

# SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE

## SEMSC Board of Directors Regular Meeting

Thursday, January 13, 2022  
9:00 – 10:30 AM  
(Via WebEx)

### AGENDA

In an effort to protect public health and prevent the spread of COVID-19, and in accordance with the Governor's Executive Orders, the Solano County Emergency Medical Services Cooperative Board meeting will be held via teleconference. The public may listen to the open session portion of the meeting as there will be no public location for attending in person. To listen to the meeting, dial 1-415-655-0001 and use Access Code 2467 852 3156.

### PUBLIC COMMENT

Members of the public who wish to comment on any item on the agenda may submit comments by emailing [HSSSolanoresponds@solanocounty.com](mailto:HSSSolanoresponds@solanocounty.com) or mailing the comments to 355 Tuolumne St., Suite 2400, MS 20-240, Vallejo, CA. 94590 (Attention: SEMSC).

The comments must be received no later than Wednesday January 12, 2022, at 5:00 p.m. Copies of comments received will be provided to the Board and will become a part of the official meeting record but will not be read aloud at the meeting.

Members of the public who wish to address the Board on the special agenda item should email [HSSSolanoresponds@solanocounty.com](mailto:HSSSolanoresponds@solanocounty.com) with a request. The chair will call upon speakers for public comment after the presentation of the agenda item. Each speaker will have 5 minutes to address the Board.

To submit comments verbally from your phone during the meeting, you may do so by dialing 1-415-655-0001 and using Access Code 2467 852 3156. No attendee ID number is required. Once entered into the meeting, you will be able to hear the meeting and will be called upon to speak during the public comment period.

**SEMSC does not discriminate against persons with disabilities. If you wish to participate in this meeting and will require assistance in order to do so, please call EMS Staff at (707) 784-8155 or email [HSSSolanoresponds@solanocounty.com](mailto:HSSSolanoresponds@solanocounty.com) at least 24 hours in advance of the meeting to make reasonable arrangements to ensure accessibility to this meeting.**

**Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet will be emailed to you upon request. You may request materials by emailing [HSSSolanoresponds@solanocounty.com](mailto:HSSSolanoresponds@solanocounty.com).**

### Board of Directors

Birgitta Corsello  
Solano County Administrator  
Chair, SEMSC

John Jansen  
Health Care Consumer Rep.  
Vice Chair, SEMSC

Joshua Chadwick, Fire Chief  
Benicia Fire Department  
Fire Chief Representative

Caesar Djavaherian, MD  
Emergency Department  
NorthBay Medical Center  
Physicians' Forum Rep.

Greg Folsom, City Manager  
City of Suisun  
City Manager Representative

Thea Giboney, MHA  
Medical Group Administrator  
Kaiser Permanente  
Medical Professional Rep.

David Piccinati, MD  
Emergency Department  
Sutter Solano Med. Center  
Medical Professional Rep.

### EMS Agency Staff

Bela Matyas, MD, MPH  
Public Health Officer

Pranav Shetty, MD, MS, MPH  
Medical Director

Benjamin Gammon  
Interim Agency Administrator

### Counsel

Julie A. Barga  
Deputy County Counsel

# SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE

## Regular Board Meeting – Agenda – January 13, 2022

### 1. CALL TO ORDER - 9:00 a.m.

### 2. ROLL CALL

### 3. UPDATE BY DEPUTY COUNTY COUNSEL

a) Update on AB 361 - signed by Governor Newsom on September 16, 2021, revises Government Code section 54953 of the Brown Act and permits legislative bodies to hold meetings via teleconference without compliance with the requirements of Government Code section 54953(b)(3), subject to certain conditions.

**ACTION ITEM:** Consider making the findings that:

- 1) Pursuant to Government Code section 8625, Governor Gavin Newsom declared a State of Emergency in the State of California on March 4, 2020, as a result of the threat of the Coronavirus (COVID-19) pandemic; and,
- 2) California Department of Public Health ("CDPH") and the federal Centers for Disease Control and Prevention ("CDC") caution that the Omicron variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/omicron-variant.html>); and,
- 3) Board members and members of the public interested in the issues brought before the Board are predominantly involved with a frontline community emergency medical services, which has been shown to be particularly risky setting for COVID-19 transmission, requiring increased Occupational Safety and Health Administration (OSHA) safety standards; and,
- 4) As a result, holding meetings in person would present imminent risks to the health or safety of attendees; and
- 5) The Board will conduct open and public remote teleconferencing meetings in accordance with AB 361 immediately upon making these findings until the earlier of (1) February 12, 2022, or (2) such time that the Board makes subsequent findings in accordance with Government Code section 54953(e)(3) to extend the time during which the Board may continue to teleconference without compliance with paragraph (3) of subdivision (b) of Government Code section 54953.

### 4. ITEMS FROM THE PUBLIC

*This portion of the meeting is reserved for persons wishing to address the Board on any matter **not** included on the agenda.*

### 5. APPROVAL OF THE MINUTES OF July 8, 2021 (Discussion/Action)

### 6. APPROVAL OF THE AGENDA (Discussion/Action)

### 7. REPORTS (Informational Reports)

- a. SEMSC Medical Director's Report
- b. EMS Administrator's Report
- c. Medic Ambulance Operator's Report
- d. EMS Quarterly Activity Report

Solano EMS Cooperative

355 Tuolumne St., MS 20-240, Suite 2400 Vallejo, CA 94590 / PH: 707-784-8155 / Web Site: [www.solanocounty.com](http://www.solanocounty.com)

Attachments: A – EMS Quarterly Activity Report for the Period of July to September 2021

- (1) EMS General Overview
- (2) EMS General Data
- (3) EMS Specialty Care Program Data
- (4) EMS Trauma One System Update
- (5) Emergency Medical Dispatch (EMD)
- (6) ESO EMD Data Repository Update/ProQA Update
- (7) Application Digitization

e. SEMSC Fiscal/Budget Update (Informational Report)

