**North Coast Emergency Medical Services**

**Joint Powers Governing Board Meeting Minutes of September 1, 2022 at 10am**

The meeting was called to order by Supervisor Bohn at North Coast EMS, 3340 Glenwood Street, Eureka, California 95501 via ZOOM

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**Staff Present**

Larry Karsteadt, Executive Director

Kayce Hurd, Regional EMS Coordinator

Nicole Mobley, Executive Assistant

Lee Hawkins, Fiscal Manager

**Board Present**

Rex Bohn, Humboldt County Supervisor

Darrin Short, Del Norte County Supervisor

Bruno Sabatier, Lake Cunty Supervisor

**Guest**

Rita Henderson, Trauma/EMSC Contractor, NCEMS

Stayce Curry, Behavioral Health Contractor, NCEMS

Teresa Bertolini, ED Manager, Sutter Coast Hospital

Kerin Mase, CNO, Sutter Coast Hospital

Mike Newdow, M.D., Jerold Phelps Community Hospital

Jaison Chand, Director of Operations, City Ambulance

Katie Baza, Administrative Supervisor, City Ambulance

Doug Boileau, Humboldt County EMCC Chair, AMRA

**A.     Call to Order:**

1. Welcome and Introductions (Bohn)

**2.**  Agenda Additions, Corrections and/or Deletions (Bohn)

**B.     Consent Calendar -**These items are routine in nature. Prior to the meeting, any member of the public may request any member of the Board to pull a particular item for further discussion. During the meeting, any Board member may do so, and any attendee may request any Board member to do so.

1. **Subject:** Request to Approve the April 14, 2022 Minutes (Bohn)

**Recommendation:** Approve Meeting Minutes

**Supervisor Short motions to approve the consent calendar and meeting minutes, Supervisor Sabatier seconds. Board polled. Motion passes unanimously.**

1. **Subject:** Regional Ambulance Patient Offload Times (APOT) Update

(Karsteadt/Karp/Hurd)

**Larry: The last APOT Report was submitted to EMSA and we have not yet received the Fourth Quarter state comparison report.  We continue to have relatively short APOT times thanks to lower overall transportation volumes then many other LEMSAs and efforts by our hospitals to quickly offload patients.**

**The last four years indicates that we have continued similar APOT averages over the years, and with a slight increase since the pandemic began. Currently, there is a concern that APOT times may increase at some or all ED’s due to increased patient volume and a decreased staffing in all areas of the hospitals. All hospital EDs report that they have been holding patients waiting for admission or transfer for an increased period of time, and that is limiting bed space for incoming ambulance patients. APOT times could increase as a result.**

**Informational only. No Motion.**

1. **Subject:** FY 2021-22 General Fund Third and Fourth Quarter Progress and Full Year Data Reports (Karsteadt/Chapman/Hurd)

**Larry: Data reports were submitted to EMSA prior to the due date. We are meeting GF contractual obligation. Operations continue as expected.**

**Informational only. No Motion.**

1. **Subject:** Regional/Annual EMS, STEMI, Trauma, Quality Improvement and EMSC

Updates (Karsteadt)

**Larry: At the previous JPA meeting the JPA Board accepted the five (5) annual EMS Plan Updates and they were submitted to EMSA for approval. We now have a request from EMSA to include the MHOAC designees for each JPA member’s county and corrected response volumes for Humboldt Bay Fire. Both requests have been fulfilled.**

**With interest expressed during a recent DNC BOS meeting regarding our (NCEMS) ability to mine EMS data including Continuous Quality Improvement (QI) Program updates, we have included the Annual QI Plan and GF Data Report for additional background information.**

**Informational Only. No Motion.**

1. **Subject:** CDPH HPP Disaster Medical Update (Karsteadt/Hurd/County HPP Liaisons)

**Larry: We received a copy of the *draft* Lake County MHOAC document but were unable to complete our review in time due to other priorities. We have since participated in several related discussions and meetings within Lake County, and our partners around the North Coast EMS region, to help ensure that all key parties have a clear understanding of the line between day-to-day ambulance mutual aid and the MHOAC processes.**

**Informational only. No Motion.**

1. **Subject:** Drug Shortage and Lake County Controlled Substance Update (Karsteadt/Karp/Hurd)

