

EMERGENCY MEDICAL SERVICES (EMS) FIRE TRANSPORT COMMITTEE
January 23, 2012

The EMS Fire Transport Committee met at the St. Petersburg College EpiCenter, Room 2-304, 13805 58th Street North, Largo, Florida, at 9:01 A.M. on this date with the following members present:

Senator (Retired) Jim Sebesta, Chairman
Mayor Bill Foster, City of St. Petersburg
Chief Doug Lewis, Pinellas Park Fire Department
Captain Jim Millican, Lealman Special Fire Control District
Kelly Triolo, BayCare Health System
Jay Ravins, City of Clearwater

Late Arrival

Commissioner John Morroni, Pinellas County Commission

Also Present

Karen Williams Seel, Pinellas County Commissioner
Robert S. LaSala, Pinellas County Administrator
Maureen A. Freaney, Assistant County Administrator
Don S. Crowell, Senior Assistant County Attorney
Craig A. Hare, Public Safety Services
Greg Woodrum, Public Safety Services
Mike Cooksey, Public Safety Services
Joseph Lauro, Pinellas County Purchasing Director
John Peterson, Sunstar Paramedics
Debbie Vass, Sunstar Paramedics
Norman Atherton, Palm Harbor Fire Commission
Chief James Angle, Palm Harbor Fire Rescue
Lieutenant Scott Sanford, Palm Harbor Fire Rescue
Chief Joe Accetta, Safety Harbor Fire Department
Deputy Chief Don Sayre, Tarpon Springs Fire
Bill Jonson, City of Clearwater Councilmember
Matt Schad, City of Clearwater Firefighter/Paramedic
Anne Lindberg, Tampa Bay Times
Beth Rawlins
Other Interested Individuals
Arlene L. Smitke, Deputy Clerk, Board Reporter

Agenda

1. Welcome
2. Approval of Minutes of January 9, 2012 meeting
3. Review of Draft Scope of Work
 - = Option 1 – Cost Validation Accountant
 - = Operational Study
 - = Option 2 – Accountant
4. Finalize Scope of Work
5. Determine Next Steps
6. Set Next Meeting Date

WELCOME

Chairman Sebesta called the meeting to order and welcomed those present; whereupon, at his request, the Deputy Clerk conducted a roll call of the members. A sign-in sheet has been filed and made a part of the record.

APPROVAL OF MINUTES

Ms. Triolo moved that the minutes of the January 9, 2012 meeting be approved; whereupon, Mr. Ravins distributed a document titled *Correction to the 01/09 minutes*, a copy of which has been filed and made a part of the record, noting that the correction is minor in nature. Mr. Ravins seconded the motion for approval as corrected, and upon call for the vote, the motion carried unanimously.

SUNSHINE LAW REQUIREMENTS

Deviating from the agenda, Chairman Sebesta recognized Attorney Crowell, who related that Commissioner Karen Williams Seel has been designated as an alternate member to Commissioner Morroni; that Sunshine Law requirements extend to both Commissioners, regardless of their attendance at the meetings; and that any discussion amongst the members regarding matters that could come before the Committee must take place at a noticed public meeting.

Later in the meeting during discussion of proposed changes to the Scope of Work documents, Attorney Crowell requested that the members submit their comments and changes to staff, rather than to the Committee members, in order to avoid Sunshine Law issues.

REVIEW OF DRAFT SCOPE OF WORK

Following opening comments by Chairman Sebesta, Ms. Freaney referred to the following draft documents (January 12, 2012), included in the agenda package, as follows:

- = Accountant Scope of Work Option 1 – Cost Validation
- = Operational Study Scope of Work
- = Accountant Scope of Work Option 2 – Integrated with Operational Study
- = Summary of EMS Request for Proposal (RFP) Options with tentative timelines

Ms. Freaney indicated that Option 1 responds to the base recommendation of the Legislative Delegation, calling for a validation of the costs involved in the County's proposal (the Integral Performance Solutions [IPS] plan) and the proposed Sanford/Millican plan; and that Option 2 would involve the conduct of an operational study of the IPS and Sanford/Millican plans to determine what will work, followed by a comparison and analysis of the costs of the two alternatives and the existing EMS system by an accountant.

Responding to Ms. Freaney's query as to the preference of the Committee, Chief Lewis moved, seconded by Mayor Foster and carried unanimously, that the Committee proceed with Option 2, an operational study followed by an accountant's study of the costs involved in each service delivery alternative.

* * * *

Chairman Sebesta noted the arrival of Commissioner Morroni at 9:10 A.M.

* * * *

Mr. Hare referred to the document titled *Operational Study Scope of Work* and provided a brief overview of the Introduction and Purpose of Study sections. Upon review of the Scope of Work section, Captain Millican proposed that the document be modified, as follows:

Item No. 1, Second Paragraph – Modify the first sentence to read: “...to meet a response interval target with at least 90% reliability that is equal to or better than the current performance as identified above.”

Discussion ensued wherein Captain Millican indicated that the 7:30 response interval target is an arbitrary number used for the contract, not an actual standard. Mr. Hare noted that it is now part of the EMS Authority’s performance standards; and Mayor Foster noted that not all stakeholders operate under the same standard; whereupon, Chairman Sebesta requested a vote to approve the amendment, and no objections were noted.