Attachment: A – Revenue Actuals vs. Budget

## **8. ITEMS FROM THE PUBLIC**

*This portion of the meeting is reserved for persons wishing to address the Board on Regular Calendar Items included on the Agenda. Each speaker shall have 2 minutes to address the Board*

## **9. REGULAR CALENDAR (Discussion/Action)**

- a. Provide update on EMS Administrator recruitment (Report/Discussion)
- b. Provide update on EMS Medical Director transition and consider approval of contract with UC Davis for EMS Medical Director Services
- c. Review and Consider Approval of Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023, and Adoption of Resolution 22-001

Attachment: Resolution 22-001 (Annual Budget/Revenue Allocation Plan)

## **10. BOARD MEMBER COMMENTS**

- a. Chair
- b. Directors

## **11. ADJOURN**

*To the next regularly scheduled meeting of April 14, 2022, 9:00 AM in the Suisun City Council Chambers, 701 Civic Center Blvd., Suisun City CA 94585 or via WebEx.*

**Solano Emergency Medical Services Cooperative (SEMSC)  
Regular Meeting Minutes  
July 8, 2021; 9:00AM – 11:00 AM  
via WebEx**

**BOARD MEMBERS**

- Birgitta Corsello, Chair, SEMSC Board
- Joshua Chadwick, Fire Chiefs Representative
- Caesar Djavaheerian, Physicians' Forum Representative
- Greg Folsom, City Managers Representative
- Thea Giboney, Medical Professional Representative
- John Jansen, Healthcare Consumer Representative
- David Piccinati, Medical Professional Representative
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**STAFF**

- Ted Selby, EMS Administrator
- Bryn Mumma, EMS Medical Director
- Bela Matyas, Public Health Officer
- Rachelle Canones, Administrative Secretary
- Rebecca Cronk, EMS Specialty Care Supervisor
- Keith Erickson, EMS Coordinator
- Benjamin Gammon, EMS Coordinator
- Colleen Hogan, Health Education Specialist

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE
<b>1. Call to Order</b>		(none)	
<b>2. Introduction of new County Counsel</b>	Julie Barga, new SEMSC Counsel was introduced.		
<b>3. Roll Call</b>	Meeting called to order with a quorum present. <b>Board Member Giboney and Board Member Djavaheerian were absent.</b>		
<b>4. Items from the Public</b>	(None)		
<b>5. Approval of the Regular Meeting Minutes of January 14, 2021</b>	<p><b>Board Member Chadwick moved to approve the Regular Meeting Minutes. Board Member Jansen seconded.</b></p> <p><b><u>Roll Call Vote:</u></b>  <b>Joshua Chadwick – AYE</b>  <b>Greg Folsom – Abstain</b>  <b>David Piccinati – AYE</b>  <b>John Jansen - AYE</b>  <b>Birgitta Corsello – AYE</b>  <b>Caesar Djavaheerian – (Absent)</b></p>		

	<p><b>Thea Giboney – (Absent)</b></p> <p><b>Minutes of the Regular Meeting of January 14, 2021 is approved.</b></p>		
<p><b>6. Approval of the Agenda</b></p>	<p><b>Board Member Folsom moved to approve the agenda. Board Member Chadwick seconded.</b></p> <p><b><u>Roll Call Vote:</u></b>  <b>Joshua Chadwick – AYE</b>  <b>Greg Folsom – AYE</b>  <b>David Piccinati - AYE</b>  <b>John Jansen – AYE</b>  <b>Birgitta Corsello – AYE</b>  <b>Caesar Djavaherian – (Absent)</b>  <b>Thea Giboney – (Absent)</b></p> <p><b>Agenda is approved.</b></p>		
<p><b>7. Reports</b></p> <p>a. Medical Director’s Report</p> <p>b. Administrator’s Report</p>	<p>a. Dr. Brynn Mumma, EMS Medical Director, reported that there were no new policies or protocols implemented and no new discipline cases since the last Board Meeting.</p> <p>b. Mr. Ted Selby, EMS Administrator provided the following update:</p> <p>1. General Update  Mr. Selby announced that this is his last meeting as EMS Administrator prior to his retirement next week. Mr. Selby assumed the role of SEMSC Administrator in May 2010, when there was no local ST Elevation Myocardial Infarction (STEMI), Trauma, Emergency Department Approved for Pediatrics (EDAP) or Stroke system in place. Today, Solano County is home to all these.</p>		

The EMS Administrator added that although the recent past has been filled with challenges, the County has been able to rise above them by working together, such as in the case with the mass vaccination activities at the Solano Fairgrounds where over 102,000 vaccinations were administered from February 6 to May 27 this year. This endeavor would not have been possible without the help of our partners (Kaiser, NorthBay, Medic, Partnership HealthPlan, Touro, our local fire departments, and the Solano County Fair Association.) Public demand for vaccination has continued to decrease, and as such the number of pop-up clinics being scheduled has been reduced. However, requests from some partner cities asking to set up vaccination clinics at special events, are still being received, and the EMS Agency continues to accommodate them. As such, it is likely that vaccination clinics will continue through the summer.

## 2. System Performance

Response time statistics for the second and third quarter of Fiscal Year (FY) 2020/2021 for Medic Ambulance are at an average of 99%. The PPP Fire Departments' response time averages are as follows:

### 2<sup>nd</sup> and 3<sup>rd</sup> Quarter FY 20/21

- Benicia – 95%
- Dixon – 98%
- Fairfield – 93%
- Vallejo – 93%

## 3. System Updates

Mr. Selby stated that while most parts of the system are going well, and a more detailed presentation will be given during the specialty care program activity report, one program that needs to get back on track is Emergency Medical Dispatch (EMD) and Pre-Arrival Instruction (PAI) which is going to be rolled out countywide. More details will be provided during the staff presentation.

