**North Coast Emergency Medical Services**

**Joint Powers Governing Board Meeting Minutes of June 24, 2021**

The meeting was called to order by Supervisor Bohn at 10:07am 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

Moke Simon, Lake County Supervisor

Darrin Short, Del Norte County Supervisor

Gerry Hemmingsen, Del Norte County Supervisor, Alternate JPA Board Member

# Guest

Dr. Matt Karp, Regional Medical Director, NCEMS

Rita Henderson, Trauma/EMSC Contractor, NCEMS

Pam Mather, Nurse Contractor and Exclusive Operating Area Coordinator, NCEMS

Stayce Curry, Behavioral Health Contractor, NCEMS

Jaison Chand, Director of Operations, City Ambulance

Doug Boileau, Humboldt County EMCC Chair, AMRA

Dr. Ian Hoffman, Humboldt County Health Officer

Kari Vandiver, Trauma Program Manager, St. Joseph Hospital

Lori Cortez, ED Manager, Sutter Lakeside Hospital

Diana Inez, Senior Management, Sutter Lakeside Hospital

Mitch Hanna, CEO, Sutter Coast Hospital

David Neal, CNO/COO, Mad River Community Hospital

Tina Wood, Critical Care Unit Manager, Mad River Community Hospital

**Call to Order:**

1. Welcome and Introductions (Bohn/Karsteadt)

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

**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 Simon motions to approve the Consent Calendar. Supervisor Bohn seconds. Board polled. Board unanimously agrees.**

1. **Subject:** Request to Approve the [March 11, 2021 Minutes](file:///C%3A%5CUsers%5Clarry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CMINUTES%5CMarch%2011-2021%20JPA%20Minutes.docx) (Bohn)

 **This will be addressed in the next meeting.**

1. **Subject:** [FY 20-21 General Fund Third Progress Report](file:///C%3A%5CUsers%5Clarry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CGeneral%20Fund%5CQuarterly%20Reports%5C20-21%5CGFQ3%20Report%20FY20-21.docx)**, (Pages 19-30)** the [FY 20-21 HPP COVID Quarter Three Report](file:///C%3A%5CUsers%5Clarry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CCOVID%5CCopy%20of%20COVID%20Q1%20%202%20P%20Report%20NCEMS%20Work.xlsx), **(Pages 31-38)** including the [COVID Behavioral Health Report](file:///C%3A%5CUsers%5Clarry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CCOVID%5CCovid%20Work%20for%20EMS%20June%202021.docx) **(Pages 39-40)** and the [LEMSA COVID Lessons Learned Position Paper](file:///C%3A%5CUsers%5Clarry%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CCOVID%5CCOVID%20Lessons%20Learned%205-14-21%20Draft.docx), **(Pages 41-45)** and the FY 20-21 HPP Disaster Year-End Report Update (Karsteadt/Karp/Hurd/Curry)

 **This is addressed later in the meeting.**

1. **Subject**: Humboldt CountyExclusive Operating Area (EOA) and Del Norte County EOA Status Report (Karsteadt/Mather)

**No action needed.**

1. **Subject:** State General Fund FY 2022-23 Augmentation and Statewide LEMSA Fiscal

 Survey Updates (Karsteadt)

 **Informational only. No action needed.**

**C. Old Business**

1. **Subject**: Last Chance Grade Status Report (Supervisor Short)

**Supervisor Short, Supervisor Hemmingsen and Doug Boileau to discuss operations due to the road closures. No action needed.**

**2. Subject:** Emergency Department Approved for Pediatric (EDAP), ST Evaluation Myocardial Infarction (STEMI), and Trauma Center Site Survey Updates, including Request to Accept Designation Decisions (Karsteadt/Karp/Henderson)

**Larry: North Coast EMS responses following each EDAP site survey and the initial Trauma Center surveys were attached with the Agenda. The follow-up report of the recent STEMI Center survey at St Joseph Hospital is being drafted at this time.**

**We continued designation of: five EDAPs (St. Joseph and Redwood will be surveyed next fiscal year); three Trauma Centers (designation was previously continued at Sutter-Coast Hospital); and, plan to continue STEMI Receiving Center designation at SJH. All hospitals did an excellent job to prepare for the surveys. Team members identified opportunities for ongoing improvement, and we are pleased to report that all surveyed hospitals are committed to these critically important patient care enhancing programs.**

**As shown below, two of the Trauma Centers have been given a one-year designation, with the potential of three additional year's designation if submission of documents by January 2022 shows full compliance with the standards. All EDAPs received designation letters.**

**Trauma: Sutter-Lakeside Basic Level IV = provisional.**

 **St Joseph Hospital Level III = full.**

 **Mad River Community Basic Level IV = provisional.**

**The decision by Mad River Community Hospital to seek ongoing designation as a Basic Level IV Trauma Center (rather than “with a Level III Surgical Commitment”) resulted in an interim decision by North Coast EMS to redirect the most critical trauma patients to the higher-level Trauma Center in Eureka. This interim decision will be evaluated and discussed at the next Trauma Advisory Committee.**

**Rita: The follow-up Trauma Center site survey letters are currently being drafted. These letters and all EDAP and trauma related correspondence will be made available upon request.**

**David Neal: We will continue to provide the support that we always have until further discussions regarding trauma designation.**

