



County of San Diego

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CSA-17 ADVISORY COMMITTEE MEETING
Sherryl Parks, Chair/Barb Cerny, V-Chair
Minutes
Tuesday, November 3, 2015

Members Present

Cerny, Barbara – Torrey Pines Community Planning Group
Heiser, Don – Citizen at Large
Hillgren, Nancy – Rancho Santa Fe Fire Protection District
Muir, Mark – City of Encinitas
Parks, Sherryl – City of Del Mar
Zahn, Peter – City of Solana Beach
Zovanyi, Peter – Citizen at Large

Agency Representatives Present

Austin, David – American Medical Response (AMR)
Cox, Fred – Rancho Santa Fe Fire Department
Daigle, Mike – Encinitas Fire Department
Michel, Tony – Rancho Santa Fe Fire
Stein, Mike – Encinitas Fire Department
Twohy, Frank – Elfin Forest Fire

County Staff Present

Ameng, R.N., Diane
Cahill, Mary
Leverson, Jim
Metz, Marcy
Shahri, Sheri
Wolchko, Janet I. (Recorder)

Guests

Keiholtz, Bob

I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS

Sherryl Parks, Chair called the meeting to order at 4:00 pm.
Peter Zahn announced that on Friday, November 13th, 6 pm there will be a Badge Pinning Ceremony by the Encinitas, Del Mar and Solana Beach Fire Departments at Encinitas City Hall. The ceremony is for promotions, new hires and Fire Fighter of the Year.

II. APPROVAL OF MINUTES

A motion was made by Peter Zahn, seconded by Nancy Hillgren to approve the CSA-17 Advisory Committee minutes from July 28, 2015. Motion carried.

III. PUBLIC COMMENTS/PETITIONS

There were no public comments or petitions.

IV. CSA-17 ADVISORY COMMITTEE SUNSET REVIEW

The Board of Supervisors Policy A-74, Citizen Participation in County Boards, Commissions and Committees require that each year, one fourth of all advisory committees conduct a 'Sunset Review.' The advisory committee is responsible to review its establishing ordinance, policy or resolution, develop recommendations for continuance, deletion or revision, and provide a written report to the Clerk of the Board of Supervisor. CSA-17 is a County Board, Commission and Committee meeting.

The memo received by the County Clerk of the Board Office and CSA-17 Sunset Review Report were provided prior to and at the CSA-17 Advisory Committee meeting.

A motion was made by Barb Cerny, seconded by Peter Zahn to approve the Sunset Review report as submitted to the CSA-17 Advisory Committee. Motion carried.

V. MANAGEMENT TEAM REPORT

A. Budget and Finance Report – Jim Levenson**1. Revenue Growth by Source**

Ambulance Transports		\$ 485,000
Residents	\$ 281,000	
Non-Resident	<u>\$ 204,000</u>	
Benefit fee		\$ 0
Property Tax		\$ 25,000
Interest Penalties & Other		<u>\$ 0</u>
Total Revenue		\$ 510,000

- For the first quarter of FY 2015/16 revenue was up 6% from the prior year first quarter. This was driven by a 6% year-over-year increase in resident and non-resident transports.
- It is not unusual for the first quarter of the fiscal year to show low or no revenue from property taxes and benefit fee as property taxes and benefit fees are billed to property tax owners by the County Assessor's office and are typically paid in December and April.

2. Expense Growth by Source

Ambulance	\$ 559,000
Dispatch Services	\$ 0
Billing & Collection Services	\$ 0
County – Admin Services	\$ 5,000
Total Expenses	\$ 564,000

- Expenses for the first quarter are the same compared to the first quarter of last fiscal year.

3. Resident and non-resident Transports

- Year to date through August, there were 593 residents transports which is down 3% versus last year, but 12% higher than the historic average.
- Year to date through August, there were 274 non-resident transports which is down 12% from last year, and down 16% versus the historic average.

4. Monthly Ambulance Payments

- Resident gross receipts through August are trending 12% below the same period while non-resident gross receipts are trending 13% above last year.

5. Tracking to Budget

- Property tax estimate projected revenue for FY2015/16 was increased from \$1,105,000 to \$1,149,696 to reflect modest growth over last year's actual tax revenue received.
- Benefit fee revenue was slightly increased. A 1.85% increase in the benefit fee for CSA-17 was approved by the County Board of Supervisors effective in this current fiscal year.