	<p>Mr. Selby noted that the Master Services Agreement (MSA) for exclusive Emergency Advanced Life Support Ambulance Services was extended to April 2025 at last year's June 19 special meeting of this Board.</p> <p>This action led to the need to update and modernize the Public Private Partnership (PPP) agreement, which is incorporated by reference to the MSA, between Medic Ambulance and the Cities of Benicia, Dixon, Fairfield, and Vallejo. The city of Suisun City was added to the list of partnering cities; however, they are not yet actively engaged as they are still in the process of planning and acquiring the necessary resources to meet the obligatory requirements of the agreement. It is anticipated their participation could begin by January of 2022.</p> <p>Mr. Selby also proposed a draft timeline for the new EOA Request for Proposals (RFP) process:</p> <ul style="list-style-type: none"> <li>• May 2023: Begin Consultant Search</li> <li>• July 2023: Engage Consulting Firm</li> <li>• Sept. 2023: EMS System Review Completed</li> <li>• Oct. 2023: Draft RFP (Stakeholder Engagement)</li> <li>• Feb. 2024: Approve Draft / Submit to EMSA</li> <li>• Apr. 2024: Post/Disseminate Final Approved RFP</li> <li>• Jul. 2024: Proposals Reviewed/Scored/Contractor Selected</li> <li>• Sept. 2024: Announce Selected Contractor</li> <li>• Sept. 2024: Protest Period Ends</li> <li>• Oct. 2024: Contract Awarded</li> <li>• May 2025: New Contract Implemented</li> </ul> <p>Board Member Chadwick thanked Mr. Selby and noted that when the Board approved the MSA extension, a request was also made to start the next RFP process earlier and would assume that this proposed timeline matches this request. Board Member Chadwick further inquired if this timeline can be recorded, to which Mr. Selby replied that this will be memorialized in the minutes of this meeting.</p>		
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<p>c. Medic Ambulance Operator's Report</p>	<p>Board Member Folsom also thanked Mr. Selby and wished him well on his retirement.</p> <p>c. James Pierson, President and Chief Operating Officer (COO) of Medic Ambulance provided the ambulance operator's report. Mr. Pierson shared that Medic celebrated 42 years of service to Solano County on June 1<sup>st</sup>. in the next 12 months, Medic will be busy with their Commission on Accreditation of Ambulance Services (CAAS) reaccreditation process. Mr. Pierson noted that Medic was the first ambulance service in Northern California that received CAAS accreditation in 2007 and has since gone through four cycles of CAAS accreditation with perfect scores. Medic will likewise be working on their Accredited Center of Excellence (ACE) accreditation with the International Academies of Emergency Dispatch (IAED).</p> <p>Medic has also been assisting the County with COVID-19 vaccinations, helping out with the McDonald's vaccine clinics, as well as with homebound and homeless vaccination programs with Solano Public Health (PH); Mr. Pierson commended Solano EMS and PH for the work they continue to do in reaching residents to get COVID-19 vaccines.</p> <p>Since their last report, Medic has acquired three new ambulances and have placed these in service. There are four more ambulance enroute, and these are expected to arrive in five to six months. Medic will also begin implementing a new digital ultra-high frequency (UHF) radio system today and upgrading all their platforms to a more robust and reliable radio system, while staying on the same UHF frequency.</p> <p>Mr. Pierson announced that fire season has begun and have already have seven-day deployment to the Willow Fire in Monterey County. At the last meeting, Board Member Chadwick requested that Medic train local fire agencies on their ambu-bus, and they have already conducted in-service training on the ambu-bus, including how to order, when to order this resource, etc. It was noted that there are only three of this kind of resource in the entire State of California, two are in San Francisco, and one is here in Solano County.</p>		
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<p>d. EMS Quarterly Activity Report</p>	<p>Mr. Pierson ended by thanking Mr. Selby for his service to Solano County, and are ecstatic with the progress in the last ten years, with the development of the various specialty care centers in the County; and wished Mr. Selby well on his retirement.</p> <p>d. EMS staff Rebecca Cronk and Benjamin Gammon provided the Board with a presentation on the EMS quarterly activity report for the period of January 1 to June 30, 2021.</p> <p>(a) General Overview There are no new policies and protocols implemented since the last meeting. However, there are several revisions in progress, including those that deal with STEMI, stroke, Field Advisory Report (FAR) response time, and data submissions. It was reported that responses to FARs have been delayed due to COVID-19 vaccination efforts.</p> <p>(b) General Data The EMS Agency has processed 101 paramedics, 142 Emergency Medical Technicians (EMT) and four Mobile Intensive Care Nurse (MICN) during this period. A new certifications specialist, Nicole Rupp, was hired in May.</p> <p>Regarding vaccination clinics, the Solano EMS team has supported 38 mass vaccination clinics are the Solano Fairgrounds, ran 61 pop-up clinics, and coordinated shots for 142 small facilities, administered 52,000 doses, as well as managed over 185,000 doses. In addition, over 700,000 pieces of personal protective equipment (PPE) were delivered through the Medical Health Operational Area Coordinator (MHOAC) program.</p> <p>In EMS system aggregate data, staff reported that there have been 420 views since the Data Dashboard was launched. The dashboard has been updated with information for the period of January 1 to March 31, 2021, during which time there was a total of 41,375 9-1-1 medical calls. 91% of which were Code 3 and 9% were Code 2. Average response times were 5 minutes for Code 3, and 8 minutes for Code 2.</p>		
