

Southern Marin Emergency Medical Paramedic System  
Regular Meeting of the Board of Directors  
WEDNESDAY, JUNE 3, 2024  
APPROVED MINUTES

BOARD MEMBERS PRESENT: Marin County – James Devitt; Southern Marin – Peter Fleming, Tiburon – Rick Jones; Belvedere – Dr. Thomas Cromwell

ALSO PRESENT: Chief Pearce, Chief Weber, Chief Tubbs, Deputy Fire Chief Barnes, Battalion Chief Fox, Battalion Chief Rosebrock, Assistant/Fire Chief Hellyer, CQI Specialist Price Fair, and TFPD Administrative Officer Chaput (Interim SMEMPS Board Clerk)

ABSENT:

1. CALL TO ORDER

Meeting called to order at 6:30 p.m.

Interim SMEMPS Board Clerk Chaput conducts roll call:

Devitt – Present

Fleming – Present

Jones for Capell – Present

Cromwell – Present

2. CONSENT CALENDAR

A. Approval of Minutes, Wednesday, September 6, 2023

B. Finance Report

C. Approval of Payments

D. Collection Reports

E. Declare Surplus Equipment

F. Preliminary Budget FY 2024-25

G. Acceptance of Audit Submission

H. Member Disbursements, FY ending June 30, 2023

Director Fleming requested discussion on Agenda Item 2H. Fleming recommended a review of the methodology and evaluation of member agencies' contributions. The Admin Chiefs will make recommendations following an evaluation.

M/S Jones, Fleming to approve the Consent Calendar

Vote by roll call:

Devitt – Aye

Fleming – Aye

Jones – Aye

3. PUBLIC OPEN TIME for items not on the agenda

No public participation.

4. CHIEF'S REPORT

A. Liaison Chief's Report

**Administration:**

The Preliminary Budget for FY 2024-25 reflects an increase in revenue-related IGT and GEMT funding, expenditures remain relatively static with increases in communications, and fuel and carryover balances in capital for ambulance build delays. We are anticipating another large PP GEMT transfer to draw down additional funds for services provided.

The Finance Committee reviewed the hourly allocation in the 2022 Golden Hills Finance Agreement and recommended an adjustment updated to \$50,000/year based on additional workload associated with various revenue, accounting and auditing requirements. The balance of the Agreement will remain unchanged.

There were significant impacts to individual agencies and training as a result of the deployment model introduced in 2022. The 3-ambulance model increases utilization and requires greater attention to ensure adequate training opportunities, all of which are solvable. The Admin Chiefs are proposing a modified member agency disbursement to address some of these impacts. As anticipated, the annexation of the City of Mill Valley to Southern Marin Fire will also require the group to review and update, as necessary, the governing documents: JPA, Bylaws, Plan of Ops and Finance Policy for later Board action.

Supply chain disruptions continue. We remain on solid footing with medical supplies with the exception of some pharmaceuticals; however, we are investigating opportunities to retain tighter controls on inventory and supply needs with newer technology. A preemptive order was placed for the next ambulance in light of the substantial delays in obtaining chassis and reasonable build timelines.

**B1513 EMS Battalion Chief Jake Rosebrock:**

- Our EMS Education Team (Bridget Peterson, Heather Price Fair, Jen Glazier, Jake Rosebrock and Dr. Mark Bason-Mitchell) built education for the next year; reviewing calls that our Paramedics ran, continually working on supply needs and keeping up with needs and shortages.

- SMEMPS is in need of 5 new LifePaks. Possible purchase of 5 new ones for about \$436k, \$87k each. The second option is to lease option department-wide for \$14K a month for 7 years for all LifePak replacement and gurneys with an option to purchase at the end.
- New equipment ordered for Rescue 9 to keep all equipment up to date.
- Need to work with Dean Riddle to get rid of expired narcs.
- New Language Line Services account was added to SMEMPS and needs to be added to all tablets and phones for interpreters.
- Ambulance replacement update: M10 (Tiburon) was delivered and is in service. New Ambulance on order 2-year ETA for replacement for SMFD.

**EMS Specialist Jen Glazier:**

- Bound Tree rep Eddie McThorn and regional sales director Pablo Alvarez both are doing a good job. Robert Grady is now doing medical supply ordering at Station 7.
- All Stryker equipment coming for service in August. Dates to follow.
- Currently no maintenance contracts in place for repairs on Stryker equipment until we figure out if we are going to go to a lease option.
- All personnel that need a Narc code received new Narc codes and all equipment reprogrammed to make sure we were covering the Narcotic Policy.
- Received Lucas Batteries for M1 after 6-month wait. Stryker has a new vendor so hopefully this won't be a problem in the future.
- Received West Marin grant for medical supplies and will get a Lucas Device for 1585.
- Josh Scofield started 5/13/2024 in the academy.

