

**Solano Emergency Medical Services Cooperative (SEMSC)
Regular Meeting Minutes
January 14, 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

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
1. Call to Order		(none)	
2. Roll Call	Meeting called to order with a quorum present. Board Member Folsom was absent;		
3. Items from the Public	(None)		
4. Approval of the Special Meeting Minutes of December 10, 2020	<p>Board Member Jansen moved to approve the Special Meeting Minutes. Board Member Piccinati seconded.</p> <p><u>Roll Call Vote:</u> Joshua Chadwick – AYE Caesar Djavaheerian – AYE Thea Giboney – AYE David Piccinati – AYE John Jansen - AYE Birgitta Corsello – AYE Greg Folsom – (Absent)</p> <p>Minutes of the Special Meeting of December 10, 2020 is approved.</p>		

<p>5. Approval of the Agenda</p>	<p>Board Member Jansen moved to approve the agenda. Board Member Giboney seconded.</p> <p><u>Roll Call Vote:</u> Joshua Chadwick – AYE Caesar Djavaheerian – AYE Thea Giboney – AYE David Piccinati - AYE John Jansen – AYE Birgitta Corsello – AYE Greg Folsom – (Absent)</p> <p>Agenda is approved.</p>		
<p>6. Reports</p> <p>a. Medical Director’s Report</p>	<p>a. Dr. Brynn Mumma, EMS Medical Director, reported on the following:</p> <ol style="list-style-type: none"> 1. Policy and Protocol Changes – All policy and protocol changes are included in the packet as Attachment A. <p>New or Updated Protocols:</p> <ol style="list-style-type: none"> a. C-8 – Narrow Complex Tachycardia b. N-2 – Seizures <p>Policy Updates:</p> <ol style="list-style-type: none"> a. Policy 3300 – Public Safety First Aid Personnel Authorized Skills and Registration b. Policy 4300 – Public Safety First Aid Training Program c. Policy 5100 – Authority for Medical Scene Management d. Policy 6105 – Prehospital Trauma Triage Plan and Trauma Triage Algorithm. e. Policy 6613 – Solano County Stroke System <p>The State EMS Authority (EMSA) also approved adding the administration of Lasix to the paramedic local optional scope of practice (LOSOP), specifically for community paramedicine.</p>		

<p>b. Administrator's Report</p>	<p>2. Discipline Actions – two new cases currently being investigated; two ongoing cases; three active probations; three probations placed on “inactive” or “unmonitored” status due to expired EMT certifications; two completed probation.</p> <p>b. Mr. Ted Selby, EMS Administrator provided the following update:</p> <p>1. General Update EMS staff is busy with pandemic response, especially with the release of the COVID-19 vaccine, coordinating with healthcare partners and long-term facilities. It was noted that with EMSA’s approval of the addition of vaccine administration (seasonal flu and COVID-19) in the LOSOP for EMTs and Paramedics, a first in the State, Solano EMS has partnered with Medic ambulance to vaccinate residents of long-term care facilities for the elderly (LTCFE), skilled nursing facilities (SNF), memory care, and board and care homes. In addition, the local healthcare partners, NorthBay and Kaiser have stepped up, taking segments of the Phase 1A tier 1 and tier 2 groups to be vaccinated.</p> <p>With regard to the Medical Health Operational Area Coordinator (MHOAC), Mr. Selby reported that the EMS Agency has maintained an adequate cache of personal protective equipment (PPE), delivering PPE to healthcare partners, as are requested. The surge in COVID-19 cases after recent holidays, has kept the staff busy managing the resource requests coming in.</p> <p>2. System Performance Response time statistics for the first 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:</p> <p style="text-align: center;"><u>1st Quarter FY 20/21</u></p> <ul style="list-style-type: none"> • Benicia – 93% • Dixon – 95% • Fairfield – 91% • Vallejo – 90% 		
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3. System Updates

Each of the local health systems, Kaiser, NorthBay, and Sutter have determined that they will be participating in the Stroke designation program, and each hospital has either been scheduled or has completed a virtual survey for their designation. A physical site survey will be done when feasible.

In regards to COVID-19 vaccines, the meeting package indicated that 6,901 vaccinations have been given as of January 6, 2021. At present, about 10,400 vaccinations have been given in the County, with nearly 7,500 being the first dose.

