10/14/2010

5. Reports

a. Medical Director's Report

1) Policy Update

b. Administrator's Report

1) Emergency Medical Response Summit Update
2) Trauma Center Designation Request
3) CALSTAR Contract termination
4) System Performance Report
5) Financial Update

c. Contractor's Report

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/14/2010

Agenda Item: 5a. Medical Director's Report

1) Policy Ratification

As is customary, the following EMS Agency Policies, approved during the preceding quarter, are attached for your information. No specific action is required. Staff will answer any questions you may have.

- Policy 5800 (Use of EMS Aircraft)
- Policy 6105, Attachment 1 (Solano County Prehospital Trauma Triage Plan; Trauma Triage Algorithm)

Solano County Health & Social Services Department

EXHIBIT 5a

Mental Health Services
Public Health Services
Substance Abuse Services
Older & Disabled Adult Services

Eligibility Services
Employment Services
Children's Services
Administrative Services

Patrick O. Duterte, Director

EMERGENCY MEDICAL SERVICES AGENCY
275 Beck Avenue MS 5-240
Fairfield, Ca. 94533
(707) 784-8155 FAX (707) 421-6682
www.solanocounty.com

Richard C. Lotsch, D.O.
EMS Agency Medical Director

Ted Selby
EMS Agency Administrator

POLICY MEMORANDUM 5800

DATE: September 15, 2010

REVIEWED/APPROVED BY:

RICHARD C. LOTSCH, D.O., EMS AGENCY MEDICAL DIRECTOR

TED SELBY, EMS AGENCY ADMINISTRATOR

SUBJECT: USE OF EMS AIRCRAFT

AUTHORITY: CALIFORNIA ADMINISTRATIVE CODE, TITLE 22, CHAPTER 6, SECTIONS 100206 – 100228.

PURPOSE/POLICY:
This policy outlines indications for the use of Emergency Medical Services (EMS) aircraft, methods and procedures for dispatch, and assigns responsibility for EMS aircraft destination decisions and for communication with the receiving facility. EMS aircraft are intended to be used in circumstances when patients with traumatic injuries require rapid transport to a trauma center, in accordance with the Solano County Trauma Triage Protocol.

I. DISPATCH

A. Dispatch of EMS Aircraft (911 calls) within Solano County shall be initiated by the County's EMS Aircraft "Designated Dispatch Center" (currently Solano County Sheriff's Dispatch Center). The closest available aircraft will be dispatched to the scene. During call scenarios where there is more than one aircraft provider available, a daily dispatch rotation will be applied. This aircraft rotation will occur when aircraft are dispatched from Buchanan Field in Concord. Requests for dispatch of an EMS Aircraft will originate with the incident commander following an assessment which takes into consideration the patient's medical condition along with logistical factors:

1. Scene safety, which requires a landing zone (LZ) which is located within reasonable proximity and is safe for both air and ground crews.

2. Patient weight within aircraft limits, non-combative, free of hazardous materials or fumes.

3. EMS aircraft availability within a time frame which would be estimated to result in a marginally shorter arrival time at the trauma center Emergency Department (ED) of at least 10 minutes over ground response and transport.

4. Medical needs which are either particularly time sensitive or requiring the specialized skills of a flight nurse:
   a. Deteriorating mental status;
   b. Unstable vital signs;
   c. Potential for unstable airway;
   d. Amputations, excluding digits, with potential for reattachment.

B. The Dispatcher's decision regarding which aircraft to send shall be in accordance with the rotational protocol established by the EMS Agency (Attachment A).

C. Solano County Dispatch will provide the following to the aircraft dispatch:
   1. Location;
   2. Requesting Agency;
   3. Nature of Request.

D. Aircraft dispatch should contact the Requesting Dispatch Agency to obtain additional information which may include:
   1. Number of patients, type and extent of injuries or illness, estimated weight;
   2. Landing site information (if possible);
   3. Coordinates;
   4. Landmarks identifiable from the air;
   5. Terrain and obstacles (e.g., wires & poles in the immediate area);
   6. On-scene Unit Designator;
   7. Significant on-scene weather conditions.

II. CRITERIA FOR SIMULTANEOUS DISPATCH

A. No ALS Ground Ambulance immediately available such as in some of the remote locations in Solano County.

B. The Dispatcher at the designated EMS Aircraft Dispatch Center should consider the following criteria in making the decision to simultaneously dispatch EMS aircraft.

