**North Coast Emergency Medical Services**

**Joint Powers Governing Board Meeting Minutes of May 18, 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

**---------------------------------------------------------------------------------------------------------------------**

**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

Dr. Candy Stockton, Humboldt County Health Officer, JPA Board Alternate

Darrin Short, Del Norte County Supervisor

Michael Green, Lake County Supervisor

**Guest**

Dr. Matt Karp, Medical Director, NCEMS

Rita Henderson, Trauma/EMSC Contractor, NCEMS

Stayce Curry, Behavioral Health Contractor, NCEMS

Pam Mather, EOA Oversight Contractor, NCEMS

Charles Tweed, Del Norte Ambulance

Derek Cole, Legal Counsel Del Norte Ambulance

John Pritchett, Del Norte Ambulance

Steven Athey, EMS Consultant, Del Norte Ambulance

Dr. Ed Beltran, Director of Emergency Services/ICU, Adventist Health Clearlake

Ron Sandler, Del Norte Ambulance

Valerie Starkey, Del Norte County Supervisor

Tim Stevens, CAO, Sutter South Lake

Dr. Evan Bloom, CMO, Adventist Health Clearlake

Jaison Chand, Director of Operations, City Ambulance/REACH

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.

**Supervisor Short motions to approve. Supervisor Green seconds with the exception to number 5.**

**Board polled. Motion passes unanimously.**

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

**Supervisor Short motions to approve. Supervisor Bohn seconds.**

**Board is polled. Motion passes unanimously.**

1. **Subject:** FY 2022-23 General Fund Quarter 1, 2 and 3 Progress Reports (Karsteadt)

**Larry Karsteadt: These EMSA required reports indicate that we are continuing to meet our contractual obligations with the State and JPA Member Counties and we are conducting business as usual. All reports are also posted on our website www.northcoastems.com.**

**Supervisor Short motion to approve. Supervisor Green seconds.**

**Board is polled. Motion passes unanimously.**

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

The attached CDPH HPP Mid-Year Disaster Report indicates that we are continuing to carry out the LEMSA scope of work as planned in coordination with our JPA Member Counties.

**No motion needed.**

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

**Larry Karsteadt: ALS Provider agencies continue to report a limited stock of many medications, but all agencies are working well with their own vendors to maintain the supply chain. Currently, the most critically unavailable medication is albuterol sulfate. It is completely backordered and not available in any form (MDI, single use or multi-dose vials). North Coast EMS is following the lead of other LEMSAs by adding a substitute medication (Levalbuterol) to the available medications for paramedics to utilize in place of albuterol. The notification email has or will be sent out soon and all applicable policies are rapidly being updated to reflect this additional medication.**

**At the request of Lake County Fire and North Coast EMS, Peri Penman, OD, from Humboldt County, has offered to become the Lake County Fire Chiefs medical director. Her scope and manner of work will be limited, but she will be able to ensure that Lake County ALS Providers will be able to restock controlled substances in the coming weeks. We understand that they have sufficient stocks in the interim period. Dr Penman is currently the medical director for City Ambulance and Hoopa Ambulance and works as an ED doctor in both Mad River Community and Sutter Coast Hospitals.**

**C. Fiscal Business:**

1. **Subject:** Warrant List Update

For Attending Board Members Only)

**Larry Karsteadt: If we should be sending out the warrant list, that will be determined by the board.**

**Supervisor Bohn motion to approve, Supervisor Short seconds.**

**Board polled. Motion passes unanimously.**

1. **Subject:** Request to Accept the FY 2021-22 Year-End Fiscal Report, the FY 2022-23 Year-to-Date Fiscal Reportand the 2022 Fiscal Audit Report (Karsteadt/Hawkins)

**Larry Karsteadt: The Year-End GF Fiscal Report indicates that we continue to receive substantially less Maddy Revenue than in previous years and therefore continue to utilize our decreasing fiscal reserve. The estimated ending new position at year’s end was $ -27,737. If this trend continues it will be essential for us to consider increased County Fiscal Shares and other ways to stabilize local revenue streams.**

