

THE BOARD OF DIRECTORS OF  
THE ROSS VALLEY PARAMEDIC AUTHORITY  
Held a meeting:  
6:30 p.m. Thursday, November 3, 2016  
Kentfield Fire District  
1004 Sir Francis Drake Blvd., Kentfield, CA. 94904

1. Call to Order/Pledge of Allegiance by Chair Meagor at 6:30 p.m.  
Board Member Attendance: Chair Meagor, Corbet, Finn, Hart, Hillmer,  
Przybylski, Reed    Absent: Lappert  
Staff: Froneberger, Stasiaski, Shurtz, McTigue

2. Open Time for Public Input

There were no comments.

- 3 Review and/or approve Meeting Minutes: From August 4, 2016

M/s, Hart/Przybylski, to approve the minutes of August 4, 2016 as corrected.  
Ayes: All    Absent: Lappert    Abstain: Hillmer

4. CQI Reports
  - a. Marin County

Bret reported on: 1) Level of service; 2) Response by City; 3) Transport dispositions; 4) Non-transports; 5) Transports by destination; 6) Stroke alerts; 7) Cardiac arrests; 8) STEMI summary. The primary responses are to San Anselmo and Fairfax. Marin General Hospital is the leading transport destination followed by Kaiser. He discussed one transport to UCSF Medical Center that involved a stroke patient. Boardmember Przybylski asked if Marin General was unable to do the procedure to remove the clot. Ms. Froneberger stated UCSF Center is a comprehensive stroke center and nobody in Marin does this particular procedure.

Boardmember Hart asked how the decision was made to take Medic 18 out of the valley and how they made sure there was coverage for Ross Valley constituents. Bret stated it was not the norm to do inter-facility transports- this is normally done by a private critical care ambulance. In this instance there was no ambulance available for this emergent transport. The decision is ultimately made by the on-duty Battalion Chief. There is a coordinated effort to make sure there is adequate coverage.

- b. Town of Corte Madera

Ms. Froneberger reported on the last two quarters. There is nothing out of the ordinary with respect to: 1) Level of service; 2) Response by City; 3) Transport

dispositions; 4) Non-transports; 5) Transports by destination; 6) Stroke alerts; 7) Cardiac arrests; 8) STEMI summary. Marin General Hospital gets 75% of the transports. She noted the numbers were down a bit in the third quarter. She stated the data would be more accurate when the new electronic Patient Care Records System is implemented next year.

Boardmember Hart had a question about the figures on page 1, "Level of Service".

Boardmember Finn referred to the "no patient found" category and noted this category represented 14% of the calls in the most recent quarter. Ms. Froneberger stated she did not have a good explanation- it could be a prank call, etc. Boardmember Finn asked if this was historically consistent. Ms. Froneberger stated she was not sure. Brett stated it could have to do with how the call was dispatched and coded.

Boardmember Hart referred to the "dead on arrival" category and asked if the medics received stress debriefing. Bret stated there were employee services available. There were members of the Fire Department that were trained in critical incident stress debriefing. Chief Shurtz stated there were a number of firefighters in Marin County trained in peer counseling for critical stress management.

## 5. NEW BUSINESS

### a. Ambulance billing overview and visit scheduling from Wittman Enterprises

Bret presented a brief staff report. Wittman Enterprises has requested a brief presentation to the Board. He asked the Board if they felt it was necessary.

Boardmember Hart stated there has been a suggestion about hiring a new provider but the Board should hear from the current provider before making a decision.

Bret stated Marin County Fire used the services of Wittman Enterprises before switching to the provider used by Novato.

Boardmember Finn asked Brett if there would be a public bid process- a Request for Proposal (RFP), etc. Bret stated it was an administrative decision.

It was the consensus of the Board that Wittman Enterprises does not need to make a presentation to the Board anytime soon.

### b. Boardmember stipends discussion

Chair Meagor stated Boardmember Lappert had asked that this item be placed on the agenda for discussion.

Boardmember Hillmer stated he appreciated Boardmember Lappert's suggestion about doing away with the stipend. He did not want to discuss the issue at a Board meeting and felt that Boardmembers could voluntarily send the stipend back to the RVPA as a contribution. He would not vote to support the recommendation.

Boardmember Hart asked about the genesis of the stipend and if it is covered in the by-laws. Boardmember Przybylski stated it must be- she received a check years ago while attending a meeting as an alternate. It was recently raised from \$75 to \$100.

Chair Meagor stated it was not an uncommon practice- most Boards have stipends. It seems to be the norm and not the exception. Last year the RVPA paid \$4,900 for Boardmember stipends plus the minute's clerk. He asked if the Board would like to continue the matter for a vote.

Boardmember Przybylski stated she did not care one way or the other. They have had fewer meetings this year and are very cautious about meeting only when necessary.

It was the consensus of the Board that no further action was necessary on this item.

c. Larkspur engine medic program reimbursement

Chair Shurtz presented a staff report. The City of Larkspur is authorized to run up to seven paramedics but has only been using three for many years. Two Firefighter/Paramedics were recently hired and were mistakenly not compensated with Paramedic differential pay in their initial year. He explained the reason for the confusion.

