



County of San Diego

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CSA-17 Advisory Committee
Sherryl Parks, Chair/Barb Cerny, V-Chair
c/o Emergency Medical Services
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CSA-17 ADVISORY COMMITTEE MEETING **Minutes** **Tuesday, May 6, 2014**

Members Present

Cerny, Barbara – Torrey Pines Community Planning Group
Hillgren, Nancy – Rancho Santa Fe Fire Protection Dist. (Alt)
Muir, Mark – City of Encinitas
Parks, Sherryl – City of Del Mar
Zovanyi, Peter – Member-at-Large

Agency Representatives Present

Austin, David – American Medical Response (AMR),
CSA Manager
Baudoin, Maddie – AMR
Gibbs, Mike – Rancho Santa Fe Fire
Hunt, Joseph – AMR
Michel, Tony – Rancho Santa Fe Fire
Rice, Mike – Operations Manager, AMR
Sawdey, Deanna – AMR

Agency Representatives Present (con't)

Schwartz, M.D., Brad – AMR Medical
Director
Stein, Mike – Encinitas Fire Department
Twohy, Frank – Elfin Forest Fire

County Staff Present

Ameng, R.N., Diane
Beam, Jamie
Brewton, Linda
Haynes, M.D., Bruce
Metz, R.N., Marcy

Recorder

Wolchko, Janet I.

I. CALL TO ORDER/INTRODUCTIONS/ANNOUNCEMENTS

Sherryl Parks, Chair called the meeting to order at 4:04 p.m.

II. APPROVAL OF MINUTES

A motion was made by Mark Muir, seconded by Peter Zovanyi to approve the CSA-17 Advisory Committee minutes from February 4, 2014. Motion carried.

A motion was made by Mark Muir, seconded by Peter Zovanyi to approve the CSA-17 Budget Subcommittee minutes from January 14, 2014. Motion carried.

III. PUBLIC COMMENTS/PETITIONS

There were no public comments or petitions submitted.

IV. COUNTY SERVICE AREA (CSA) EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR POSITION PRESENTATION – Mike Gibbs

References for the presentation include: the San Dieguito Ambulance District CSA-17 Activity Report, the San Diego Local Agency Formation Commission (LAFCO) website and historical information from local fire agency Chiefs.

A. History of CSA-17

1. 1969 - County Service Area 17 (CSA-17) was formed by the San Diego County Board of Supervisors. The primary goal was to provide Basic Life Support (BLS) level of service for Del Mar, Encinitas, Solana Beach, Rancho Santa Fe Fire Protection District (RSFFPD) and portions of Elfin Forest Harmony Grove (CSA-107)
2. 1975 – The level of service increased to Advanced Life Support (ALS).
3. 1976 – Del Mar Heights, Torrey Pines High School and portions of Del Mar Terrace that were within the City of San Diego were annexed into CSA-17.
4. 1992 – CSA-17 was redesigned as an ambulance district to *San Dieguito Ambulance District*.
5. 1993 – Portions of the unincorporated 4-S Ranch Fire Protection District within RSFFPD was annexed in to the CSA-17.
6. 2007 – The EMS Coordinator position was created and funded as part of the contract with San Diego Medical Services Enterprise (SDMSE) and the County of San Diego.
7. 2011 – The Coordinator position became an employee of RSFFPD, supervised by the Operations Chief from the City of Encinitas. Currently the position is supervised by the RSFFPD Operations Chief.

B. Coordinator Position

1. Prior to the EMS Coordinator position, Quality Assurance (QA), Quality Improvement (QI) and education was provided by a contract with Scripps Hospital La Jolla and County of San Diego EMS.
 - The contract provided medical oversight of EMTs and Paramedics within CSA-17.
 - The position performed field care audits for paramedics and EMTs, and was open to first responders and hospital staff needing continuing education credit.
 - Additional education was provided through the CSA-17 ambulance provider such as topics related to EMS prehospital care.
2. The EMS Coordinator position is responsible for planning, coordinating and monitoring technical and administrative aspects for Paramedics and EMTs, ensuring compliance with the State and Federal laws and regulations.

3. Benefits of the EMS Coordinator to CSA-17
 - Improved internal and external customer service.
 - Liaison between EMS, local fire agencies, health and residential care facilities.
 - Quarterly paramedic peer reviews.
 - Improved accountability and medical documentation.
 - QA and QI of probationary firefighter paramedics.
 - Coordinates EMT recertification and training requirements.
 - Provides community outreach and education with the ambulance provider.
 - Represents fire agencies on local committees.
4. Discussion topics and comments:
 - PERS retirement, medical benefits, RSFPD health retirement account and funds for medical reimbursement expenditures outside of insurance.