INJURY CRITERIA	**Motor Vehicle Accident (MVA) CRITERIA**
➢ Advanced Life Support (ALS) Ground ambulance response >20 min; ➢ Victim is unconscious, due to trauma; ➢ Penetrating injury chest/abdomen/head/neck/groin/buttock; ➢ Falls of ≥15 feet; ➢ Explosion or blast injuries; ➢ Partial/full amputation, excluding digits; ➢ Major Electrocution (lightning strike, high voltage)	➢ ALS Ground ambulance response >20 min. ➢ Unrestrained, crash speed >35mph; ➢ Vehicle rollover; ➢ Victim entrapment; ➢ Victim ejection; ➢ Motorcycle victim ejected speed >20mph; ➢ Pedestrian struck by vehicle speed >20mph ➢ Multiple victims.

III. LANDING SITES

A. There are three (3) types of landing sites to be utilized by EMS aircraft:
   1. Sites chosen at or near the scene of an incident;
   2. Pre-designated landing sites.
   3. Heliports and/or airports.

IV. COMMUNICATIONS

A. Equipment:
All EMS aircraft will be equipped, at a minimum, with radio equipment approved by the EMS Medical Director upon recommendation of the Director of Solano County Communications Department. At a minimum, EMS Aircraft must have the capability of communicating with Solano County Central Dispatch and ground units using Fire I, CALCORD 1 and CALCORD 2.

B. Channels:
EMS Aircraft Providers shall utilize and maintain medical communications with local EMS first responders, EMS providers, and Base Hospitals as specified by the EMS Agency.

C. Protocol:
   1. Requests for EMS Aircraft will be made from responding units to their respective Dispatch Center.
   2. Dispatch centers will notify Solano Dispatch of the need for service and include:
      a. Location of call;
      b. Nature of call;
      c. On-scene unit designator.
   3. Once enroute, EMS Aircraft Dispatch will notify the requesting agency dispatch (not Solano Sheriff's Office).
   4. As soon as possible, responding aircraft will utilize the following communications:
      a. FIRE 1 for radio communications while enroute;
      b. CALCORD for on-scene communication;
      c. FIRE 2 if CALCORD is unavailable.

V. CANCELLATION OF RESPONSE

EMS Aircraft Response may be cancelled by the most medically qualified on-scene EMS personnel in conjunction with the scene commander when it is determined that:

A. The patient does not meet trauma triage criteria and/or their clinical condition doesn't warrant EMS Aircraft transport;

B. Ground ambulance transportation is more appropriate (e.g. because of delay in air ambulance response, proximity of a receiving hospital, etc.);

C. A patient refuses to be transported by air ambulance;

D. A patient refuses medical aid and/or transportation;

E. Transport of the patient presents a danger to the flight crew;

F. Pilot determination based on flight operations and/or environmental conditions.

VI. EMS AIRCRAFT OPERATIONAL DISPATCH

A. Each authorized EMS air ambulance/rescue service shall maintain an operational dispatch center 24 hours/day; 7days/week. The dispatch center shall be able to immediately confirm the provider's ability to respond to an EMS incident upon notification by Solano County Dispatch Center. The EMS aircraft operational dispatch center will monitor the status of area receiving trauma facilities. The dispatch center and the responding aircraft will jointly determine the closest (as measured by flying time) available trauma facility, and will communicate patient information to the destination facility.

B. Operational Log

The EMS aircraft service shall maintain a log and/or records of all EMS aircraft requests from all requests for EMS aircraft originating in Solano County. The minimum data to be recorded and submitted to the Agency on a monthly basis and shall include:

1. Date;
2. Time of notification by the Solano County Dispatch Center;
3. Time the EMS aircraft is enroute;
4. Time of arrival at scene;
5. Time of departure from scene;
6. Time of arrival at receiving facility;
7. Time available and/or time call was terminated when services were not needed;
8. Entity requesting the service and/or cancelling the service;
9. Pertinent factors associated with terminated requests.

C. EMS Aircraft shall comply with all requirements specified in applicable agreements, contracts, policies, and procedures issued by the EMS Agency.