**The Year-to-Date Fiscal Report indicates that we have not received all projected revenue, including State GF revenue, Maddy Funds and Certification Fees, all of which accrue over the entire year, and the ICEMA Base Rate revenue from one ALS Provider. Expenditures are being utilized as expected.**

**The approved GF budget included salary increases for employees which have been implemented and expanded the Lake County HPP Liaison position to the Lake County Disaster/EMS Liaison. We are pleased to report that we contracted with Morgan Fox, a Lake County resident with disaster experience and rapidly increasing EMS experience.**

**Lee Hawkins: Our budget is $100,000 overspent and the weak link is the Maddy/Richie Fund. When COVID happened, that funding decreased significantly.**

**Supervisor Green motions to approve. Supervisor Short seconds.**

**Board polled. Motion passes unanimously.**

1. **Subject:** Request to Approve theFY 2023-24 General Fund (GF) and HPP Disaster Budgets (Karsteadt/Hawkins)

The enclosed FY 2023-24 GF Budget is a status quo budget that continues operations next fiscal year but makes no substantial changes to last years budget other than previously JPA Board approved salary increases and the likelihood of insufficient Maddy Revenue. The latter trend is unsustainable and stabilized revenue streams are vital to the future health of North Coast EMS and our ability to carry out our statutory and contractual obligations. The enclosed HPP Disaster Budget is the CDPH budget approved in four-year cycles. It is also roughly the same as last year.

**Supervisor Green motions to approve. Supervisor Short seconds.**

**Board polled. Motion passes unanimously.**

**D. Old Business**

1. **Subject:** Request to Approve the Following Annual EMS Plan Updates: Regional EMS, Trauma, STEMI, EMS for Children and Quality Improvement (Karsteadt/Hurd/Henderson)

**Nicole Mobley: Links are available and are on our website.**

**Larry Karsteadt: As shown in the enclosed letter from EMSA, we expected to submit the Annual EMS Plan Updates, which all need to be submitted at the same time, in October 2023. This was due to the Pandemic and Governors proclamation that allowed the EMSA to drop the annual EMS Plan Update requirement until the end of the Covid crisis. EMSA was unexpectedly required to ensure that EMS Plan Updates were required each year, including 2022, and they instead required submission in March 2023. We immediately initiated the process to update the five EMS Plans, they have been distributed to the region for feedback, and at this writing, we have not received any comments. We therefore respectfully request that the JPA Board approve the five Annual EMS Plan Updates. We also note that the workload targets included in these five Plan Updates are based upon our original plan to proceed with the grandfathering request addressed below in Item #3.**

**Supervisor Green: How do these plans go out for comment?**

**Larry Karsteadt: These plans go out for comment to our region via distribution lists.**

**Valerie Starkey: The EMS Plan talks about the grandfathering of Del Norte Ambulance (EOA) so I want to be sure this shouldn’t be a separate approval.**

**Larry Karsteadt: This is the 2022 Plan. The new request to go competitive is for 2023 and will be in that new plan**

**Supervisor Short motions to approve all 5 EMS Plans. Supervisor Green seconds.**

**Board polled. Motion passes unanimously.**

1. **Subject:** Request for Status Update of the Lake County JPA Board Alternate Appointment and the Ongoing Interfacility Transfer (IFT) Issue (Sabatier/Green/Karsteadt)

**Larry Karsteadt: The Lake County Board of Supervisors appointed Supervisors Green and Sabatier to the JPA Governing Board in October 2022 and more recently, appointed Supervisor Green as the JPA Board Member and Supervisor Sabatier as the Alternate.**

