

**Solano Emergency Medical Services Cooperative (SEMSC)  
Regular Meeting Minutes  
January 13, 2022; 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**

- Bryn Mumma, EMS Medical Director
- Bela Matyas, Public Health Officer
- Patricia Zuñiga, 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 |
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| <b>1. Call to Order</b>                   |   |        |             |
| <b>2. Roll Call</b>                       | Meeting called to order with a quorum present. Board Member Djavaheerian arrived after roll call. All Board Members were present for meeting.   |        |             |
| <b>3. Update by Deputy County Counsel</b> | <p>Julie Barga, Deputy County Counsel, stated the new procedure to hold the meeting virtually. The Board was required to support the findings of AB 361, which revises the Brown Act requirements, Government Code, and in order to permit teleconferencing meetings, the findings must be supported. Some of the differences she stated were:</p> <ul style="list-style-type: none"> <li>• Public Comment need not be submitted in advance</li> <li>• The Board is not required to provide physical location to the public to attend or comment</li> <li>• If there are technical disruptions, further action can be taken until it’s resolved.</li> </ul> <p>The findings that the Board was required to support, in order to proceed as teleconferencing today, were</p> |        |             |

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|  | <ul style="list-style-type: none"> <li>• The Governor has declared a state of emergency, as a result of COVID.</li> <li>• Per CDPH and CDC, there are precautions to spread the transmission of the dominant strain of COVID, Omicron.</li> <li>• Board Members and the Public involved in this meeting are predominantly front line emergency responders and part of the higher risk group.</li> <li>• Holding meetings in person would present imminent risk to the health or safety of the attendees.</li> <li>• The Board will conduct open and public, remote teleconferencing meetings per AB361 immediately upon making these findings until February 12, 2022. The findings are only effective for thirty (30) days.</li> </ul> <p>Ms. Barga explained that the next meeting would not be made on these findings, and new findings would be made at that time.</p> <p><b>Board Member Folsom moved to support the findings that Julie read on AB 361. Board Member Jansen seconded.</b></p> <p><b><u>Roll Call Vote:</u></b><br/> <b>Birgitta Corsello – AYE</b><br/> <b>John Jansen – AYE</b><br/> <b>Joshua Chadwick – AYE</b><br/> <b>Greg Folsom – AYE</b><br/> <b>Thea Giboney - AYE</b><br/> <b>David Piccinati – AYE</b></p> |  |  |
| <p><b>4. Items from the Public</b></p> | <p>Board Chair Corsello mentioned that a comment letter was received, from the City Fire Chiefs after the agenda was posted for today. She mentioned it was distributed as information, and couldn't be addressed on the agenda, other than to make a public comment. Staff will work on this between now and the next meeting.</p> <p>James Pierson, President and Chief Operating Officer (COO), of Medic Ambulance, saw the letter and he stated he has a great respect and admiration for all those named on the letter. They do great things for the community, and they have a good relationship. However, he was</p>   |  |  |