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	<p>As requested by the Board, first responder response time was added to the dashboard, and it is currently at 5 minutes 30 seconds.</p> <p>Under specialty care data:</p> <ul style="list-style-type: none"> <li>• Stroke – 923 cases brought in by EMS; majority of patients are female, 80+</li> <li>• ST-Elevation Myocardial Infarction (STEMI) – 272 cases; majority of patients are male, under 60</li> <li>• Trauma – 1,041 cases; majority of patients are male between 18-64</li> <li>• Emergency Department Approved for Pediatrics (EDAP) – 279 cases; majority of patients are male between 0-5</li> </ul> <p>(c) Specialty Care Program Data</p> <ul style="list-style-type: none"> <li>• Trauma – fully operational, with redesignations due in January 2022. Currently, Kaiser Vacaville is designated as Level II, and NorthBay Medical Center is designated as Level III. Site surveys postponed and no public outreach due to COVID-19. Data still being collected for quality assurance (QA) and process improvement (PI); Last report was at the January 2021 EMS Quarterly.</li> <li>• STEMI – fully operational; with redesignations due in January 2022. Currently, NorthBay and Kaiser Vallejo are designated as STEMI receiving centers (SRC). Site visits postponed due to COVID-19. Public outreach through the Solano County STEMI/Stroke, Trauma Emergency Education and Readiness (STEER) Committee where volunteers provided handouts and education at pop-up vaccination clinics.</li> <li>• EDAP – fully operational; redesignations occurred in December 2020. EDAP tab was added to Data Dashboard on website. Currently, Kaiser Vacaville, Kaiser Vallejo, NorthBay and VacaValley are designated.</li> </ul>		
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	<p>First QA/PI report given at EMS Quarterly in January 2021, after data collection resumed last year. No public outreach events or site visits.</p> <ul style="list-style-type: none"> <li>Stroke – program in progress; virtual site surveys completed; in-person surveys postponed due to COVID-19; Memorandum of Understanding (MOU) in progress. Preliminary designation as Primary Stroke Center for Kaiser Vacaville, Kaiser Vallejo, NorthBay, Sutter Solano and VacaValley. STEER Committee was able to provide public education and handouts on stroke topics at pop-up vaccination clinics.</li> </ul> <p>(d) Current Project Status and Updates</p> <p>(a) TraumaOne – trauma data repository acquired in 2013; trauma centers currently input data but EMS staff unable to utilize it. EMS staff have been working with TraumaOne team which has completed system mapping and are currently working on the data import-export process. Next goals include training with the trauma centers and EMS Agency on data import-export process, building report pages for EMS staff. Expected date of completion is early August 2021.</p> <p>(b) Emergency Medical Dispatch (EMD) – EMD is a protocol reference system for dispatchers to give pre-arrival instructions (PAI) to callers at the scene of a medical emergency. The Solano County Sheriff's Office (SO) already plans to train their dispatchers on EMD. Funding options are currently being explored for the other public safety answering points (PSAP) to acquire the software from Priority Dispatch. Next goals include establishing a countywide EMD plan with Physicians' Forum, engaging the assistance of Priority Dispatch, assisting PSAPs with implementation, and identifying a date for the countywide roll-out of PAI.</p>		
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<p>e. Fiscal/Budget Update</p>	<p>(c) ESO EMS Data Repository – ESO is a data repository for California Emergency Medical Services Information System (CEMSIS) and National Emergency Medical Services Information System (NEMSIS) data. EMS staff recently restarted meetings with ESO team. Currently, 8 out of 12 basic life support (BLS) ambulance providers are fully onboarded and submitting data. Next goals include getting the other BLS providers onboarded, EMS staff to be trained by ESO team on how to build and pull reports and will learn to build and run quality assurance (QA) reports.</p> <p>e. Dawn Boggs provided the fiscal and budget update. It was noted that the Board should have received the updated revenue comparison report for FY 2019/2020 and FY 2020/2021 by email, as there was a formula error in the original document that was sent. It was reported that there is an approximately \$550,000 variance between FY 2019/2020 and FY 2020/2021. This variance is due to the transfer of Public Private Partnership (PPP) payments to the City of Fairfield after January 2021. For the month of July, there is a variance of approximately \$40,000 between FY 2019/2020 and FY 2020/2021. It was stated that this exists for two reasons (1) the PPP for the last quarter of each of the fiscal years is included in the July totals, and (2) some adjustments were made to the quarterly payments PPP for FY 2019/2020, which can also be noted for the month of October. For January and February, there is a variance of approximately \$100,000, due to the timing of when the revenues were received by the EMS Agency. The Level II Trauma Center designation fee was received in January during FY 2019/2020, and in February during FY 2020/2021. The timing of the receipt of the revenues also explains the variance of the revenues for the months of March through June.</p> <p>The revenue forecast for FY 2020/2021 was also presented. It was stated that this spreadsheet itemizes the types of revenues received by the EMS Agency each month.</p>		
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	<p>It was reiterated that the collection of the PPP payment was transitioned to the City of Fairfield after January 2021. It was also noted that about \$69,000 in revenues for FY 2020/2021 is expected to be collected in July 2021. This includes the annual STEMI designation fees, and the June ambulance franchise fee.</p> <p>The expenses-to-date report is included as Attachment C. An updated report with more recent numbers was also emailed out. It was reiterated that PPP is lower due to the transfer to the City of Fairfield after January 2021. Due to revenues received from COVID-19 Coronavirus Aid, Relief, and Economic Security (CARES) Act funds, the Solano EMS Agency anticipates receiving a fund balance surplus of approximately \$480,000 at the end of the fiscal period.</p> <p>Board Member Jansen inquired whether the CARES funding is allocated for anything specific, and if there are any limitations on spending for funds received. Mr. Selby stated that Dr. Matyas is likely in the best suited to answer this question. However, CARES funding received by the EMS Agency, has been allocated specifically for personnel costs. Since most of the staff have been re-assigned to COVID-19 response activities, the personnel costs related to these are being charged the CARES funding provided by the federal government. As such, EMS funds that are normally collected for staff costs will now go into the reserves.</p> <p>Board Member Jansen asked regarding the spike Forfeitures and Penalties on Attachment C, with the initial estimate at \$16,000 and the actual revenue at about \$60,000. Ms. Boggs explained there were additional forfeitures and penalties collected and would need time to drill down to obtain more details regarding the increase in this line item.</p>		
<p><b>8. Items from the Public</b></p>	<p>(None)</p>	<p>Provide details regarding variance</p>	<p>Solano EMS staff</p>

