

Southern Marin Emergency Medical Paramedic System

Regular Meeting of the Board of Directors

TUESDAY, MARCH 10, 2020

APPROVED MINUTES-AMENDED

BOARD MEMBERS PRESENT: Marin County – James Devitt, Mill Valley – Jim Wickham, Southern Marin – Kurt Chun, Tiburon – Tom O’Neill, Belvedere – Dr. Thomas Cromwell (present 6:04-6:53 p.m.)

STAFF PRESENT: Chief Pearce, Chief Tubbs, Deputy Chief Welch, Battalion Chief McTigue (arrived at 6:07 p.m.), TFPD CFO Rosevear and TFPD EA Chaput

BOARD MEMBERS ABSENT: None

1. CALL TO ORDER

Meeting called to order at 6:01 p.m.

2. CONSENT CALENDAR

A. Approval of Minutes, Thursday, August 8, 2019

M/S Wickham, O’Neill to approve the Consent Calendar.

VOTE: All Aye

3. PUBLIC OPEN TIME for items not on the agenda

No public present.

4. CHIEF’S REPORT

A. Liaison Chief’s Report

Administration – Chief Pearce

The retirement of Barbara Denson has had a domino effect on many aspects of S MEMPS finance and administration. Through the years, S MEMPS has utilized various administrative and finance services from participating member agencies. The City of Mill Valley has served as S MEMPS financial custodian for many years and during this time, S MEMPS has grown into an organization with significant responsibilities in accounting/reporting and sizable financial resources. Following discussions with the City of Mill Valley and the Administrative Chiefs, the consensus was to establish S MEMPS as an independent agency with banking and investment accounts and adequately support these functions with necessary funding.

In the absence of any interested parties taking over these duties, the Tiburon Fire Protection District has agreed to support these functions and implement these services on behalf of S MEMPS. To facilitate these efforts, several Resolutions will be available for Board action later in the meeting.

Operations/Training Update - BC Bret McTigue

RN Educator Bridget Peterson is hosting several ACLS & PALS refresher classes as well as the Train the Trainer 2020 Policy and Procedures update class.

New County Policy and Procedures going into effect on March 1st with updates to:

- Patient Care Records
- Needle Decompression Procedures
- Inter-facility transfer procedures
- New policy book flow charts
- Newborn Pediatric transport restraint wraps

SMEMPS' EMTs and Medics reviewed the updated Plan of Operations for SMEMPS in January.

February EMS training will include the new Narcotic Tracking program PSTRAX and behavioral health services available in Marin for patients.

SMEMPS' resources participated in an Active Shooter and MCI drill at the Discovery Museum in Sausalito on March 9th.

News and Notes:

- PulsePoint app is now available for mobile devices in Marin County. It is designed to provide the public with real-time fire agency incident information and to locate CPR-trained people near someone in cardiac arrest. Marin residents will have access to real-time fire incident information, and local bystanders in Marin can be alerted to administer cardiopulmonary resuscitation (CPR) if needed. When pre-selected, alerts are sent to participating residents only when an emergency occurs in a public place
- The Marin EMS Agency is recruiting for the EMS Administrator position. Interviews are being conducted in March
- Coronavirus. Dispatch is prescreening and EMS crews are evaluating any person with flu like symptoms for the virus. Additional PPE precautions are being taken by EMS providers
- The EMS Agency is updating the Multiple Patient Management Plan. The major changes will include field distribution of patients and the coordinating hospital to be changed from Marin Health to Kaiser
- EMS team is preparing for the upcoming Regional academy starting March 30th
- The new M6 ambulance is scheduled for delivery and final inspection in June
- AMR has been granted a permit to operate BLS, ALS, and CCT units in Marin

- Survivors Celebration is scheduled for May 21st
- The old M4 will be received by the Central Marin PD SWAT team for the usage of the transportation of team members

Discussion of above reports.

Discussion of CQI Report provided by Heather Price-Fair.

B. Declare Surplus Equipment

M/S O'Neill, Chun to declare surplus equipment.