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|  | <p>surprised how the letter was generated and didn't think there were any legal facts and didn't feel it was accurate in any of the statements. He read the contract, Section 26.14, i and ii. He mentioned it clearly states what the Board votes on. They have a master agreement, and it has been amended twice and three Fire Chiefs have signed it. His point was that the layout of BLS after an ALS unit is already on scene, is not a change to the scope of the contract. He disagreed with the comment in the letter, to discuss with all stakeholders, because it was brought up at the meeting in October and during offline meetings, with different Fire staff, and it would not impact the Fire Department. He disagreed with the comment that Medic Ambulance and Fire Departments have two (2) different missions, one with business and one with service. He mentioned that they have been in the community for over 42 years, and they have proven they are not just a business model. They care about their constituents, citizens, neighbors, and family members that live in the community. He took offense to those comments and stated they have proven otherwise and stood by the commitments they made throughout the contract. He stated the process mentioned is already approved in current policy. He read Policy 6140, page 2, Section 3. He stated it isn't new.</p> <p>Board Chair Corsello stated that as it was indicated in the beginning, this letter is not on the agenda, and would be addressed outside of the meeting and can be brought back to the next meeting.</p> <p>Board Member and Chief Chadwick wanted to make a statement, but was cautioned by County Counsel, that as a Board Member, there can only be public comment, which excludes the Board Members.</p> <p>Board Chair Corsello asked for other public comments, not on the agenda, and there were no more public comments.</p> |  |  |
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| <p><b>5. Approval of the Regular Meeting Minutes of July 8, 2021</b></p> | <p><b>Board Member Jansen moved to approve the Regular Meeting Minutes of the July 8, 2021, Meeting. Board Member Piccinati seconded.</b></p> <p><b><u>Roll Call Vote:</u></b><br/> <b>Birgitta Corsello – AYE</b><br/> <b>John Jansen – AYE</b><br/> <b>Joshua Chadwick – AYE</b><br/> <b>Caesar Djavaheerian – AYE</b><br/> <b>Greg Folsom – AYE</b><br/> <b>Thea Giboney – (Abstain)</b><br/> <b>David Piccinati – AYE</b></p>   |  |  |
| <p><b>6. Approval of the Agenda</b></p>                                  | <p><b>Board Member Folsom moved to approve the Agenda. Board Member Jansen seconded.</b></p> <p><b><u>Roll Call Vote:</u></b><br/> <b>Birgitta Corsello – AYE</b><br/> <b>John Jansen – AYE</b><br/> <b>Joshua Chadwick – AYE</b><br/> <b>Caesar Djavaheerian – AYE</b><br/> <b>Greg Folsom – AYE</b><br/> <b>Thea Giboney - AYE</b><br/> <b>David Piccinati – AYE</b></p>  |  |  |
| <p><b>7. Reports</b></p>   | <p>Board Chair Corsello notified everyone that moving forward, based on the new rules in AB361 and as advised by legal counsel, after each item under Item 7, she would ask for Public Comment on that particular report.</p>   |  |  |
| <p>a. SEMSC Medical Director’s Report</p>                                | <p>a. Dr. Pranav Shetty, Medical Director, was welcomed by Board Chair Corsello as the new Medical Director. He reported that this quarter there were no disciplinary actions to report. He mentioned the only major protocol change that occurred was a change to the stroke protocol. There were three (3) major changes. There was a re-emergence of five (5) receiving stroke centers in Solano County. The pre-hospital stroke scale was changed to be more sensitive to pick up posterior strokes and there was an increase in the last known well time from 6 to 24 hours, due to more advanced interventions that are now</p> |  |  |

