**North Coast Emergency Medical Services**

**Joint Powers Governing Board Meeting**

April 11, 2022 @ 10:00am

Meeting was held at North Coast EMS, 3340 Glenwood Street, Eureka, California and via Zoom

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**Staff Present**

Larry Karsteadt, Executive Director

Nicole Mobley, Executive Assistant, Board Secretary

Lee Hawkins, Fiscal Manager

Kayce Hurd, Regional EMS Coordinator

**Board Present**

Rex Bohn, Humboldt County Supervisor

Darrin Short, Del Norte County Supervisor

Bruno Sabatier, Lake County Supervisor

**Guest**

Dr. Eric McLaughlin, Public Health Officer, Lake County

Jonathon Portney, Health Director, Lake County

Dr. Matt Karp, North Coast EMS

Stayce Curry, North Coast EMS

Rita Henderson, North Coast EMS

Pam Mather, North Coast EMS

Stayce Curry, North Coast EMS

Charles Tweed, Del Norte Ambulance

Jaison Chand, City Ambulance

Ron Sandler, Del Norte Ambulance

Doug Boileau, Arcata Mad River Ambulance

Jennifer Baker, Lake County

Joe Gregorio, Cal Ore

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**A.     Call to Order:**

1. Welcome and Introductions (Bohn)

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

**Informational Only – No Motions**

**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 October 28, 2021 Minutes (Due to technical issues, the minutes will be delayed) (Bohn)

**Recommendation:** Approve Meeting Minutes

**No Minutes to Approve right now**

**No public comment. Short Motions to accept the consent calendar, Sabatier seconds. Board polled. Motion passed as unanimous.**

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

(Karsteadt/Karp/Hurd)

**Recommendation:** Accept Written Report

**Informational Only – No Motion**

1. **Subject:** Global Normal Saline and Drug Shortage Report (Karsteadt/Karp/Hurd)

**Recommendation:** Accept Written Report

**Informational Only – No Motion**

1. **Subject:** Recent Publication of the Informational Flyer Specific to Local EMS Agencies (LEMSAs) and the EMS Administrators Association of California (EMSAAC) (Karsteadt)

**Informational Only – No Motion**

1. **Subject:** FY 2021-22 General Fund Progress Reports (Karsteadt/Chapman/Hurd)

**Recommendation:** Accept Written Report

**C. Old Business**

1. **Subject:** Request to ApproveRegional EMS, Trauma including the Trauma Center Fee Utilization Report, STEMI, Quality Improvement and EMSC (including recent UCDMC/North Coast EMS pediatric publication and the updated EDAP Trust Fund Report) Annual Plan Updates (Karsteadt/Chapman/Hawkins/Hurd/Henderson/Shontz/Mather).

**Larry: The 5 EMS Plans have been sent for public review. All routine in nature. They will be submitted to the state following public comment and approval from the board.**

**Bohn: Request for meeting regarding Trauma Fees if we decide to raise fees.**

**Short moves to approve all of the annual EMS plans. Sabatier seconds. Board polled. Motion passed as unanimous.**

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

**Larry: We have teamed up with our partners in all three counties to draft these reports to submit to CDPH. We have already submitted next years objectives. We wanted to ensure that I have permission from the board to apply and execute those HPP and General Fund contracts. This would be the next 5 year contract.**

**Short motions to give permission to Larry to execute any contract necessary. Sabatier seconds. Board polled. Motion passed as unanimous.**

1. **Subject**: Humboldt CountyExclusive Operating Area (EOA), Del Norte Ambulance

EOA Status Report, and South Lake County Fire Protection District EOA Process Updates (Karsteadt/Short/Mather)

**Larry: As of the first of this year we have granted exclusivity (EOA) through contract to City Ambulance and Arcata Mad River Ambulance. Del Norte Ambulance has a similar request. We are looking into eligibility requirements at this time. The options for exclusivity; competitive bid, grandfathering and status quo. We have contracted with an expert group to assist. We would have to write a transportation plan for Del Norte County as well.**

**Informational only – No Motion**

1. **Subject:** Elect Vice-Chair (Governing Board)

**Bohn: We have to accept the appointment of Supervisor Short for Vice-Chair.**

**Sabatier moves to appoint Supervisor Short for Vice-Chair. Supervisor Bohn seconds. Board polled. Motion passes as unanimous.**

1. **Subject:** Request to Approve 2022-2023 JPA Board Meeting Schedule

(Governing Board)

**Bohn: Move the July 21 meeting to July 14.**

**Short moves to approve the amended schedule. Sabatier seconds. Board polled. Motion passes as unanimous.**

**E. Fiscal Business:**

1. **Subject:** Request to Accept the Year-to-Date Warrant List (Sent to JPA Board

Members Only)

**Larry: This is sent to the board only. There are no changes.**

**Short moves to accept the warrant list. Sabatier seconds. Board polled. Motion passed as unanimous.**

1. **Subject:** Request to Accept the FY 2020-21 Fiscal Audit Report (Sent to JPA Board Members Only) (Karsteadt/Hawkins)

**Lee: All of our accounting meets the accounting standards for governmental practices. The auditors’ communication letter points out that we should have more oversight regarding accounting, but due to our small staff our response to that is that two hands touch all checks coming in and going out, so we have enough to reconcile. Financial statements: General Fund and HPP Funds, we had four funds, UC Davis is now expired, HPP Special Fund revenue to current (the state doubled that due to COVID), Richie-Maddie Fund is volatile as always, General Fund ended right on target.**

**Larry: The fiscal reserve is continuing to go down. There is a $68,000 shortfall. We will continue to monitor.**

**Short motions to accept the Audit Report. Sabatier seconds. Board polled. Motions passed unanimously.**

1. **Subject:** Request to Increase Initial Advanced Life Support (ALS) Provider Fee as Proposed (Karsteadt/Chapman)

**Larry: The current start-up onetime fee of $500 doesn’t cover the cost of services provided in order to designate an ALS provider, we are requesting approved to increase this fee to $1,500 and won’t put that into effect until July 1 of this year if approved by the board.**

**Sabatier motions to increase the fee. Short seconds. Board polled. Motion passes unanimously.**

1. **Subject:** Request to Accept the FY 2021-22 Mid Year Fiscal Reports and Approve the Proposed FY 2022-23 General Fund (GF) and HPP Budgets (Karsteadt/Hawkins)

**Lee: We now have two budgets, General Fund and HPP, we are three quarters in. Highlights: we still have $130,00 to come in from the state. Expenses are on track. HPP fund allows for unspent carryover, so those funds are not reflected in our mid-year report but are reflected in what we plan to do.**

**Short motions to accept the reports and approve the 2022-2023 budgets. Sabatier seconds. Board is polled. Motion passes unanimously.**

1. **Subject:** State GF FY 2022-23 Augmentation Status Report (Karsteadt)

**Larry: The state has moved forward through finance. It’s possible the NCEMS would get the requested $250,00. We will update the board at the next meeting.**

**Informational only – No Motion.**

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

**Next meeting date: July 14, 2022**