

EMERGENCY MEDICAL SERVICES (EMS) FIRE TRANSPORT COMMITTEE
February 3, 2012

The EMS Fire Transport Committee met at the St. Petersburg College EpiCenter, Room 1-455, 13805 58th Street North, Largo, Florida, at 9:30 A.M. on this date with the following members present:

Senator (Retired) Jim Sebesta, Chairman
Commissioner Karen Williams Seel, Pinellas County Commission
(Alternate for Commissioner John Morroni)
Mayor Bill Foster, City of St. Petersburg
Chief Doug Lewis, Pinellas Park Fire Department
Captain Jim Millican, Lealman Special Fire Control District
Jay Ravins, City of Clearwater

Late Arrival

Kelly Triolo, BayCare Health System

Not Present

Commissioner John Morroni, Pinellas County Commission

Also Present

Robert S. LaSala, Pinellas County Administrator
Maureen A. Freaney, Assistant County Administrator
Robert C. Swain, Senior Assistant County Attorney
Craig A. Hare, Public Safety Services
Greg Woodrum, Public Safety Services
Joseph Lauro, Pinellas County Purchasing Director
John Peterson, Sunstar Paramedics
Debbie Vass, Sunstar Paramedics
Chief Tom Jamison, East Lake Fire Department
Norman Atherton, Palm Harbor Fire Commission
Chief James Angle, Palm Harbor Fire Rescue
Chief Bert Polk, Pinellas Suncoast Fire and Rescue District
Chief Joe Accetta, Safety Harbor Fire Department
Deputy Chief Don Sayre, Tarpon Springs Fire Rescue
Matt Schad, City of Clearwater Firefighter/Paramedic
Anne Lindberg, Tampa Bay Times
Other Interested Individuals
Arlene L. Smitke, Deputy Clerk, Board Reporter

February 3, 2012

Agenda

1. Welcome
2. Approval of Minutes of January 23, 2012 meeting
3. Review of Draft Scope of Work
 - = Operational Study
 - = Accountant – Option 2
4. 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.

APPOINTMENT OF VICE-CHAIRMAN

Deviating from the agenda, Chairman Sebesta noted that the Committee did not have a Vice-Chairman; whereupon, upon nomination by Mayor Foster, Chief Doug Lewis was appointed Vice-Chairman.

APPROVAL OF MINUTES

Captain Millican moved, seconded by Mayor Foster and carried, that the minutes of the January 23, 2012 meeting be approved.

REVIEW OF DRAFT SCOPE OF WORK

OPERATIONAL STUDY

Mr. Hare referred to the document titled *Operational Study Scope of Work, Table of Recommendations*, a copy of which has been filed and made a part of the record, and reviewed proposed amendments to the Operational Study Scope of Work dated January 12, 2012 as

suggested at the January 23 committee meeting and/or submitted thereafter, as well as comments and amendments proposed by County staff. At the request of Chairman Sebesta, the members confirmed their approval of each change with discussion and modifications as follows:

Page 1, Third Paragraph of Introduction – Captain Millican stated that not all non-emergency transport calls are transferred from the 9-1-1 Center, as hospitals and nursing homes do not call 9-1-1 to get an ambulance to their facility, and Mr. Hare agreed to modify the language accordingly.

Page 3, Item No. 2 – Mr. Hare indicated that the proposed amendment was not appropriate, as it could influence the consultant, and no objections were noted.

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Ms. Triolo entered the meeting at 9:36 A.M.

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Page 4, Last Item – Mr. Hare explained that it is important to consider the EMS Authority’s existing performance standard as well as the current performance, and following discussion, agreed to add the words “of each district” at the end of Item b. Captain Millican suggested that the word “stakeholders” be defined to specify all jurisdictions or all districts, and Mayor Foster indicated that that would be inferred for a study such as this; whereupon, Ms. Freaney related that providing too narrow a description could result in additional charges by the consultant should it become necessary to expand the scope.