Item No. 2, First Paragraph – Modify the first sentence to read: “The contractor will analyze the Sanford/Millican Plan as a baseline...response time equal to or better than the current performance...existing EMS System to a consolidated fire based transport model,” and add an additional sentence re examination of other fire based EMS transport models.

Item No. 2, Second Paragraph – Revise the wording of the paragraph.

Mr. Ravins noted that the last sentence in the original paragraph appears to be incomplete.

Following discussion, Captain Millican agreed that the revisions to Item No. 2 should be included under Deliverables.

Discussion ensued pertaining to the extent of the changes to be proposed, and Ms. Freaney suggested that the Committee devote today’s meeting to discussion of proposed changes to the draft documents; and that staff incorporate the changes into a strike-and-add version of the document for discussion at the next meeting; and the members concurred.

Thereupon, Captain Millican submitted a document showing his proposed changes to the *Operational Study Scope of Work*, copies of which were distributed to those present and have been filed and made a part of the record.

Proceeding through the document, Captain Millican and Chief Lewis proposed changes to various sections, and at the request of the members, agreed to provide staff with electronic documentation of the changes for inclusion in the strike-and-add document; whereupon, Ms. Freaney noted that some members of the Committee have less technical background than others and requested that an explanation of the rationale behind the changes be included in the submission. Sections to be modified are as follows:

Scope of Work

Add Item No. 3 re impact to Insurance Services Office (ISO) ratings (Lewis).

Add Item No. 4 re use of National Fire Protection Association Standard 1710 when conducting the analysis of all plans (Lewis).

Discussion ensued wherein Mr. Hare related that not all 18 departments are in full compliance with Standard 1710, Mayor Foster indicated that they should be judged on the level of service they are currently providing, and Chief Lewis suggested a requirement that they be equal to or better than current performance. At the request of Ms. Freaney, Chief Lewis related that the standard pertains to how soon units should arrive at a scene and the number of people that should arrive to operate efficiently and safely.

Following discussion, Chief Lewis agreed that Items Nos. 3 and 4 should be included under Deliverables.

Deliverables – IP Study Review

Item No. 4 – Modify first sentence and delete “vehicle crashes” (Lewis).

Item No. 5 – Delete “seven minutes 30 seconds” and modify to specify “90% of the time” (Lewis).

Deliverables – Sanford/Millican Plan Review

Item No. 1 – Add a sentence re services which could be performed by fire departments and those which could be subcontracted (Lewis).

Item No. 2 – Add a sentence re revision of organizational charts to include ambulance transport function (Lewis).

Item No. 4 – Expand first sentence re goal of system expansion (Lewis).

Item No. 5 – Delete “seven minutes 30 seconds” and modify to reference current performance (Lewis).

Mr. Hare noted that certain standards are in place, and it is important not to fall below current standards. He suggested that the study could consider both current and minimum performance levels, and Chief Lewis concurred.

Item No. 6 – Delete the note (Lewis).

Captain Millican related that the maximum workload rule does not apply to fire service providers, as they have the ability to move personnel from a transport unit to a fire engine within a single shift; and Mr. Hare indicated that workload is an issue that should be evaluated by the consultant.

Item No. 12 – Modify to specify “fire service based ambulance” (Millican).

Item No. 13 – Add a sentence re utilization of existing resources (Millican).

Item No. 15 – Modify to specify “compared to other fire department based EMS transport providers” (Millican).

Responding to query by Captain Millican, Mr. Ravins noted that IPS Deliverable Item No. 6 addresses the effects of the plan on the level of fire protection readiness and performance.

Chief Lewis indicated that he had received a number of modification requests; that Captain Millican’s changes were very similar to his; and that it would appear that they were forwarded by the same people.

Thereupon, Captain Millican suggested that the Committee discuss and consider modifications to the *Accountant Scope of Work – Option 2 Integrated with Operational Study* document; and Ms. Freaney reiterated her request that anyone wishing to propose amendments submit them to staff, along with their rationale, for inclusion in an add-and-delete document.

Responding to query by Captain Millican, Mr. Hare related that the consultant will be provided with a copy of the Sanford/Millican plan as its starting point; that the priority dispatch designators are set forth in the plan; and that any good consultant would seek clarification from the writer if necessary.

Captain Millican suggested modifications to the Accountant Scope of Work document, as follows:

Scope of Work

First Paragraph – Modification re CD ROM.

Item No. 2 – Top of second page – Modify, removing reference to “apples to apples.”

January 23, 2012

Item No. 2 – Second Paragraph – Modify to consider components already in place.

Deliverables – Sanford/Millican Plan Review

Item No. 2 – Replace “as fully vetted” with “as written.”

Item No. 3 – Replace “market rates” with “actual rates.”

Item No. 6 - Modify to consider components already in place.

NEXT MEETING DATE

The members discussed possible dates for the next Committee meeting, and Mr. Hare indicated that a two-week time frame should allow time for staff to include comments from the County’s internal review of the documents as part of the agenda package.

Thereupon, Chairman Sebesta announced that the next meeting of the EMS Fire Transport Committee will be held on Friday, February 3, 2012, at 9:30 A.M. at the EpiCenter.

ADJOURNMENT

The meeting was adjourned at 9:56 A.M.