**Kari: We just want to make sure that all current policies are being followed regarding critical care.**

**Larry: We ask the Board to accept the designation decisions as summarized.**

**Supervisor Simon motions to accept the designations. Supervisor Short seconds. Board polled. Board unanimously agrees.**

**E. Fiscal Business:**

1. **Subject:** Year-to-Date Warrant List – **Sent to JPA Board Members Only**

 **Recommendation:** Accept Warrant List

**Supervisor Short moves to accept Warrant List. Supervisor Simon seconds. Board polled. Board unanimously agrees.**

**2. Subject:** Accept FY 2019-2020 Fiscal Audit Report (Karsteadt/Hawkins)

**(Sent to Board Members Only)**

**Larry: Last year’s Fiscal Audit Report was previously sent to Board members, EMSA and other required entities. During the review of internal control, it was noted that one employee posts cash receipts to the accounting system and also reconciles the cash. We believe that there is sufficient review by myself, as the Executive Director, via monthly statements and accounting oversight, to mitigate the potential for a misappropriation of funds. Our Fiscal Manager. Lee Hawkins, is doing a great job of maintaining records and at this time it is not necessary or feasible to put a secondary person in our Fiscal Department.**

**Lee: We have duties separated which ensures accuracy. This is our annual basic financial audit.**

**Supervisor Simon motions to accept. Supervisor Short seconds. Board polled. Board unanimously agrees.**

1. **Subject:** FY 2021-22 Operational Contract Execution Status Report: General Fund CDPH HPP Disaster and ICEMA (Karsteadt)

**Larry: The GF contract with EMSA continues the current scope of work and is fully executed. The fifth and final year of the CDPH HPP Disaster contract continues with the same work plan deliverables as last year; these are being reviewed and are due in July. We expect the HPP COVID grants to be discontinued next fiscal year (June 30). The ICEMA ImageTrend contract continues as is with an annual $15,000 access fee, which will be addressed below in Item 5.**

**No action needed.**

1. **Subject:** Regional Medical Director [Work Time Increase Report](file:///S%3A%5C%24SHARED%20FILES%5CJPA%5Cpackets%5C2021%5CNCEMS%20MD%20Hours.docx) (Karsteadt/Karp)

**Larry: At the JPA meeting of October 22, 2020, the Board approved an increase in annual Regional Medical Director hours and requested a report at a future meeting. The summary from Dr. Karp is enclosed that highlights his contract work focus and the fact that he still has fewer hours per week than almost every other LEMSA Medical Director in California.**

**Dr. Karp: I have had the opportunity to get several policies approved at the State level, including Scope of Practice increases. I try to triage my hours appropriately and would appreciate the increase in hours in order to get more work done for NCEMS.**

**Supervisor Bohn: I am in full support of increasing Dr. Karp’s hours.**

**Supervisor Bohn motions to increase Regional Medical Director hours from 325 hours per year to 400 hours per year. Supervisor Short seconds. Board polled. Board unanimously agrees.**

1. **Subject:** Approve Proposal to Adopt ImageTrend Base Rate/Data Access Fees (Karsteadt)

**Larry: ICEMA is the state repository for PCRs. North Coast EMS needs access to mine that data, for QI process, etc., and cannot afford to continue to pay the annual ICEMA base rate fee without full reimbursement by our ALS Providers, We therefore propose the enclosed per volume ImageTrend Base Rate/Data Access Fees. Annual provider volumes have been consistent over the last several years, so we also propose that these fees stay the same for the next three years and reassess volume after that period.**

**Doug: We were informed and agreed to this structure previously. This change is expected.**

**Larry: These fees will be distributed per the most recent volume data and will be a little different than what is reflected in the Packet.**

**Supervisor Short motions to accept the fee reimbursement changes. Supervisor Simon seconds. Board polled. Board unanimously agrees.**

**E. Fiscal Business Continued**

 **6. Subject:** Approve [FY 2021-22 General Fund and HPP Disaster Budget Revisions](file:///%5C%5Cncemsdc%5CShared%5CFiscal%20Docs%5CFY%2021-22%20BUDGETS%20%206.15.21.xlsx)

 (Karsteadt/Hawkins) **(Pages 56-58)**

 **Larry: The proposed GF and HPP Budget Revisions for next year, relative to the previously approved budgets, shifts the way the funds are utilized between the two budgets to help ensure that me and Regional EMS/Disaster Coordinator Kayce Hurd’s projected time on disaster work is adequately covered by the HPP grant and no supplantation occurs. We added a portion of my time into the HPP Disaster budget given my increased involvement in disaster planning, reduced Kayce’s projected time, and continued a portion of Lee’s work time involving HPP Disaster fiscal business. We will also make the changes as far as the increase in Dr. Karp’s hours and plan to discuss at a later meeting needed Trauma Contractor, Rita’s hours.**

 **Supervisor Short motions to accept the Budget Revisions with possible additions and Dr. Karp’s yearly hourly change. Supervisor Simon seconds. Board polled. Board unanimously agrees.**

**F. Closed Session:** Executive Assistant Salary Adjustment

 **Supervisor Bohn: We have made a salary adjustment as reflected in the budget.**

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

 **Meeting adjourned.**

 **Next Meeting: September 23, 2021, 10 am**