6. Reserve Balance

After expenses are paid, any remaining funds are deposited in a reserve fund, which is invested conservatively by the County Treasurer. Last fiscal year CSA-17 had approximately \$1.4 million dollars in addition to its required reserve of \$1.9 million. The projected required reserve balance for FY 2015/16 is \$2 million, with a projected excess of \$1.8 million.

7. Discussion topics:

- The committee requested FY 2015/16 quarterly budget comparisons and a breakdown per quarter for projected budgeting and tracking.
- Breakdown of property taxes by cities, areas, community tax rate.
- Rancho Santa Fe Fire Protection District FY 2015/16 budget projection increase is a place holder for budget build. The actual amount spent is typically lower.
- Reserve fund amounts will be discussed at the Budget Subcommittee in January. Expected revenue and expenses will be reviewed. Budget Subcommittee members include Sherryl Parks, Peter Zovanyi, Peter Zahn and participating agencies.

B. Administrative Report – Marcy Metz

1. The Regional Disaster Exercise including Region 6 and the State will conduct an exercise through the City Readiness Initiative (CRI) Grant the week of November 16-20, 2015. The scenario will be response to an anthrax attack administering prophylaxis to the community. Strategic National Stockpile prophylaxis will be received for distribution.
 - Day 1 – Anthrax detection and confirmation.
 - Day 2 – Communications, hospitals working with County communications and the Public Information Officers for standardized messaging.
 - Day 3 – Warehouse logistics and receipt of medication.
 - Day 4 – Major exercise day, EMS MOC/DOC will be activated. There will be two (2) Mega PODs set up at Qualcomm and Carlsbad. There will be a number of closed PODs practicing prophylaxis with businesses, hospital and military.
 - Day 5 – Demobilization
 - Target is to distribute prophylaxis to 3.2 million in the County. Prophylaxis treatment and vaccination was explained.

2. Health Service Capacity Plan

The Health Services Capacity Taskforce met on October 9th to update the capacity plan for the upcoming flu season. Ambulance patient offload delays were discussed, hospitals activating their internal capacity plan activation, triggers and being proactive with resources available to answer 9-1-1 calls.

EMS Duty Officers will be monitoring the status of offloads regularly. Cover letters were sent with the Capacity Plan to hospital CEOs alerting hospitals on offload delays and early activation.

C. Medical Director's Report – Bruce E. Haynes, MD

1. The first influenza death was reported. The individual had coexisting illnesses. A reminder was given regarding vaccination. Healthcare workers should be vaccinated or wear a mask so not to contaminate patients and family.
2. A doctor was convicted due to over prescribing illegal drugs. It was noted that there has been an increase in heroin use. The Sheriff's trial study with naloxone is used to treat apparent drug overdoses when the Sheriff Deputies are first responders on the scene.
3. San Diego Stroke system is preparing a five (5) year study with hospital and field data. Data information will include an increase of clot dissolving agents and endovascular procedures.
4. The County is the coordinator for Sexual Assault Response Teams (SART) within the County that is involved with evidence collection, prophylaxis for gonorrhea and chlamydia and contraception. Forensic exams are completed if there is a prosecution charge.

D. Paramedic Provider Report – Dave Austin

1. AMR quarterly compliance reports for July, August and September were distributed and sent out prior to the meeting. AMR third quarter performance reports for 2015 were presented and included response time compliance, mutual aid and transport by community.

Monthly highlight summary:

- July compliance performance was 95.34% based on 726 calls and 479 transports.
 - August compliance performance was 94.53% based on 713 calls and 485 transports.
 - September compliance performance was at 95.77% based on 655 calls and 452 transports.
 - Mutual Aid was balanced: 11 inbound, 18 outbound (where available to respond) with no transportations to hospitals.
2. Community Service and Public Education:
Community Public service hours completed for the third quarter was 87 hours serving 2,859 people, 2,728 completed compression only CPR. Public Education service hours completed for the third quarter was 519 hours, 7,722 served, 5,965 in compression only CPR. Public education included:
 - Child safety check program.
 - Blood pressure screening.
 - Compression only CPR for Jr. Lifeguards.
 - Live Well San Diego PulsePoint and CPR alerts.
 3. The Cardiac Arrest Registry to Enhance Survival (CARES) reported in CSA-17 was 49, 39 in cardiac with 20.5% survival rate. The national rate for survival is 6.8%.
 4. June 1, 2016, there will be a Survival Luncheon involving Celebration of Life & Caregivers for cardiac saves discharged from hospitals.
 5. Additional training and educational opportunities will be explored by Pat Peletier. Homeland Security Grants are available for equipment and training.
 6. October is Fire Services month. There will be several open houses talking about smoke alarms and will also include Halloween safety.

