

Southern Marin Emergency Medical Paramedic System

Regular Meeting of the Board of Directors

February 17, 2018

MINUTES

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

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

2. CITYGATE PRESENTATION: Stewart Gary from Citygate Associates presented the Resources Deployment and High-Level Fiscal Analysis Study of January 23, 2018. Findings and Recommendations were discussed by the Board and will be reviewed at future meetings.

3. OLD BUSINESS:

- A. STRATEGIC PLAN UPDATE: Progress is being made and next steps include adjustments to the Plan of Operations, By-Laws and Finance Policy for the May Board meeting.

4. CONSENT CALENDAR:

- A. Approval of Minutes of August 2, 2017:

- B. Finance Committee Report through December 31, 2017:

- C. Approval of 1st Quarter Transmittals in the amount of \$1,259,142.46 & 2nd Quarter Transmittals in the amount of \$210,800.77:

- D. Collection Reports:

Director Devitt reported that the Finance Committee met, had a lengthy discussion and found everything to be in order. M/S O'Neill, Chun to approve the Consent Calendar. All Ayes.

5. DIRECTOR COMMENTS: Jim Wickham was introduced. He will be taking Andy Berman's place as City of Mill Valley representative after the May meeting. Director Cromwell reported on the FADR program, First Aid for Disaster Response, which recently trained 7-800 residents. Chief Pearce reported that Margot Plant passed away. She was the representative from the Tiburon Fire District where she was a Board member for 38 years. She will be missed. It's good to have Chief Tom Welch back and we are all sorry for the loss of his home in the Santa Rosa fires.

6. LIAISON CHIEF’S REPORT: In addition to the Deployment Study and the Strategic Plan, staff has been very busy working with Novato Fire to try to overcome concerns regarding revenue and cash flow which will be discussed under New Business.

6. LIAISON CHIEF'S REPORT: (continued)

SMEMPS Liaison Report Operations- BC Bret McTigue

Over the last quarter SMEMPS personnel have received continued training on updates to the Multiple Patient Management Plan and training for firefighter behavioral health. We have continued the 911-referral program allowing Paramedics and EMTs to provide information on support services the County offers. This month all SMEMPS personnel will receive training on the new scope of practice for EMTs (Check and Inject.) to administer IM (intra-muscular) Epinephrine with a needle and a syringe instead of an Epinephrine Auto-injector which is much too costly.

The County EMS Agency and SMEMPS personnel are currently in the beta testing phase of the county's new patient care report program to launch April 1st. This along with the newly purchased I Pads and Life Pack Cardiac Monitors, should assist is a seamless data and care - capturing network, all designed to improve care, documentation, and increased billing compliance.

The national drug shortage continues to affect SMEMPS. The supply of Morphine Sulfate has reached critical low levels. There is no ETA on when supplies will arrive. The EMS Agency has been asked to lobby for the usage of expired Morphine and an alternative medication.

The new Rescue 9 is expected to arrive late July of 2018 and the new Medic 1 will be receiving its final inspection next week and arriving late February.

Survivors celebration planning is reaching its final selection with two potential survivors selected for SMEMPS.

SMEMPS Call and Pre-Hospital Data Trend Statistics were reviewed and discussed.

7. Public Open time for items not on the agenda: None

8. NEW BUSINESS:

A. Declare Surplus Ambulance: M/S Berman, Chun to declare one 2013 Ford Ambulance VIN#19864 surplus and authorize Chief Pearce to dispose of it. All Ayes.

B. Budget Adjustment to Purchase Gurney from Reserve: The new ambulance due in March has an auto-loader installed however our current gurney has reached the end of its life. M/S Chun, Berman to authorize the purchase of a Stryker Auto-Lift Gurney from ALS Equipment Reserve in the amount of \$25,770.46. All Ayes

8. NEW BUSINESS: (continued)
 - C. Ambulance Billing Agreements: The transition of billing services to Novato Fire Protection District has been very challenging. Revenue and cash flow has been negatively impacted due to delays in their process and procedures. B/C Ted Peterson who headed the Ambulance Billing operations left the department and Chief Heine retired. The Novato Board of Directors anticipates transitioning out of ambulance billing. After deliberating with the Admin Chiefs we have contacted Wittman Enterprises who are ready to take us back as of March 1st. Our Auditor and the City of Mill Valley's Finance Director are in favor of the move.

We are asking the Board to authorize Chief Pearce to depart from the JPA with Novato and enter into a billing services agreement with Wittman Enterprises at a rate of 3.99%.

M/S Berman, O'Neill to authorize Chief Pearce to coordinate the departure for billing services from Novato over to Wittman Enterprises. All Ayes.

10. ADJOURN: M/S Chun, Berman to adjourn in memory of Margot Plant at 11:15 All Ayes.