**IFTs continue to be a struggle across the Country, State and region, particularly in Lake County. Since April 7, Supervisor Sabatier convened two meetings with a third planned, that included key parties for discussion of the primary problems with a strong focus on potential solutions.  While the topic is difficult to resolve due to the lack of paramedics and specialty health care services, particularly in rural areas, the issue led to some tense conversations regarding roles and responsibilities. A follow up meeting is planned to continue the dialogue where short-term and long-term solutions will be discussed, as well as a review of requested data from the Fire Chiefs Association.**

**Jaison Chand: In Mendocino we are assisting Med Star. In Lake County we have one BLS ambulance.**

**No motion needed.**

1. **Subject:** Request for Direction Specific to Brown Act Changes and Future In-Person, Virtual or Hybrid JPA Board Meetings (Karsteadt)

**Larry Karsteadt: Since the in-person meeting requirement has been reinstated as states, counties, and cities have rescinded states of emergency due to COVID, many organizations are resuming in person and/or hybrid meetings.  New Brown Act legislation provides three options for conducting meetings, as shown in the enclosed SCLS “Legal Update Memo No. 02-2023 (CC) – Updated for 2023 Brown Act Virtual Meeting Requirements.”**

**Executive Director Karsteadt met with County Counsel Natalie Duke, on Friday, April 28th to discuss the application of the recent Brown Act changes to the JPA Governing Board, which generally meets once per quarter. Prior to the Pandemic, the JPA Board conducted virtual or hybrid meetings in the last several years due to the long travel distances to a centralized location.**

**Motion to approve the request that at least two meetings per year are held in person.**

**Supervisor Bohn motions to approve, Supervisor Short Seconds.**

**Board polled. Motion passes unanimously.**

1. **Subject:** Direct North Coast EMS to Proceed with Plans to Conduct the Requested and Planned Non-Competitive Exclusive Operating Area Process for Del Norte Ambulance, Or, Initiate a Competitive Bid Process for Ambulance Services in Del Norte County (Karsteadt/Short/Del Norte Ambulance/Mather/EndPoint EMS)

**Larry Karsteadt: NCMES conducted a Grandfathering non-competitive EOA (Exclusive Operating Area) in Humboldt County 6 years ago, and we went through an extensive process to get CAE (City Ambulance of Eureka) and AMRA (Arcata Mad-River Ambulance) approved. We plan to do something similar in Del Norte County at the request of Del Norte Ambulance (DNA). We have three choices with board approval: One: Status Quo (to continue the existing contract between the county and DNA) which does not provide exclusivity. The second option: Competitive Bid: There are currently three potential bidders (this is the recommendation of the Del Norte County Board of Supervisors (BOS). The third Option: Proceed with the grandfathering plan that DNA has paid the fee for. We are asking the board for direction.**

**Dr. Candy Stockton: Is there a minimum contractual agreement for the length of time that they must stay and provide services? If, for example, a provider outside of the county won the competitive bid?**

**Rex Bohn: We would add that contractual agreement stipulation so there would be no break in service. We put a bond up as well so if that provider pulled out, we could collect that fee and still are able to get coverage for the area.**

**Supervisor Green:**

**\*Supervisor Bohn asks for public comment**

**Ron Sandler: In the 1970’s the BOS recognized the need for a stabilized ambulance service in Del Norte County (DNC). A few years ago, the ambulance ordinance was removed which opens up the county to destabilization.**

**Derek Cole: We have had a provider in DNC for nearly 4 decades and if you approve or move forward with grandfathering DNA you would get exactly what you are looking for as far as services in that county. The grandfathered provider can be re-evaluated every five years just as would be the case for a contract if a competitive bid goes out.**

**Ron Sandler: There have been three options given to the board, but another option is: If we were to be placed under the grandfathered EOA, we could run that contract congruently with our county contract (4 years). Midway through that contract you could re-evaluate to determine we are meeting needs. If not, the contract could go up for a competitive bid.**