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| <p>b. EMS Administrator's Report</p> | <p>possible in the treatment of stroke. It was enacted December 15, 2021.</p> <p>b. Ben Gammon, Interim EMS Administrator provided the following update:</p> <ol style="list-style-type: none"> <li>1. General Update <p>Mr. Gammon announced that the previous EMS Administrator, Ted Selby, retired shortly after the last Board meeting, leaving him to manage the agency and the COVID related activities that EMS has been overseeing and coordinating for over two (2) years. He mentioned there were a couple of general updates. First, he mentioned that the EMS Team has been doing an outstanding job during the difficult time! He mentioned a few personnel changes that include Dawn Boggs, the EMS Project Manager, who did most of the fiscal work, retired at the end of October 2021, Rachelle Canones, Administrative Secretary, and Clerk of the Board, resigned, to move on to another challenge in her career, and Colleen Hogan, EMS Health Education Specialist was promoted to EMS Senior Health Education Specialist in Public Health. He stated that they are doing all they can, to keep up with the COVID response activities and the highest priority mandatory EMS Agency reporting requirements. As they fill the positions, they will begin catching up on backlog. A replacement for Dawn Boggs has been identified and is participating in the meeting today. Her name is Amanda Sherwood, and he is looking forward to working with her in the coming year. He mentioned there is a candidate in background for Rachelle Canones replacement.</p> </li> <li>2. System Performance <p>Mr. Gammon mentioned the pre-hospital partners, Medic Ambulance and Public Private Partnership (PPP Fire Departments), have continued in providing excellent service to the residents of Solano County. Response time statistics for this reporting period for Medic Ambulance were once again, at an average of 99%. The four (4) participating PPP Fire Departments also continue to provide excellent service. Below are the numbers for the reporting period:</p> <p><u>First Quarter 2021/2022</u></p> <ul style="list-style-type: none"> <li>• Benicia – 94.5%</li> </ul> </li> </ol> |  |  |
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|  | <ul style="list-style-type: none"> <li>• Dixon – 95.7%</li> <li>• Fairfield – 91.7%</li> <li>• Vallejo – 92.7%</li> </ul> <p>For the PPP update, he mentioned Suisun City requested and was granted ALS Status last year and was added into the Public Private Partnership between Medic Ambulance and the participating cities, when updated last year. Unfortunately, the Suisun City Fire Department was unable to meet the requirements as of yet, to be a fully engaged partner with the other PPP ALS agencies. They requested their affiliation with the agreement be delayed, until they could acquire the resources necessary, to routinely meet the established standards associated with inclusion of the partnership. With regard to the PPP payments, the city of Fairfield assumed responsibility of receiving and distributing payments last year. There was a breakdown of payments as recorded by Medic Ambulance. They have received three (3) payments between April, July, and October, 2021, so he gave the grand totals for each department as follows:</p> <ul style="list-style-type: none"> <li>• Benicia – \$180,303.00</li> <li>• Dixon – \$135,921.00</li> <li>• Fairfield – \$587,217.00</li> <li>• Vallejo – \$627,735.00.</li> </ul> <p>3. System Updates</p> <p>Mr. Gammon mentioned Emergency Medical Dispatch (EMD), has been discussed for over three (3) years. Both Physician Forum and Quality Improvement work groups agreed that it is in the best interest to the residents and visitors of Solano County to adopt and implement the practice of providing pre-arrival instructions (PAI), for 911 callers through the dispatch centers that receive and handle calls. It is expected the component of EMD will be implemented County-wide, no later than July 1, 2022, and he will provide a more comprehensive update at the April Board Meeting. He mentioned that there is a fully functional stroke system in Solano County. Each system hospital received stroke center</p> |  |  |
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|   | <p>destination and are able to collect data and share with the state and federal agencies, which is so important and used to improve positive outcomes for stroke. He mentioned that EMS is wrapping up the mass vaccination COVID clinics at the Vallejo Fairgrounds at the end of the month. This has been a great venue and the Hammond Enterprises, Kaiser, CHMRC, Touro University, Fair Association, along with Medic Ambulance and all other providers were successful in providing vaccines to not only Solano County residents, but the bay area and Sacramento area, seeking protection from COVID-19 and the variants. With the closing of the mass vaccination COVID clinics at the Fairgrounds, there will be pop-up vaccinations and testing at the Fairfield Mall and throughout the County.</p> <p>Board Member Folsom asked if COVID boosters are offered at the mass clinics and Mr. Gammon stated that all vaccine series and types of vaccines are offered, such as Moderna, J&amp;J and Pfizer.</p>  |  |  |
| <p>c. Medic Ambulance Operator's Report</p> | <p>c. James Pierson, President and Chief Operating Officer (COO) of Medic Ambulance provided the ambulance operator's report. Mr. Pierson stated that last year at this time, a rate increase was approved at multiple levels, and thanked the Board. The labor agreement is being finalized. Their labor workforce will be one of the highest paid in the state. He said he would provide a copy to the Board. The Public Private Partnership referred in the last report was modernized, thanked all the PPP Fire Chiefs in getting it done. Their Commission on Accreditation of Ambulance Services (CAAS) and International Academics on Emergency Dispatch's Accredited Center of Excellence (ACE), accreditations are all up this year and they will have their onsite and offsite reviews at the end of the year. With COVID over the last couple years, he thanked his staff, who were amazing during that time, and he complimented the Fire Departments and all Hospital staff at all the hospitals, Public Health, and they are all amazing. Last October, he took over as the President the California Ambulance Association and it has given him a broader perspective of the whole state and stated that Solano County is doing a great job! He thanked Dr. Matyas, as an excellent resource, as the Health Officer. They have been assisting with the mass vaccination</p> |  |  |