Board Member Jansen asked about the personnel requests that have not been met per the EMS Administrator's report. Mr. Selby explained that there have recently been two requests that were fulfilled. The EMS Administrator received a situation status (SIT/STAT) report from one of the California Medical Assistance Teams (CAL-MAT) deployed to a long-term care (LTC) facility in the County. This is the second approved personnel request in the last two weeks, and the EMS Agency has been unsuccessful in fulfilling these requests until recently. Board Member Jansen further inquired if there are outstanding requests, and what type of personnel are needed. Mr. Selby explained that there are no outstanding personnel requests as of now. The EMS Agency has been in discussions with one of the local hospital systems whose intensive care unit (ICU) capacity is quite stretched, about whether they would like to request assets from the State for additional support and the EMS Agency is prepared to respond to this request when they need it. The requests received in the past have been for ancillary staff, such as certified nursing assistants (CNA), medical assistants (MA), among others. The last two requests that were approved included licensed registered nurses (RN), in addition to CNAs and MAs, which probably prompted the State to look more closely into the requests and approve them.

Board Member Jansen also inquired as to how many vaccines are on hand. Mr. Selby explained that the County has about 5,000 doses available.

This does not include those from the multi-county entities (MCE) such as Kaiser and Sutter that receive shipments of the vaccine directly from their corporate entities. The County expects to receive more vaccines in the coming weeks. There are several vaccine clinics scheduled over the next few days, including one at LTC facility in Paradise Valley today, where about 800 doses are expected to be administered. NorthBay has set up daily vaccine clinics where they administer hundreds of doses as well.

Board Chair Corsello further asked if there are other MCEs other than the hospital systems mentioned, that are receiving vaccines in the County. Mr. Selby explained that the only other MCE in the County is Adventist Health, which has a small behavioral clinic in Vallejo, also receives direct shipment from the State through their corporate entities. All others work through the Solano EMS Agency. Mr. Selby added if an entity has completed the registration process, and the State has processed it appropriately, Solano EMS can direct ship from the State directly to those entities. To date, only about half of those who submitted registrations and applications with the State have been approved, even though all were expected to be approved last week, as the State is running behind. Dr. Bela Matyas added that CVS Pharmacy and Walgreens are also assisting, as the government has incorporated some agreements with these pharmacies to administer vaccines at skilled nursing facilities (SNF); they have completed several vaccination campaigns at various SNF for first dose. However, there have been some requests received asking the EMS Agency if the SNF can schedule directly with the County which is moving faster than the pharmacy chains. Board Chair Corsello inquired as to whether the vaccines for Travis Airforce Base (TAFB) are separate, and Mr. Selby confirmed that it is. In addition, Mr. Selby explained that due to the great relationship between the Agency and the local healthcare partners, the numbers reported to the Board already include those of Kaiser, Sutter, NorthBay and Medic Ambulance.