A motion was made by Mark Muir, seconded by Barb Cerny for a CPI increase to the EMS Coordinator salary.

Discussion on the motion:

1. CSA-17 policy and compensation for the position.
2. Long term/multi-year approach.
3. Operations, County analysis and options of the position.

A motion was made by Mark Muir, seconded by Nancy Hillgren to amend the original motion to a 3% increase in salary, review the Operations information, analysis and options of the position with discussion on establishing a CSA-17 3 to 5-year plan regarding the EMS Coordinator position salary. Motion carried.

V. MANAGEMENT TEAM REPORT

A. Budget and Finance Report – Jamie Beam

1. FY 2013/2014 Year-to-Date Revenue

Ambulance Transports Year-to-date		\$ 1,826,560
Residents	\$ 1,456,793	
Non-Resident	<u>\$ 369,767</u>	
Benefit fee		\$ 1,017,355
Property Tax		\$ 905,735
Interest and Miscellaneous		<u>\$ 13,142</u>
Total Revenue		\$ 3,762,792

Ambulance transport revenue was higher than this time last year. The billing company has had an increase in ambulance transport collections, with a 75% collection rate for FY 2013/14.

2. FY 2013/2014 Year-to-Date Expenditures \$ 2,549,811

Expenditures are higher than at this time last year. The increase was driven by the timing of invoice payments and an increase in Rural Metro Payments in the first six (6) months of the fiscal year.

3. FY 2014/15 Budget

The benefit fee is tied to the Consumer Price Index for the San Diego region which is calculated at 1.3%, raising the benefit fee by 38 cents from \$27.71 to \$28.07.

4. CSA 17 Billing RFP Update

The RFP closed on Friday, April 25th. A source selection committee is being formed for the RFP for billing services in CSA-17. The current contract with Wittman may be extended through December 31, 2014 to allow additional procurement time and transition time if necessary.

5. Discussion topics:

- Parcel tax.
- Possibility of Benefit fee and Property Tax breakdown by jurisdiction.
- Long range planning for reserve amounts. CSA-17 previously recommended a 180 day amount for the reserve account.

A motion was made by Mark Muir, seconded by Peter Zovanyi to maintain a 120 to 180 day range amount for the CSA-17 reserve. Motion carried.

B. Administrative Report - Marcy Metz

1. Community events:

- *Strike out Stroke Day* at the Padres game is Saturday, May 10, 2014. The event provides community awareness for signs and symptoms of Stroke, the risk factors, and to call 911 as soon as possible to improve stroke outcomes.
- The 3rd Annual *Sidewalk CPR* event will be held on June 5, 2014, from 10 am – 4 pm. The goal this year is to train 3,500 individuals in adult compression CPR. Registration is still open for community agencies to sign up to conduct the event at local sites.
- This year is the 30th Anniversary of the San Diego Trauma System. Scripps La Jolla is the trauma center in the CSA-17 area. The Trauma Research Education Foundation (TREF) has been involved with anniversary activities including a dinner at the Grand Manchester Hyatt in June that will be attended by some of the founders of the trauma system.
- The County Office of Emergency Services is updating the San Diego Operational Area Plan that includes the annex for multi-casualty response. Internal and community stakeholder meetings have been held for revision recommendations. The Emergency Medical Care Committee (EMCC) will be the approving authority for changes to the operational plan.

- Hospitals will be participating in the annual Emergency Preparedness Exercise on November 20, 2014. The exercise will have an infectious disease scenario.

C. Medical Director's Report - Bruce E. Haynes, M.D.

1. This year EMS will review the protocol and policies for changes and updates.
2. The first U.S. case of the Middle East Respiratory Syndrome (MERS) virus was found in an individual who traveled from Saudi Arabia to London and then to Chicago. The individual was admitted with respiratory symptoms where tests were positive for MERS. The patient has recovered and has been discharged from the hospital. The MERS virus is caused by a Coronavirus with developing symptoms of severe respiratory illness, fever, cough and shortness of breath. About 30% of those that become ill die. The Centers for Disease Control (CDC) recommend that healthcare workers wear gloves, etc. and an N95 mask.
3. Lifeguard CE Education and Training
Lifeguards are considered part of the EMS system, but not included under CSA-17. Cooperative efforts with lifeguards include:
 - Dispatch through Northcom communications. Lifeguard agencies are on the same 800 MHz system and dispatched on the same channels and frequencies as the fire agencies.
 - Lifeguards participated in the March 5th maritime mass casualty drill on San Diego Bay. The drill was a team effort with a goal to bring agencies together and to make sure that everyone can communicate and work together.
 - Coastal Agencies have a Tsunami plan alert developed for Del Mar, Solana Beach and Encinitas with notification through NOAA.