<p><b>8. Regular Calendar</b></p> <p>a. Adopt and present a Resolution honoring Benjamin Gammon</p>	<p>a. Mr. Selby explained that this is not ordinarily done, but when extraordinary actions take place, a different approach may be warranted. It was further explained hospital partners had asked if Benjamin Gammon could be honored with some sort of recognition, perhaps through a resolution. It was stated that partners from all local healthcare organizations had talked about how Mr. Gammon repeatedly went above and beyond what was expected. Mr. Selby added that the local fire chiefs had also brought up the exceptional job Mr. Gammon has been doing and supported the idea of presenting him with a resolution, when the previous discussion with hospital partners regarding this matter.</p> <p><b>Board Member Jansen moved to adopt Resolution 21-002 honoring Benjamin Gammon. Board Member Chadwick seconded.</b></p> <p><b><u>Roll Call Vote:</u></b>  <b>Joshua Chadwick – AYE</b>  <b>Greg Folsom – Abstain</b>  <b>David Piccinati – AYE</b>  <b>John Jansen - AYE</b>  <b>Birgitta Corsello – AYE</b>  <b>Caesar Djavaheerian – (Absent)</b>  <b>Thea Giboney – (Absent)</b></p> <p><b>Resolution 21-002 is approved and adopted.</b></p> <p>Board Member Chadwick read and presented the resolution to Mr. Gammon. Board Member Chadwick thanked Mr. Gammon for his work, and knows firsthand his dedication, as they had been working together early on to get vaccine clinics to the City of Benicia.</p>		
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<p>b. Receive update on EMS Administrator recruitment</p>	<p>Benjamin Gammon thanked the SEMSC Board, and healthcare partners for the recognition, adding that COVID-19 response is a team effort. The system works because of all the partnerships within Solano County, as well as the leadership in EMS and SEMSC.</p> <p>Board Chair Corsello congratulated Mr. Gammon, stating that the recognition is well-deserved.</p> <p>b. Dr. Bela Matyas began by stating that the current administrator, Ted Selby is planning to retire on July 15, 2021. Mr. Selby began his tenure in Solano County in 2007 as the Emergency Preparedness and Response Manager, assuming the role of EMS Administrator in 2010. In 2011, Mr. Selby spearheaded the creation of the ST-Elevation Myocardial Infarction (STEMI), and Trauma Systems in Solano County, and the first Advanced Life Support (ALS) with Registered Nurse (RN) level of ambulance service in the State of California. In 2013, Emergency Department Approved for Pediatrics (EDAP) was also established under Mr. Selby's leadership.</p> <p>In late 2019, the world started becoming aware of COVID-19, which ultimately became a pandemic in 2020. As the County's MHOAC and EMS Administrator, Mr. Selby, together with our hospital and ambulance partners, coordinated the medical transport and treatment associated with repatriation missions; acquisition and management of scarce equipment and resources, which through Mr. Selby's foresight and planning, unlike other counties, Solano never ran out of PPEs. In addition, Mr. Selby helped coordinate remdesivir ordering and distribution, as well as the management of patient movement related to alternate care sites and nursing homes experiencing outbreaks. Then in late 2020, and into 2021, the EMS Agency, together with Kaiser, NorthBay and Sutter, spearheaded the countywide vaccination effort, which helped vaccinate a huge portion of the County's population. This year, under Mr. Selby's leadership, EMS staff also began implementing the countywide Stroke System. In recognition of Mr. Selby's contributions, Dr. Matyas presented the EMS Administrator with a plaque of appreciation.</p> <p>Solano Health and Social Services (H&amp;SS) has engaged the services of Public Service Search, LLC as the vendor for the recruitment of the next EMS Administrator.</p>		
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	<p>H&amp;SS held a kick-off meeting with the vendor on July 2, 2021, establishing a tentative timeline for how to proceed with the recruitment moving forward. The expectation is that the vacant position will be posted on Monday, July 19<sup>th</sup> and will be open until filled. However, an initial assessment of candidates will be conducted four weeks after posting. It is anticipated that interviews will begin the week of August 30<sup>th</sup> which will be in the form of oral board reviews to identify eligible candidates. Top candidates will then be interviewed by the selection committee. It is projected that a final job offer will be made on or before Friday, September 24<sup>th</sup> with the chosen candidate starting on Monday, October 11, 2021, perhaps sooner if the timeline can be accelerated in the event that there are a lot of candidates who submit applications early. However, they recognize that this position is difficult to recruit for, and they would like to do a thorough job of identifying qualified candidates. Meanwhile, Dr. Matyas announced that Benjamin Gammon will act as interim MHOAC and EMS Agency lead who can be contacted by partner agencies and hospitals for access to the EMS Agency. Dr. Matyas added that he can be contacted as well.</p> <p>Board Member Chadwick also presented a plaque of appreciation to Mr. Ted Selby from the Solano Fire Chiefs Association, thanking him for his service to the County. Mr. Selby thanked everyone for the plaques of appreciation. Board Chair Corsello and Board Member Jansen congratulated Mr. Selby on his retirement.</p> <p>Board Member Jansen inquired in regard to the composition of the selection committee for the EMS Administrator recruitment, asking if it will be an internal committee or whether stakeholders will be part of it as well. Dr. Matyas explained that both the oral boards and selection committee will be made up of both internal members and stakeholders, ensuring that hospital, fire, and emergency response has representation; adding that since the EMS Administrator essentially works for and with these groups, they will ensure that there will be representation from these various stakeholder groups in the recruitment process. Board Chair Corsello added that this is very similar to the process used in the past, including when Mr. Selby was hired.</p>		
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	<p>Last week, our Administration and Trauma Program team received official word that NorthBay was successful, with no deficiencies. I know I speak for the entire NorthBay leadership in thanking the County for its continued support and its participation in showing the American College of Surgeons Committee on Trauma (ACS COT) that we have a truly comprehensive trauma system in Solano County. We also are very fortunate to have an excellent partnership with our EMS colleagues, both our fire departments and Medic Ambulance. There is one additional item I'd like to mention, and perhaps it can be discussed further in EMS meetings. The ACS surveyors noted, and I will quote what they said. 'NorthBay Medical Center is an ACS-verified Level II Trauma Center that is currently designated as a Level III Center by the regional system. This may delay care for severe head injury patients.' That may be something for study and further consideration. Thank you."</p>		
<p><b>11. <u>Adjournment</u></b></p>	<p>Meeting adjourned to the next Regular Meeting on October 14, 2021 at 9:00 am.</p>	<p>(None)</p>	

