



# County of San Diego

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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, August 2, 2022**

#### **Members Present**

City of Del Mar – Tracy Martinez  
City of Encinitas – Lyndes, Joy (Alt)  
City of Solana Beach – Harless, Kelly  
Torrey Pines Planning Group – Shopes, Liz  
Member at Large – Twohy, Frank  
Member at Large – Peter Zovanyi

#### **County Staff Present**

Christison, Brian  
del Toro, Nicole (recorder)  
Gall, Jessica  
Meick, Tyler  
Parr, Andy  
Regier, Marc  
Smith, PhD, Josh  
Torres, Sary

#### **Agency Representatives Present**

Forney, Paul – AMR  
Herren, Christopher - NCDJPA  
Rempel, Claudia – AMR  
Slattery, Brian – Rancho Santa Fe FPD  
Stein, Mike – Encinitas FD  
Ruiz, Sal – AMR

#### **Guests**

Brook, Michael – Digitech Billing Agency  
Kearney, Kay – Digitech Billing Agency  
Zavadsky, Matt – CPSM

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

- A. Kelly Harless, Chair, called the meeting to order at 4:01 pm.
- B. The group recited the Pledge of Allegiance.
- C. Introductions were made.
- 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**

**A motion was made by Frank Twohy, seconded by Peter Zovanyi to approve the May 3, 2022 CSA 17 Advisory Committee meeting minutes. Motion carried.**

## IV. MANAGEMENT TEAM REPORT

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### A. Budget and Financial Report

The [CSA-17 4<sup>th</sup> Quarter FY 2021-2022 Financial Overview](#) was presented by Matt Zavadsky from the Center of Public Safety Management (CPSM), which covered the following: Volume Analysis, Revenues, Expenses, Operations Analysis, Reserve Analysis, Revenue Projection, Expense Projection, and Net Projection.

#### i. Accept the Financial Report

**A motion was made by Peter Zovanyi, seconded by Joy Lyndes to accept the Financial Report. Motion carried.**

### B. EMS County Report

#### i. EMS Agency Report – Andy Parr, EMS Administrator

- Josh Smith, Senior Epidemiologist, shared the San Diego County Service Area 17 Emergency Medical Services Financial Dashboard, which included the following:
  - Annual Transport Volume
  - CSA 17 Quarterly and Monthly Transport Volume
  - CSA 17 Annual Reviews
  - CSA 17 Annual Total Expenses
  - CSA 17 Expenses by EMS Agency
  - CSA 17 Annual Operational & Reserve Analysis
- Health Services Capacity Plan Level: Level 2 – Escalated Activation; CDC COVID-19 Community Level: High; Southern California Fire Preparedness Level: Level 2.
- New faces at EMS:
  - Brian Christison was recently promoted to the “Number 2” in the office by accepting the position of Program Coordinator.
  - Michael Assof is a Licensed Paramedic and joined County EMS in June and serves as an EMS Specialist. He is already working on numerous projects for the office and is also training as an EMS Duty Officer.
  - Tyler Meick has joined County EMS as an EMS Coordinator (which is the manager level at EMS). Tyler formerly worked in the aeromedical industry and brings with him years of experience as a Medic, an agency administrator and an expert in his field.
  - Dr. David Duncan has joined San Diego County EMS at a Temporary Expert Professional (consultant). Dr. Duncan most recently served as the State EMS Authority Director. He will assist EMS on the Community Paramedicine program, policy development, and Emergency Medical Dispatch coordination.
- Change in data collection methodology for Transfer of Care: Beginning, July 1, 2022, EMS transport units will no longer be required to manually record an electronic TOC timestamp within the FirstWatch application (the “TOC button”). Instead, the receiving hospital’s ePCR signature timestamp will be imported into the County EMS TOC dataset. Validation testing of the new methodology has shown the data to be accurate and reliable. Please ensure that the ePCR signature occurs at bedside when patient transfer of care occurs.
- County EMS is Recruiting! The work at County EMS never stops and we’re frequently looking for energetic and qualified individuals to join our team. We will soon be accepting applications for EMS Specialists. An EMS Specialist works with EMS agencies, hospitals, training programs, and others to facilitate the innovation, sustainability and health equity of EMS in our community. While all of our staff positions wear multiple hats, the EMS specialist is no different. These professionals also serve as EMT disciplinary investigators, inspectors, disaster workers, and as EMS Duty Officer. Currently certified EMTs or licensed Paramedics with local field experience are highly desirable.
- County Meetings are Still Virtual (for now): County EMS holds several community meetings each month. Up to 6 of these meetings are so-called “Brown Act” meetings and require specific notification and recordation. The California State Legislature has passed a law (AB361) allowing partial relief from the public meeting requirements. This relief must be reaffirmed at each regular meeting held virtually. This relief ends at the Advisory Committee’s discretion or until 2023 whichever comes first.
- Evaluation of Base Station System and Trauma Catchment Area designation Consultant

Procurement: County EMS encourages interested parties to register with the County's BuyNet web-portal to receive procurement information on the RFP for Evaluation of Base Station System and Trauma Catchment Area Designation Consultant RFP. The recruitment for the consultant to perform this critical work posted July 29 and closes August 29.