<p>c. Medic Ambulance Operator's Report</p>	<p>Board Chair Corsello also requested information regarding the location and number of testing sites, etc. Dr. Matyas explained that there are two fixed OptumServe/LHI sites, one on Magazine Street in Vallejo, and the other at the McBride Senior Center in Vacaville. The County is also sharing a coach bus test/vaccination site with Sonoma County. It is at 275 Beck Avenue half of the time, and in Sonoma County for the other half. The two fixed sites test about 165 people per day, while the coach bus tests 525 people per day. All three sites operate by appointment, but can accept walk-ins if there are any unfilled slots. In addition, there are six local pharmacies that also conduct free testing by appointment, with walk-ins possible if they have open slots. These sites handle 500 to 1,000 tests per day, and about the same number are done daily at the hospitals and clinics throughout the County. Patients exhibiting symptoms normally go to their healthcare provider to be tested, while those who are symptomatic are normally directed to any of the local LHI sites or pharmacies for testing.</p> <p>c. James Pierson, President and Chief Operating Officer (COO) of Medic Ambulance provided the ambulance operator's report. Mr. Pierson stated that Medic has been busy with the vaccination integration with Solano County, doing several mobile vaccination clinics with Solano Public Health (PH) and Kaiser. Mr. Pierson added that he is currently at Paradise Valley for one of the mobile COVID-19 vaccination clinics for the long-term care facility, along with PH and Kaiser staff, where they expect to administer 800 doses. Medic is also busy doing mobile COVID-19 testing for PH. Mr. Pierson also commended Solano County EMS and PH for their pandemic response, providing early access to vaccines for first responders, EMTs, paramedics, nurses, and front line workers; adding that about 98% of Medic staff who wanted to be vaccinated have already received the vaccine, half of whom have had both doses. In addition, Solano EMS has continued to provide PPE to healthcare partners since the pandemic began, even when supply was scarce.</p>		
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<p>d. EMS Quarterly Activity Report</p>	<p>d. Rebecca Cronk, EMS Specialty Care Program provided the Board with a presentation on the EMS quarterly activity report for the period of July 1 to September 30, 2020.</p> <p>(1) General Updates EMS staff are working on Field Advisory Reports (FAR), and one FAR involving a system-wide ST Elevation Myocardial Infarction (STEMI)MI was discussed. EMS staff met with the entities involved and exchanged feedback with these entities, resulting in some policies and protocols being reviewed to potentially change the language to make it more consistent and concise.</p> <p>Total of 19 paramedic accreditations/reaccreditations, 67 EMT certifications/re-certifications/registrations, four (4) mobile intensive care nurse (MICN) re-authorizations were processed in the last quarter. Certification specialist retired at the end of 2020, and staff have taken over this role until a replacement is hired.</p> <p>Regarding seasonal flu vaccinations, 22 clinics have been held for this period, with 700 shots administered. For COVID-19 vaccinations, 16 LTC/SNF facilities have been completed since January 1st, 32 more facilities are scheduled, with more expected to be added. These vaccine clinics are done in conjunction with Kaiser and Medic Ambulance.</p> <p>The EMS Data Dashboard has been updated. There have been about 30,000 9-1-1 calls from January to November 2020, 91% of which were Code 3, and 9% Code 2. The first responder response time has been added to the dashboard. A breakdown for the reasons for the call is also provided, as well as age group and city of incidence. Board Member Jansen commented that the EMS Data Dashboard is a good visual to see what is happening in the County, and inquired if it was possible to provide additional information on the dashboard in the future, including how many Code 2 and Code 3 transports, how many cancellations, as well as the number of Advanced Life Support (ALS) versus Basic Life Support (BLS) calls. EMS staff stated that it is possible to add this data to the dashboard.</p>	<p>Include data on breakdown of transports between ALS, BLS, Code 2, Code 3, etc.</p>	<p>Solano EMS staff</p>
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	<p>There have been 430 views of the dashboard since its launch in October 2020. First responder data from PPP fire departments have also been added to the data dashboard.</p> <p>Board Member Chadwick inquired as to the source of the first responder data on the dashboard, and whether the 5 minutes 40 second response time includes both Code 2 and Code 3 calls, with Code 2, cancelled and exempt calls already excluded. It was explained that the data includes all PPP cities, and only includes Code 3 calls. Board Member Chadwick further asked about source data for city of incidence, specifically for the City of Benicia, noting that this does not tally with his department's data. EMS staff explained that the data for city of incidence includes only information from Medic and Vacaville Fire, and is not broken down between transporting agencies and first responders. Board Member Chadwick suggested that the data would be more accurate if it can include data the cities</p> <p>(2) Specialty Care Program Data Trauma program re-designations are occurring this month. However, site surveys/visits were postponed due to COVID-19. Data collection done quarterly. Trauma data was last reported during the October 2020 quarterly Trauma meeting.</p> <p>STEMI program re-designation are also happening this month, but site surveys/visits are postponed due to COVID-19. Data collection done monthly. STEMI data was last reported during the October 2020 quarterly Cardiovascular meeting.</p> <p>The EMS Dashboard previously included a STEMI, Stroke, and Trauma tab, and the Emergency Department Approved for Pediatrics (EDAP) tab and accompanying data was added in the last quarter. It was reported at the last Board Meeting that this program was "mostly" operational. It is now fully operational since data collection has been re-implemented for this program. EDAP data will be reported again starting at today's EMS quarterly meeting.</p>	<p>Consider adding first responder data to city of incidence</p>	<p>Solano EMS staff</p>
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The Stroke program is still in progress. Almost all virtual surveys have been completed, with only one site left. Once this has been completed, the next step is to release the field protocol, and get the agreements in place, and submission of the plan for the Stroke Program to the State, before it can be operational. Data collection will be done quarterly, and the first report regarding this program will be given at today's EMS quarterly meeting.