**C.Q.I. Specialist Heather Price Fair – Report 1/1/2024-3/31/2024:**

**Runs by Unit Disposition:**

| Number of Runs | Percent of Total Runs | Unit Disposition                            |
|----------------|-----------------------|---|
| 978            | 76.71%                | Patient Contact Made                        |
| 117            | 9.18%                 | Cancelled Prior to Arrival at Scene         |
| 89             | 6.98%                 | Non-Patient Incident (Not Otherwise Listed) |

|                     |                       |                    |
|---------------------|-----------------------|--------------------|
| 44                  | 3.45%                 | No Patient Found   |
| 31                  | 2.43%                 | Cancelled on Scene |
| 16                  | 1.25%                 | No Patient Contact |
| <b>Total: 1,275</b> | <b>Total: 100.00%</b> |                    |

### Runs by Patient Disposition:

| Number of Runs    | Percent of Total Runs | Patient Evaluation/Care (3.4=itDisposition.100/3.5=eDisposition.28) |
|-------------------|-----------------------|---|
| 893               | 91.31%                | Patient Evaluated and Care Provided                                 |
| 45                | 4.60%                 | Patient Evaluated and Refused Care                                  |
| 29                | 2.97%                 | Patient Evaluated, No Care Required                                 |
| 10                | 1.02%                 | Patient Refused Evaluation/Care                                     |
| 1                 | 0.10%                 | Patient Support Services Provided                                   |
| <b>Total: 978</b> | <b>Total: 100.00%</b> |   |

### Calls by City:

| City        | Number of Runs | Percent of Total Runs |
|-------------|----------------|-----------------------|
| MILL VALLEY | 615            | 48.20%                |
| SAUSALITO   | 202            | 15.83%                |
| TIBURON     | 178            | 13.95%                |
| MARIN CITY  | 96             | 7.52%                 |
| BELVEDERE   | 55             | 4.31%                 |
| ALM         | 34             | 2.66%                 |

|                     |                     |                       |
|---------------------|---------------------|-----------------------|
| GGN                 | 29                  | 2.27%                 |
| MUIR BEACH          | 16                  | 1.25%                 |
| City of Mill Valley | 12                  | 0.94%                 |
| CORTE MADERA        | 11                  | 0.86%                 |
| MTT                 | 6                   | 0.47%                 |
| STINSON BEACH       | 6                   | 0.47%                 |
| City of Sausalito   | 5                   | 0.39%                 |
| LARKSPUR            | 4                   | 0.31%                 |
| Town of Tiburon     | 3                   | 0.24%                 |
| City of Belvedere   | 1                   | 0.08%                 |
| KENTFIELD           | 1                   | 0.08%                 |
| SAN QUENTIN         | 1                   | 0.08%                 |
| Town of Fairfax     | 1                   | 0.08%                 |
|                     | <b>Total: 1,276</b> | <b>Total: 100.00%</b> |

### Runs by Transport Disposition:

| Number of Runs | Percent of Total Runs | Transport Disposition (3.4=itDisposition.102/3.5=eDisposition.30) |
|----------------|-----------------------|---|
| 778            | 79.55%                | Transport by This EMS Unit (This Crew Only)                       |
| 138            | 14.11%                | Patient Refused Transport   |
| 47             | 4.81%                 | No Transport  |
| 8              | 0.82%                 | Transport by This EMS Unit, with a Member of Another Crew         |

|                   |                       |  |
|-------------------|-----------------------|--|
| 6                 | 0.61%                 | Non-Patient Transport (Not Otherwise Listed) |
| 1                 | 0.10%                 | Transport by Another EMS Unit                |
| <b>Total: 978</b> | <b>Total: 100.00%</b> |  |

**Transport Mode from Scene:**

| Transport Mode From Scene | Number of Transports | Percent of Transports |
|---------------------------|----------------------|-----------------------|
| Code 2                    | 714                  | 89.81%                |
| Code 3                    | 71                   | 8.93%                 |
| C2 Upgraded to C3         | 8                    | 1.01%                 |
| C3 Downgraded to C2       | 2                    | 0.25%                 |
|                           | <b>Total: 795</b>    | <b>Total: 100.00%</b> |

**SMEMPS E-Bike Report:**

Please see attached pdf.

Meeting attendees watched a video of Luna the dog being rescued from a structure fire in Southern Marin Fire Protection District's jurisdiction.

**5. BOARD OF DIRECTORS COMMENTS**

Liaison Chief Pearce announced that he is planning on retiring by the end of the year and Chief Tubbs would be his successor as SMEMPS Liaison Chief.

**6. ADJOURNMENT**

M/S Fleming, Jones to adjourn

Vote by roll call:

Devitt – Aye

Fleming – Aye

Jones – Aye

Meeting adjourned at 7:13 p.m.