



# El Dorado County Emergency Services Authority

## JPA Board of Directors Special Meeting

Tuesday, April 29, 2014, **10:30 a.m.**

DS/ED Fire Station #49, Classroom, 501 Main Street, Diamond Springs, CA 95619

### Minutes

#### 1. Call to Order/Roll Call/Introductions - Call to order at **11:38** a.m.

##### Board Attendees:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> El Dorado Hills Fire, <i>Chair</i> Chief <b>Dave Roberts</b> or | <input type="checkbox"/> Alternate Deputy Chief <b>Mike Lilienthal</b>              |
| <input checked="" type="checkbox"/> Cameron Park Fire, Division Chief <b>Justin Sanders</b> or      | <input type="checkbox"/> Alternate Unit Chief <b>Mike Kaslin</b> , CalFire ECC      |
| <input type="checkbox"/> Diamond Springs Fire, Chief <b>Rob Combs</b> or                            | <input checked="" type="checkbox"/> Alternate Assistant Chief <b>Bryan Ransdell</b> |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief <b>Mike Hardy</b> or               | <input checked="" type="checkbox"/> Alternate Division Chief <b>Tim Cordero</b>     |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chiefs <b>Bill Dekker</b> or                | <input checked="" type="checkbox"/> Alternate Assistant Chief <b>Bob Bement</b>     |
| <input type="checkbox"/> Latrobe Fire, Chief <b>Chris Couper</b> or                                 | <input type="checkbox"/> Alternate Director <b>Dennis Carroll</b>                   |
| <input checked="" type="checkbox"/> Rescue Fire, Chief <b>Tom Keating</b> or                        | <input type="checkbox"/> Alternate Director <b>Anne Walker</b>                      |
| <input checked="" type="checkbox"/> Georgetown Fire, <i>Vice Chair</i> Chief <b>Greg Schwab</b>     | <input type="checkbox"/> Mosquito Fire, Interim Chief <b>Tom Stuart</b>             |
| <input type="checkbox"/> Pioneer Fire, Alternate BC <b>Jack Daniels</b>                             | <input type="checkbox"/> Cameron Park Fire, BC <b>David Wood</b>                    |
| <input type="checkbox"/> JPA, Executive Director <b>Marty Hackett</b>                               |   |

##### Other Attendees:

- |                                       |   |
|---------------------------------------|---|
| Grant Ingram, Cameron Park Fire       | Susan Johnson, Georgetown Fire          |
| Robyn MacKenzie, El Dorado Hills Fire | Samantha Sweeden, Cameron Park Fire     |
| Todd Pennington, Diamond Springs Fire | Matthew Gallagher, Diamond Springs Fire |
| Leah Yaws, Diamond Springs Fire       | Lori Walker, HHSA                       |
| Rich Todd, EMSA                       | Michele Williams, Marshall Hospital     |
| Chris Weston, EDC Public Health       | Dr. Alexis Lieser, Marshall Hospital    |

#### 2. Approval of Agenda

*Motion to approve the agenda was made by Chief Hardy, seconded by Chief Bement and motion carries unanimously.*

3. **Public Comments** - Public comments will be received on each agenda item as it is called. The public may address matters not on the agenda at this time. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote.

#### 4. New Business

##### 4.1 Receive Systems Status Management Committee's Report and Recommendation for the Electronic Patient Care Reporting Program and Take Action as Warranted

Chief Sanders, Chair of the Systems Status Management committee made the following recommendations:

- 4.1.1 Recommendation for EPCR Committee stay intact
- 4.1.2 JPA Executive Director Hackett begins to look at other products for electronic patient care reporting
- 4.1.3 JPA Executive Director Hackett also look into streamlining the county contract so the

CSA3 and CSA7 are not separate in regards to electronic patient care reporting requirements.

**Motion** was made by Chief Hardy to accept these recommendations, seconded by Chief Schwab and carries unanimously.

Discussion:

- Chief Hardy wanted to clarify that there be no capital expenditures spent in the process of researching/reviewing products with outside vendors. Two of five objectives with Forte met and June 30 is deadline for meeting the remaining objectives.
- Chief Roberts wanted to clarify that we would continue to work under the current Forte contract trying to utilize iPCR in the way it was designed while other options are researched.
- Chief Schwab volunteered to work with the JPA Executive Director the contract as he believes it is a structural issue.

**Motion** was amended by Chief Hardy to include the aforementioned objectives, seconded by Chief Schwab.

Roll Call Vote:

In Favor: Keating, Hardy, Bement, Schwab, Roberts, Sanders

Opposed: Ransdell

**Motion** carries by majority vote.

**Discussion of current PCR processes:**

Medics are currently completing the iPCR on the iPad using it as a typewriter/form, printing it, signing the hard copy after review for accuracy, then deleting it from the iPCR system and delivering the hard copy to HHSA as they would a paper form. Faxing was a solution for outlying districts but has become an across the board scenario.

EPCR Committee is split on recommendation after weighing pros and cons of continuing with the current modified process. Some committee members believe paper forms are easiest. He would defer to what is best for the billing office. Hand written forms or computer generated options.

Anthony Schwartz indicated the upgrades due out by end of June will eliminate that problem. That will be vetted out during the next operational period per Grant Ingram.

Robyn MacKenzie agreed that the large volume of faxing is problematic. She recommends we continue to use the iPCR system to keep us well practiced for the intent to continue to work out the problems with Forte. It will provide the opportunity to identify any problems and work thru those with Customer Care.

Leah Yaws asked about timeline to begin submitting to the server. Grant Ingram indicated that would be determined during the new operational period. She spoke to the mandatory training and then not using the program as intended has become a morale issue.

Chief Cordero agrees on morale issue and doesn't want to go back to the station to tell them to keep using the iPad for now.

Chief Roberts indicated that we are on the verge of being able to put it back in play as

intended but if we don't utilize it, we won't know if the fixes 3.2.1 have cleared the issues.

Samantha Sweeden recommends going back to paper form and then let M85 and M89 test after billing updates.

**Motion** by Chief Hardy to go to full hand written paper effective Friday, May 2, Chief Schwab seconded the motion.

*Discussion:*

Grant Ingram clarified next operational period is May 1 thru June 30.

Lori Walker, HHSA Billing will get down to Forte in the next week or two to review the new process for attaching documentation.

Testing will be done by M85 and M89.

Lori Walker, knows the EPCR committee will bring a plan, will work out logically and not stall and will move forward with researching options.

Chief Sanders stipulated the EPCR committee will move forward with M85 and M89 conducting testing and the committee will research options and report on both to the JPA Executive Director.

**Amended motion** to include the above clarification and stipulations by Chief Hardy, seconded by Chief Schwab and motion carries unanimously.

**5 Adjournment – 12:10 p.m.**

**Motion** to adjourn was made by Chief Bement and seconded by Chief Keating and motion carries unanimously.