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|   | <p>clinics in Public Health and CHMRC. He mentioned in the last three to four weeks there has been a 30% call volume increase and staffing across the state and nation, is in flux. He stated he is happy with the new labor agreement and said they couldn't do it without their partners.</p> <p>Mr. Pierson, thanked the Board and stakeholders for making Solano County EMS system as progressive as it is, and he hoped everyone had a great holiday.</p>  |  |  |
| <p>d. EMS Quarterly Activity Report</p> | <p>d. EMS staff, Rebecca Cronk, EMS Specialty Care Supervisor, presented the EMS quarterly activity report to the Board, with an interactive online presentation. She noted a correction on the Agenda. The period of July to September 2021, was noted incorrect on the agenda. The report is for the period of October 1, 2021, to December 31, 2021. In her presentation she reviewed General EMS Status and Updates, Specialty Care Program Status and Updates, and Current Projects Status and Updates. The topics included:</p> <ul style="list-style-type: none"> <li>• EMS General Overview</li> <li>• EMS General Data</li> <li>• EMS Specialty Care Program Data</li> <li>• EMS Trauma One</li> <li>• Emergency Medical Dispatch (EMD) Pro QA</li> <li>• ESO EMD Data Repository</li> <li>• Application Digitization</li> </ul> <p>Board Chair asked Rebecca to remind everyone about the Dashboard on the Solano County website. Rebecca stated to access the Dashboard, go the EMS website, look for the Dashboard link. Click on the link, and it will take you to another hyperlink, click on that, and it will bring up the page she showed during the presentation.</p> |  |  |
| <p>e. SEMSC Fiscal/Budget Update</p>    | <p>e. Mr. Gammon mentioned that he and Nina Delmendo, the Policy and Financial Manager, will be available for questions. reviewed Attachment A, "<i>Revenue Actuals vs. Budget</i>", with the Board.</p> <p>Board Member Chadwick asked about the last line item, Transfers for</p>   |  |  |



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|  | <p>reserves, carry over from previous year. It looked like it's \$205,000. He asked for the balance of that carry over on the reserve. Ms. Delmendo stated the balance as of June 30, 2021, was \$501,700, and it was noted at the bottom of page 27 and the \$205,000 amount is noted on a report to be presented later in the meeting.</p> <p>Board Chair clarified the question and asked to state the source of funding is unexpended Maddy revenue as well as revenues from fees where they were able to offset them from other funding sources. Because of COVID they received large amounts of support from the state and some of that was used to cover salaries of EMS personnel, and so those salary savings have been moved into the reserve. Nina clarified that the \$501,700 balance was noted on Item 7e Attachment A, which are the actuals and Board Member Chadwick was asking about the funding on Item 9c Attachment A, which is the proposed budget.</p> <p>Board Member Jansen asked about the funds shown through 12/31/2021 and would it be expected, by the end of the budget, to withdraw from the reserves or will there be a carry over that can be put in reserves. Ms. Delmendo explained her team is working on the projections for this year and due to the vacancies, they may not have to draw from the reserves, but they are still working on that number. They are monitoring it.</p> <p>Board Chair asked if a projection for June 2022, could be presented at the next meeting and Ms. Delmendo said she could present those projected funds that may be withdrawn or put in reserves at the next meeting.</p> |  |  |
| <b>8. Items from thePublic</b>                     | None.   |  |  |
| <b>9. Regular Calendar</b>                         |   |  |  |
| a. Provide update on EMS Administrator Recruitment | a. Dr. Bela Matyas, Health and Social Services, Deputy Director, noted that everyone must have had a good holiday, due to the surge of COVID cases during that time. He provided the update on EMS Administrator Recruitment. He mentioned that in the initial recruitment the position would not only oversee the EMS program and report to the Board, but would also oversees other program areas. They conducted   |  |  |

