

**Mountain-Valley
Emergency Medical Services Agency
Board of Directors Special Meeting Minutes
November 16, 2020**

Location: Via Zoom
 Time: 5:00 PM
 Board Members Present: Gary Tofanelli (Chairperson) – Calaveras County; Jeff Brown (Vice-Chairperson); Terry Woodrow – Alpine County; Miles Menetrey – Mariposa County; Jim DeMartini – Stanislaus County
 Guests: Rich Dickinson – Fire Chief, Calaveras Consolidated Fire Protection District; Alan McNany – American Legion Ambulance
 Staff: Lance Doyle – Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant

A. Call to Order

The meeting was called to order at 5:05 PM by Chairperson Tofanelli with a quorum of four members present.

B. Welcome and Introductions

Ms. Watson introduced the JPA Board members, Agency staff and guests who had joined the conference call and provided opportunity for any others on the call to identify themselves.

Let the record show Supervisor Woodrow joined the meeting at 5:07 pm.

C. Notice of Award for RFP# MVEMS-2020-3

Mr. Doyle presented a comprehensive history of the 2019-2020 RFP process in Calaveras County.

The Agency contracted with EndPoint EMS Consulting to help develop and conduct this process. While the overall current EMS system works well, stakeholder input and County leadership coordination identified both strengths and challenges in the present EMS system. As a result, the initial RFP was designed to incorporate system enhancements while building an economically sustainable system that will last for the next ten years.

In the initial RFP offering, one qualified proposal was received for the East Zone. There were no proposals received for the North and South Zones. Ultimately a contract was awarded to Ebbetts Pass Fire District and became effective July 1, 2020.

The RFP process was revisited for the North and South Zones with five key modifications incorporated which included: updated GIS mapping; adjustment to response time standards; incentive to enter into an agreement with the first responder ALS fire agency; an increase in ambulance mileage; and a reduction in liquidated damages.

For the second RFP, two qualified proposals were received for the North and South Zones. They were reviewed by a Proposal Review Committee composed of a current Fire Warden and former EMS Administrator; a rural Public Health Officer; a current fire agency Medical Director and former EMS Agency Medical Director; a Trauma Program Director with extensive EMS experience; and a current EMS Administrator. None of the Committee members is affiliated with the Agency; lives and/or works in Calaveras County; nor has a conflict of interest with either of the proposers.

The financial aspects of the proposals were reviewed by a Certified Public Accountant well versed in EMS operations.

Initial review of the proposals was done independently by each Committee member. After the completion of the Oral Presentations, the Committee was permitted to adjust their scores if needed. This ultimately led to a recommendation from the Committee to the Agency Executive Director.

The Agency issued a Notice of Intent to Award on November 6, 2020. The last day to protest was November 13, 2020. No protest was received.

The unanimous recommendation of the Proposal Review Committee was that the winning proposer was American Legion Ambulance.

Upon approval of the Notice of Award, contract negotiations will begin for implementation on June 1, 2020.

Supervisor DeMartini asked who the second proposer was. Mr. Doyle replied the Calaveras County Fire Service JPA.

Chairperson Tofanelli asked which county provided the Public Health Officer. Mr. Doyle replied Mariposa County.

Chairperson Tofanelli noted the Board is not approving the contract, but just agreeing to move forward with contract negotiations. Mr. Doyle affirmed today's approval action is for the Notice of Award. The completed contract will come back to the Board for approval at a later date.

Chairperson Tofanelli asked how the process would be affected if the Board did not approve the Notice of Award today, but had a delay of a couple of weeks. Mr. Doyle said it would affect the timeline for contract negotiation and implementation timeline which includes equipment investment.

Chairperson Tofanelli asked if the contract could be started sooner than June 1, 2020. Mr. Doyle stated he would need to consult with legal counsel before committing to an earlier start date.

Chairperson Tofanelli asked if the Notice of Award is approved tonight but the resulting contract is not approved, what happens at that point? If the Board gave direction would the Agency renegotiate the agreement with recommended changes? Mr. Doyle affirmed this would be the case.

Mr. McNany requested the approval of the Notice of Award occur tonight as he needs to secure several contracts prior to finalizing contract negotiations with the Agency. It is not a problem to start the contract sooner as long as there was contract language providing time for equipment purchase / implementation.

M/S/C (Woodrow/Brown) To approve the Notice of Award to American Legion Ambulance.

Roll Call Vote:

Alpine County: Aye

Amador County: Aye

Calaveras County: Aye

Mariposa County: Aye

Stanislaus County: Aye

Motion Passed 5-0

D. Next Scheduled Regular Meeting

The next regular meeting will be on Wednesday, December 9, 2020 at 9:00 AM; Location to be determined. Supervisor Menetrey will not be able to attend the December meeting.

E. Adjournment

Chairperson Tofanelli adjourned the meeting at 5:34 PM.