



El Dorado County Emergency Services Authority

JPA Emergency Medical Services Operations Committee (EMSOC) Meeting

Wednesday, March 17, 2021 – 9:00 a.m.

<https://zoom.us/j/92367989369?pwd=Yi9aYng5N2VRQUpyaVdoaGJjTFhPZz09>

Meeting ID: 923 6798 9369

Passcode: 733556

MINUTES

Attendees

EMSOC Committee Members:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CAL FIRE Cameron Park, Assistant Chief Sherry Moranz | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Jed Gaines |
| <input type="checkbox"/> Diamond Springs Fire, Chief Bryan Ransdell | <input checked="" type="checkbox"/> Diamond Springs Fire, Deputy Chief Ken Earle |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero, Chair | <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Trent Williams |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall, Vice Chair | <input type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown | <input type="checkbox"/> Georgetown Fire, Bob Bement |

Guests:

Brandon Hodges, NarcsBox

Other Attendees:

Mike Batham, Cal Fire ECC
Jacob Poganski, El Dorado County Fire
Tim White, El Dorado Hills Fire Fire
Linda Szczepanik, Garden Valley Fire
Ryan Purves, Mosquito Fire
Cristy Jorgensen, EDC ESA
Brian Veerkamp, EDC ESA

1. Approval of Agenda

- Chief Brown requested that Agenda Item 8: Good and Welfare be moved to position after Agenda Item 2: Approval of EMSOC Meeting Minutes.

First: Chief Brown

Second: Chief Hall

Committee Action: Agenda Approved

2. Approval of EMSOC Meeting Minutes – 2/17/2021 Meeting

First: Chief Hall

Second: Chief Brown

Committee Action: Minutes Approved

*8. Good and Welfare (taken out of order):

- *Group discussed potential meeting dates for next Contract AdHOC Meeting. Consensus to schedule meeting immediately following the March 24, 2021 County Fire Chief's Association meeting. Staff will send out meeting preparation documents including prior Board and Finance Committee meeting minutes.*

3. Training Update

3.1 AHA Training Site

- *Still moving forward with Marshall on AHA TS. Staff submitted a proposed Training Site Agreement to Marshall which has been forwarded to their contracts department for review. Marshall asked for a list of current and potential instructors and training location. Staff requested list of proposed instructors from the County TO's Association in addition to information that had already been provided in.*
- *Chief Earle-Requested staff to submit the instructor documentation for the EMR Program to complete that application package with the County LEMSA.*

3.2 Instructional Services Agreement

- *Staff is requesting feedback on the Isa concept presented at the February EMSOC meeting.*
- *Chief Cordero: At the February EMSOC meeting there was some discussion on entering into the agreement under the umbrella of the JPA, where JPA would coordinate the plan and facilitate the agreement. Good opportunity for the departments.*
- *Staff will reach out to IEC on a direct contract between IEC and the JPA and will bring contract proposal to the April EMSOC meeting for review and discussion.*