D. Paramedic Provider Report – Dave Austin

1. Submitted first quarter performance reports for January, February and March included:
 - Cover letter sent to the EMS agency
 - Monthly compliance report
 - Monthly mutual aid report
 - Monthly transportation to hospital by unit and sorted by community.
 - Quarterly public service and education report
2. CSA-17 overall January performance was at 90.23%. Del Mar and Del Mar Heights was 80% compliant, Rancho Santa Fe was 89.47% compliant. In February and March, AMR response was compliant in each of the designated jurisdictions, which will be in the next quarterly report.
3. Challenges in the transition of service to CSA-17:
 - City of San Diego using CSA-17 units along Rancho Santa Fe or in the City of San Diego. In January, Rural Metro added an additional unit in the area.

- A cut off level was established where NorthComm will not grant mutual aid to surrounding communities unless there are enough units in the CSA to properly serve the area.
 - AMR received Mobile Data Computers (MDC's) from NorthComm in December, implementation was in January. GPS tracking issues were resolved and are working well.
4. AMR established a posting plan for unit coverage in the service area and established busy alerts for the CSA supervisors and crews to anticipate moving to a better location for coverage.

Action Item: Request that transport by unit information includes a footnote on location.

5. Continuing Education

- Dr. Schwartz commented that education talks were given to the agencies on prehospital care. It was noted CSA-17 knowledge of prehospital care and cardiac arrest saves were high.

6. Community and Public Education – Maddie Baudion

- CSA-17 participated in the Safe Homes Coalition prescription drug abuse awareness campaign with the Sherriff's Office and DA's office to raise awareness to prescription drug abuse and prescription drug theft.
- There was an open house ambulance unit at the Encinitas Easter egg hunt and AMR team at the RSF Easter egg hunt.
- Upcoming Events: National EMS week is May 18 – 24, First responder lunch at Encinitas Fire from 11 – 2 pm on May 19 and 22 and pizza lunch at the Solana Beach station.

Action Item: Request that the Paramedic report be provided for distribution before the meeting.

E. Operations Report – Mike Stein

1. Encinitas Department Battalion Chief Darren Ward retired last month.
2. There will be a multi-agency/multi-discipline drill at the Scripps Encinitas hospital on June 5-7, 2014.
 - June 5th - tabletop exercise.
 - June 6th - active shooter scenario and mass casualty event (MCE) with the San Diego Sheriff's, San Diego Police Department (PD), Chula Vista PD, Sheriff's bomb arson, Encinitas Fire, Solana Beach Fire, Rancho Santa Fe fire and Scripps Encinitas staff.
 - June 7th - Encinitas personnel will be conducting an internal evacuation.
3. Last month there was a Mass Casualty drill in the City of San Marcos involving a school bus, 2 cars and 45 patients.

4. Once a month Triage Tuesday is conducted using triage tags during a mass casualty event to identify the patient's condition. First responders evaluate the patient's injury and place a triage tag by the victim to identify the severity of their condition.
5. Education
 - January – AMR class for Sudden Infant Death Syndrome (SIDS) and infection control.
 - February – Tape review and Critical Incident Stress Debriefing (CISD).
 - March – Advanced cardiac life support group class.
 - April – 12-lead electro cardiograph.
 - February – Quarterly testing for probationary fire fighters.

VI. NEW BUSINESS/FUTURE AGENDA ITEMS

- A. Elfin Forest/Harmony Grove EMS Service – Bruce E. Haynes, M.D.
 1. Elfin Forest/Harmony Grove is located partially in the CSA area. A map was provided of the location.
 2. There is a 750 home development under construction in the area. The developer has agreed to put a fire station there with paramedic/ALS level service.
 3. Financial and coverage issues will be reviewed. EMS will conduct an Impact Analysis.
 4. Discussion topics included:
 - Developer funds for a fire station.
 - LAFCO process for annex in to the CSA-17.
 - Operations Committee to review the EMS Impact Analysis and make recommendations.

VII. FUTURE AGENDA ITEMS

- Elfin Forest update.
- Paramedic provider unit locations.
- Operations Subcommittee First Responder funds and how the funds are spent.

VIII. SET NEXT MEETING/ADJOURNMENT

The meeting was adjourned at 5:56 p.m.

The next CSA-17 Advisory Board meeting is scheduled for Tuesday, August 5, 2014 at 4:00 p.m.

Submitted by

Janet I. Wolchko, Administrative Secretary
County of San Diego Emergency Medical Services