

**Mountain-Valley
Emergency Medical Services Agency
Board of Directors Meeting Minutes
June 12, 2019**

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

Time: 9:00 AM

Board Members Present: Terry Woodrow (Chairperson) – Alpine County; Jeff Brown – Amador County; Miles Menetrey – Mariposa County;

Board Members Absent: Jim DeMartini (Vice-Chairperson) – Stanislaus County; Gary Tofanelli – Calaveras County

Guests: Alan McNany, Ted Novelli

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

A. Call to Order

The meeting was called to order at 9:12 AM by Chairperson Woodrow with a quorum of three members present.

B. Welcome and Introductions

The Chairperson welcomed those present.

C. Correspondence

None:

D. Additions/Deletions, Corrections to Agenda

There were no additions, deletions or corrections to the meeting agenda.

M/S/C (Brown/Menetrey) To approve the Agenda as written.

Vote: 3-0

Motion Passed

E. Public Forum

None

F. Approval of Consent Calendar

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

Vote: 3-0

Motion Passed

G. GIS Consultant Agreement with MAS Public Safety Consulting, LLC for Amador County Maps

Mr. Doyle explained the Agency is presently developing a renewal contract for American Legion Ambulance to provide emergency ground ambulance service in Amador County. To support the contract development process, the Board was asked to approve an agreement with MAS Public Safety Consulting, LLC to provide various maps. The term of the agreement would be from June 12, 2019 thru December 31, 2019 and the contract value would be NTE \$5,000.

Alan McNany commented on the need to adjust calculations for commercial areas located within the population density.

Supervisor Brown affirmed this contract is for Amador County and not Calaveras County.

M/S/C (Menetrey/Brown) To approve the GIS Services Agreement with MAS Public Safety Consulting, LLC as presented.

Vote: 3-0

Motion Passed

H. GIS Consultant Agreement with MAS Public Safety Consulting, LLC for Mariposa County Maps

Mr. Doyle reported the Agency is presently developing a renewal contract for Mercy Medical Transport to provide emergency ground ambulance service in Mariposa County. To support the contract development process, the Board was asked to approve an agreement with MAS Public Safety Consulting, LLC to provide various maps. The term of the agreement would be from June 12, 2019 thru December 31, 2019 and the contract value would be NTE \$5,000.

M/S/C (Brown/Menetrey) To approve the GIS Services Agreement with MAS Public Safety Consulting, LLC as presented.

Vote: 3-0

Motion Passed

I. Amendment to the FRALS Agreement with Copperopolis Fire Protection District

Mr. Doyle presented an amendment to extend the present First Responder ALS Agreement with Copperopolis Fire Protection District for a period of eight months thru June 30, 2020. This would allow completion of the Calaveras RFP process and allow development of the renewed FRALS Agreement to be done in light of the new ambulance provider agreements.

M/S/C (Menetrey/Brown) To approve the Amendment to the FRALS Agreement with Copperopolis Fire Protection District.

Vote: 3-0

Motion Passed

J. Services Payment Agreement with ESO Solutions, Inc.

Mr. Doyle requested approval of an agreement with ESO Solutions, Inc. for the ePCR data interfaces with FirstWatch for the current ambulance providers in Calaveras County. The funding source for \$3,000 of the first year's fee has been provided to the Agency through Calaveras County HPP Grant Funds. The remainder of the first year's fee will be paid from Agency operating funds. The recurring renewal cost will be \$3,204.50 annually. The term of the agreement is from its effective date for a period of one year with automatic annual renewals until termination provisions are exercised by one of the parties.

M/S/C (Brown/Menetrey) To approve the Agreement with ESO Solutions, Inc.

Vote: 3-0

Motion Passed

K. Stanislaus RFP Notice of Award Special Meeting Date

Mr. Doyle cited the current status of the Stanislaus RFP process for emergency ground ambulance services to include the Notice of Intent to Award which was released on 5/6/19. Subsequently Stanislaus County requested the Agency provide updates to the stakeholders. The update was provided to the Fire Chiefs on 6/6/19; it will be provided to the Stanislaus County Emergency Medical Services Committee on 6/13/19; and then to the Board of Supervisors on 6/25/19.

The JPA Board was asked to set a special meeting to approve the award of the contract. After discussion, the Board chose a Special Meeting to be conducted on Wednesday, June 26, 2019 at 7:30 AM via GoToMeeting and teleconference.

L. Calaveras RFP Update

Mr. Doyle recapped the work of EndPoint EMS Consulting to develop the Calaveras RFP. Stakeholder meetings have been held with the Fire Chiefs, current ambulance providers, hospital, and the County administration workgroup which consists of a supervisor, the CAO and the HHS Director. The RFP draft is close to completion with a present goal to release it in July/August 2019. Approval by the State EMS Authority is needed before it can be released to the public.

Overall the present EMS system is working very well. The stakeholders and County workgroup agreed on some requested changes to include moving forward with the FirstWatch data surveillance and compliance system; implementing Automatic Vehicle Locaters (AVL); and implementing Mobile Data Terminals (MDT). The Sheriff's Office is supportive of moving to the MDTs and will help with that implementation.

With the updated mapping there will be updated response compliance requirements. The Agency will also move toward implementing FirstPass which is the clinical surveillance portion of FirstWatch and will support the quality improvement program.

M. SB 438

Mr. Doyle explained the provisions of SB 438 which affects Medical Dispatch. It will affect all of the member counties with a particular large impact on Stanislaus County. As currently written, the bill prohibits LEMSAs from allowing private dispatch centers to dispatch EMS calls.