/ /

EXHIBIT 5a2

HELICOPTER ROTATION SCHEDULE

ZONE 1	**Fire districts include:**	
Ryer Island,	Isleton FD	Isleton Fire Protection District
AIR AMBULANCE CALL ORDER		
CALSTAR 8 – Vacaville, Closest Air Ship		
CALSTAR 1 – Concord, Rotation		
REACH 3 – Concord, Rotation		
REACH 2 – Stockton		
CALSTAR 3 – Auburn		
CHP – H30		

ZONE 2	**Fire Districts include:**	
Dixon Fire District	City of Vacaville	Vacaville Fire District
City of Dixon	Fairfield	Montezuma
Rio Vista	Suisun District	City of Suisun
Cordelia	CDF west of Cordelia	
AIR AMBULANCE CALL ORDER		
CALSTAR 8 – Vacaville, Closest Air Ship		
CALSTAR 1 – Concord, Rotation		
REACH 3 – Concord, Rotation		
REACH 2 – Stockton		
Reach 1 – Santa Rosa		
CHP – H30		

ZONE 3	**Fire districts include:**	
Vallejo	Benicia	Delta
AIR AMBULANCE CALL ORDER		
CALSTAR 1 – Concord, Rotation		
REACH 3 – Concord, Rotation		
CALSTAR 8 – Vacaville		
REACH 1 – Santa Rosa		
REACH 2 – Stockton		
CHP – H30		

Exhibit 5a-3

SOLANO COUNTY PREHOSPITAL TRAUMA TRIAGE ALGORITHM

Traumatic Arrest
Or
Uncontrolled Airway
Or
Rapidly deteriorating and trauma center adds > 30 min to transport time.

YES → **CLOSEST HOSPITAL**

NO ↓

Systolic BP < 90 mm Hg
Or
Respiratory rate < 10 or > 29/min
(< 20 in infant < one year)
Or
VS inappropriate for age (see attached).

YES → **TRAUMA CENTER**

NO ↓

GCS 13 or less if not pre-existing or deteriorating mental status
Or
< 5 yo w/any mental status change.

YES → **TRAUMA CENTER**

NO ↓

- Penetrating injury to head, neck, torso, buttock, groin or extremities proximal to knee or elbow;
- Flail Chest;
- 2 or more proximal long bone fractures;
- Amputation/Crushed/Degloved proximal to wrist or ankle
- Pelvic instability or crepitus with a possible fracture from a major trauma;
- Obvious open or depressed skull fracture;
- Paralysis.

YES → **TRAUMA CENTER**

NO ↓

Falls:
- Adults: > 20 feet;
- Children: 2-3 times height of child or > 10 feet.

High-Risk Auto Crash:
- Intrusion in the passenger compartment: > 12 in. occupant site; > 18 inches any site;
- Ejection (partial or complete) from auto;
- Death in same passenger compartment;
- Vehicle telemetry data consistent with high risk of injury (when available);
- Auto vs. Pedestrian/Bicyclist: torso run over or thrown with impact > 20mph.

YES → **TRAUMA CENTER**

NO → **LOCAL HOSPITAL**

SPECIAL CONSIDERATIONS:

Patients in these categories may benefit from trauma center care.

Paramedics are to use clinical judgment in each case and may contact Base Hospital for physician consult when needed.

- Age: risk of injury is increased after age 55 and in children.
- Anticoagulation & bleeding disorders.
- Dialysis patients.
- Pregnancy > 20 weeks with abdominal pain or pelvic pain.
- Burns with trauma (i.e. explosion with burns).
- Motorcycle crash with a stationary object with rapid deceleration.
- Patients < 15 years of age are considered pediatric and should be transported to the closest Pediatric Trauma Center.

SOLANO COUNTY PREHOSPITAL TRAUMA TRIAGE ALGORITHM

Patients meeting these criteria are considered major trauma patients and should be transported to the nearest, age appropriate, available Level I/II Trauma Center by the most appropriate, safe, and expeditious method of transport. Patients who do not meet these criteria may be transported to the facility of their choice in accordance with Solano County EMS Policy #6700.

If the primary paramedic feels that a patient not meeting criteria as a major trauma patient has injuries which may exceed the capabilities of the patient choice or closest hospital, and would likely benefit from direct transport to a Level I/II Trauma Center, then the case should be discussed with the base hospital physician at either North Bay Medical Center (North County patients) or Kaiser Hospital Vallejo (South County patients). Based on that discussion, the patient will either be transported to a Trauma Center or brought to North Bay Medical Center (north County patients) or Kaiser Hospital Vallejo (South County patients). **NOTE: The base station physician does not need to be contacted for trauma destination but is always available to assist.**

Pediatric Vitals: threshold for transfer to trauma center:

AGE	HR	RR	BP
0 – 6mo	>150	>50	
7 – 11 mo	>140	>40	
1 – 2 yrs	>130	>40	<75/50
2 – 6 yrs	>120	>30	>80/55
6 – 12 yrs	>110	>20	>90/60
12 – 15 yrs	>100	>16	>90/60

A trauma patient less than 15 years of age who meets criteria for transportation to a trauma center should be taken to a Pediatric Trauma Center. Those patients 15 years of age or older who are physiologically similar to adults may be transported to an Adult Trauma Center.

