

Southern Marin Emergency Medical Paramedic System

Regular Meeting of the Board of Directors

August 8, 2019

1. CALL TO ORDER: 6:30 p.m.

ROLL CALL OF BOARD MEMBERS: Present: Marin County – James Devitt, Mill Valley – Jim Wickham, Southern Marin – Kurt Chun, Tiburon – Tom O’Neill. Absent: Belvedere - Dr. Thomas Cromwell. Staff Present: Chiefs Pearce, Peterson, Tubbs, Weber, Welch and AA Denson.

2. CONSENT CALENDAR:

- A. Approval of Minutes of May 1, 2019:
- B. Finance Committee Report through June 30, 2019:
- C. Approval of 4th Quarter Transmittals:
- D. Collection Reports:

Director O’Neill reported that the Finance Committee had reviewed the Transmittals, Collections and the 2019-20 Final Budget and found everything to be in order. M/S Chun, Wickham to approve the Consent Calendar. All Ayes.

3. DIRECTOR COMMENTS: Director Chun commented that he appreciates the attendance and input of our alternate representatives when Directors are unable to attend.

4. LIAISON CHIEF’S REPORT: **Administration:** The Administrative and Operations Chiefs make up the Policy Review Committee. This group remains engaged in the implementation of the initiatives outlined in the Strategic Plan. The Plan of Operations is available this evening and minor edits have been made to the recently approved Finance Policy to provide continuity to the governing documents. The By-Laws and Review of the JPA should be available for the November Board meeting.

Operations Report - B/C Bret McTigue: Training:

In June all S MEMPS Paramedics participated in a joint sponsored training with the EMS agency’s Cadaver Lab. Our Medical Director Mark Bason-Mitchell instructed the class with assistance from RN Peterson and RN Price Fair. Focus included lesser used ALS skills and interventions. EMT education is reduced during fire season; however, during July, all training focused on Trauma.

Operations:

S MEMPS hosted several events including the following: the Dipsea Race, the Mountain Play and the Tam Jam. All events had several medical transports but no major incidents to report. The county has developed a new special event permit process which has assisted in notification and input from Fire and EMS service areas.

5. Public Open time for items not on the agenda: None
6. PUBLIC HEARING for Approval of 2019-20 Final Budget: M/S O’Neill, Chun to: Approve the 2019-20 Budget in the amount \$1,286,470. All Ayes.

The Year End Net Funds Available for the Member Agency Distribution is significantly higher this year due to collections and IGT funding. The auditor is recommending that we hold back a reserve for possible IGT audit adjustments and that we augment our reserves. We will inventory our major medical equipment and apparatus needs and meet with the Finance Committee.

7. NEW BUSINESS:
 - A. Approval of Administrative Services Agreement: We have always relied on one of our member agencies to employ the AA position but as a retiree that is no longer possible. She will continue as an Independent Contractor until the end of the year at the same rate and service level. M/S Chun, O’Neill to enter into that agreement. All Ayes.
8. OLD BUSINESS:
 - A. Approval of Revised Plan of Operations & Finance Policy: Discussion ensued regarding apparatus and staffing. Documents to be worked on further and brought back to the Board at the next meeting.

6. PUBLIC HEARING for Approval of 2019-20 Final Budget: (continued)

M/S O’Neill, Chun to AMEND the motion to include the June 30, 2019 Reserve balances. All Ayes.

Approve the 2019-20 Budget in the amount \$1,286,470

Confirm the June 30, 2019 Reserve Balances:

Apparatus Replacement Fund Balance Committed	610,895
Equipment Replacement Fund Balance Committed	115,423
Contingency Fund Balance Committed	100,000

Net Investment in Capital Reserve to be determined by the Auditor

9. ADJOURN: M/S Chun, O'Neill to adjourn at 7:40 p.m. All Ayes