Committee Action: Received Update

4. Old Business

4.1 AVL Update

- *Working on April 1 implementation date. Staff has been in regular communication with Radio Mobile. Investigating movement of the server to the JPA Office.*
- *Staff sent out updating pricing sheet with current pricing for both MDT and iPad versions.*
- *Discussion on moving JPA owned AVL server from EDH Fire to JPA Office. Concerns raised about the stability of the server and the need to have 24/7 access to the hardware for hard resets. Staff is looking into how often the server has been reset and is seeking information from both Radio Mobile and 7th Dimension on the server resets. Depending on the results of this information, it may change the plan to move the server. Another option that EDH Fire looked into was moving the server to a dedicated off-site server location for a rental fee. If the server is moved, it will take the AVL system offline during the movement of the server. There was some prior conversation about an annual fee being paid to EDH Fire to house the server. Could be stored at the JPA office if the server is stable and doesn't need 24/7 access.*
- *Chief Moranz: Important to fully investigate why the server is going offline. Chief Wood had done research into the issue and determined that server issues were due to connection issues within EDH Fire location. Need to ensure stability of the server.*
- *Chief Cordero asked about the reliability of internet service at the JPA Office. Staff reported that the internet was upgraded from AT&T to Comcast and internet connection should no longer be an issue at the JPA Office. Chief Cordero mentioned that without a fiber connection, there may be issues during times of PSPS and losing access to the internet.*
- *Director Veerkamp mentioned that the grid in this area is the same gid that SO uses and was recently upgraded. SO has not lost power during recent PSPS events, so there should not be any disconnect issues for the JPA. Staff will check in on the availability of fiber and the possibility of being affected by PSPS shutoffs.*
- *Chief Hall: Still having conversations about why the system goes down as frequently as it does. Conversations are still on-going to determine what the exact cause taking the server down is. No definitive cause has been determined. EDH Fire does not have a preference on where the server is housed, only that someone has access to the server in case it goes down and needs to be reset. It does go down often enough that it is problematic.*
- *Staff reviewed updated pricing sheet with the committee. JPA has already purchased 60 of the MDT licenses and 60 of the iPad licenses. With current counts all 60 of the iPad licenses will be allocated out but there are remaining MDT licenses. Discussed pricing change that Radio Mobile implemented for the iPad license version.*

4.2 Out of County IFTs & Refusal of Service

- *No new report. Continue to have open dialogue with Marshall on the patient distribution system. Occasionally a transfer will come up that needs attention and it gets addressed. Working on opening lines of communication with Marshall and better integration.*

4.3 Controlled Substance Plan DRAFT

- *Staff reported that further updates on the Controlled Substance Plan have been paused until a comprehensive plan is created and reviewed.*
- *Staff investigated the capability of the current NarcsBox system to provide electronic tracking of the controlled substance. NarcsBox gave a presentation on the RFID tracking system they offer and provided a pricing structure for upgrading the current NarcsBoxes in use to be compliant with this RFID tracking system. Staff requested the representative from NarcsBox to attend this EMSOC meeting to briefly demonstrate the capability of the system that is currently in use in the JPA.*
- *Brandon Hodges from NarcsBox provided a demonstration to the committee on the RFID system of the NarcsBox.*
- *Discussion on the reporting features available in the web-based portal of NarcsBox.*
- *Discussion on process to upgrade the NarcsBoxes to be RFID capable and training rollout. Step by step instructions would need to be incorporated into the Controlled Substance Plan in addition to comprehensive training plan for the providers using Target Solutions Enterprise account.*
- *Committee members requested staff to send out Brandon's contact information for additional follow-up.*

4.4 CQI Plan 2021 DRAFT

- *Staff reported that the CQI Committee did meet for the first time. Good dialogue on proposed plan. Waiting on direction from LEMSA on data points. Working to schedule CQI Committee in a similar cadence as the LEMSA CQI meetings (2nd Wednesday of the month). DRAFT CQI plan was emailed to all committee members for review and feedback. Next LEMSA CQI meeting is scheduled for April 14th so next JPA CQI Committee meeting is scheduled for May 12th.*

4.5 Policy Manual Updates

- *As discussed at the February EMSOC Meeting, staff will be bringing various JPA policies to EMSOC for review and updates.*

4.5.1 Policy 1.1 JPA Board and Committee Meetings

- *Staff added policy # and minor language edits.*
- *Public Comment: Tim White-Under Section F: Electronic Data Communication Devices, restriction only limits to PDAs. Why only limited to PDAs and not include cell phones and computers? Brown Act language includes all electronic devices.*
- *Staff: Will revisit that section and research Brown Act language and other related updates relative to electronic device use in public/virtual meetings.*