**Supervisor Short: We invited stakeholders, NCEMS, Fire Chiefs/Depts and Sutter Coast Hospital’s Director to an AD-HOC committee meeting and it resulted in feedback that was not in favor of the non-competitive EOA process.**

**Dr. Candy Stockon: Is this a JPA board decision? Or is this a DNC decision?**

**Larry Karsteadt: This is a JPA Board decision with input from DNC. The statewide impact ruling is that the LEMSA is separate from the County Board so we ask for a recommendation, but it is the LEMSA’s decision.**

**Supervisor Short moves to continue with the discussion towards a competitive bid.**

**Supervisor Green seconds for the purpose of discussion.**

**Supervisor Green: With status quo, if there are gaps in service, there is nothing that would prevent another provider from coming in. There is currently no active EMCC (Emergency Medical Care Committee) in that county to help with quality control. I would move forward with caution. There could be benefits and setbacks for all options provided.**

**Supervisor Bohn: I propose we defer to what the county wants to do with the RFP. I would call for the vote and close public comment but open to agents for DNA.**

**Ron Sandler: The AD-HOC Committee report did talk to the Fire Departments and many entities in the community. Fire had some personal issues. Law enforcement and the hospitals have not had issues with the services we provide.**

**Charles Tweed: We are here again asking for consideration to adding DNA into a transportation plan with the option to re-evaluate as NCEMS discretion.**

**Steven Athey: I am an agent of DNA and an EMS Consultant. Competitive bids are not an easy or cost-effective option and there is risk in changing the existing services provided in that area. This is one of the most stable operations/services there is using almost no tax dollars.**

**Derek Cole: To reiterate, you have a stable operator who is willing to expand on their services, which is very rare.**

**Supervisor Bohn: The elected body has requested that we review the options, and this is not taken lightly.**

**Supervisor Green: Who pays for the fees?**

**Supervisor Short: This has been highly discussed and is not taken lightly. DNC will pay the fees associated with the RFP per the BOS.**

**Larry Karsteadt: The fees will have to be evaluated. The workload increase for NCEMS is a concern. There will most likely be a need for additional contractor input.**

**Supervisor Bohn: We have to vote on something for Short to take back to the DNC BOS.**

**Supervisor Short: Part of the decision is making the commitment to pay the fees associated with the RFP. I can take it back to the BOS but it was discussed that DNC would pay the fees associated with the RFP. I can’t be sure that DNC can carry the load administratively. I will ask County Counsel.**

**Supervisor Bohn: We are trying to limit the workload on NCEMS. Asking County Counsel to manage the RFP.**

**Larry Karsteadt: We would have to be the final deciders on the bid.**

**Supervisor Green: Can we delegate the work?**

**Supervisor Bohn: Yes, we can. And we can add contingencies.**

**Dr. Candy Stockton: It would be contingent on DNC funding the application, administrative costs and hiring additional contractors.**

**Pam Mather: If the wording on DNC covering the administrative costs and management of the RFP with the vote going back to the DNC BOS *is added*, and they choose to not fund that, does it come back to the JPA for another vote?**

**Supervisor Short: Part of the decision was making that commitment for financial responsibility. We needed to know where the JPA was going to go.**

**Valerie Starkey: Clarifying that DNC BOS was not planning on the administrative aspect of the RFP but knew we would fund the process.**

**Supervisor Bohn: NCEMS will assist, but DNC will manage the RFP. We want to lessen the load for NCEMS administratively. We are asking for assistance from your departments (procurement and processing).**

**Pam Mather: We would have to hire consultants.**

**Larry Karsteadt: The fees vary but using similar size counties as a reference we can get an idea. The upfront cost would need to be covered.**

**Supervisor Short motions to approve contingent on DNC carrying the financials and managing the RFP.**

**Supervisor Green seconds the amended motion.**

**Board polled. Supervisor Bohn, Aye. Supervisor Short, Aye. Supervisor Green, Nay.**

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

**Next meeting date TBD**

**Meeting adjourned.**