



# County of San Diego

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**HEALTH AND HUMAN SERVICES AGENCY**  
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## **CSA-17 ADVISORY COMMITTEE MEETING**

Kelly Harless, Chair/ Kellie Hinze, Vice Chair  
c/o Emergency Medical Services  
Zoom Meeting

### **Minutes Tuesday, May 4, 2021**

#### **Members Present**

City of Del Mar – Martinez, Tracy  
City of Encinitas – Hinze, Kellie  
City of Solana Beach – Harless, Kelly  
Rancho Santa Fe Fire Protection District – Hillgren, Nancy  
Torrey Pines Planning Group – Shopes, Liz  
Member at Large – Zovanyi, Peter  
Member at Large – Twohy, Frank

#### **County Staff Present**

Cavanaugh, Adria  
Dama, Val  
del Toro, Nicole (recorder)  
Keane, Melissa  
Parr, Andy  
Pia, Francis

#### **Agency Representatives Present**

Cox, Fred – Rancho Santa Fe Fire Protection District  
Crane, Kristen – City of Del Mar  
Ford, Robbie – Solana Beach /Del Mar/Encinitas FD  
Forney, Paul – AMR  
Lyndes, Joy – Councilmember City of Encinitas  
McQuead, Dave – Rancho Santa Fe FPD  
Ruiz, Sal – AMR/ CSA-17 EMS Coordinator  
Stein, Mike – Encinitas Fire Department

#### **Guests**

Brook, Michael – Digitech Billing Agency  
Crawford, Kevin – Kevin Crawford Consulting  
Hagen, Troy – Faulk Mobile Health Corp.  
Kearney, Kay – Digitech Billing Agency  
Lucia, Jeff – Faulk Mobile Health Corp.  
Wieczorek, Tom – CPSM  
Zavatsky, Matt – CPSM

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### **I. CALL TO ORDER/ PLEDGE OF ALLEGIANCE/ INTRODUCTIONS/ ANNOUNCEMENTS**

- A. Kellie Hinze, Vice-Chair, called the meeting to order at 4:02 pm.
- B. The group recited the pledge.
- C. Attendance was tracked online in lieu of introductions.
- D. There were no announcements.

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### **II. PUBLIC COMMENTS/PETITIONS**

There were no public comments or petitions submitted.

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### **III. APPROVAL OF MINUTES**

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**A motion was made by Kellie Hinze, seconded by Frank Twohy to approve the February 2, 2021 minutes. Motion carried.**

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#### **IV. MANAGEMENT TEAM REPORT**

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##### **A. Budget and Financial Report**

[The CSA-17 3rd Quarter FY 2020-2021 Financial Overview](#) was presented by Matt Zavadsky from the Center of Public Safety Management (CPSM), which covered the following: Revenues, Expenses, Operations Analysis, Reserve Analysis, Revenue Projection, Expense Projection, Net Projection, and Volume Analysis.

There was a group discussion with questions and answers.

##### **i. Accept the Financial Report**

**ACTION: The report was accepted with no objections.**

##### **B. EMS County Report**

##### **i. EMS Agency Report – Andy Parr, EMS Deputy Director**

- Reminder that COVID-19 is still out there and pervasive in our community. Still have to do important measures as part of HHSA employees. We are all part of the reminders to continue with good hygiene and vaccination. Thanked the Chief Officers and their staff for their participation in operation collaboration for delivering the thousands of tests, vaccines, and flu shots over time. Vaccination is the solution to this on a long term basis.
- The San Diego County EMS agency is currently a small department within the Health and Human Services Agency. Over the next couple of months, will be moved to another county group, within the county structure. Will be moving from the Health Department over to the Public Safety Group County Fire. Planning for a seamless transition for our external customers. There are no changes to EMS' services, staff, roles, or responsibilities with this change. This change will be effective July 1, 2021.
- Public Access Defibrillation is now being done electronically. Agencies and facilities with Automated External Defibrillators can register their Public Access AED with the LEMSA and update their AED location information online, through our PulsePoint AED portal.
- LEMSIS program is going very well. We have very good data. Offload times from hospitals reflect that data and we appreciate everyone's cooperation. We are very proud of the data we collect.
- Protocols and Policies The 2021-2022 protocols are finalized. Education materials are being prepared and distributed for the July 1 effective date. If you did not receive the final protocol PDF packet and would like to review, please email County EMS. Protocols will be posted to the EMS website just before the effective date.
- COVID-19 EMS Waiver Reporting Reminders for P-801 will be going away on July 1, 2021. The Assess and Refer has been deactivated as of April 30, 2021.
- Procurement is still ongoing. Working closely with internal and external customers on the Statement of Work.
- San Diego bay had a significant multi-casualty incident event Sunday morning with an overturned boat. Many hospitals were impacted with multiple patients.
- Scripps system has suffered an IT outage. Patient care continues to be excellent even without their electronic medical records. Working very diligently to get their systems

back online. While their systems are offline, some of their emergency departments are either closed or on bypass, which has caused the ambulances to go to hospitals that are farther away. This is a traumatic impact to our system.

