

**CALAVERAS COUNTY
EMERGENCY MEDICAL SERVICES OVERSIGHT COMMITTEE
MINUTES
June 21, 2007**

Location:	Board of Supervisor's Chambers San Andreas, California
Time:	6:00 p.m.
Committee Members Present:	Tom Mitchell, Jeanne Boyce, Mike Heffernan, Robin Bunch, Scott Kenley, Keith Andersen, Ann Radford, and Melissa Cuevas.
Committee Members Absent:	William Nuttall, Kirsten Anderson, Pieter Michels, Clay Hawkins.
Guests:	Dan Hendrycks, Nichole Lyons, and David Seawell
Staff:	Douglass Sisk - Deputy Director; Jim Worobe – Field Liaison

1. Welcome and Introductions

The Chair called the meeting to order at 6:10 p.m. Introductions of the committee members and staff were made.

2. Review and Approval of Agenda

The agenda was approved as submitted.

M/S/C (Boyce/Bunch) to approve agenda as submitted.

Vote: Unanimous

3. Correspondence

Jim Worobe referred to a piece of mail correspondence the Agency received from the Calaveras County Board of Supervisors sent to Melissa Cuevas informing her of her appointment to serve the unexpired term as representative of Mark Twain Saint Joseph's Hospital.

4. Review and Approval of Minutes of March 15, 2007

The minutes were reviewed and accepted as submitted.

M/S/C (Boyce/Heffernan,) to approve the minutes of March 15, 2007 minutes as submitted.

Vote: Unanimous

5. Public Comment Period

The chair asked if there was any comment from the members of the public. No one present stood to comment.

6. EMSOC OAS Report

Jim Worobe provided the committee with a report of the Sub-Committee. He began by reminding the committee that the Operational Advisory Sub-Committee was established as a standing committee to “act in an advisory capacity to the EMSOC.” The current membership includes one person from each ALS provider in the county, CDF, Fire Departments/Fire Districts, Sheriff’s Dispatch, CHP, OES, and the Hospital Emergency Department.

Over the past year, this committee has scheduled 6 meetings. There has been representation from the ALS providers and the hospital at the majority of these meetings; however other members have been consistently absent. The meeting for this month would have been scheduled for June 19. Unfortunately, the chair of this Sub-Committee was unable to attend. This would have reduced the attendance from three persons to two.

Mr. Worobe sent out an inquiry to all members of the Sub-Committee and has spoken with several of the identified representatives. He has been informed that for most part, they feel their participation is no longer necessary. The ALS providers meet each month for other various purposes and find that most of what is discussed in the OAS is repetitive. The subjects reported at the EMSOC are generally addressed as regularly agendized items.

Mr. Worobe asked, on behalf of the Sub-Committee, that the Committee consider changing the OAS from a standing committee to an ad hoc committee and change the requirement of having a meeting every other month to meeting on an “as needed” basis.

7. ALS Service Provider Update

American Legion Ambulance:

Nichole Lyons reported on behalf of American Legion Ambulance. Ms. Lyons reported that everything is going well. The Frequency Sharing Agreement between ALA and CDF has been signed. All the ambulance unit radios now have the CDF frequency programmed and can communicate through CDF in case it is required for coordination with the various fire departments. Bear Mountain Repeater is up and running and the PL has been added to the ambulance unit radios as well.

Ebbetts Pass Fire Protection District

There was no representative present from Ebbetts Pass Fire Protection District.

Copperopolis Fire Protection District

There was no representative present from Copperopolis Fire Protection District.

8. Response Time Report

Jim Worobe presented the committee with a report of the response time performance of American Legion Ambulance and Ebbetts Pass Fire Protection District Ambulance for the period of February 2007 through April 2007.

Response Time Report (continued)

The report presented data that was collected from the Patient Care Records (PCRs). The reports reflect that:

- Ebbetts Pass Fire is in compliance all three months
- American Legion Ambulance was in compliance for the North zone for all three months.
- American Legion Ambulance was not in compliance for the South zone March and April.
- The 90thile requirement is 20 minutes, and their 90thile time for March was 23 minutes and for April was 21 minutes.

Mr. Worobe pointed out that these reports were generated on small call volumes and emphasized that one or two outlying responses can throw the data off.

M/S/C (Radford /Andersen) to accept report as submitted.

Vote: Unanimous

9. Communications Report

Jim Worobe provided an update on the Communications Upgrade and Maintenance of the MedNet Radio equipment. The equipment on Fowler Peak and Bear Mountain is working at 100% operational efficiency. The PL tone for Bear Mountain has been installed in both the Dispatch Center and the ambulance units. Mr. Worobe conducted a coverage test in late March and determined that Bear Mountain met the communications needs of the Valley Springs/Jenny Lind area and augmented communications in the Angel's Camp/Murphy's area. Based on the coverage testing, and the improved condition of the Fowler Peak equipment, the decision to use Fowler Peak as the primary dispatch system in Calaveras County was made.

The results of the coverage test indicate that there is still no dispatch communications inside the Ebbetts Pass Corridor. Mr. Worobe explained that the agency has begun the process of identifying another site for a third repeater. Blue Mountain has been identified as a possible choice. Mr. Worobe explained that the existing vault at Blue Mountain is a County managed asset and as such, many of the initial start up and maintenance expenses can be minimized. Mr. Worobe stated that he has facilitated conversations between himself, Captain Hawkins from the Sheriff's Office, the County designated vendor that will manage the site, and the chosen equipment vendor. All have been working cooperatively to get the process moving forward.

