

Ventura County EMS Agency Ambulance System Review Working Group Meeting Minutes

Tuesday, July 17, 2018

1430 – 1630

I. Welcome and Introductions

Steve Carroll called to order meeting of the Ambulance System Review Working Group at 14:35 on Tuesday, July 17, 2018. Present: Chris Rosa – VCEMS Deputy Administrator; Chad Panke – Regional Director for AMR/GCA; Elaina Hall – ER Director at CMH; Heather Ellis - Ventura City Fire EMS Coordinator; Ira Tilles, M.D. – SVH PLP; Barry Parker - Ventura County Fire EMS Battalion Chief; Jeff Winter – Executive VP of Operations is sitting in for Steve Frank – President and CEO of LifeLine Medical Transport; Martha Garcia - VCEMS Administrative Assistant; Steve Carroll - VCEMS Administrator.

II. Discussion of Revised RFP Requirements

Chris Rosa went over the revised RFP requirements with the group and explained that essentially this is the foundation for the scope of work for the consultant RFP. He took the group's requests from the last meeting and added them to the requirements. The group made additional requests and suggestions to add to the outline:

- Elaina Hall would like to add the review of processes for CMH employees when they go on a ride-a-long with the ambulances. Should an accident take place, is it the hospital's issue or is the ambulance provider liable.
- Dr. Tilles suggested a review of the response times fines to ambulance providers and asked whether a fine could be imposed on hospitals as well. He feels we should take this opportunity to establish a baseline for hospitals to pay fines as well.
- Heather Ellis requested a review of the Health Information Exchange (HIE), as it has a huge impact on how calls are handled and response times. She also requested a review of fines and penalty process.
- Jeff Winter requested a review of processes for EMT licensure and paramedic accreditation. He also stated that mental health transports have a significant impact on EMS and those transports need to be a part of this review.

III. Next Steps Related to Contractor RFP

- Chris will send out a draft scope of work based on the requirements outline to all stakeholders for approval
- Meet with procurement department to start the process towards RFP
- Finalize RFP in late Fall or early Winter
- Notice goes out to vendors for bidding
- Meet with stakeholders to review bids
- Meet with procurement department to make final determination
- Introductory meeting with stakeholders and selected vendor

IV. Roundtable

The group agreed to meet again in late August or early September. Chris will send out a Doodle Poll to help determine date of meeting. Chris will also create a draft scope of work based on the previous requirements outline and send it out to the group for review and comments/edits. Any additional updates that the group may have can be reviewed at the next meeting.

V. Adjournment

Steve Carroll adjourned the meeting at 16:30. **Next meeting: Tuesday September 18th, 2018 1430-1630, at VCEMS in the large conference room.**

Minutes submitted by: Martha Garcia – VCEMS Administrative Assistant