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/14/2010

Agenda Item: 5b. Administrator's Report

1) **Emergency Medical Response Summit Update (verbal)**

2) **Trauma Center Designation Report Update (verbal)**

3) **CALSTAR Contract Termination Update (verbal)**

4) **System Performance Report Update (verbal)**

5) **Financial Update (verbal)**
   a) PPP Funds Disbursement
   b) Collection of monies for State EMS Authority associated with EMT 2010 enactment.

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/14/2010

Agenda Item: 5c. Contractor's Report (verbal update)

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

SEMSC Board of Directors Meeting

10/14/2010

Agenda Item: 6. Unfinished Business

a. **Required audit of the SEMSC**
   1) **Update of reportable conditions identified in the report issued on Aug 19, 2009.**
   2) **Status/update on the option for an independent auditor to perform SEMSC Audit.**

Solano Emergency Medical Services Cooperative

Board of Directors Agenda Item Summary

Meeting Date: 10/14/2010

Agenda Item: 6a. REQUIRED AUDIT OF THE SEMSC

1. **Receive update of reportable conditions identified in the report issued on August 19, 2009;**
2. **Receive report on the option for an independent auditor to perform the SEMSC Audit; and**
3. **Determine methodology to comply with JPA annual audit requirement, either by:**
   a. **Independent contractor, or**
   b. **Solano County Auditor Controller Office.**

STAFF RECOMMENDATION:
It is recommended that the Board:
1) Receive the update on the reportable conditions identified in the August 19, 2009 audit of the SEMSC; and
2) Determine course of action to comply with Section XII of the JPA.

SUMMARY:
Section XII of the Joint Powers Authority (JPA) Agreement of the SEMSC requires that an audit be conducted at least annually in accordance with Government Code Section 6505. The last audit was concluded in August 2009. That audit included the fiscal years July 1, 2004 – June 30, 2008. The Auditor-Controller Office submitted a request to initiate the annual audit (July 1, 2008 – June 30, 2009), but due to concerns by the board noted at the July 8, 2010 meeting, Staff was directed to 1) provide update of issues identified in the August 19, 2009 audit; and 2) identify options (independent contractor versus County Auditor) and present at the next regularly scheduled board meeting.

DISCUSSION:
Based on concerns noted by the board at the July 8, 2010 meeting, Staff was directed to:
1) Provide an update of corrective actions taken in response to the August 19, 2009 audit report and 2) obtain information about the option of having an independent auditor perform the audit of the SEMSC in place of the Solano County Auditor Controller.

1) SEMSC Audit update: corrective action has been taken on most of the identified items on the audit.
   - Staff has identified internal procedures to account for all financial activity and all transactions are reviewed on a monthly basis. Appropriate year-end procedures will be utilized based on input received from the Auditor Controller staff. Finally, proper signing authority and claims submittal processes are in place and Public Private Partnership funds are being processed in a timely manner.
   - The following items remain open: a) staff is in the preliminary stages of developing an MOU which will establish the purpose and scope of services between all of the participating parties; b) staff is drafting a formal Conflict of Interest Policy which will identify all business relationships and other dealings between the SEMSC and its officers, directors, and other such parties with whom the SEMSC conducts business;
2) FY 08-09 SEMSC Audit: Staff was requested to obtain information on cost for an outside auditor to perform the SEMSC audit. Staff queried several firms specializing in JPA and government audits to determine costs and other pertinent information. Each firm noted that they require the current financial statements at a minimum, as well as results of previous audits.

DIRECTION:
The Board should accept the corrective actions taken since staff has addressed the majority of issues identified, and has taken appropriate action to close items as necessary. The board should direct that status reports on any remaining open items be provided on an as-required basis.

The Board should direct that staff engage either an independent auditor, with approval for reimbursement up to a certain amount, or open a dialog with Solano County Auditor Office to complete the audit of the SEMSC.

FISCAL IMPACT:
The cost to the SEMSC is presently estimated to be $10,000. This is based on the Auditor's assessment of 110 hours at a rate of $89 per hour. Should costs run in excess of this amount, the Auditor will negotiate a revised fee estimate before proceeding. This obligation would be paid from the EMS Trust Fund (Account 176) which has an adequate balance to expend on this activity.

OTHER AGENCY INVOLVEMENT:
In addition to Agency staff and Counsel, personnel from the Auditor's Office and the Health and Social Services Department have been involved in the development of this item.

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

MEDICAL SUFFICIENCY:
This item has no medical impact.

BOARD ACTION: