

APPLE VALLEY FIRE PROTECTION DISTRICT

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MINUTES OF REGULAR MEETING BOARD OF DIRECTORS

April 18, 2017

1.0 CALL TO ORDER: President Leary 6:00 PM

2.0 PLEDGE OF ALLEGIANCE: Vice President Jeffs

3.0 ROLL CALL:

Present: Vice President Jeffs, Director Karen, President Leary, Director Savage,
Director Tinsley

Absent: None.

4.0 SPECIAL ANNOUNCEMENTS/PRESENTATIONS:

.01 Presentation on Hospital Bed Delay (noted on Agenda as Ambulance Response and Standby). A hard copy of the Power Point Presentation given by Chief Hultquist is attached hereto and made a part of these Minutes.

The Fire Chief began his almost 20-minute presentation by giving an overview of the "statewide if not nationwide" issue of hospital bed delay that results in resources to be tied up for some times hours at a time. Giving bullet points of the many factors that contribute to bed delay such as the long term AMR contract within San Bernardino County, the Fire Chief went on to explain how State Statute 22 also plays a part in the obligations of first (EMS) responders.

Continuing with the presentation and covering which local and state agencies are responsible for overseeing emergency medical care protocols, Chief Hultquist went on to explain APOD, Ambulance Patient Offload Delay. Sharing the definition of APOD, which is any delay more than 25 minutes, Chief Hultquist went on to review other components and events that impact the delays. Reporting that ICEMA (Inland Counties Emergency Medical Agency) which is the County's EMS agency, had completed its APOD policy in December 2016, the Fire Chief noted that the Committee that had worked on the policy wanted to give it a period of two years to be in place and then evaluate how it was working and possibly review and change the policy if necessary. The APOD policy is scheduled for review in December 2018.

The Fire Chief ended the presentation by telling the Board that some hospitals, like our local St. Mary's, have APOD committees with stakeholders from fire, ambulance and hospitals all participating. He invited all the Board members, but Director Tinsley in particular, to attend the next APOD Committee meeting at St. Mary's on April 26, 2017 at 10 AM in the St. Mary's Administration Building Conference Room 3.

At the conclusion of the presentation Director Tinsley requested the presentation be emailed to all the Board members.

5.0 PUBLIC COMMENT: None.

6.0 DIRECTORS' RESPONSE TO PUBLIC COMMENT: None.

7.0 CONSENT AGENDA:

- .01 Personnel Report for March 2017
- .02 Operations Report for March 2017
- .03 Community Risk Reduction Report for March 2017
- .04 Fleet Services Program Report March 2017
- .05 Fiscal Report for March 2017: None

Asking if there were any questions about the Consent Agenda, President Leary requested Chief Hultquist extend his thanks and appreciation for the comparisons that were presented in the March Operations report. M/S Savage/Tinsley to approve the Consent Agenda as presented. Motion carried by unanimous voice vote of Board members present.

8.0 APPROVAL OF MINUTES:

.01 Minutes of Regular Meeting of March 21, 2017. Thanking staff for the detail on the Director's comments in the Minutes, President Leary called for a motion to approve the Minutes. M/S Tinsley/Karen to approve minutes of the March 21, 2017 regular board meeting. Motion carried by unanimous voice vote of Board members present.

9.0 CORRESPONDENCE: President Leary noted the thank you from Rancho Verde School for their science fair thanked those who helped the school.

10.0 INFORMATION & DISCUSSION ITEMS:

.01 Information Only Items: None.

.02 Discussion Items:

a) CSDA Board of Directors Nominations for Seat C. President Leary asked if any of the Board had any comment or questions regarding a CSDA Nomination. There was no further discussion. Based on Board consensus President Leary requested the item be pulled and there be no further action taken.

b) SDRMA Board of Directors Nominations. Noting there is some interest in the SDRMA nominations President Leary announced that Director Karen was interested in being nominated as a member of the SDRMA Board.

Following discussion regarding the timeline for nominations and the requirements for the nomination, President Leary made a motion to nominate Director Michael Karen for the SDRMA Board of Directors. The motion was seconded by Director Tinsley. Motion carried by unanimous roll call vote of the Board members present. President Leary directed Staff to prepare the nomination Resolution for his signature.