(3) Project Updates

It was reported that the timelines for the current projects have been moved back 60-90 days as EMS staff have been devoted to the COVID-19 vaccination efforts, and pandemic response.

(a) ESO Trauma One – a data repository originally acquired in 2013, where the trauma centers currently input data but Solano EMS is unable to utilize the system. EMS staff reached out to the ESO Trauma One information technology (IT) team, who are currently doing system mapping of both EMS and trauma center systems. Their IT team will then set up a new data import and export process to allow the EMS team to access the data the trauma centers are inputting. The next goal is to set up a short training for both trauma centers and the EMS team on the new import-export process. The project is expected to be completed between February or March of this year.

(b) Emergency Medical Dispatch (EMD) ProQA – EMD is a protocol reference system for dispatchers to give pre-arrival instructions (PAI) to callers at the scene of a medical emergency. It was reported that there is a minor increase in implementation costs, and funding sources are currently being explored. A project implementation work group was created with key County players participating, and useful feedback was obtained. Again, the project timeline was updated to reflect a delay of 60-90 days due to COVID-19 vaccinations taking priority.

<p>e. Fiscal/Budget Update</p>	<p>The next goal for this project is to continue to explore additional funding sources, with staff currently working on getting grant applications submitted; assist public safety answering points (PSAP) with implementation, and execute the agreement with Priority Dispatch.</p> <p>(c) ESO EMD Data Repository – ESO is a data repository for California Emergency Medical Services Information System (CEMSIS) and National Emergency Medical Services Information System (NEMSIS) data. ESO is actively onboarding transport providers currently. The next goal is to get all transport providers fully onboarded, and submitting data through the repository; EMS staff can then start to build and run quality assurance (QA) reports using this platform. Projected completion is between February/March 2021.</p> <p>Board Chair Corsello thanked EMS staff for the report and continued work on the data dashboard, as this information has been requested by the Board for some time.</p> <p>e. Mr. Selby presented several slides including the revenue to date for FY 2020-2021, which includes a comparison the with FY 2019-2020 which still included repayment of the Consumer Price Index (CPI) adjustments for the PPP pass-through revenues in the early part of the previous fiscal period. A slide showing revenues and expenses (FY 19/20 actual vs FY 20/21 approved budget vs FY 20/21 actual) was also presented. It was noted that since most of the EMS staff have been redirected to COVID-19 response, those salaries have also been redirected to COVID-19 funding from CARES. The last slide presented detailed the revenue forecast for the remainder of FY 20/21 where the total projected revenue is presented two ways – with the PPP revenues and excluding the pass-through revenues.</p>		
<p>7. Items from the Public</p>	<p>(None)</p>		

