

**Mountain-Valley  
Emergency Medical Services Agency  
Board of Directors Meeting Minutes  
October 10, 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; Gary Tofanelli – Calaveras County; Miles Menetrey – Mariposa County; Jim DeMartini (Vice-Chairperson) – Stanislaus County

Guests: Alan McNany, Ted Novelli, Chief Mike Johnson

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 four members present.

**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 requested Item J be deleted from the agenda.

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

Vote: 4-0

**Motion Passed**

**E. Public Forum**

None

**F. Approval of Consent Calendar**

Mr. Doyle explained there were minor changes to the treatment protocols as well as the removal of all references to pediatric airway intubation. Additionally, use of the mechanical chest compression device was added to the general protocols.

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

Vote: 4-0

**Motion Passed**

**G. Ambulance Provider Agreement Renewal with NorCal Ambulance**

Mr. Doyle presented the renewal Agreement with NorCal Ambulance for Non-Emergency Ground Ambulance Service for Inter-Facility Transfers in Stanislaus County. The new agreement will be effective January 1, 2019 for a term of one year to allow for aligning with anticipated new ambulance agreements in Stanislaus County as a result of the RFP process.

In Board discussion, Supervisor DeMartini questioned the length of the contract as well as the short term. Mr. Doyle explained he will be working with Derek Cole for possible condensation of the

language in future agreements. The term for future renewals with this provider will be longer once the present RFP process is completed in Stanislaus County.

**M/S/C (DeMartini/Menetrey) To approve the Agreement with NorCal Ambulance for Non-Emergency Ground Ambulance Service for Inter-Facility Transfers in Stanislaus County and authorize the Executive Director to sign the agreement.**

Vote: 4-0

**Motion Passed**

**H. Ambulance Provider Agreement Renewal with Sacramento Valley Ambulance**

Mr. Doyle presented the renewal Agreement with Sacramento Valley Ambulance for Non-Emergency Ground Ambulance Service for Inter-Facility Transfers in Stanislaus County. The new agreement will be effective January 1, 2019 for a term of one year to allow for aligning with anticipated new ambulance agreements in Stanislaus County as a result of the RFP process.

**M/S/C (Menetrey/Tofanelli) To approve the Agreement with Sacramento Valley Ambulance for Non-Emergency Ground Ambulance Service for Inter-Facility Transfers in Stanislaus County and authorize the Executive Director to sign the agreement.**

Vote: 4-0

**Motion Passed**

**I. Stanislaus County Ambulance Provider Response Compliance Reporting**

Mr. Doyle reviewed the structure and content of the public response compliance reporting for ground ambulance providers in Stanislaus County. He reminded the Board that while response compliance is being monitored by the Agency, the providers are not being invoiced for fines or penalties during the present contract extension period. Public reporting is being posted to the Agency website and is being presented to the JPA Board of Directors, Stanislaus County Board of Supervisors, and the Stanislaus County Emergency Medical Services Committee.

Call volumes and staffing hours have remained consistent since May 1, 2018 with generally strong compliance and some areas of improved compliance for American Medical Response. Oak Valley Hospital District Ambulance has been struggling to maintain compliance in Zone 4 primarily due to staffing challenges. The Agency will be meeting with the general manager to develop a correction action plan to address these issues. The remaining three rural providers have maintained compliance. Westside Community District Ambulance has improved compliance since the management change that occurred in April 2018.

Supervisor Tofanelli requested the Agency reflect the cumulative number of calls as well as the compliance percentage in future reports. This report will be an agenda item for the next JPA Board of Directors meeting and then be included on the Consent Calendar for future meetings.

***Let the record show Supervisor Morgan arrived at 9:19 am.***

**Stanislaus County RFP Development**

Mr. Doyle reported the Agency contracted with EndPoint EMS Consulting, LLC (Nancy Lapolla and John Eaglesham) to develop the RFP and we also contracted with Kevin Harper, CPA to perform the supporting financial analysis. There have been multiple Stanislaus County EMS Policy Work Group meetings and multiple stakeholder meetings with ambulance providers and fire departments. The draft RFP has been distributed to the EMS Policy Work Group and the Agency will be meeting tomorrow to document our comments. The draft RFP is scheduled to be submitted to the State EMS Authority on Wednesday, October 17, 2018. We are hoping for a 30 day turnaround. The Agency is recommending two non-exclusive zones (Zone B, Crows Landing Area; and Zone C, Hughson area)

be changed to exclusive operating zones and incorporated into the RFP. Per the ambulance ordinance, this change will require approval by the County Board of Supervisors. At this time we are on track for new ambulance provider agreements to be effective November 1, 2018.

**J. Calaveras County RFP Development**

This item was deleted from the meeting agenda.