VOTE: All Aye

5. FINANCIAL REPORT

A. Finance Committee Report – Finance committee meeting, Tuesday, February 25, 2020, 8:00 a.m., S MEMPS Headquarters, Tiburon Fire Protection District, 1679 Tiburon Blvd.

Director O'Neill reported that the Finance Committee reviewed the Finance report, Payments and Collections

B. Approval of Payments

M/S Chun, O'Neill to approve payments

VOTE: All Aye

C. Collection Reports

Discussion.

6. RESOLUTIONS

A. Adopt Resolution #2020-01, amended JPA assigning Tiburon Fire Protection District as custodial agency until S MEMPS has its own checking and LAIF accounts

Discussion. AMENDMENT: Director Chun would like it noted that that Tiburon Fire Protection District is custodial agency on an interim or temporary basis only.

Resolution #2020-01, amended JPA assigning Tiburon Fire Protection District as custodial agency until S MEMPS has its own checking and LAIF accounts

Agenda Item 6A TABLED.

B. Adopt Resolution #2020-02, amended Finance Policy, amended Finance Policy, assigning Tiburon Fire Protection District as custodial agency until

SMEMPS has its own checking and LAIF accounts (Board of Directors of SMEMPS appointing the Finance Officer of Tiburon Fire Protection District as Treasurer and Auditor for SMEMPS)

Discussion. AMENDMENT: Director Chun would like it noted that that Tiburon Fire Protection District is custodial agency on an interim or temporary basis only.

M/S Chun, Wickham to adopt Resolution #2020-02, amended Finance Policy, amended Finance Policy, assigning Tiburon Fire Protection District as custodial agency until SMEMPS has its own checking and LAIF accounts (Board of Directors of SMEMPS appointing the Finance Officer of Tiburon Fire Protection District as Treasurer and Auditor for SMEMPS)

VOTE BY ROLL CALL:

Aye: O'Neill, Chun, Devitt, Wickham

No: None

Absent: None

- C.** Adopt Resolution #2020-03, establishment of SMEMPS checking account with Bank of Marin

Discussion.

M/S O'Neill, Chun to adopt Resolution #2020-03, establishment of SMEMPS checking account with Bank of Marin (Pearce, O'Neill)

VOTE BY ROLL CALL:

Aye: O'Neill, Chun, Devitt, Wickham

No: None

Absent: None

- D.** Adopt Resolution #2020-04, reimbursement to Tiburon Fire Protection District for Administrative & Finance Services, to be calculated at the fully burdened rate of its staff times actual hours worked

Discussion.

M/S Chun, O'Neill to adopt Resolution #2020-04, reimbursement to Tiburon Fire Protection District for Administrative & Finance Services, to be calculated at the fully burdened rate of its staff times actual hours worked

VOTE BY ROLL CALL:

Aye: O'Neill, Chun, Devitt, Wickham

No: None

Absent: None

- E.** Adopt Resolution #2020-05, authorize investment of S MEMPS monies in the Local Agency Investment Fund (LAIF)
Discussion.

M/S Wickham, O'Neill to adopt Resolution #2020-05, authorize investment of S MEMPS monies in the Local Agency Investment Fund (LAIF)

VOTE BY ROLL CALL:

Aye: O'Neill, Chun, Devitt, Wickham

No: None

Absent: None

- F.** Adopt Resolution #2020-06, add all voting Board Members as signers on the Bank of Marin checking account, once established
Discussion.

M/S Chun, Wickham to adopt Resolution #2020-06, add all voting Board Members (Devitt, Chun, Wickham) as signers on the Bank of Marin checking account, once established

VOTE BY ROLL CALL:

Aye: O'Neill, Chun, Devitt, Wickham

No: None

Absent: None

7. BOARD OF DIRECTORS COMMENTS

Comments by Directors Chun and Wickham.

8. ADJOURNMENT

M/S O'Neill, Wickham for adjournment at 7:28 p.m.

VOTE: All Aye