



# County of San Diego

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

Vacant, Chair/ Vacant, Vice Chair  
c/o Emergency Medical Services  
Teams Meeting

### **Minutes**

**Tuesday, September 15, 2020**

#### **Members Present**

City of Del Mar – Parks, Sherryl  
City of Encinitas – Hubbard, Jody  
City of Encinitas – Hinze, Kellie (Alt)  
Rancho Santa Fe Fire Protection District – Nancy Hillgren  
Member at Large – Zovanyi, Peter

#### **County Staff Present**

Cavanaugh, Adria  
del Toro, Nicole (recorder)  
Keane, Melissa  
Parr, Andy  
Pia, Francis  
Smith, PhD, Joshua  
Yphantides, M.D., Nick

#### **Agency Representatives Present**

Austin, David – American Medical Response (AMR)  
Cox, Fred – Rancho Santa Fe Fire Protection District  
Crane, Kristen – City of Del Mar  
Ford, Robbie – Solana Beach /Del Mar/Encinitas FD  
McQuead, Dave – Rancho Santa Fe Fire Protection District  
Ruiz, Salvador – CSA17 EMS Coordinator  
Stein, Mike – Encinitas Fire Department

#### **Guests**

Brook, Michael – R1/RCM Billing Agency  
Kearney, Kay – R1/RCM Billing Agency  
Shopes, Liz – Torrey Pines Planning Group  
Wieczorek, Tom – CPSM  
Zavadsky, Matt – CPSM  
Twohy, Frank – Member of the public

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

- A. Jody Hubbard, CSA-17 Vice Chair called the meeting to order at 4:03 pm.
- B. The Pledge of Allegiance was skipped due to the meeting being held virtually.
- C. Introductions were made. 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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Jody Hubbard abstained due to not being in attendance at the November 12, 2019 meeting. Due to no quorum, the November 12, 2019 CSA-17 Advisory Committee minutes were not approved and will be brought back to the next meeting in November.

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#### IV. MANAGEMENT TEAM REPORT

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##### A. Statement Regarding the Consultant's Report

The EMS Administrator read a statement regarding the Consultant's Report being delayed.

##### B. Budget and Finance Report

The CSA-17 FY 2019-2020 Financial Overview & Projections was presented by Tom Wieczorek from the Center of Public Safety Management (CPSM), which covered the following: Revenue, Expense, Operations Analysis, Reserve Analysis, and Projection.

The new billing agency is R1/RCM.

- i. Accept the Q1 Financial Report

**ACTION: A motion was made to move to accept the Financial Overview Report with the understanding of questions to answer 1) the comparison of payor mix between CSA-17 and CSA-69 and any other applicable payor mixes readily available, and 2) provide the break down of total call volume in ambulance transports for July and August for Jody Hubbard, between now and the next meeting. Motion carried.**

**ACTION: Matt Zavadsky will work with R1 to make additional revisions.**

##### C. EMS County Report – Andy Parr, EMS Administrator

1. EMS Agency Report – COVID-19 shut down entire office. Staff is teleworking from home since end of February. A few staff are at the County's Emergency Operations Center (EOC). CSA activities, billing, contracts stayed on track. Policies and procedures continue. Medical Director ensured first responders had access to information regarding COVID-19, such as providing FAQs on the EMS website.
2. COVID-19 Response continues. The EOC is still active with almost 400 people working seven days a week. Has been a delicate situation between counties, cities, states, schools. All impacted in a different way.
3. Out of District Transport Fee Update – initiated and approved out of district transport fee. Still progressing.
4. Consultant Report
5. LEMSIS Data Presentation – Josh Smith shared two live dashboards. Live database; CSA can designate access. The intention of this dashboard is for Chiefs to present. Josh needs list for who should have access. Andy Parr will work with Chief Cox and Chief Stein and for CSA supervisors.

##### D. Ground Ambulance Provider Report – Dave Austin, CSA Program Manager

1. CSA-17 Quarterly Performance Reports for October, November, December 2019 were sent to the Advisory Committee members, as well as the Annual Report for 2019, Awesomeness On The Street, and an American Heart Association 2020 Mission: Lifeline EMS Recognition. The Quarterly

Performance Reports were also presented which covered: Response Time Compliance, Mutual Aid, Transports by Community. Pleased to report another solid quarter of compliance overall.

**E. Operations Chief's Meeting Report – Dave McQuead**

- Conducting CSA-17 EMS Coordinator interviews.
- Rancho Santa Fe received a grant through San Diego Regional Fire Foundation to purchase extrication tools for Station 6, which allows to enhance capabilities for vehicle accidents.
- Del Mar Fire hired 1 firefighter paramedic; Solana Beach hired 1 firefighter paramedic; Rancho Santa Fe will hire 1 firefighter paramedic.
- Blending the two situations of COVID-19 and dealing with the state of California on fire. Main concern is ensuring personnel well equipped; taking every precaution while performing fire suppression activities; maintaining social distancing and other hygiene factors.
- Robbie Ford thanked AMR partners for effort and cooperation in fairgrounds for the fire protection drive thru event happening. Looking for every opportunity and grateful to have face time with the community.

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**V. OLD BUSINESS**

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**LAFCO Update**

Andy Parr will provide a report at the next meeting in November.

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**VI. NEW BUSINESS**

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A. Interim Chair and Vice-Chair

Both Chair and Vice-Chair positions are vacant. Need to elect new Chair and Vice-Chair. This will be updated at the February 2021 meeting.

B. Member at Large Replacement

Frank Twohy is interested in becoming the new Member at Large.

**A motion was made by Peter Zovanyi, seconded by Nancy Hillgren to approve this request. Approved by consensus.**

C. Lifeguard Issue

Chief Stein has moved this item to November.

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**VII. FUTURE AGENDA ITEMS**

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A. LAFCO Update

B. Interim Chair and Vice Chair

C. Lifeguard Issue

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**VIII. SET NEXT MEETING/ADJOURNMENT**

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Due to the election day, the next CSA-17 Advisory Committee Meeting has been moved from November 3, 2020 to November 10, 2020.

It was highly suggested that the next meeting be held via Zoom, due to technical difficulties with Microsoft Teams.

The meeting adjourned at 5:28 pm in memory of Dr. Bruce Haynes, former EMS Medical Director for the County of San Diego EMS Agency from 2006-2016. A moment of silence was observed to close the meeting today.