

**Mountain-Valley
Emergency Medical Services Agency
Board of Directors Meeting Minutes
August 8, 2018**

Location: Copperopolis Fire Station
Training Room
370 Main St.
Copperopolis, CA 95228

Time: 9:00 AM

Board Members Present: Terry Woodrow (Chairperson) – Alpine County; Lynn Morgan – Amador County; Miles Menetrey – Mariposa County; Jim DeMartini (Vice-Chairperson) – Stanislaus County

Board Members Absent: Gary Tofanelli – Calaveras County

Guests: Derek Cole

Staff: Lance Doyle – Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant

A. Call to Order

The meeting was called to order at 9:00 AM by Chairperson Woodrow with a quorum of three members present. It was noted that Supervisor Morgan would be a few minutes late.

B. Welcome and Introductions

The Chairperson welcomed those present and self-introductions were conducted.

C. Correspondence

None

D. Additions/Deletions, Corrections to Agenda

Mr. Doyle made the following requests:

- To substitute the attachment for Item G in order to provide a revised response as instructed by Attorney Derek Cole and ensure compliance with the Amador County Grand Jury response format requirements.
- To delete Items J & K, as there were no responses to the RFP for EMS Consulting Services.
- To add an item for a Professional Services Agreement for RFP Development, a time-sensitive item that arose the evening before the meeting.
- To add an item to discuss a change in Medical Director, a time-sensitive item that arose the day before the meeting.

M/S/C (DeMartini/Menetrey) To add Agenda Item U for Professional Services Agreement for RFP Development.

Vote: 3-0

Motion Passed

M/S/C (DeMartini/Menetrey) To add Agenda Item V for Change in Medical Director.

Vote: 3-0

Motion Passed

M/S/C (Menetrey/DeMartini) To approve the agenda as amended.

Vote: 3-0

Motion Passed

E. Public Forum

None

F. Approval of Consent Calendar

M/S/C (DeMartini/Menetrey) To approve the Consent Calendar.

Vote: 3-0

Motion Passed

Let the record show Supervisor Morgan arrived at 9:10 am.

G. Draft Response to the Amador County Civil Grand Jury Report

Mr. Doyle reviewed the original purpose of the Amador County Civil Grand Jury Report, dated June 21, 2018. The Agency's draft responses to each of the five sets of findings and recommendations cited in the report were explained and presented to the Board for approval.

M/S/C (Menetrey/Morgan) To approve the Agency response to the Amador County Civil Grand Jury Report.

Vote: 4-0

Motion Passed

H. RFP Consultant Agreement with The Abaris Group

Mr. Doyle explained The Abaris Group requirement that the RFP could not be presented for public approval by the Stanislaus County of Board of Supervisors or by the Agency JPA Board of Directors prior to release for bid. This requirement was presented after the agreement was fully executed and during the first project meeting. Since the contractor's requirement was in conflict with the requirements of the Agency and could not be resolved, the agreement was terminated.

I. Contract Extensions for Stanislaus County Emergency Ground Ambulance Providers

Mr. Doyle cited the need for an additional six month contract extension through October 31, 2019 for the emergency ground ambulance providers in Stanislaus County due to the loss of the former EMS Consultant and a resulting lengthening of the timeline to develop the RFP and new contracts.

The Board discussion addressed the present handling of the response compliance fines. Although the Agency is monitoring performance, there is not any invoicing for any earned fines or penalties during the contract extension term. There will be public reporting of response compliance performance as well as the amount of the earned fines.

M/S/C (DeMartini/Morgan) To approve the additional six month contract extensions for the Stanislaus County emergency ground ambulance providers.

Vote: 4-0

Motion Passed

J. EMS Consultant Agreement for RFP Development

This item was deleted from the meeting agenda.

K. EMS Consultant Agreement for Financial Analysis

This item was deleted from the meeting agenda.

L. San Joaquin County EMS Agency Memorandum Regarding Trauma Destination

Mr. Doyle reviewed the memorandum issued by San Joaquin County EMS Agency regarding their change in trauma destination policy. Their initial policy decision was to send all children to Stanislaus County Trauma Centers, and was a contradiction with Mountain-Valley EMS Agency policy. Dr. Shafer presented the policy change at the Trauma Audit Committee and both Doctors Medical Center and Memorial Medical Center objected to the San Joaquin County EMS Agency

decision. As a result, San Joaquin County EMS Administrator issued the memorandum excluding the transport of all trauma patients to Stanislaus County trauma centers. Mr. Doyle noted the memo contained several inaccuracies and prepared a response which was sent to the San Joaquin County EMS Administrator as well as affected stakeholders within the MVEMSA region.

M. EMS Specialist III Requirements

Mr. Doyle noted that with his promotion to Executive Director, his former position of Quality Improvement/Trauma Coordinator is presently vacant. He reviewed the current requirements for the position as an EMS Specialist III and requested the Agency approve the addition of language permitting that seven years experience as a Paramedic with either a Critical Care Paramedic or Flight Paramedic certification can be substituted for the Bachelor of Science degree requirement.

