**North Coast Emergency Medical Services**

**Joint Powers Governing Board Meeting Minutes of November 2, 2023 at 10am**

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

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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

Michael Green, Lake County Supervisor

**Guests**

Dr. Matt Karp, Medical Director, NCEMS

Pam Mather, EOA Oversight Contractor, NCEMS

Charles Tweed, Del Norte Ambulance

Tim Stevens, CEO, Sutter Lakeside Hospital

Lauri Martinich, Trauma Coordinator, Sutter Coast Hospital

Doug Boileau, Humboldt County EMCC Chair, AMRA

Brandon Klith, Trauma Program Manager, St. Joseph Hospital

Sarah Park, Nursing Director, Redwood Memorial Hospital/St. Joseph Hospital

**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.

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

1. **Subject:** May 18, 2023 Minutes (Bohn)

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

1. **Subject:** FY 2022-23 General Fund Quarter 4 and FY 2023-24 Quarter 1 Progress Reports (Karsteadt/Chapman/Hurd)

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

1. **Subject:** FY 2022-23 HPP Year-End Disaster Report (Karsteadt/Hurd)

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

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

**See Below.**

1. **Subject:** State EMS Plan Approval Status (Karsteadt/Karp/Chapman/Hurd/Mather/Henderson)

**Larry: All five EMS Plan Updates were approved by the EMSA.**

**Informational only. No motion needed.**

**C. Fiscal Business:**

1. **Subject:** Warrant List (Sent to JPA Board members only)

**Recommendation:** Review Warrant List and Accept Verbal Report (Karsteadt/Hawkins)

**\*Supervisor Short had a question prior to the start of the meeting in-regards-to a what contractor was being paid for. Lee Hawkins, Fiscal Manager, informed Supervisor Short that it was an error, but because of the accounting system, it does not allow you to remove that error so, it shows up on the report.**

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

1. **Subject:** FY 2022-23 Year-End Fiscal Report (Karsteadt/Hawkins)

**Larry: NCEMS is underspending our projection, but we are under-receiving revenue which is not unusual for the beginning of the fiscal year. The two big reasons for the is one, the MADDY fund has been going down since COVID. The second reason is our trauma center fees combined are $30,000 a year our costs are often $50-70,000 per year. This is just a report. Next meeting, we will have some more ideas on how to fix the problem. For example, possible use of the EDAP Trust Fund.**

**Supervisor Green motions to approve the report. Supervisor Short seconds. Board is polled. Motion passes unanimously.**

1. **Subject:** The2020-21 HPP Disaster Audit Report and the Recommended Policies (Karsteadt/Hawkins)

**Larry: All multi-county EMS agencies are given $56,123 annually to work with public health and disaster services. Most of that goes to contracted liaisons. CDPH conducted an audit and recommend that we develop a policy regarding conflict of interest when contracting. We are required to go to bid for any contract over $10,000 which is standard.**

**Lee Hawkins: The audit finding catered to large agencies, in big cities, not small towns, regarding conflict of interest. Federal funds demand a conflict-of-interest policy, so that is what we are working on.**

**Supervisor Green: Is the $10,000 a statute? That number sounds low.**

**Larry: The contractors are very part time which is why that number is low. But this is a positive grant that we receive from CDPH. Sometimes for a bid there is only one applicant for a position.**

**Lee: What they want to see is, is that contractor connected to other people who we are buying other things from. Is there a conflict.**

**Supervisor Bohn: We will move this subject to the next meeting until we have a policy to review. No motion needed.**

1. **Subject:** Med-Net Trust Fund Utilization Increase for Lake County Med-Net Repeaters

**Larry: The Med-Net Trust Fund is $500 from each county, plus NCEMS so $2,000 per year. This accrues annually.**

**The JPA Board approved our request to help fund the new Med-Net Repeaters in Lake County, but our invoiced and paid portion was more than the JPA Board previously approved by $2,867. We request Board approval of a portion of the Med-Net Trust Fund to cover the difference. This will exhaust the funds, but it will build back up each year.**

**Supervisor Short motions to approve the request. Supervisor Bohn seconds. Board is polled. Motion passes unanimously.**

**D. Old Business**

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

**Larry: Lake County now has Dr. Penman on board for approving use of controlled substances for pain management by a paramedic. Update only.**

**Informational Only. No motion needed.**

1. **Subject:** Lake County Interfacility Transfer (IFT) Status Report (Karsteadt)

Supervisor Sabatier conducted two meetings to discuss the Lake County IFT delays and North Coast EMS representatives attended. The meetings were informative and Adventist Hospitals in and around Lake County are now planning to go to bid for IFT services to enhance unit availability. Also, as discussed below, the Lake County Ambulance Ordinance update is underway, and the revision should help clarify ambulance coverage expectations and potentially allow for an IFT Only Permit to avoid competition with local 9-1-1 coverage.

**No motion needed.**

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

**Pam: Nothing new in Lake County or Del Norte County to report. The report for Humboldt County is in the routine monitoring phase, mild delays in uploading PCRs due to some technical issues since the upgrade with NEMSIS. In Lake County we received a payment from South Lake Fire Protection District who are interested in an EOA, but they have not submitted their application yet.**

**Larry: Once we receive the application, we will start the evaluation process to see if they are eligible for EOA.**

**Supervisor Green: I only see one EOA report and it is for Humboldt County.**

**Pam Mather: Humboldt County is the only county in our region to have an EOA so they are the only county that gets an actual report for now.**

**Informational only. No motion needed.**

1. **Subject:** JPA Governing Board Meeting Schedule (Karsteadt/Mobley)

**Nicole Mobley: This is just a draft. These meeting dates will most likely change.**

**Supervisor Green: You only meet in Eureka?**

**Larry: Yes, we used to meet in each county but years ago we changed that to just meeting in Eureka via teleconference and then during COVID, via Zoom.**

**Supervisor Green: My thought is once a year we could meet in Lake County, and once a year in Del Norte with the additional meetings in Humboldt. I will take my own words under advisement and go back to Lake County and see if there is any interest.**

**Supervisor Bohn: We can go back to that if there is interest.**

**Supervisor Green motions to approve the tentative 2024 JPA schedule. Supervisor Short seconds. Board is polled. Motion passes unanimously.**

**E. New Business**

1. **Subject:** North Coast EMS Comments on the Lake County Ambulance Ordinance(Karsteadt/Karp/Green)

**Larry: I sent comments on behalf of North Coast EMS. We respectfully request a retroactive acceptance of our enclosed comments on the Lake County Ordinance.**

**Supervisor Green: If the LEMSA is to provide comments, I think it should come from the Medical Director in terms of recommendations and then the board should vote on that. This is my understanding of the process. As a recommended action I don’t have a comfort that as the JPA Board accepting the ordinance comments but appreciate and support the draft comments and efforts of the ADHOC committee.**

**Dr. Matt Karp: I have been involved in the process with Larry and ultimately generated them, but I defer to the JPA Board. It’s a dynamic process and working group I am not sure when we will have a final product for the Ordinance.**

**Supervisor Bohn: We can move this to June or accept the comments. The comments are already entered. We can accept them as presented knowing that they may be changed.**

**Supervisor Short: You are working off the 2004 ordinance, can we get a word document to work off of so we can see the changes and strikethroughs?**

**Larry: I will make sure you all get that. Chief Sapeta has one version and we would be happy to get that to all.**

**Supervisor Short motions to approve the comments, Supervisor Green amends that motions to and adds to approve the DRAFT version of the comments. Board is polled. Motion passes unanimously.**

**Meeting adjourned by Supervisor Bohn at 10:38am.**