<p>c. Review and Consider Approval of the SEMSC Budget/ Revenue Allocation Plan for FY 2021/2022, and Adoption of Resolution 21-001</p>	<p>Greg Folsom – (Absent)</p> <p>Regular meeting schedule for 2021 is approved.</p> <p>c. Mr. Selby stated that staff recommend that the Board approve the Budget for FY 2021/2022 as prepared. It does not increase fees for the coming year, with the clear understanding that in the following year, a nominal increase will be necessary to fund ongoing EMS Agency activities and operations. Mr. Selby again mentioned that due to redirection of staff to COVID-19 response, it is anticipated that the salary savings will be redirected to Reserves for future years. The Reserves was a major discussion topic at several of the previous Board Meetings, as it was nearly depleted. As indicated on Attachment B, the reserves are expected to have over \$400,000 at the end of the next fiscal year.</p> <p>Mr. Selby went over the projected expenses starting with Salaries & Benefits. It was mentioned that the Administrator salary is expected to decrease in the next fiscal year, with his retirement and the anticipated hiring of a replacement, possibly at a lower step. The minimal increase in Salaries & Benefits for the remaining staff is from cost of living increase negotiated by labor unions.</p> <p>In regard to Services, Supplies & Contracts, Mr. Selby explained that based on discussions between Medic and the PPP fire departments, it is likely that the PPP pass-through entity will be transitioning to the City of Fairfield from the County. Since SEMSC is not a party to the PPP agreement, the parties involved can make this decision without Board approval. SEMSC and the EMS Agency will be notified when a new PPP agreement is executed. The Medical Director, County Counsel, and Auditor Controller contracts slightly increased, due to cost of living adjustments. Mr. Selby reported that the increase in Service/IT Contracts is for the systems the Agency uses. (<i>The \$30,000 increase in Service/IT Contracts is due to the execution of the agreement with ESO Solutions</i>) Operating expenses were kept the same. The countywide and departmental overhead expenses remained the same as well.</p>		
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	<p>Under Revenue, Licenses, Permits & Franchise Fees are broken down, as well as other sources of revenue. The proposed revenues are mostly the same as the current fiscal year, with the only change in the Interest Earned. Mr. Selby mentioned that this budget shows a transfer from Reserves, a worst-case scenario, with the assumption that all positions are filled, with no salary savings during the fiscal period.</p> <p>Board Member Chadwick requested clarification on the difference between fees paid to County Counsel, ACO, etc. and the lines for County and H&SS Overhead, and whether this has always been the case. Mr. Selby explained that County & H&SS Overhead is for facilities, electricity, building space, maintenance, telephone and internet service, etc. while the fees paid to County Counsel, ACO are for services rendered. Mr. Selby added that this line items have always been this way in the budget. Board Member Chadwick, further inquired regarding the additional IT expense. Mr. Selby confirmed that it is in line with EMD, and may also include expenses related to ESO.</p> <p>Board Member Jansen observed that it seems the pandemic will be around for some time, and asked about the possibility of additional fiscal support for COVID-19 at the legislative level, leading to continued salary savings until the next fiscal period. Mr. Selby explained that this was not included in the budget presented, as an administration change is occurring in a week, after which local governments may receive more information on whether additional assistance will be made available for COVID-19 response. Board Chair Corsello added that the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which established the Coronavirus Relief Fund that was used to offset some of the costs at H&SS were only valid through December 30, 2020, and use of the fund was based on appropriation as approved by the State of California. The current actions at the federal level do not include monies for local governments (States, Counties or Cities), other than some direct funding to Public Health (PH) and hospital related expenses directly related to COVID-19, such as personnel and vaccines, etc.</p>		
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	<p>Board Chair Corsello echoed the EMS Administrator’s explanation that with the change in administration, it is possible that there may be additional funding available for COVID-19 response in PH, and there may potentially be additional cost savings for SEMSC, but it is not reflected in the County’s or SEMSC’s budget yet, as it is not yet certain.</p> <p>Board Member Chadwick asked about a line item for revenues from paramedic and EMT accreditations in the budget. Mr. Selby explained that this is incorporated in the \$30,000 revenue under Paramedic Accreditation/EMT Certification/Registration/MICN as they are deposited into the same account.</p> <p>Board Member Chadwick moved to approve the proposed SEMSC Budget/Revenue Allocation Plan for FY 2021/2022 and adoption of Resolution 21-001. Board Member Djavaheerian seconded.</p> <p><u>Roll Call Vote:</u> Joshua Chadwick – AYE Caesar Djavaheerian – AYE Thea Giboney – AYE David Piccinati - AYE John Jansen – AYE Birgitta Corsello – AYE Greg Folsom – (Absent)</p> <p>The SEMSC Budget/Revenue Allocation Plan for FY 2021/2022, is approved, and Resolution 21-001 is adopted.</p>		
<p>9. Board Comments:</p> <p>a. Chairperson</p>	<p>a. Board Chair Corsello had no comments other than to thank everyone for their patience through the pandemic, including having to hold the meetings virtually, and is grateful to note that everyone has remained healthy.</p>		

b. Directors	b. Board Member Jansen announced that he has started participating in the STEMI/Stroke Trauma Emergency Education & Readiness (STEER) committee meetings. The current push for the STEER committee is stroke awareness, and reminded everyone that while the vast majority of those present are in the medical field and likely aware of the symptoms of stroke, it may be helpful to also educate our households and family members, including young children and teens in identifying the symptoms of stroke, and encouraged everyone to share the social media accounts of the STEER committee with everyone to increase stroke recognition.		
10. <u>Adjournment</u>	Meeting adjourned to the next Regular Meeting on April 8, 2021.	(None)	