

**SCFCA-SCEMS-SNO911 EMS Governance Joint Task Force
Meeting Summary for January 23, 2024 / 10:00 – noon
Location: SNO911 New Headquarters
332 SW Everett Mall Way**

Meeting Attendance:

| Voting Members | | | | | |
|--------------------|---|----------------|---|----------------------------|---|
| Dave DeMarco | ✓ | Gary Lingel | ✓ | Roy Waugh | |
| Don Waller | ✓ | Roger Vares | ✓ | Shaughn Maxwell | ✓ |
| Staff and Support | | | | | |
| Dr. Ryan Keay, MPD | ✓ | Joe Hughes | ✓ | Sharon Brendle (notetaker) | ✓ |
| Scott Dorsey | ✓ | Kurt Mills | | | |
| Karen Reed | ✓ | Terry Peterson | ✓ | | |

Decisions are underlined; follow-up matters are in *italics*.

1. Welcome / Introductions / Review of Agenda. Chair Dave DeMarco started the meeting at 10:00 am. The committee members introduced themselves, and there were no changes proposed for the agenda.
2. Approval of meeting minutes. Corrections were made to update the time of the January 9th meeting from 1-3 pm to 10 am to noon. Shaughn Maxwell moved to approve the meeting minutes as corrected. The motion was seconded by Roger Vares and approved unanimously.
3. Draft Communications. The communications plan was discussed, with liaisons appointed who will make verbal reports to the agency boards, as follows:

| Agency/Organization | Primary Liaison | Alternate Liaison |
|---------------------|-----------------|-------------------|
| SCSCFA | Shaughn Maxwell | Don Waller |
| SCEMS | Roger Vares | Joe Hughes |
| SNO911 | Dave DeMarco | Don Waller |

It was also suggested that Roy Waugh report to the Fire Commissioner’s Board.

All members agreed that any questions or comments received at any of the respective meetings be shared with the JTF at their next meeting.

After a brief discussion, the JTF decided to leave item 8 (role of the Medical Program Director) as is.

Don Waller moved to accept the Communications Plan, as amended by addition of the liaison names. The motion was seconded by Shaughn Maxwell and approved unanimously.

4. JTF Mission, Timeline, Membership, Process and Work Plan Document. Karen led the group through the redlined proposed changes. The group discussed and agreed to the following edits:
 - Part 1, Section A, last sentence: “...ensure its recommendations recognize-”
 - Part 2, Section A.5: add SCEMS Vice Chair to staff support list.
 - Part 3, Section 5; insert “or other next steps” after “conflict.”
 - Part 3, Section 6. Add a sentence “If a recommendation does not directly involve an agency, its recommendation is considered advisory.”

- Attachment A - last bullet point on first page of attachment, edit as follows: “The JTF will seek to identify a sustainable, resilient and functional program/structure for advancing the service levels of the EMS system in a manner that meets state regulatory requirements and can grow over time.”
- Attachment B - Task Force Team - remove Keith Strotz and add Gary Lingel.

Don Waller moved to accept the document as amended. The motion was seconded by Shaughn Maxwell and approved unanimously.

Next steps: Karen will prepare a final, clean version of the document.

5. Developing a Guiding Statement of Values and Principles. Karen led the discussion over the results of the homework assigned at the last meeting. She asked the group whether they supported the proposed values and principles in the homework results and what else they would add. Additional values and principles included:

- Lean, as in six-sigma,
- Resilient,
- Scalable
- Sustainable
- Focused on core services
- expand sense of common ground
- visionary approach
- Trustworthy
- planning for transition
- An umbrella agency for the County
- Checks and balances
- Leave details of long-term offerings for later
- Supports all stakeholders in the system, ensure their input
- Able to meet state mandates
- Promoting a just culture/non-punitive culture
- Consensus based decision-making

Some members expressed concern that the JTF may ultimately not receive full support from the Fire Chiefs Association when asked for a final vote. They discussed the communication strategy that they plan on using, which includes engaging with SCFCA and could be augmented to include engaging every fire agency during the process. Scott Dorsey noted he and Dr. Keay could also meet with individual Fire Chiefs. It was stressed that the system changes will require ongoing support from all the chiefs, and the group must also take the differing perspectives of small, medium and large agencies. Chief DeMarco noted that an interlocal agreement between the fire agencies would likely be required to implement the changes that the JTF recommends.

Next steps: Karen will prepare a draft statement of values and principles based on this discussion and bring it to the group for their review/discussion and possible approval at the next meeting.

6. Current EMS System State/Requirements. Terry and Scott started to present information on current conditions and requirements for SCEMS. Shaughn provided a matrix that included responsibilities and tasks, and listed who was responsible, from the Medical Program Director (MPD) to Trauma Care Council, EMS Director and Staff, and individual agencies. Among the discussion points noted:

- A local Trauma Care Council (TCC) does not need to exist, but if it is created, it must meet state requirements for its composition and operate as a public entity (public meetings, public records, etc.).
- The fire agencies have chosen to create the TCC and put it in charge of the nonprofit (SCEMS) that they created and funded to provide funding and support for the MPD. There are other ways this could be structured.
- Dr. Keay sees the TCC as an important unified system participant discussion and recommendation forum.
- There is ongoing confusion between the role of the TCC and SCEMS.
- Dr. Keay would like to move to a system where EMT testing is not subjective, is administered by each agency and reported promptly to SCEMS or some central group holding the records.
- There is confusion about the mandatory versus discretionary roles of the MPD, TC, SCEMS and fire agencies.

Next steps: Terry and Scott will work with Sean to expand on Sean's matrix to clarify the mandatory and discretionary roles of the MPD, TCC, SCEMS and fire agencies, for discussion at the next meeting.

7. Next Meeting:

- The group agreed to postpone the presentation with Department of Health personnel, until JTF members have more time to develop their plan.
- Review - Statement of Values and Principles for possible action.
- Discuss priorities for greater coordination/collaboration under new governance structure.
- Next meeting is scheduled for February 13 at 10:00 a.m. Meeting location is SNO911's new facility, Building A.

Chief DeMarco adjourned the meeting at 12:05.