11.0 BOARD COMMITTEE REPORTS:

.01 Budget and Finance Committee. President Leary reported that the Committee had not met and there was no finance report this month as the District had some County deadlines to meet over the last month. President Leary addressed Interim Finance Officer Linda Milson and asked about the status of the forecast and if the County had received everything they needed. Speaking about the TTF (Temporary Transfer of Funds) the District is requesting from the County, Finance Officer Milson briefed the Board that the Resolution presented (tonight) was able to be completed without a specific amount being entered. Ms. Milson went on to outline the standards used for TTF requests by the County.

There was brief discussion between Ms. Milson and the Board wherein Ms. Milson informed the Board of the process of presenting a month by month forecast to the County that would be reviewed for the TTF. Finance Officer Milson went on to say the County might then contact her for further explanation or revision of her forecast until both parties come to an agreement. President Leary recalled that last year was the first year for the TTF with the County. Ms. Milson explained that there are several new considerations for this year's TTF with the passage of Measure A that make it very different from last year. President Leary closed the discussion by pointing out this discussion was part of the reason for the postponement of the Finance Committee meeting and that with the finance reports next month the Board should be getting back on track and be able to begin some "good discussion about budget".

12.0 APPROVAL OF REPORTS: None.

13.0 PUBLIC HEARINGS: None.

14.0 ACTION ITEMS:

- .01 Review of Personnel Policies.
 - (a) P-1 General Provisions
 - (b) P-2 Authorities Relating to Personnel Matters
 - (c) P-3 R8 Authorization of Positions
 - (d) P-4 Recruitment, Selection and Placement
 - (e) P-5 R20 Minimum Requirements for Promotion or Appointment Eligibility
(As Amended through 06/30/2017)

Announcing he had requested for this agenda item to be brought before the Board, President Leary stated he had reviewed these policies in light of the increased work force that would be starting in the coming months. Noting that P-1, P-2 and P-4 had not been reviewed since 1996, Mr. Leary remarked he had discussed the policies with the Fire Chief and believed they were in concurrence that they were due for some update and revision. The Board President went on to state his belief this item could be tabled for now. He went on to suggest there be an ad hoc committee formed to do policy review. The objective would not be to update the policies for "right now" but to review and update for the future.

Polling the Board for any further discussion or comment. There was no further discussion regarding the policies. The Board discussed the ad hoc committee with Vice President Jeffs nominating President Leary for the committee followed by President Leary nominating Director Karen for the committee as well. By Board consensus President Leary and Director Karen were nominated to the ad hoc committee on personnel policy review.

Per Board direction no immediate meeting of the newly formed ad hoc committee was to be scheduled. The Board members on the committee will be in touch with Staff when ready to move forward.

- .02 Changes to Amended Personnel Policy P-5 for Fire Chief. President Leary reported he had reviewed the policy with the Fire Chief regarding the changes in Fire Chief qualifications noting that Chief Hultquist had obtained Fire Chief requirements from other departments for comparison. Calling on the Fire Chief for comment President Leary asked if he had anything to add. Chief Hultquist called for questions. An exchange between the Fire Chief and Director Savage followed with Mr. Savage asking about the District's education requirements in comparison to what other departments have. Conceding that several departments/districts do require a bachelor's degree, Chief Hultquist reported that the current Fire Chief Position Announcement is a mirror of the recruitment announcement used in 2012 and was being suggested again in order to provide the Board with flexibility.

M/S Tinsley/Karen to approve Amended Personnel Policy P-5 regarding the Fire Chief qualifications. Motion carried by unanimous roll call vote of Board members present.

- .03 Resolution 17-001 Requesting Temporary Transfer of Funds from the San Bernardino County Auditor/Treasurer/Tax Collector. Reminding the Board that this item was discussed briefly earlier in the meeting President Leary called for question or comment. Vice President Jeffs asked Interim Finance Officer Milson what the basis was for what the District was asking in the TTF. Ms. Milson explained it was 125% of the cash flow analysis she did and submitted to the County confirming it accounted for the additional staff and revenue from the special tax measure.

M/S Jeffs/Tinsley to approve and adopt Resolution 17-001 Requesting Temporary Transfer of Funds from the San Bernardino County Auditor/Treasurer/Tax Collector. Motion carried by unanimous roll call vote of Board members present.