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|   | <p>two rounds of interviews and made offers to two (2) candidates, but they declined due to personal reasons. Health and Social Services leadership have regrouped and will separate those responsibilities. They will have a program individual that does not oversee EMS, separate from the EMS Administrator. They are in the process of resurrecting the previous EMS Administrator position that they had and go through various steps to reassess the language in that classification, as well as the salary scale, take it back to the Board of Supervisors, for approval. He mentioned that he can return at the next meeting with an update on the progress of specifically filling the EMS Administrator position and in the meantime, Ben Gammon will oversee EMS as the EMS Administrator.</p> <p>Board Chair Corsello asked Dr. Matyas to keep the Board informed, with the progress, to keep everyone informed.</p>   |  |  |
| <p>b. Provide update on EMS Medical Director transition and consider approval of contract with UC Davis for EMS Medical Director Services</p> | <p>b. Mr. Gammon mentioned that Dr. Pranav Shetty, is taking the place of Dr. Mumma as the Medical Director. He recognized Dr. Brynn Mumma, for her service on the Board from 2016 to 2021 and virtually presented her a plaque of appreciation. Ms. Cronk, read a note addressed to Dr. Mumma, in all that she has accomplished with Solano EMS. Dr. Brynn Mumma thanked everyone for all their support and working with the stakeholders and hoped their paths would cross again in the future.</p> <p>Board Chair Corsello thanked Dr. Mumma for her service and wished her well and great success and she left big shoes to fill. Board Member Djavaheerian also thanked Dr. Mumma for her service and stated his appreciation in leading them and appreciated everything she has done in the County.</p> <p>Mr. Gammon, introduced Dr. Pranav Shetty, to fill the role of the new Medical Director. He mentioned that Dr. Shetty has an extensive background in EMS and emergency medicine dating back to 2009 and has worked domestically and internationally and brings a wealth of experience and knowledge to the agency. His appointment was effective November 1, 2021. Dr. Shetty mentioned that he looked forward to meeting everyone in person and filling those shoes that Brynn left behind and thankfully, they work in the same Department, and hoped she would be available with questions. He appreciated the</p> |  |  |

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|   | <p>introduction and look forward to working with everyone in the coming months and years.</p> <p>Board Chair Corsello noted we have five hospitals in the EMS system, excluding the one at Travis. We have had a Medical Director with EMS experience, outside of our County and we were very fortunate to have doctors from UC Davis, who have filled that role. She welcomed Dr. Shetty and thanked him for joining them.</p> <p>Mr. Gammon mentioned that with the decline of COVID cases, he will be asking Dr. Shetty to visit the campus to meet everybody.</p> <p>Board Member Jansen asked about the approval piece of the agenda item, to approve the contract with UC Davis for EMS Medical Director Services. County Counsel Julie Barga mentioned that the contract is still in process and there is no new contract, so UC Davis is still operating under and extension of the contract previously approved. Dr. Matyas mentioned the contract is not ready yet and will be presented at the April meeting.</p>  |  |  |
| <p>c. Review and consider approval of Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023, and Adoption of resolution 22-001</p> | <p>c. Mr. Gammon reviewed the proposed the Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023 and adoption of Resolution 22-001, Attachment 9c.</p> <p>Board Member Jansen asked about movements in personnel. They have gone from a 0.85 EMS Administrator to full time one which was over a \$100,000 increase and wanted to know the reason. Dr. Matyas stated as he previously mentioned that Ted, the previous EMS Administrator, not only oversaw EMS but also oversaw the Emergency Preparedness and Response programs and he was charged partially to those programs. The new EMS Administrator will be fully devoted to EMS, and the salary is a placeholder salary, based on Step 5, of the Health Services Administrator classification, which is not even remotely close to what the new EMS Administrator position is going to be paid. They have to go through the Board of Supervisors to establish the salary range. For conservative purposes, they put in a big number then have significant salary savings, depending on the actual salary will be. That number is intentionally high.</p> <p>Board Chair clarified that the numbers include benefits and retirement costs, not just the salary.</p> |  |  |

