

# Solano County Health & Social Services Department

Mental Health Services  
Public Health Services  
Substance Abuse Services  
Older & Disabled Adult Services



Eligibility Services  
Employment Services  
Children's Services  
Administrative Services

**Patrick O. Duterte, Director**

Richard C. Lotsch, D.O.  
EMS Agency Medical Director

**EMERGENCY MEDICAL SERVICES AGENCY**  
275 Beck Avenue MS 5-240  
Fairfield, Ca. 94533  
(707) 784-8155 FAX (707) 421-6682  
www.solanocounty.com

Ted Selby  
EMS Agency Administrator

## POLICY MEMORANDUM 1800

DATE: 1 December 2010

REVIEWED/APPROVED BY:

  
RICHARD C. LOTSCH, D.O., EMS AGENCY MEDICAL DIRECTOR

  
TED SELBY, EMS AGENCY ADMINISTRATOR

**SUBJECT: SOLANO EMERGENCY MEDICAL SERVICES COOPERATIVE BOARD OF DIRECTORS CONFLICT OF INTEREST POLICY**

- I. **PURPOSE:**
  - A. To protect the integrity of the Solano Emergency Medical Services Cooperative (SEMSC) Board of Directors.
  - B. To protect the integrity of other associated leadership such as the Emergency Medical Services (EMS) Medical Director and EMS Administrator.
- II. **SCOPE:**

Describe the Conflict of Interest Policy, SEMSC Conflict of Interest Code, and California Form 700 – Statement of Economic Interests.
- III. **DEFINITIONS:**
  - A. **Conflict of Interest:** A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional-interest or public-interest.
  - B. **Conflict of Interest Code:** Government Code Section 81000 - The Political Reform Act, requires most state and local government agencies to adopt and promulgate conflict of interest codes.

- C. **California State Form 700:** A form containing three groups of check lists describing Jurisdiction of Office, Type of Statement, Schedule Summary, and a Signature Section where the official affirms his or her claim.  
Note - This form is updated with changes by the State of California annually.

**IV. POLICY:**

- A. SEMSC Board Members, the EMS Medical Director, and the EMS Administrator are expected to use the highest professional ethics in conducting SEMSC activities.
- B. No SEMSC Board Member, the EMS Medical Director, or the EMS Administrator shall undertake any activity which creates a conflict of interest, or which could be reasonably construed to do so. Any SEMSC Board Member, the EMS Medical Director, or the EMS Administrator engaging in or planning any activity that may present a conflict of interest must inform the SEMSC Board in writing, in advance, of the nature of the activity.
- C. In general, SEMSC Board Members, the EMS Medical Director, and the EMS Administrator are required to report financial interest if they may potentially gain or profit personally by any recommendation or decision made by virtue of their SEMSC position.
- D. SEMSC Board Members, the EMS Medical Director, and the EMS Administrator shall be familiar with this SEMSC policy.
- E. SEMSC Board Members, the EMS Medical Director, and the EMS Administrator shall be familiar with the Conflict of Interest Code for the SEMSC as created by County Counsel. Exhibit (A) of this Code requires all SEMSC Board Members, the EMS Medical Director, and the EMS Administrator to file California State Form 700 to be maintained at the EMS Agency on behalf of the SEMSC.

**V. ATTACHMENTS:**

- A. Attachment A: Conflict of Interest Code for the Solano Emergency Medical Services Cooperative
- B. Attachment B: California Form 700  
Note: California Form 700 may be found on the Solano County Website on the Registrar of Voters page in the Departments section.