15.0 STAFF COMMENTS:

- .01 Fire Chief Hultquist:
 - a. Announced the Battalion Chief testing would be April 27 and 28 at the Victor Valley College Public Safety Training Center stating there were three in-house candidate and one outside candidate.
 - b. Recalling to the Board the Declaration of Surplus Staff Report from the previous month the Fire Chief briefed on the following items from that report:

- 1) The Chevy Tahoe was valued at \$800-\$1,500 and the winning bid was \$2,125
- 2) The Brush Engine was valued at \$10,000 and the winning bid was \$27,101
- 3) The Skid Pack was valued at \$2,500 and the winning bid was \$3,150

Vice President Jeffs asked how so much profit was achieved over the value of the items and how they were sold. There was discussion involving FSM Ryan and Engineer Paramedic Dowland who addressed how the items were placed for auction with Engineer Dowland noting he believed some of the success was attributable to having "the right buyers at the right time". FSM Ryan credited Engineer Dowland with his well worded auction descriptions and photographs.

16.0 DIRECTORS' COMMENTS:

- .01 Director Karen:
 - a. Thanked the Fire Chief for his presentation.
 - b. Thanked Interim Finance Officer Milson for the TTF resolution.
 - c. Thanked Engineer Dowland and FSM Ryan for the information and auction. He also asked about the reserve set for the auctions.
- .02 Director Savage:
 - a. Thanked the Fire Chief, Finance Officer Milson and Engineer Dowland for their work.
 - b. Recalled and reminded Staff of his request to have the value noted as well as expected revenue on future Declarations of Surplus Staff Reports.
 - c. Thanked ASM Garrison for great work on the Minutes.
- .03 Director Tinsley:
 - a. Concurred with previous Directors remarks;
 - b. Thanked ASM Garrison for the work getting done under present circumstances.

17.0 CLOSED SESSION:

- .01 Performance Evaluation. (Gov't Code § 54957(b)). After the announcement of the closed session there was M/S Leary/Savage to adjourn to closed session at 6:50 PM.

The Board returned into Open Session at 7:08 PM.

18.0 REPORT ON CLOSED SESSION: None.

19.0 FUTURE AGENDA ITEMS:


- .01 Director Savage requested a "big picture report" on what we have done and how we are recruiting for the Measure A hiring.

20.0 ADJOURNMENT: The meeting was adjourned at 7:10 PM M/S/P Tinsley/Karen

ATTEST:



ROSE MARIE GARRISON
Recording Secretary



DAN LEARY
President

Hospital Bed Delay Issue

- This is a Statewide Problem
- Is very Complex and involves many aspects of emergency medicine
 - Hospitals
 - Ambulance Transportation / Contract ends June 2018
 - Urgent Care
 - Public Education
 - State Law
 - Escalating 911 calls
 - Misuse of 911
 - Need for more highly trained medical personnel

State Statute

- Operate under State Statute
 - California Health and Safety Code
 - California Code of regulations – Title 22
 - Administered Statewide by the California Emergency Medical Services (EMS) Authority. Oversee all local EMS agencies, ICEMA.
 - Governor Brown

San Bernardino County Emergency Medical Care

- Administered by Inland Counties Emergency Medical Agency (ICEMA). Local EMS Agency
 - Responsible for the day to day management of the EMS System in San Bernardino County by Statute
 - Administrator – Tom Lynch
 - Reports to County CEO and BOS
- Produces Hospital Bed Delay Reports Data collected by field reports from emergency responders

San Bernardino County Emergency Medical Care Committee- EMCC

- Acts as an advisory committee to ICEMA and the BOS, on all EMS matters.
- Consists of 15 members representing all disciplines in EMS. Drs, Nurses, Fire Chief, City Manager, law enforcement, dispatchers, private ambulance, paramedic, EMT, Hospital Administrator
 - APOD – Ambulance Patient Offload Delay Issue is handled by this committee
 - Developed – APOD Policy
 - Effective 12/15/16
 - Review 12/14/18

APOD – Policy Highlights

- Anything after 25 minutes is considered APOD
- APOD Unusual Events
 - APOD exceeding 25 minutes and;
 - The ambulance provider identifies and documents low EMS system ambulance availability due to APOD
- If unusual events are determined, certain procedures can be implemented

APOD Unusual Events Procedures

- EMS crews can inform ED personnel that they are offloading the patient on APOD to a bed or other suitable sitting or reclining device

APOD Policy

- Also states that hospitals will provide written details to EMS providers of policies and procedures that have been implemented to mitigate APOD

St. Mary's does meet with EMS providers on occasion to review their APOD process.

Next Meeting is April 26th 10:00 AM in the Admin Building Conference Rm. 3