**Larry: Drug shortages continue to exist throughout the United States.  Within the North Coast EMS Region, ALS Providers have been able to maintain a minimum but available stock of all critical medications and medical supplies. Vendors for the agencies have been actively reaching out to all providers that they supply to develop a “burn/use” plan to ensure that all agencies are receiving their allotted allocation of medication and supplies.**

**Specific to the upcoming retirement of physician(s) who provide the DEA controlled substance prescription services for all Fire Districts in Lake County, we will continue to do all we can to find and encourage potential candidates. We have widely distributed the RFP request from the Lake County Fire Chiefs Association and internally discussed the pros and cons of Dr. Karp providing this service as he does for other ALS supplies in Lake County. We have determined that, as the Regional Medical Director who oversees all medical and quality review aspects of the Regional EMS System, it is essential that Dr. Karp remain independent of the controlled substance acquisition and restocking processes within the North Coast EMS Region.**

**We also thank Supervisor Sabatier for convening a call regarding this issue**

**Informational only. No Motion**.

**C. Old Business**

1. **Subject**: Regional Exclusive Operating Area (EOA) Status Report (Karsteadt/Short/Mather)

**Recommendation:** Accept Written and Verbal Report

1. **Subject**: North Coast EMS Behavioral Health/EMS Update (Karsteadt/Curry)

**Larry: At the last JPA Board meeting, the Governing Board requested a report on the Behavioral Health Accomplishments of North Coast EMS. Since then, Contractor Stayce Curry completed and more recently updated the report highlighting North Coast EMS Behavioral Health activities.**

**Informational only. No Motion.**

1. **Subject:** Request for Appointment of a JPA Alternate by the Lake County Board of Supervisors (Karsteadt)

**Larry: To our knowledge, the former JPA Alternate Supervisor Tina Scott has left her position on the Board of Supervisors, and we respectfully ask that Lake County Board of** **Supervisors re-appoint an Alternate at its earliest convenience. Also, our Maddy Fund contact in Lake County has also left her position and we would appreciate identification and contact information for her replacement. As an FYI, this position is Fiscal Manager Lee Hawkins’ contact to request Maddy Fund information.**

**Informational only. No Motion.**

**D. New Business**

1. **Subject:** New State Ambulance Ordinance or Contract Statute **(Karsteadt)**

**Larry: We wanted to ensure that our JPA member counties are aware of the H & S Code 1797.230 C as an informational item.**

**Informational only. No Motion.**

**E. Fiscal Business:**

1. **Subject:** Request to Approve the Use the Med-Net Trust Fund Toward Lake County Med-Net Mountain Top Repeater Replacement(Karsteadt)

**Larry: North Coast EMS requests Governing Board approval to utilize the Trust Fund and recommends that the Board release at least $5,000 to assist with Lake County Repeater Replacement process. We suggest, however, that a small portion of the Fund remain in Trust. Each county *and* North Coast EMS contribute $500 annually to this Trust Fund. Currently, the total amount in the Fund is $5,281; an additional $2,000 will be added this year.**

**Per Lt Gavin Wells of the Lake County Sheriff's Office, “The current cost of the 2 repeaters will be $14,385. There will be a 10% price increase on August 15th which would be around $15,823. The programming and installation should be around $2,000.”**

**Supervisor Sabatier: Use the allotted $5,000 at the most. All concur.**

**Supervisor Short motions to approve. Supervisor Sabatier seconds. Board polled. Motion passes unanimously.**

1. **Subject:** Request to Approve FY 2022-23 General Fund and CDPH HPP Disaster Budget Revisions **(Karsteadt/Hawkins)**

**Larry:**

**Preliminary Year-End Fiscal Update:**

**The FY 2021-22 Year-End Fiscal will be presented at the next JPA meeting. All outstanding Revenues should be received by that time, but at this writing, we have not yet received one quarter of Humboldt County Maddy Revenue and two quarters of Maddy Revenue from Lake County. Also, our Lake County Maddy Fund contact has left the position as discussed in C.4 above.**

**Preliminarily, however, we expect to end the year with a positive Ending Net Position, but we will likely receive less Combined Maddy Revenue than usual. Maddy Fund decreases have been a pattern across the State and in Del Norte and Lake Counties for years, but until last year, Humboldt County has been an exception. The relatively large annual Humboldt County Maddy Fund contribution has allowed us to keep JPA member County Fiscal Shares the same and extremely low for decades, as shown in the County revenue Comparisons absorb Annual Trauma Center Fee deficits and keep a healthy Fiscal Reserve. We have, however, chipped away at our Reserve over the years and it is lower than we would like at this time.**