- RFP for Paramedic Ambulance Services for CSA 17: RFP for Paramedic Ambulance Services for CSA 17 closed August 1 at Noon. The process now moves from RFP to the selection process.
- EMS Office Strategic Plan is in Progress – Thank you for your participation!

The San Diego County EMS Strategic Plan is underway and numerous meetings and interviews are being conducted by the vendor. This new plan will dovetail with the existing San Diego County Fire Strategic Plan and will align the strategic vision of County EMS with the strategic vision of County Fire. Representatives of selected stakeholder groups have been selected and will be joining the consultant in interviews so their voices can be heard in support of the creation of the plan. The timeline for the release of the plan will be later this Summer.

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

1. CSA-17 Quarterly Performance Reports for April, May and June 2022 were included in the Board packets. The Quarterly Performance Reports were presented which covered: Response Time Compliance Summary, Mutual Aid, Transport by Community. Pleased to report another solid quarter of compliance overall in the CSA.
2. Community Service and Public Education – Continue to meet monthly with the CSA 17 Operations Chiefs to discuss opportunities, new campaigns, new areas of interest for engagements with the citizens and residents of CSA. Donated over 200 hours of community service, and scheduled classes that will occur in Quarter 3.
3. Continuing Medical Education – Sal Ruiz provided a total of 66 hours of CME training for Advanced Airway, Stroke, ACLS Advanced Cardiac Life Support, Pediatric Advanced Life Support and Basic Life Support renewals and make ups, Protocol Updates, and Fire Fighter New Hire Academy for their EMS Day.

**D. Operations Chief's Meeting Report – Brian Slattery, Deputy Chief RSF Fire on behalf of Josh Gordon, Acting Deputy Chief Encinitas/Solana Beach/Del Mar**

- On board with the Narcan and Naloxone Programs
  - AMR Program First on the Scene training – delivering Narcan
  - Sidewalk CPR, Narcan administration, Epi pen administration
- Staffing
  - Rancho Santa Fe
    - Filling 4 new fire fighter vacancies; starting August 16.
    - Losing 1 Battalion Chief
  - Coastal Cities
    - City of Encinitas – 1 vacancy
    - Solana Beach – 1 vacancy
    - Deputy Chief interviews coming up.

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**V. OLD BUSINESS**

- A. Consultant's Report on CSA 17 – Andy Parr, EMS Administrator  
The Consultant's Report Scorecard was shared with the group.
- B. LAFCO Update – Andy Parr, EMS Administrator  
No activity.
- C. Lifeguard Report  
Report will be available in November.
- D. Ground Ambulance Provider Procurement Update – Andy Parr, EMS Administrator  
The procurement closed yesterday and is in the selection process. Will report any information when becomes available.

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**VI. NEW BUSINESS**

- A. Brown Act requirements for Teleconference Meetings – AB 361: A Resolution Authorizing Teleconferenced Public Meetings Pursuant to Government Code Section 54953

This bill allows Brown Act committees to meet virtually if they choose, through the calendar year 2022.

**A motion was made by Peter Zovanyi, seconded by Joy Lyndes to reaffirm the resolution to continue meeting virtually. Motion carried.**

- B. CSA 17 Bylaws (Andy Parr)

**ACTION: The following changes were suggested:**

- “Division” will be replaced with “Office” in 5 places throughout the bylaws.
- In Article 4, Section I, “Chairperson” needs to be spelled correctly.

**A motion was made by Peter Zovanyi, seconded by Tracy Martinez to accept the CSA 17 Bylaws with the suggested changes. Joy Lyndes abstained due to not reviewing the bylaws. Motion carried.**

- C. Sunset Review Report (Andy Parr)

**A motion was made by Peter Zovanyi, seconded by Frank Twohy to continue the CSA 17 Advisory Committee. Motion carried.**

**ACTION: Anyone who has not submitted the Demographic Survey, was encouraged to do so as soon as possible.**

- D. Incident at Fiesta del Sol in Solana Beach (Chief Stein)

Chief Stein requested a continuance until the November meeting, due to not having all of the information ready.

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## **VII. FUTURE AGENDA ITEMS**

- Discussion of the Reserves and Financials
- Incident at Fiesta del Sol in Solana Beach (Chief Stein)

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## **VIII. SET NEXT MEETING/ADJOURNMENT**

The next Advisory Committee meeting is scheduled for Tuesday, November 1, 2022 and will be held virtually via Zoom. Meeting adjourned at 5:26pm.