

SCFCA-SCEMS-SNO911 EMS Governance Joint Task Force
Meeting Summary for April 23, 2024 / 10:00 – noon
Location: Zoom Meeting

Meeting Attendance:

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

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

1. **Welcome / Review of Agenda.** Chair Dave DeMarco started the meeting at 10:03 am. There were no changes proposed to the agenda.
2. **Approval of meeting minutes from March 26, 2024.** Joe Hughes moved to approve the meeting minutes as presented. The motion was seconded by Don Waller and approved unanimously.
3. **Updates: Boards input.**
 - Roy Waugh announced he gave a brief report to the SNO911 board last week. He told them that the JTF group was moving forward and making good progress. An updated PowerPoint will be presented at the May board meeting.
 - Joe Hughes reported that he spoke to SCEMS and there were no questions.
 - County Chiefs were updated earlier in the month. Shaughn will have the April PowerPoint to present in the first week of May.
4. **Review: Draft JTF top-tier items (implemented in year 1-2) for EMS system improvement & standardization.** Karen asked that the group review the summary to determine if the contents captured were correct. She also asked if the document could be used as a briefing document. Comments included:

Protocols and Orders:

- Staff is essential to support the MPD and the SCEMs committee.
- Staff member should probably serve as the chair or coordinator.
- Physician should be a SME, not a chair.

Delegate Physicians:

- Should the transition to have stand-alone contracts in order to manage physicians be accelerated? Aim for year two to have the Delegate Physicians centrally hired and serving in districts.
- Small agencies should be able to share a delegate physician, one who is hired by EMS.
- Encourage input from chiefs on physician approval.
- While the field personnel shouldn't be reviewing the performance of delegates, they should be given an opportunity to complete a survey, with senior staff evaluating.

Training and Evaluation of EMTs and Paramedics:

- No changes requested.
- Karen asked how much staff time is being taken up on training? *Scott will contact a sample of fire agencies (small, medium and large) to provide some examples.*

QA/QI:

- High priority
- Additional staff is essential in first phase.
- How can risk be mitigated when dealing with sensitive/protected data?
- *Move last bullet PIP (Paramedic Integration Program) to Training & Evaluation of EMTs and Paramedics.*

Certifications/Re-Certifications:

- Clarification on the term endorsement. It means specialized trainings.

Employee Discipline:

- No changes requested.

ESO System / Electronic Health Records (EHR):

- correct typo on first line
- Stressed need for a countywide program manager. How many FTEs will be required?
- This needs to be included and explained in a 2025 budget.

Learning Management System:

- There are currently two systems in place in the county. Vector is what most use, with South County EMS Connect.
- Some agencies not willing to move to a different platform.
- System should be easy enough to standardize and include a way for Dr. Keay to communicate with everyone.
- Could some agencies offer up a staff member to perform the work and get credit for this in terms of what they pay?

Dr. Keay, Scott, Terry and Joe to work on 2025 budget proposal to include FTEs, with a current vs future organization chart.

- 5. Review: Characteristics of “good” governance system for standardizing/regionalizing EMS per April discussion.** Nothing was changed.

Break at 10:58; committee returned at 11:03

- 6. Update on SCEMS (Scott Dorsey and Dr. Keay):** Scott went over the document he provided in the packet. He mentioned which tasks are the most time consuming, such as adding groups to Teams and creating guest accounts. There is no proactive management system in place. Whenever a problem comes up, it costs to fix. Another comment was the current workload of Scott and Dr. Keay is unsustainable. SCEMS contract employees can’t commit to the time needed, and SCEMS lacks the necessary resources to hire FTEs.
- 7. Host agency discussion guide.** Karen led the discussion using the option handout provided. Here are the comments made:
- Dr. Keay and Scott need a long-term contract with SCEMS.
 - Roy thinks that to be successful in the long run, they would need to move toward Option B or C. SCEMS needs to be associated with a larger agency.
 - Gary initially leaned toward Options A & B, but doesn’t think using a fire agency as a host is a good idea. He now thinks that Option A is not sustainable, and too expensive.
 - Don favors Option B, which utilizes a contract. Needs its own board and should be cost neutral as compared to Option C.
 - Joe was leaning towards C, but now favors B.

- Dr. Keay had some confusion with C and the perceived need for control. Stand-alone is the most feasible, but it's too expensive.
- Dave is leaning towards Option B. He thinks it's the most feasible.
- Scott reported that Whatcom County took the stand alone approach and had to have an EMS levy to accomplish it. Thinks B & C is the best option.
- Terry explained that SNO911's governance structure doesn't solve the problem of the Fire Chiefs Association being disconnected from the decision making on programs and budget.
- Don commented that there is no legal way that guarantees participation from others. Should SNO911 be a full member agency for SCEMS. Should they be contributing funds to the overhead? Policies and procedures need to be created.

Karen noted that there needs to be significant briefing time scheduled soon to present these options to all the boards.

Meeting was adjourned at 12:01 p.m. The next meeting is scheduled for May 14, as an in-person meeting at SNO911's new headquarters, Building A, 10:00 a.m.