DRAFT

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**7. REPORTS**

**a. SEMSC Medical Director's Report (verbal update, no action)**

*No new policies were enacted since the last Board Meeting but there are a number that are being revised and will be finalized once the comment period ends.*

Solano EMS policies and protocols are available on the internet at  
<http://www.co.solano.ca.us/depts/ems/>

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

## 7. REPORTS

### b. EMS Administrator's Report

#### **b.1. General Update**

- *SARS-CoV-2 (COVID-19) Update*
  - Operations at Solano Town Center
  - Vaccine clinic pop-ups throughout the County
  - Mass vaccination clinics at the Fairgrounds for COVID-19 shots ran four days per week through December 15, 2021, and then resumed January 7, 2022, for two days per week (Fridays and Saturdays) and are scheduled to conclude January 29, 2022.
- *Medical Health Operational Area Coordinator (MHOAC) Program Update*
  - Continuing to provide testing kits and vaccines to providers

#### **b.2. System Performance** (Quarter 1, FY 2021/2022)

##### ☐ Response time Percentages (EOA Provider)

##### 1<sup>st</sup> Quarter

- Medic: 99%

##### ☐ Response time Percentages (PPP Providers)

##### 1<sup>st</sup> quarter

- Benicia: 94.5%
- Dixon: 95.7%
- Fairfield: 91.7%
- Vallejo: 92.7%

#### **b.3. System Updates**

- Emergency Medical Dispatch (EMD) – EMS Workgroup approvals
- Exclusive Operating Area (EOA) - timeline update for 2025 implementation

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**7. REPORTS**

- c. Medic Ambulance Operator Report (verbal update, no action)**

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**7. REPORTS**

**d. EMS Activity Report**

**Attachments:**

**A – EMS Quarterly Activity Report for the Period of July to September 2021including:**

- (1) EMS General Overview**
- (2) EMS General Data**
- (3) EMS Specialty Care Program Data**
- (4) EMS Trauma One**
- (5) Emergency Medical Dispatch (EMD) ProQA**
- (6) ESO EMD Data Repository**
- (7) Application Digitization**

# SEMSC Board Meeting

## EMS Quarterly Activity Report Outline

### January 13, 2022

#### I. General Overview

##### Quarterly Activity Report:

- General EMS Status and Updates
- Specialty Care Program Status and Updates
- Current Projects Status and Updates
- Report Period: October 1 – December 31, 2021

##### New/Revised Policies and Protocols:

- N-4 Stroke Protocol, implemented 12/15/2021

#### II. General Data

##### EMS Agency General Data: October 1 – December 31, 2021

- Paramedics, EMTs, MICNs
- Vaccinations

##### EMS System General Aggregate Data: Data Dashboard Page

#### III. Specialty Care Programs and Data

##### Trauma

- Program Status: Fully Operational
- Regulation:
  - Designations: KP VV (II), NBMC (III)
  - Site Surveys/Visits: 0 (Due to COVID-19)
- Quality Assurance:
  - Data Collection: Quarterly Reports from Trauma Centers, EMS Transport
  - QA/PI Meetings: EMS Quarterly, July 2022
- Outreach:
  - Public Outreach Events: 0 (Due to COVID-19)

##### STEMI

- Program Status: Fully Operational
- Regulation:
  - Designations: KP VJO, NBMC
  - Site Surveys/Visits: 0 (Due to COVID-19)
- Quality Assurance:
  - Data Collection: Monthly Reports from STEMI Centers, EMS Transport
  - QA/PI Meetings: EMS Quarterly, July 2022
- Outreach:
  - Public Outreach Events: 0 (Due to COVID-19)

**EDAP**

- Program Status: Fully Operational
- Regulation:
  - Designations: KP VV, KP VJO, NBMC, VVH
  - Site Surveys/Visits: 0 (Due to COVID-19)
- Quality Assurance:
  - Data Collection: Quarterly Reports from EDAP Centers
  - QA/PI Meetings: EMS Quarterly, July 2022
- Outreach:
  - Public Outreach Events: 0 (Due to COVID-19)

**Stroke**

- Program Status: Fully Operational
- Regulation:
  - Designations: KP VV, KP VJO, NBMC, SSMC, VVH
  - Site Surveys/Visits: 0 (Due to COVID-19)
- Quality Assurance:
  - Data Collection: Monthly Reports from All Hospitals, EMS Transport
  - QA/PI Meetings: EMS Quarterly, July 2022
- Outreach:
  - Public Outreach Events: 0 (Due to COVID-19)

**IV. EMS Trauma One****Background**

- Trauma One is a data repository for trauma data, originally implemented in 2013.
- Trauma centers currently input trauma data into Trauma One, however, due to software update issues, the EMS agency is unable to utilize their data.

**Current Status – Project Complete!**

- Trainings on the new data import-export process have been completed for the EMS Agency and trauma center teams, and the Agency is now able to utilize the system fully.