**K. FY 17/18 Year-End Financial Reports**

Ms. Watson presented the FY 17/18 year end financial reports for Board approval. The income and expense activity was reviewed with a net profit of \$89,351 which represented 5.9% of the budget. The balance sheet included suspended adjusting entries created during the FY 16/17 financial audit to reflect a clear trail of the auditor's activities. The unreserved fund balance at 6/30/18 was \$1,491,067 which is in compliance with Policy 170.00 Reserve Fund Limits. The audit of the Agency's FY 17/18 will begin in October 2018.

Supervisor Tofanelli asked if the waived ambulance response compliance fines are being reported as lost revenue. Discussion ensued to clarify the reserved nature of the Stanislaus County System Enhancement Fund. While the Agency maintains a detailed audit trail of the waived fines and penalties, they are not being reported as lost revenue in the financial statements.

**M/S/C (Tofanelli/Morgan) To approve the FY 17/18 Year-End Financial Reports.**

Vote: 5-0

**Motion Passed**

**L. FY 18/19 Budget Revision**

Ms. Watson explained the proposed revision to the FY 18/19 Agency Budget.

Revisions to Salaries and Benefits reflect the personnel changes for the hiring of the new Executive Director; the wage change for the Deputy Director; the hiring of the QI/Trauma Coordinator and the anticipated hiring of the EMS Critical Care Coordinator.

Revision to Contractual Costs reflect the changes in the Agency Medical Director and Assistant Medical Director; an increase in legal costs due to the RFP activity; updated annual support and maintenance costs for FirstWatch data surveillance; an addition of the third party Agency office network consultant; and addition of a line item for the development of the upcoming Calaveras County RFP.

Revisions to expenses included a redistribution of accounting streams; removal of the Health Information Exchange data project; and an increase in depreciation to include both fixed and leased assets; and a reclassification of the Sage 50 accounting annual customer support plan from dues and subscriptions to accounting expense.

**M/S/C (Tofanelli/Morgan) To approve the FY 18/19 Proposed Budget Revision.**

Vote: 5-0

**Motion Passed**

**M. Delta Dental Annual Compensation Disclosure Statement**

Ms. Watson provided the annual compensation disclosure statement from Delta Dental. This is an annual requirement. Delta Dental has been the Agency's dental insurance carrier for many years.

**N. Air Ambulance Service in Mariposa County**

Mr. Doyle reported the current agreement for air ambulance service in Mariposa County is with Air Methods. They have subcontracted the clinical staffing to SEMSA/Riggs Ambulance for the past couple of years. The Agency received notice that Air Methods will be taking over the clinical staffing and have asked for a 60 day transition period. There will be no interruption of care in Mariposa County.

**O. Agency and County Reports**

*Agency* – Mr. Doyle reported in Calaveras County, the Agency is working with a workgroup composed of Supervisor Tofanelli, Supervisor Mills, and County Administration to discuss the upcoming RFP for Emergency Ground Ambulance Service. The Agency anticipates approaching the Board in December 2018 to enter into a contract with EndPoint EMS Consulting, LLC to write the RFP. FirstWatch data validation is in process, with training for providers to start in a few weeks. The Agency expects FirstWatch data surveillance in Calaveras County to be online and active before the next ambulance contracts are in place.

In Amador County, the FirstWatch data integration is on the heels of the project in Calaveras County. The Agency is reaching out to the new UnderSheriff to begin those discussions.

In Mariposa County, FirstWatch data integration will begin after the Amador project. The Agency has been working with Dr. Sergienko and Supervisor Menetrey preparing for the new ambulance agreement with Mercy Medical Transport. Population density maps are being used to review response zones; and a fine structure is being developed. The present agreement terms on December 31, 2018.

In Alpine County, the BLS Ambulance Transport Agreement is presently on hold while there is some reorganization and polling for possible participants. The west side of the County is covered by Bear Valley and Ebbetts Pass Fire Protection District. The east side is covered by American Legion Ambulance in Amador County, El Dorado County and Douglas County.

In Agency staffing, Jim Whitworth has been promoted to the Quality Improvement/Trauma Coordinator and will be responsible for liaison activities in Mariposa County. The Agency made an offer yesterday for a new EMS Critical Care Coordinator who will also have the liaison responsibilities for Alpine, Amador and Calaveras Counties. We expect the person to start by November 1, 2018.

*Alpine County* – No report.

*Amador County* – No report.

*Calaveras County* – No report.

*Mariposa County* – No report.

*Stanislaus County* – No report.

**P. Next Scheduled Meeting**

December 12, 2018 at 9:00 AM, Copperopolis Fire Station Training Room

**Q. Adjournment**

Supervisor Woodrow adjourned the meeting at 9:52 AM.