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|  | <p>Board Member Jansen asked if the Health Assistant and Administrative Secretary positions are both vacant and is that why the salary is lower as proposed for the next year as most of them are higher. Ms. Delmendo responded and stated that the difference is because those that held those positions were at a higher step, so those that will be hired will be at a lower step.</p> <p>Board Member Jansen asked about the Sheriff services and that it appeared to be a new line item for the overhead at an amount of \$31,000 compared to zero this year. Dr. Matyas responded and stated that Sheriff services are allocated across the County to all budget units. In the past it was included in the County's budget, but that didn't fairly reflect the portion that should have been charged to the EMS budget, so this is rectifying something that should have been in the budget for a long time, and it is the share that is allocated to this specific budget.</p> <p>Board member Jansen asked about the transfer from reserves, whether it was a positive number going into the reserves or a negative number being drawn out. He asked if it was proposed next year as a \$205,000 hit to it or as an addition. Dr. Matyas responded with Ms. Delmendo's acknowledgement that it would be money from the reserve being utilized to pay for the proposed expenses. And again that is predicated on the salaries given and it's known to be an overestimate on the Administrator's position. The \$205,000 represents a worst case scenario if the EMS Administrator is full time at that higher salary. It is likely the future Administrator will not be at the high salary and the goal is not to withdraw from the reserve. He hopes that if the Governor continues to put money forward for the COVID response, then some of that will benefit the EMS Program, which would reduce draw on the reserve and actually increase contributions to the reserve.</p> <p>Board Member Folsom asked about the EOA Franchise fee and why it increased. Dr. Matyas responded and explained that the EOA Franchise fee is what we get from Medic Ambulance, the EOA provider. The increase is what the SEMSC Board approved as a percentage increase in the budget negotiations last year.</p> <p>Board Member Giboney asked about the EMS Coordinator position</p> |  |  |
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going from 2.0 FTEs to 1.0 FTE and what is the anticipated work impact of reducing that role. Dr. Matyas explained with the addition of the Health Assistant and the EMS Administrator focusing specifically on the EMS Program and not being distracted with other programs, they believe they can meet all the requirements effectively with just the 1.0 FTE EMS Coordinator and stay within budget.

Board Member Giboney asked why the IT Service line item doubled for this year. Ms. Delmendo noted that those are the charges from DoIT and maintain the data processing system. She was not part of the development of the 2022 budget and didn't have a response. Dr. Matyas mentioned the dashboard and associated data come with additional cost. Those are reflected in next year's proposal. In the current year, those were heavily subsidized by other funding sources, so they weren't charged to SEMSC. Going forward those are SEMSC specific IT costs. He thought the line item not only reflects the general the IT support, but also the specific support for the dashboard and EMS data.

Board Member Giboney asked about the change in anticipated fines from \$16,000 to \$1,500. Dr. Matyas responded and stated it was based on looking on actual collections and they have been overestimating what they collect. This amount is much more in line with what they collect.

Board Chair Corsello requested that when the update for year-end projection is presented in April, she also requested to bring back the last couple of years, so the Board can see the trend of the budget, the Board is being asked to adopt. Both Dr. Matyas and Ms. Delmendo agreed to bring these items to the Board in April.

**Board Member Jansen moved to adopt Resolution 22-001 Approval of the Annual SEMSC Budget/Revenue Allocation Plan for FY 2022/2023**

**Board Member Folsom seconded.**

**Roll Call Vote:**

**Birgitta Corsello – AYE**

**John Jansen – AYE**

**Joshua Chadwick – AYE**

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|                                   | <b>Caesar Djavaheerian – AYE</b><br><b>Greg Folsom – AYE</b><br><b>Thea Giboney - AYE</b><br><b>David Piccinati – AYE</b><br><br><b>Resolution 22-001 was approved and adopted</b>   |  |  |
| <b>10. Board Member Comments:</b> |  |  |  |
| a. Chairperson                    | a. Board Chair Corsello thanked everyone for returning and hope this will be a decent year for everyone and that all had a good holiday. She appreciated meeting virtually and hopes to meet in person, again, but as was read in the beginning, due to the roles, she didn't want anyone to get sick. She welcomed the new EMS member, Medical Director, Dr. Pranav Shetty. |  |  |
| b Directors                       | b. There were no comments from the Board Members or the Directors.   |  |  |
| <b>11. Adjournment</b>            | Meeting adjourned at 10:20 a.m. and the next Regular Meeting will be held in the Suisun City Chambers or will be virtual, on April 14, 2022, at 9:00 a.m.  |  |  |