**Next Goals**

- The EMS Agency will pull trauma data reports from Trauma One and coordinate with trauma teams to ensure accuracy.
- The Agency team will take Trauma One reporting courses in Spring 2022.

**V. Emergency Medical Dispatch (EMD) ProQA****Background**

- Emergency Medical Dispatch (EMD) is a protocol reference system for dispatchers to give pre-arrival instructions to callers at the scene of a medical emergency.

**Current Status**

- The EMS agency team is currently applying for grants and searching for additional funding options.
- The Solano Sheriff's Office has moved into the implementation phase.

**Next Goals**

- The EMS agency team will assist the Sheriff's Office with implementation and establish a standardized implementation process that other PSAPs can follow.

**VI. ESO EMS Data Repository****Background**

- ESO is a data repository for CEMSIS/NEMSIS data, which will directly submit CEMSIS/NEMSIS data to the state.

**Current Status**

- ESO is currently working with the EMS Agency and transport providers.
- ESO will conduct an in-person training for the EMS Agency on how to create and run reports in Spring 2022.

**Next Goals**

- The EMS agency team will create and run new reports for quality improvement.

**VII. Application Digitization****Background**

- The EMS Agency processes approximately 500 EMT/P/MICN applications each year.
- Currently, applicants drop off or mail documents and payments and the application process is cumbersome and outdated.
- Our goal is to digitize this process, creating an online application and a system for online payments.

**Current Status**

- The EMS team has initiated the planning phase with the county IT team.
- The EMS team is mapping a draft of the process that applicants will follow.

**Next Goals**

- The EMS team will meet with the IT team to discuss the proposed process, as well as work arounds for website's limitations and a projected timeline for project completion.

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**7. REPORTS**

**e. SEMSC Fiscal/Budget Update (Informational Report)**

**Attachments: A – Approved Budget versus Actuals**

Solano Emergency Medical Services Cooperative  
FY 2021/22  
Actuals vs Budget  
as of 12/31/2021

	FY2021/22 Budget Approved by SEMSC	FY2021/22 Actuals through 12/31/21
<b>EXPENSES</b>		
Program Expenses		
Private Public Partnership Fees*	1,700,000	-
Professional and Specialized Services (net of Maddy funds)	1,171,220	473,155
<b>TOTAL EXPENSES</b>	<b>2,871,220</b>	<b>473,155</b>
<b>REVENUES</b>		
Program Revenues		
Public Private Partnership Fees*	1,700,000	-
Franchise fees	550,000	229,167
Licenses and Permits	490,200	48,000
EMS Personnel	-	11,012
Forfeitures and penalties	16,000	-
Interest Earnings	17,000	492
Draw from available fund balance**	98,020	-
<b>TOTAL REVENUES</b>	<b>2,871,220</b>	<b>288,671</b>

\*Public Private Partnership fees transitioned to the City of Fairfield during FY 2020/21.

\*\*The SEMSC fund balance as of June 30, 2021 is \$501,700.

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**9. REGULAR CALENDAR**

**a. Provide update on EMS Administrator Recruitment**

**BACKGROUND:**

The former EMS Administrator, Ted Selby retired in July 2021. Following that, a recruitment contract with Public Service Search, LLC was approved, and two rounds of recruitments have taken place. These recruitment efforts have not yielded a candidate for the Health Services Administrator position. In an effort to assure continuity and consistency in agency operations, a decision has been made to create an EMS Administrator classification, which will be responsible for oversight of the EMS Agency and activities but will not be the primary individual responsible for management of other public health programs such as Immunizations and Communicable Disease Control. This Administrator will continue to serve as the Medical Health Operational AreaCoordinator (MHOAC) and primary point of contact for the EMS Program.

**LEGAL REVIEW SUFFICIENCY:** This item has been reviewed as to form by CountyCounsel.

**Solano Emergency Medical Services Cooperative**  
**Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**9. REGULAR CALENDAR**

- b. Provide update on EMS Medical Director transition and consider approval of contract with UC Davis for EMS Medical Director Services**

**BACKGROUND:**

Dr. Bryn Mumma, MD, MAS, took over as Solano EMS Medical Director in November 2016, following the departure of Dr Aaron Bair. Dr. Mumma has overseen the medical aspects of the Solano EMS Agency, and has worked closely with our staff and healthcare partners such as Kaiser, NorthBay, Medic Ambulance, and local fire departments on modernizing and updating many of our EMS policies and protocols over the last few years. Dr. Mumma also worked closely with staff on implementation of the County's Stroke Policy, as well as plans for rolling out Emergency Medical Dispatch (EMD) countywide. Dr. Mumma has chosen to take on additional responsibilities with UC Davis and ended her term as Solano County's EMS Medical Director on October 31, 2021.

The role of Solano EMS Medical Director is now occupied by Dr. Pranav Shetty, MD, MS, MPH, who has an extensive background in EMS and Emergency Medicine dating back to 2009. He has worked both domestically and internationally and brings a wealth of experience and knowledge to the Agency. His appointment was effective November 1, 2021.

**LEGAL REVIEW SUFFICIENCY:** This item has been reviewed as to form by County Counsel.

**BOARD ACTION:**

Motion:

By: \_\_\_\_\_

2nd: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

ABSTAIN:

**Solano Emergency Medical Services Cooperative  
Regular Board of Directors Meeting**

**Meeting Date: 1/13/2022**

**9. REGULAR CALENDAR**

- c. Discuss and Consider Approval of the SEMSC Budget/Revenue Allocation Plan for FY 2022/2023 and Adoption of Resolution 22-001**

**Attachment: A – Resolution 22-001**

**BACKGROUND:**

The SEMSC was established as a Joint Powers Authority in February 1996. In accordance with Article VIII of the Joint Powers Authority Bylaws, adopted on June 26, 2002, staff is presenting for Board approval and adoption the Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023, in the amount \$1,326,128, along with Resolution Number 22-001 (Attachment A). The Budget/Revenue Allocation Plan provides appropriate staffing and supplies for the work of SEMSC to be carried-out during the coming fiscal year and allocates sufficient funds for expenses related to SEMSC operations. The budget proposal highlights this Fiscal Year's proposed budget next to last Fiscal Year's approved budget.