M/S/C (Morgan/Menetrey) To approve addition of the recommended substitution language in the requirements for an EMS Specialist III

Vote: 4-0

Motion Passed

N. Signature Card Revision

Mr. Doyle submitted the Board Resolution and request to add Mr. Doyle onto the Agency's signature cards for both the Stanislaus County Auditor and the Valley First Credit Union. The previously approved three signatories would remain unchanged.

M/S/C Menetrey/Morgan) To approve the addition of Lance Doyle to the Agency accounts signature cards.

Vote: 4-0

Motion Passed

O. EMS Authority Agreement for State General Fund Matching Funds

Mr. Doyle presented the FY 18/19 Agreement with the EMS Authority for State General Fund matching funds. The general apportionment formula was explained. The designated amount for the Agency in FY 18/19 is a small variance of \$300 from the previous fiscal year.

M/S/C (DeMartini/Menetrey) To accept the FY 18/19 EMS Authority Agreement for State General Matching Funds.

Vote: 4-0

Motion Passed

U. Professional Services Agreement for RFP Development

Mr. Doyle reviewed the history of the RFP for an EMS Consultant, reminding the Board of the previous two failed offerings. The first offering received one response from The Abaris Group and the second offering yielded zero responses.

The Stanislaus County EMS Policy Group, composed of County and EMS Agency leadership, has given direction to develop a professional services agreement with Nancy LaPolla, San Mateo County EMS Agency Administrator; and former Santa Barbara EMS Agency Administrator, John Eaglesham. These two individuals would take on the scope of work for developing the RFP and a separate agreement would be developed with a consultant to perform the financial analysis portion of the work.

There is no financial impact on the Agency, as Stanislaus County has designated an amount NTE \$200,000 in System Enhancement Funds to pay for the contractor expenses.

The Board was asked to approve the draft agreement content and authorize Mr. Doyle to sign the finalized professional services contracts after a completed legal review by Derek Cole.

Board discussion centered on the timeline and the potential contractor's ability to complete the work.

M/S/C (DeMartini/Morgan) To approve the professional services agreement content and authorize the Executive Director to sign the finalized contracts.

Vote: 4-0

Motion Passed

V. Change in Medical Director

In accordance with the agreement, Dr. Shafer submitted a 30 day notice of her resignation as Agency Medical Director effective September 6, 2018. Her available time to perform the work has changed, as she has accepted the position as full-time Medical Director for San Joaquin EMS Agency and is a full-time Emergency Department physician at St. Josephs Medical Center in Stockton.

Dr. Kevin Mackey is presently the Agency Assistant Medical Director and has agreed to a six month interim period to function as the Agency Medical Director while a recruitment process is conducted. His compensation will be the pro-rated portion of an annual salary of \$75,000 which is consistent with the Agency budget. The Board was asked to approve the amendment to the present contract with Dr. Mackey.

M/S/C (Morgan/Menetrey) To approve the amendment to Dr. Mackey's contract.

Vote: 4-0

Motion Passed

P. Executive Session

The Board convened Executive Session at 9:49 AM.

Q. Results of Executive Session

The Board returned from Executive Session at 9:59 AM. Information received. Direction given.

M/S/C (Morgan/Menetrey) To increase the Deputy Director step salary schedule across all steps by 2.4539%; and set the Deputy Director's compensation at Step 3 on the revised schedule. The Deputy Director's earnings would be \$95,376 annually effective 8/8/18.

Vote: 4-0

Motion Passed

M/S/C (Morgan/Menetrey) To increase the Executive Director step salary schedule across all steps by 2.4539%; and set the Executive Director's compensation at Step 1 on the revised schedule. The Executive Director's earnings would be \$100,119 annually.

Vote: 4-0

Motion Passed

R. Agency and County Reports

Agency – Mr. Doyle thanked the Board for his appointment to Executive Director and for their vote of confidence.

In Stanislaus County, the Agency just submitted a purchase order for fifty LUCAS devices (automatic CPR devices). This purchase was approved for payment with System Enhancement Funds.

In Calaveras County, a work group is being formed for RFP planning for emergency ground ambulance service. The present agreements term in June 2020.

In Amador County, discussions have started regarding the renewal of the agreement with American Legion Ambulance.

In Mariposa County, discussions have started regarding the renewal of the agreement with Mercy Medical Transport.

In Alpine County, the Fire Chief at Kirkwood is currently reviewing a draft renewal of the BLS Ambulance Agreement.

Alpine County – There was a recent fire in Markleeville that involved a one day evacuation.

Amador County – Dr. Kerr plans to not distribute particulate masks as they are not effective for smoke. Public Health wants the public to stay indoors.

Mariposa County – The Ferguson Fire is on Day 29. All areas have been repopulated and they are hopeful Yosemite National Park will reopen in a few days.

Stanislaus County – No report.

S. Next Scheduled Meeting

October 10, 2018 at 9:00 AM, Copperopolis Fire Station Training Room

T. Adjournment

Supervisor Woodrow adjourned the meeting at 10:11 AM.