**C. Ground Ambulance Provider Report – Paul Forney, CSA-17 Program Manager**

1. [CSA-17 Quarterly Performance Reports for January, February and March 2021](#) were included in the Board packets. The Quarterly Performance Reports were presented which covered: Response Time Compliance, Mutual Aid, Transports by Community. Pleased to report another solid quarter of compliance overall in the CSA.
2. [Community and Public Service](#) – most programs are still on hold due to COVID. Care seat safety check training coming up in Rancho Santa Fe on May 6. Continue to work with Chiefs Ford and McQuead to discuss upcoming opportunities when it is safe to resume.
3. [Continuing Education – Sal Ruiz](#). 28 hours of training were delivered in January, 28 hours of training in February, and 23 hours of training in March.

**D. Operations Chief’s Meeting Report – Dave McQuead, Operations Chief RSF Fire**

- CSA 17 agencies, over the past couple of months, have been supporting both command staff and two vaccination teams that were coming out of the North Zone.
- Currently the fire agencies are getting ready for fire season as it is almost upon us.
- Encinitas purchased several EMS mannequins to enhance their training component.
- Rancho Santa Fe Fire purchased two additional auto pulses – mechanical devices that will help assist fire agencies in the application of CPR.

**ACTION: A request was made by Peter Zovanyi to have a comprehensive number on the percent of vaccinated staff in CSA 17, for the next meeting.**

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**V. OLD BUSINESS**

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A. Consultant’s Report on CSA 17 – Andy Parr, EMS Administrator

The Consultant’s Report presentation was due to the committee tonight. However, County EMS met with the chiefs and it was decided that the Consultant’s Report was not ready for primetime and will be bringing it back to this committee in approximately 30 days. County EMS will schedule a Special Meeting to discuss the report and the group will receive a copy in draft form by the end of today.

B. Out of District Transport Fee Report – Andy Parr, EMS Administrator

In addition to this fee, other HHSA fees were also approved, which included increases to the county fees associated with EMS worker certifications. EMT and paramedic fees will go from \$86 to \$106 as of July 1, 2021, on a 3-year escalation of \$20 each year for the next three years.

C. LAFCO Update – Andy Parr, EMS Administrator

An update was provided to the committee at the last meeting. The committee has asked that this item stay on the agenda as a standing item. There is currently no update.

D. Lifeguard Report – Mike Stein, Encinitas Fire Department

No report. A lifeguard report was given a couple of meetings ago. It was suggested and agreed that this item be put on the agenda every November.

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**VI. NEW BUSINESS**

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A. Ground Ambulance Provider Procurement Update – Melissa Keane, Admin Analyst III

The RFI process was finished in February. The Survey Monkey results with input from the community are being assessed. The Statement of Work is being prepared internally with the required submittals and documents for the RFP and hoping to post in July. The current contract expires December 31, 2021 and will have a new contract in place by January 1, 2022.

B. Billing Contractor Information – Andy Parr, EMS Administrator

A Powerpoint presentation was provided on the [EMS Billing Process](#).

C. Review and Approve Draft Letter to County EMS regarding important items to be included in the upcoming RFP for Transport Services (Chief Stein)

Mike Stein, Fire Chief of the cities of Solana Beach, Encinitas, and City of Del Mar presented a letter regarding the CSA 17 ambulance contract, which is set to expire at the end of this calendar year. The County of San Diego will be putting out an RFP. The Chiefs and their staff met and there are five items that they feel are important/ key issues that they feel should be in the RFP and will be important to the success.

1. Ambulances continue to be dispatched by their current dispatch center North Comm.
2. Ambulances should be housed at their fire stations, as is the current practice.
3. Continues to provide a supervisor
4. Continues to provide an EMS coordinator.
5. Community education and outreach programs remain the same.

A request was made by Chief Stein to provide a letter of support, drafted for committee's review, and to authorize the board chair to sign the letter on behalf of the committee.

**A motion was made by Peter Zovanyi, seconded by Liz Shopes to support the letter. Motion carried.**

**Chair Kelly Harless will work with recorder Nicole del Toro to get the letter signed.**

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**VII. FUTURE AGENDA ITEMS**

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- A. Fire Chiefs to provide the number of vaccinated staff for the coastal cities.
  - B. Consultant's Report

**ACTION: Recorder Nicole del Toro will send out a poll to the Advisory Committee members to set a date for a Special Meeting to discuss the Consultant's Report.**

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**VIII. SET NEXT MEETING/ADJOURNMENT**

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- A. The next meeting is scheduled for Tuesday, August 3, 2021.
  - B. Meeting adjourned at 5:40 pm.