

**EL PASO COUNTY EMERGENCY SERVICES AGENCY
BOARD MEETING MINUTES
MARCH 5, 2008**

BOARD MEMBERS PRESENT/ABSENT: Chair Jim Reid, Vice Chair Jeff Wanderscheid, Secretary Bryan Jack, Treasurer Robert Helton, Marilyn Gifford, Jeri Howells, Rick Martinez, Margaret Radford, and Jack Sharon were present. Absent: Sallie Clark. Advisory member: Dan Molner was present. Jane Fredman, ESA Attorney and Bob West, ESA Compliance Administrator were also present.

QUORUM

A quorum of Agency Board Members was present. Chair Reid called the meeting to order at 2:00 p.m.

1. CHANGES TO AGENDA/POSTPONEMENTS

There were no changes to the agenda.

2. PUBLIC COMMENT

Adam Migliaccio gave an overview of the new Medicare rules regarding who is authorized to sign transport sheets; that either the patient or by the patient's representative must sign. If that is not possible, then the facilities would be authorized to sign off on them.

David Ross, M.D., updated the board on information he received from the Emory School of Medicine regarding participating in a multi-city trial evaluating cardiac arrest outcomes.

In addition, he stated another AMR/Colorado Springs EMS Study has been proposed to him and AMR, Colorado Springs by Dr. Bryan Bledsoe who would be the primary investigator. This involves comparing co-oximetry values with venous carboxyhemoglobin results.

3. APPROVAL OF THE MINUTES

February 6, 2008 Regular Meeting

Boardmember Sharon stated on page one under Public Comment Emery should be corrected to Emory.

A motion was made by Treasurer Helton to approve the February 6, 2008 minutes as amended and the motion was seconded by Boardmember Martinez. The motion passed unanimously by "aye" vote with nine members in attendance.

February 27, 2008 Special Meeting

A motion was made by Boardmember Radford to approve the February 27, 2008 special meeting minutes and the motion was seconded by Boardmember Sharon. The motion passed unanimously by "aye" vote with nine members in attendance.

4. REGULAR BUSINESS

A. Committee Reports

Grant

Boardmember Helton reported that the committee met last month and recommends the Board approve a request from Falcon Fire Protection District for 3 AED's and 2 AED trainers for \$4,080.00 and a request from Calhan Fire Protection District for two Capnography/Oximetry devices for \$4,280.00.

A motion was made by Boardmember Radford to approve the two grant requests totaling \$8,360.00 and the motion was seconded by Vice Chair Wanderscheid. The motion passed unanimously by "aye" vote with nine members in attendance.

Compliance

Chair Reid reported the Compliance Committee met on March 3, and requested Ted Sayer, AMR, to provide an overview of their System Status Plan.

Mr. Sayer presented an overview of the plan stating that the System Status Plan does not include ambulances on calls, at the hospital, or on military bases with the exception of the Air Force Academy which covers a small piece of I-25.

Medical

Boardmember Sharon reported that the committee approved a draft of the Medical Control Policy and Procedure process and it is in the Boards packet for review/approval.

In addition, he said that once the policy is approved by the Board, the committee can act on medical complaints. In addition, he stated that three RSI cases will be reviewed next month.

Chair Reid said the Stein Bronsky M.D., will replacing Bill Mayfield as the EMS representative to the Medical Control Committee.

B. Approval of the Medical Control Committee Policy and Procedure

Vice Chair Wanderscheid expressed concern regarding 5.6; that if the Contractor is a decision maker on the committee they are in effect monitoring themselves.

Boardmember Sharon indicated that because there are five members on the committee that are not working for AMR there would be a balance regarding decision making.

Boardmember Radford suggested AMR members recuse themselves when necessary. In addition, she requested on 5.3 in the first sentence, "at least" be inserted before "monthly".

Mr. Sayer requested the Board review this matter when negotiating the new transport contract.

After further discussion, a motion was made by Secretary Jack to approve the Medical Control Committee Policy and Procedure with a review at the next contract for revision of the language of 5.9.

Ayes: Gifford, Helton, Howells, Jack, Martinez, Radford, Reid, Sharon
Noes: Wanderscheid
Absent: Clark

Chair Reid declared the motion carried.

C. Approval of Fund Expenditure for Business Administrator

Chair Reid requested the Board to approve an expenditure in the amount of \$1,387.35 to purchase office furniture.

A motion was made by Treasurer Helton to approve an expenditure totaling \$1,387.35 and the motion was seconded by Boardmember Radford. The motion passed unanimously by "aye" vote with nine members in attendance.

5. **NEW BUSINESS**

A. Treasurer Report March 2008

Treasurer Helton presented the treasurer report for March. The financial report summary included:

- Revenue in the amount of \$5,920.00 from the Contractor compliance penalties for November and December 2007;
- An expense of \$5,741.83 for the CSFD Contract Administration;
- An ending balance of \$151,531.31

A motion was made by Jeri Howells to approve the March 2008 Treasurer Report and the motion was seconded by Vice Chair Wanderscheid. The motion passed unanimously by “aye” vote with nine members in attendance.

B. Release Date of Ambulance Service RFP

Curt Decapite, City Contracts, stated a release date of March 6, 2008, has been set.

A motion was made by Treasurer Helton to approve the March 6, 2008 release date of the Ambulance Service RFP and the motion was seconded by Vice Chair Wanderscheid. The motion passed unanimously by “aye” vote with nine members in attendance.

C. Request for Delegation of Authority to the Chair and Vice Chair to Assemble RFP Evaluation Committee

Chair Reid indicated that this provision is to maintain integrity of the RFP process.

A motion was made by Treasurer Helton to approve delegation of authority to the Chair and Vice Chair to assemble RFP Evaluation Committee and the motion was seconded by Vice Chair Wanderscheid. The motion passed unanimously by “aye” vote with nine members in attendance.

D. Financial Audit for 2007

Chair Reid stated it has been suggested to use Bondi & Co., again this year to conduct the financial audit of the ESA's and AMR's financial records.

A motion was made by Vice Chair Wanderscheid to approve the use of Bondi & Co., for the 2007 financial audit and the motion was seconded by Treasurer Helton. The motion passed unanimously by “aye” vote with nine members in attendance.

E. Nomination of AMR for Emergency Medical Services Association of Colorado (EMSAC) Award

Tawnya Silloway, AMR, gave an overview of the award process and thanked the Board for submitting a reference letter on their behalf.

A motion was made by Boardmember Radford to approve a letter of reference for AMR and the motion was seconded by Boardmember Howells. The motion passed unanimously by “aye” vote with nine members in attendance.

F. Open Boardmember Positions

Chair Reid stated last week interviews were conducted for the open positions on the Board; that the interviewing committee selected Dan Molner for the Neighborhood

representative and T. Wayne Fleck as the senior representative. He added that these selections will be forwarded to City Council and the Board of County Commissioners for approval.

G. Member/Staff Comments

Lisa Martinez, ESA Business Administrator, advised the Board that she will be terminating her employment with the City effective March 31, 2008.

6. **EXECUTIVE SESSION REQUESTS**

There were no requests for executive session items.

ADJOURNMENT

A motion was made by Boardmember Radford to adjourn the meeting at 3:00 p.m., and the motion was seconded by Boardmember Martinez, and the motion passed unanimously by "aye" vote with nine members present.

Respectfully Submitted,

Lisa R. Martinez

Lisa R. Martinez
Contract Business Administrator