E. Operations Report and EMS Coordinator Report – Mike Stein

1. A patient CPR save in Solana Beach spoke at the City Council meeting.
2. Following Dr. Wooten's directive, flu shots have been completed for all First Responders in the CSA-17 area. Those who have not taken a flu shot will wear a mask throughout the flu season.
3. The Annual Mass Casualty drill has been completed. This year's topic was a shooting and a terrorism mass casualty.

4. Previously Dr. Schwartz talked about CPR saves and the success Seattle has had. This includes teaching CPR in schools. Letters were sent to school principals to have schools participate in CPR training. CPR training has taken place in one (1) school and another will have CPR training in November.
5. October is Fire Prevention month. Several Fire agencies will have an open house. Rancho Santa Fe and the coastal cities are recruiting and conducting for new hire testing.
6. Agencies are getting ready for the flu season and El Nino by coordinating with all city departments.
7. A Badge pinning ceremony is scheduled for Encinitas, Solana Beach and Del Mar on November 13th.
8. In July the Operation Chiefs were asked to review mileage reporting from a Quality Improvement (QI) standpoint. The Chiefs met with AMR to review the process of recording mileage.
 - The operation policy and procedure manual that has been recently updated and updated training bulletins sent to employees were reviewed for the process of recording mileage.
 - After reviewing the documents, the Operation Chiefs are confident that procedures are in place and adequate training has been recently completed to minimize any billing errors moving forward.
 - During the monthly Operations meeting, AMR will be providing a review of any complaints within the CSA-17 area.
The process was explained:
 - Ambulance arrives on scene, mileage is reset.
 - The mileage is recorded when they arrive at the hospital. If by human error the mileage is not recorded, MapQuest will be used.
 - The Patient Care Record (PCR) also has the mileage recorded.
 - AMR does random mileage checks with billing.
 - Wittman, CSA-17 billing, does periodic audits. Any discrepancies will be followed up with AMR. Wittman has indicated that mileage discrepancies are rare.

Action Item:

Peter Zahn requested a report on any discrepancies reported by Wittman.

F. CSA-17 EMS Coordinator Report

This report was incorporated into the Operations Report by Mike Stein.

VI. OLD BUSINESS

A. LAFCO Application - Annexation of CSA-107 (Elfin Forest/Harmony Grove) – Marcy Metz

EMS and Public Health Administration are finalizing the details in the LAFCO application. The application should be submitted by the end of the year.

There was discussion regarding the 4S Ranch property tax issue and the opportunity for CSA-17 to make comments. Tax negotiations are made after the application is submitted to the Board of Supervisors. Terms and conditions are drawn up, finalization of the terms and conditions are approved and met. Local jurisdictions affected will be notified of the comment period, and a preliminary report by LAFCO will be available. An extension for the comment period can be requested by the Advisory Board to be able to review.

1. LAFCO Application Process

- Application is submitted. Terms and conditions are stated regarding reorganization and/or annexation taking place.
- Affected jurisdictions, cities, districts and stakeholders are given a 30 day period in which to make comments on the LAFCO preliminary report by LAFCO. Comments will be incorporated into the staff report by LAFCO.
- Tax Receivable Agreements (TRAs) determine what type of taxation will be coming from the affected areas and also revenue from the existing CSA-17 boundaries. Numbers and type of revenue will be available at that time.
- Property tax exchange is to ensure there is enough revenue coming in to cover services. A thorough financial analysis is required when an annexation takes place.

VII. FUTURE AGENDA ITEMS

Election of CSA-17 Chair and Vice-Chair will take place at the next CSA-17 Advisory Committee meeting.

The CSA-17 Budget Subcommittee will schedule a meeting time in January.

VIII. SET NEXT MEETING/ADJOURNMENT

Next CSA-17 Advisory meeting is February 2, 2016.

The meeting was adjourned at 5:05 p.m.