4.5.2 Policy 1.2 JPA Organization Chart

- *Added policy # and position of Deputy Director to the Org Chart*

4.5.3 Policy 2.1.1 Policy Development/Implementation

- *Added policy # and update review date.*

4.5.4 Policy 2.2.1 Purchasing Procedures

- *More extensive language change. Looking to clean up language for fixed assets and change purchase thresholds for informal bid. Asking to bump from \$25K to \$50K which would then adjust the purchase threshold for the formal bid process up to \$50K.*
- *Public Comment: Tim White-with respect to signature authority: Section D: Executing Contracts. Policy language states "JPA Board of Directors" has signature authority. Should it read "Executive Director"?*
- *Staff: Will revisit that section and bring update back to committee.*

4.6 Annual Inventory-Surplus Items

- Staff-Thanked the agencies for reviewing the inventory sheet again to provide further updates with regards to some of the items. Anticipate at April BOD meeting, recommendation to surplus out items as listed.

4.7 AFG Cardiac Monitor Purchase

- Chief Hall: Working to schedule product demos with the vendors. Two demo dates scheduled: March 25 and April 1 both to be held via Zoom and at DS Fire. Social distancing requirements will be followed. Process still moving forward. Please continue to be proactive and respond back in a timely manner on requests for information.

5. New Business

5.1 Response Reports: February 2021

5.1.1 Incident Summary Report

5.1.2 Mutual Aid

5.1.3 Move Up & Cover

5.1.4 IFTs

- Reviewed reports.
- Staff: Thank you to crews for submitting exception reports to the office in a timely manner. Made correction to the mutual aid/medical response report to accurately reflect the data being reported.
- Included Response Comparison for the period of FY YTD for each medic unit.
- Staff is evaluating move ups, comparing numbers of move ups, time spent on move ups and response post move up. Hoping to bring data to next EMSOC meeting.

5.2 Gurney Maintenance Agreement

- Staff is working on quotes for Gurney Maintenance Agreement. Current agreement with EMSAR needs to be renewed. Looking at one year agreement. Powerloads are under warranty with Stryker. Annual maintenance will need to be scheduled for all gurneys and stair chairs. Anticipate pricing proposal to be presented at April meeting.

6. Committee Reports

6.1 ePCR Working Group

- Chief Hall: Waiting on LEMSA for updated policy. With the onboarding of a new medical director, there is a delay in sending out the draft policy. Once draft is received, AdHOC will reconvene to review and move forward with any proposed recommendations.

6.2 CQI Committee

- First meeting was held.

6.3 System Enhancement Committee

- Staff reported: First System Enhancement Committee meeting was conducted. Good conversation. Feedback received post meeting recommended that System Status Committee stays under EMSOC to deal with day-to-day operational challenges. System Enhancement Committee will live at the Board level to discuss short and long term goals of the JPA. Follow up meeting of the System Status Committee will be scheduled. Will proposed creation of System Enhancement Committee at April BOD meeting.

6.4 Ambulance Spec Committee

- Cordero: Spoke with Arrow. Two rigs holding. Two remounts. Boxes mounted to chassis. Finishing trim work before moving into electrical components. Looking at 6-7 completion timeframe.
- Staff reported Arrow has requested the vehicle titles. Staff conducted title audit for all vehicles. Some were being held at the County. Some titles still list County as registered owner. Some titles list JPA as registered owner but list the County is lienholder. Working with CAO's office to determine process for the County to release the title as the lienholder so we can send those titles to Arrow. CAO's office is looking into what the process will be.

6.5 LEMSA CQI Committee

- LEMSA's next CQI meeting scheduled for April 14th.

6.6 LEMSA MAC Committee

- *LEMSA's next MAC meeting scheduled for April 14th.*

7 Standing Items

7.1 Upcoming Events

- *Staff requested agencies to submit in relevant events to include on the calendar.*

8. Good and Welfare

- *Nothing to report.*

9. Adjournment: 10:19 am

First: Chief Brown

Second: Chief Hall

Committee Action: Meeting Adjourned