Discussion continued that described updates to the planning code. Mike Heffernan suggested that communications from the Committee to the Board of Supervisors be sent that suggesting that EMS communications be considered as part of the planning and building permit process. Tom Mitchell explained the process and facilitated further discussion. Mr. Mitchell stated

Communications Report (continued)

that he would entertain a motion directing a letter from the Committee be sent to the Community Development Director encouraging that she consider emergency communications during negotiations. During the discussion, the motion was amended to include all aspects within the purview of the committee.

The Chair recognized Dan Hendrycks from the gallery. Mr. Hendrycks discussed the General Plan planning process in more detail

M/S/C (Heffernan /Bunch) to direct the Chair to send a letter from the Committee to the Community Development Director expressing the Committee's concern that the General Plan update address all aspects within the purview of this Committee when discussing The Safety element of the new General Plan.

Vote: Unanimous

10. Local Quality Improvement Committee Report

Jim Worobe reported that the Quality Improvement Committee is continuing to meet. Attendance from the providers has been consistent. Mr. Worobe described the skill identifiers and focus indicators that were being tracked. Mr. Worobe also announced that the Agency is in the initial phases of putting together a Local Area EMS conference.

11. Calaveras County CHEMPACK Request and Deployment Policy

Jim Worobe provided a follow up on the draft policy, Calaveras County CHEMPACK Request and Deployment Policy (938.10). The policy was sent to the MVEMSA Board of Directors. At the time the agenda for this meeting was prepared, the Board of Directors had not yet acted on the policy. Subsequent to the agenda being sent out, the Board of Directors approved the policy.

12. Proposed Change to the Bylaws of the EMSOC

The Committee discussed changing the term of service of the Chairperson and Vice-Chairperson from one year to two years. Mr. Worobe asked if the Committee would consider changing the Operational Advisory Sub-Committee from a standing committee to an ad hoc committee. As a point of order, discussion of changing the OAS's status cannot take place at this meeting because it had not been agendized.

Mr. Worobe explained that at March meeting of the EMSOC staff had informed the Committee that it had not had nominations or elections for this calendar year, and as such, the term of the current Chair and Vice-Chair had essentially expired. Nominations of officers should have taken place at the December 2006 meeting with elections at the March meeting. At the March meeting, the Committee asked that the subject of changing the Bylaws so that officers serve for two years be entertained at the June meeting.

Staff pointed out that Article 5, Section 1 of the Bylaws state, "The officers of the EMSOC shall be a chairperson and a vice-chairperson who shall be elected at the initial EMSOC meeting each year."

Proposed Change to the Bylaws of the EMSOC (continued)

The Chair asked if a change of the Supervisor who appointed a committee member would affect the status of a committee member. Section 2 states, “The regular term of office for each member shall be three years.” This relieves the concern that a committee member’s term would be effected by a Supervisor leaving office.

The discussion was brought back to the topic at hand and the Chair recommended that the Bylaws be left the way they were and the current officers remain in place until January 2008. No motions were made.

The Committee took no action on this item.

13. Nomination and Election of Officers

There being no action taken on the preceding item, the Chair asked for a motion that the current Chairperson and Vice-Chairperson remain in office until nominations and elections take place in January 2008.

M/S/C (Bunch/Heffernan) the current Chairperson, Tom Mitchell, and the current Vice-Chairperson, Pieter Michels, remain in office until elections take place at the first meeting of the next calendar year.

Vote: Unanimous

14. EMSOC Member Comments

Ann Radford suggested that the issue of changing the status of the Operational Advisory Committee from a standing committee to an ad hoc committee be placed on the agenda for the August 16, 2007 meeting.

Scott Kenley suggested changing the month of the meetings from the first month of the quarter. Discussion continued and the meeting months were changed from March, June, September, and December to January, April, July, and October. The next meeting will be in August in order to make the last meeting of 2007 in October. Mike Heffernan reminded the members that the committee could meet anytime, should the need arise.

Keith Andersen remarked that he has enjoyed his association with the EMSOC, and as he retires from the Sheriff’s Office, he intends to continue to attend the EMSOC meetings as a member of the public. Captain Andersen mentioned that he is still waiting for American Legion to sign the dispatch agreement with his agency.

Ann Radford congratulated Captain Andersen on his retirement.

Tom Mitchell informed the committee that the County will be starting an Addressing Project. Currently, the method of assigning street names and address numbers seems to have no pattern in many areas of the county. The County will be revising its list of street names and will be drafting a standardized list that all the various public service agencies can consult.

EMSOC Member Comments (continued)

Right now, each agency has its own list and many of those lists have street names misspelled, multiple names for the same streets, or same named streets in multiple towns.

Staff reminded the Chair that the terms of three members of the committee were due to expire on June 30, 2007; Mike Heffernan, Pieter Michel, and William Nuttall. Mr. Heffernan stated that he had completed his application and asked if he should follow-up with anyone. Mr. Mitchell suggested that he contact the Clerk's Office and gave him the phone number.

15. Date and Location of Next Meeting(s)

The proposed date and location of the next meeting is August 16, 2007 at 6:00 p.m. at the Board of Supervisor's Chambers in San Andreas, California

M/S/C (Kenley/Andersen) to schedule meeting as stated

Vote - Unanimous

16. Adjourn

M/S/C (Boyce/Bunch) to adjourn meeting

Vote - Unanimous