**LEGAL REVIEW SUFFICIENCY:** This item has been reviewed as to form by County Counsel.

**BOARD ACTION:**

Motion:

By: \_\_\_\_\_

2nd: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

ABSTAIN:

**Item 9-c  
Attachment A**

**RESOLUTION NO. 22-001**

**RESOLUTION OF THE SOLANO COUNTY EMERGENCY  
MEDICAL SERVICES COOPERATIVE  
SUBMISSION OF ANNUAL BUDGET AND REVENUE ALLOCATION PLAN**

**WHEREAS**, the Solano Emergency Medical Services Cooperative (SEMSC) was established under the authority of Government Code §6500, and through a Joint Powers Agreement initially executed in February 1996 and is recognized as the Emergency Medical Services Agency under Health and Safety Code §1797.50, and is named as such for Solano County by Solano County Board of Supervisors Ordinance No. 1527; and

**WHEREAS**, the SEMSC in its role as the Emergency Medical Services Agency has the primary responsibility for the administration and implementation of an emergency medical services system in Solano County; and

**WHEREAS**, the SEMSC has entered into a Memorandum of Understanding (MOU) with the Solano County Health and Social Services (H&SS) Department to establish the scope of services between SEMSC and H&SS relative to Emergency Medical Services (EMS) in Solano County; and

**WHEREAS**, pursuant to the SEMSC Bylaws, this budget presentation includes personnel, overhead, and direct expenses; prepared and attached is the Fiscal Year (FY) 2022/2023 budget of \$1,326,128 in expenditures (i.e. salaries, benefits, services and supplies, and transfers outside and within the H&SS fund) and \$1,326,128 in revenue (i.e. licenses, permits, franchise fees, fines and forfeitures, penalties, assessments, and revenue from use of money/property) for adoption by the SEMSC; and

**WHEREAS**, the SEMSC Board of Directors has determined that the annual budget should be presented to the SEMSC Board for review and acceptance in advance of the end of the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the SEMSC Board adopts the attached Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023.

Passed and adopted by the Board of Directors of the Solano County Emergency Medical Services Cooperative on January 13, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Birgitta Corsello  
Chair of the SEMSC Board

Attest:

\_\_\_\_\_  
Patricia Zuniga  
Acting Clerk of the SEMSC Board

Item 9-c  
Attachment A

<b>EXPENSES</b>					
		Approved FY 2021/22		Proposed FY 2022/23	
<b>SALARIES AND BENEFITS</b>					
	FTE			FTE	
EMS Administrator	0.85	137,780		1.0	240,948
EMS Coordinator	2.0	301,920		1.0	165,760
Clinic Registered Nurse Sr	0.7	116,280		1.0	165,200
Health Education Specialist	1.0	107,100		1.0	125,080
Health Assistant	1.0	114,240		1.0	100,320
Administrative Secretary	1.0	118,320		1.0	112,590
Project Manager	0.2	29,580		0.2	31,930
		925,220			941,828
<b>SERVICES, SUPPLIES &amp; CONTRACTS</b>					
PPP Pass-Through**		1,700,000			-
Medical Director		37,000			38,330
County Counsel		25,000			25,000
Auditor Controller		12,000			20,000
Service/IT Contracts		44,000			96,530
Operating Expenses		9,000			40,450
		1,827,000			220,310
<b>COUNTYWIDE OVERHEAD (Transfers outside H&amp;SS)</b>					
Countrywide Overhead		36,000			43,000
Sheriff's Services		-			31,000
<b>DEPARTMENTAL OVERHEAD (Transfer within H&amp;SS)</b>					
H&SS overhead		83,000			90,000
<b>TOTAL:</b>		<b>2,871,220</b>			<b>1,326,138</b>

<b>REVENUE</b>					
		Approved FY 2021/22		Proposed FY 2022/23	
<b>LICENSES, PERMITS &amp; FRANCHISE FEES</b>					
EOA Franchise Fee:		550,000			600,000
LII Trauma Designation Fees		180,000			189,000
LIII Trauma Designation Fees		60,000			63,000
STEMI Designation Fees (x2)		24,000			25,200
EDAP Designation Fees (x4)		18,000			18,900
Stroke Designation Fees (x4)		24,000			25,200
Base Station Designation Fees (x4)		24,000			25,200
BLS Ambulance/Provider Fees		15,000			15,750
CCT Ambulance Provider Fees		45,000			45,000
Air Ambulance Permit Paramedic Accreditation, EMT Certification/Registration/Mobile Intensive Care Nurse		4,200			4,200
		30,000			31,500
Ambulance Inspection		11,000			11,000
		985,200			1,053,950
<b>FINES FOREFEITURES, PENNALTIES &amp; ASSESSMENTS</b>					
Anticipated fines for violations		16,000			1,500
<b>PASS THROUGH REVENUE</b>					
PPP Pass-Through**		1,700,000			-
<b>GRANTS, ALLOCATIONS &amp; DESIGNATED FUNDING</b>					
Maddy Fund Administration		55,000			55,000
<b>REVENUE FROM USE OF MONEY</b>					
Interest earned on allocations and reserves		17,000			10,000
<b>TRANSFERS FROM RESERVES</b>					
Carryover from previous years		98,020			205,688
<b>TOTAL:</b>		<b>2,871,220</b>			<b>1,326,138</b>

**\*\*This line item is required under the current Public Private Partnership (PPP) for ALS First Responder Emergency Services Agreement and transitioned to the City of Fairfield in FY 2020/21.**