In Calaveras and Amador we have public dispatch agencies (the Sheriff's Office); in Mariposa County we have a public dispatch agency through CalFire; in Alpine County some dispatch comes from Calaveras/Tuolumne Unit for Fire response; some dispatch from the Calaveras County Sheriff's Office; and some dispatch from Douglas County, Nevada depending on location. For the mountain counties, the dispatch processes would remain unchanged, but the bill could take away the Agency's ability to provide medical direction. Presently the Agency Medical Director mandates the dispatcher medical interrogation guidelines and initial instructions.

In Stanislaus County, EMS dispatch is currently provided by a private dispatch center owned by AMR. The bill would make this process illegal as of 1/1/2020. Medical oversight by the Agency would be eliminated. Thirteen other California counties are similarly affected. Stanislaus County has written a letter of opposition.

The origin of this bill stems from fire agencies in San Joaquin County with wide support from several fire agencies throughout the state. The EMS Administrators Association of California has also written a letter of opposition. The bill has cleared the Senate and has been read on the Assembly floor. Although it appears likely the bill will pass, there is still time to issue a letter of opposition.

The Agency will draft a letter and send it to the Board members for their use.

N. FY 19/20 Member County Contribution Letters

Ms. Watson explained the calculation for the member county contributions are dependent on the State Department of Finance population estimates which are released on May 1st each year. The member counties ask to receive the contribution letters as soon as possible for their budgeting purposes, so although the letters have already been sent out, the Agency does bring them for Board review and approval.

In response to a question from Supervisor Brown, Mr. Doyle explained the Stanislaus County Ordinance provision for the monitoring fees that are credited toward the county's contribution.

M/S/C (Brown/Menetrey) To approve the FY 19/20 Member County Contribution Letters.

Vote: 3-0

Motion Passed

O. FY 19/20 Member County Contracts

Mr. Doyle presented the FY 19/20 member county contracts citing some minor changes which included providing the date of each county's signature on the most recent Joint Powers Agreement; and an updated scope of work and performance standards appendix in the Stanislaus County contract.

M/S/C (Menetrey/Brown) To approve the FY 19/20 Member County Contracts.

Vote: 3-0

Motion Passed

P. Agency Fee Schedule

Mr. Doyle cited one change to the Agency Fee Schedule to reduce the CPR/Public Safety First Aid Training Program fee from \$1,000 to \$200.

M/S/C (Brown/Menetrey) To approve the Agency Fee Schedule.

Vote: 3-0

Motion Passed

Q. FY 19/20 Proposed Preliminary Budget

Ms. Watson presented the FY 19/20 proposed preliminary budget in the amount of \$1,547,446. The budget is balanced.

Income sources remain unchanged and include specialty center fees; matching funds from the State General Fund; training fees for Agency provided MICN training classes and protocol books; the CDPH-EPO HPP grant; and local funds comprised of member county contributions, ambulance provider contractual fees, field personnel certifications, training program provider fees and local funds interest.

Expenses are calculated based on the current personnel salary and benefits schedules; potential addition of an EMS Specialist II for mobile field training; current contractual obligations; operating expense history; and potential technology upgrades to the Agency IT infrastructure.

Factors which may require a future budget revision are a potential change in the EMS Authority matching fund allocation and contractual provisions in the finalized ambulance provider agreements for Stanislaus County.

M/S/C (Brown/Menetrey) To approve the Proposed Preliminary Budget.

Vote: 3-0

Motion Passed

Let the record show a short break taken from 10:08 am to 10:11 am

R. FY 17/18 Financial Audit Report

Ms. Watson recapped the financial audit report from Stroub Thompson Noble CPAs for the fiscal year ending June 30, 2018.

The auditor opinion was that the Agency's financial statements fairly represent the financial position of the Agency in accordance with generally accepted accounting principles in the United States of America. There was no evidence of apparent fraud or material misstatement in the Agency's financial reporting.

In a separate letter addressing Agency internal controls, two significant deficiencies were noted:

- Inadequate segregation of duties within the accounting process due to small staff size.
- Inadequate design of internal control over preparation of financial statements.

To address these findings, the Agency will implement a documentation process to demonstrate incremental management review of the major elements of the financial statement preparation as well as periodic reviews of the day-to-day account recording processes.

M/S/C (Menetrey/Brown) To approve the FY 17/18 Financial Audit Report.

Vote: 3-0

Motion Passed

S. Review of the JPA Agreement

This item was tabled until the October 2019 JPA Board of Directors meeting to allow time for County Counsel review.

T. Review of the ByLaws

This item was table until the October 2019 JPA Board of Directors meeting to allow time for County Counsel review.

U. Election of the Chairperson and Vice-Chairperson

M/S/C (Brown/Menetrey) To elect Supervisor Jim DeMartini as Chairperson effective 7/1/19.

Vote: 3-0

Motion Passed

M/S/C (Menetrey/Brown) To elect Supervisor Gary Tofanelli as Vice-Chairperson effective 7/1/19.

Vote: 3-0

Motion Passed

V. Agency and County Reports

None.

W. Executive Session

The Board convened Executive Session at 10:24 am.

X. Results of Executive Session

Direction given.

Y. Next Scheduled Regular Meeting

August 7, 2019 at 9:00 AM

Z. Adjournment

Chairperson Woodrow adjourned the meeting at 11:46 AM.