**We suspect that the recent reduction in Humboldt County’s Maddy revenue could be related to the reduced driving because of the Pandemic, but clearly, its volatility over the last twenty-years makes it difficult to predict as a trustworthy revenue source. Dependence on this ever-changing Fund is unwise and it is scheduled to sunset in a few years. We therefore may need to consider additional local revenue increases in the future, such as County Share and Annual Trauma Center Fee increases, to help stabilize future budgets and build back a healthy Fiscal Reserve.**

**New Annual State GF Revenue and BCP:**

**As reported at the last meeting, North Coast EMS and the four other Regional LEMSAs submitted requests to the EMSA for a State General augmentation, and we are very pleased to report that our request for an annual augmentation of $255,000 has been included in the Governor’s Budget for the first time in over 20 years.**

**As requested by the EMSA, we subsequently submitted the required State GF Fund Budget Revision specific to the state approved BCP and the Proposed FY 2022-23 Budget presented here closely reflects the BCP and exactly reflects the State submitted budget, albeit with line-item differences.**

**Importantly, the EMSA is insistent that for us to receive the new funding, it must be used specific to the approved BCP request that is reflective of our long standing and continuously reported need for more competitive reimbursement of employees and contractors, and desire to add an additional part- or full-time staff or contract position.**

**Proposed GF Budget Revision Requirements:**

**The State Budget Change Proposal (BCP) wording is generic but includes increases in current employee and contractor reimbursement amounts. If approved by the JPA Governing Board, these long overdue increases will: help with increasing workload and inflation; provide incentive, fair and more competitive pay for staff members; help ensure eventual replacement of qualified personnel, particularly the Executive Director position; increase EOA/QI Contractor time for Pam Mather, R.N., and slightly increased fee for Trauma/EDAP Nurse Contractor Rita Henderson, R.N. Details of the employee salary adjustment request are included in the Closed Session Packet submitted separately to JPA Board Members.**

**We also stated in the BCP that the augmentation would be used to add a staff member or contractor. Initially, we envisioned at least a 60% position, and mentioned a fulltime RN. Optimally, this individual would be located in Lake County as requested by Lake County EMS partners, and because we also have to replace the vacant Lake County Disaster Liaison contractor position out of the CDPH HPP budget, we propose in this budget that we utilize a portion of the new funding from GF augmentation to combine with the Lake County HPP Disaster Liaison allocation to create a new contractor position. Unfortunately, our hope for a 60% or fulltime RN position appears unfeasible currently due to the Maddy Fund shortfall.**

**We are therefore proposing that this be a contract position rather than an employee to keep costs lower, and we’ve allocated $15,000 from the General Fund and $5,000 from HPP. If approved by the JPA Board, we will combine the HPP and GF amounts for a total of $20,000/year as a start. If our Year-End position improves, and/or, the Maddy Fund increases again, we can consider increasing the time of this position. Also, if so desired, would be happy to discuss a potential increase in the Annual Lake County Fiscal Share with Lake County leadership. That additional Revenue would be applied to this position to further increase North Coast EMS presence in Lake County. Regardless of the outcome specific to this new position, we are planning to spend more time in Lake County as we have done for many decades prior to the Pandemic provided it is safe to do so.**

**Proposed Budget Revision:**

**We appreciate JPA Board consideration for a sustainably funded GF Budget Revision designed to address the above objectives. In addition, we have included a HPP Disaster grant Budget Revision, although this includes small adjustments to the line-items, some of which are balanced within the GF Budget proposal. We note that if the JPA Board approves a different GF Budget Revision than the one proposed herein, we will adjust the State GF budget according as a contract amendment.**

**We respectfully request approval of the proposed budget revisions as presented following the Closed Session.**

**F**. **Closed Session**

**G. Other Business:** JPA Board Members, North Coast EMS, Guests

**Supervisor Short motions to approve Fiscal Business Subject 2. Supervisor Sabatier seconds. Board is polled. Motion passes unanimously.**

**Next meeting date: TBD at 10am**