Boardmember Hart had a question about the educational incentive. Chief Shurtz explained that what was being paid was a professional incentive differential- 11% in addition to what a firefighter is paid to perform as a paramedic. The RVPA agreement with Larkspur only addresses the Paramedic differential pay. The word "incentive" clouded the issue for payroll purposes. Boardmember Hart asked if a 12-month probationary period applied to all employees including Paramedics. Chief Shurtz stated "yes" but it had nothing to do with the additional pay.

Boardmember Finn asked how the "mistake" was discovered. Chief Shurtz stated employees talk to each other. Boardmember Finn asked if there could be other instances. Chief Shurtz stated "no".

Chair Meagor made a correction to the dates in the staff report. He asked if the amount cited in the staff report (\$26,250) was the cost going forward this fiscal year. Chief Shurtz stated "yes". Chair Meagor stated he was prepared to

support this but was not sure how far back the RVPA should be willing to go to correct this error.

Boardmember Hart suggested the Board approve this reimbursement request but ask Larkspur to indemnify the RVPA from further claims from the past regarding Paramedic pay.

M/s, Przybylski/Hillmer, to approve the reimbursement request from the City of Larkspur for back pay in the amount of \$9,047 and \$1,345 for the professional Paramedic incentive pay differential.

Ayes: All Absent: Lappert

M/s, Hillmer/Finn, to approve the necessary budget adjustment in the amount of \$36,642 to cover back pay from Fiscal Year 2015/16 (\$10,392) and Fiscal Year 2016/17 (\$26,250).

Ayes: All Absent: Lappert

- d. Applying for Ground Emergency Medical Transport (GEMT) funds through Department of Health Care Services (DHCS)

Chair Meagor provided a brief staff report. He noted the law became effective in 2010. The RVPA would enter into a provider participation agreement with the State of California which would allow them to seek reimbursement for costs going back to Fiscal Year 2015/16 and moving forward. It only applied to Medical payments.

Bret report that Marin County Fire received \$60,000 last year. This is real money that is on the table.

Boardmember Hart asked if legal counsel has reviewed this to make sure it was something the RVPA could enter into. Chair Meagor stated he would make sure that happened.

Boardmember Hart asked if they could withdraw from this at any time. Chair Meagor stated "yes". Boardmember Finn cited Article 2: "It is an evergreen agreement unless either party wants to terminate on 30 days notice".

Boardmember Hart asked if this would change the services provided. Chair Meagor stated "no"- it is an avenue to get reimbursement since the Medical reimbursements were so low. Bret stated these were uncompensated costs. Chair Meagor stated hospitals were getting these reimbursements and it has been expanded to the transports.

M/s, Przybylski/Finn, to authorize the Executive Officer to execute the agreement once it is reviewed by legal counsel.

Ayes: All Absent: Lappert

## 6. OLD BUSINESS

- a. Review proposal for legal services with Bertrand, Fox, Elliott, Osman & Wenzel, P.C.

Chief Meagor presented a staff report. The prior legal firm is no longer doing general law outside of the schools.

Boardmember Finn stated he suggested several tweaks with respect to the scope of services and the ability to track their system (bills, etc.) electronically.

Boardmember Hart asked Boardmember Finn his opinion about the best way to select new legal counsel given the size of the agency. Boardmember Finn stated they might not get a lot of takers if they went through a rigorous process- they do not generate enough revenue. A comparison of the basic engagement agreements would be sufficient- a formal presentation would be overkill. However, soliciting other proposals would not be a bad idea.

Boardmember Hart stated he would like to refer this matter to the Finance Committee and ask them to get more information on the prospective firm.

- b. Update on contracts with Marin County Fire Department, Ross Valley Fire Department, Larkspur Fire Department, Town of Corte Madera and City of Larkspur Finance.

Chief Meagor presented a staff report. Executive Officer Weber would like legal counsel to look at the contracts then submit them to the Finance Committee for more work.

Boardmember Hart asked for a synopsis that outlines the basic parameters. Boardmember Finn stated the synopsis could include the proposed changes.

## 7. Review RVPA Expense Sheet

Chair Meagor presented a staff report.

Boardmember Przybylski noted the August check register was missing. Chair Meagor stated he would make sure it was submitted at the next meeting.

## 7. Transport Billing Data Review

Chief Meagor presented a staff report. He noticed the amounts for July were down a bit.

## 8. Announcements/Future Agenda Items/Adjournment

Boardmember Hart stated the January Board meeting was scheduled for the 5<sup>th</sup> and he wondered if they should cancel the meeting. They could talk about it in December. Boardmember Przybylski stated the contracts need to be resolved.

9. Adjournment- Chair Meagor adjourned the meeting at 7:42 p.m. The next Board meeting would be Thursday, December 1, 2016.

Respectfully submitted,

Toni DeFrancis  
Recording Secretary