Page 6 – Chief Lewis objected to the County’s recommendation, noting that the system is already multi-jurisdictional; that the EMS Authority will retain the governance position; and that the documents should not stress how difficult it is to contract with 18 providers; whereupon, Mr. Hare expressed concern that all components of the system must be analyzed, including HIPAA compliance and functions such as procurement, warehousing, and information technology. Captain Millican stated that the study should look at fire department transport as a whole, not just conduct a comparison of the Sanford/Millican plan to an ambulance contract, and Mayor Foster concurred. Following further discussion, the Committee voted 4 to 3 (Foster, Millican, and Lewis dissenting) to retain the County’s language.

Discussion ensued wherein Mr. Ravins noted that one of the basic premises of the Sanford/Millican Plan related to savings to be realized due to the economies of scale associated with transporting both emergency and non-emergency calls, questioning why subcontracting is now being considered; and following discussion, Commissioner Seel suggested the following amendment for inclusion in both the Operational Study and Accountant scopes of work: “For each category of transport or specialty services provided (9-1-1/Emergency, Non-Emergency, Inter-facility, Critical Care, Mental Health, All Children’s Transport Team, and Tactical EMS Service) evaluate the individual revenue stream and individual program costs.” Following further discussion, the Committee voted unanimously to accept Commissioner Seel’s amendment, and Mr. Hare indicated that it would be included for both contracts under Deliverables.

Page 8, Item No. 4 – Chief Lewis proposed to amend the language to specify “limited resources (ambulances)” and described a scenario that occurred the previous day regarding a call at Fort DeSoto. Discussion ensued regarding priority dispatch, and the Committee voted 5 to 2 (Ravins and Triolo dissenting) to replace the word “scarcest” with the word “limited.” Following continued discussion, Mr. Hare suggested that the item be worded “Include in the study a recommendation on the implementation of a medical priority dispatch system (MPDS), to meet the national standards, to reduce the number and types of units dispatched to medical emergencies. Show deployment models with a fully implemented MPDS system as compared to the current system,” and no objections were noted.

Page 9, Item No. 5 – Mr. Hare indicated that the wording would be modified as discussed under Item No. 2 on Pages 4 and 5, and no objections were noted.

Page 11, Item No. 1 – Mr. Hare stressed the importance of considering all services and functions currently provided by the ambulance contractor, Ms. Freaney indicated that Commissioner Seel’s language will adequately address the those concerns, and Mr. Hare indicated his preference that the County amendment be retained; whereupon, Commissioner Seel requested that the item include a cross reference to the Deliverables section, and no objections were noted.

Page 11, Item No. 2 – Captain Millican indicated that the County’s language does not reflect the fact that the County would still be the EMS Authority, responsible for taxing, billing, and collections, and Commissioner Seel concurred;

whereupon, Attorney Swain provided input regarding the issue of governance, noting that the 18 jurisdictions currently hold Certificates of Public Convenience and Necessity (COPCN) for non-transport; that Sunstar operates under the County's COPCN; and that under a fire based system, the County will do the billing and the cities and districts will be required to give up their COPCNs. Responding to query by Commissioner Seel, Attorney Swain discussed the issues of liability, insurance, and indemnification, and Mr. Hare indicated that those items are addressed under Deliverables.

Page 12, Item No. 4 – Mr. Hare indicated that the wording would be modified as discussed under Item No. 4 on Page 8 (above), and no objections were noted.

Page 13, Item No. 5 – Mr. Hare indicated that the item was modified to include both the current and 7:30 response times, as previously discussed; and that Ms. Triolo had requested the addition of an item to address the 60-minute response time 90 percent of the time for non-emergent transfers, which is the current standard, and the members concurred.

Page 13, Item No. 6 – Captain Millican objected to the County's recommendation, stating that "safe and effective" is undefined and subjective; and that it is the responsibility of the fire departments, not the County, to control the employees' workload. Mr. Hare disagreed, indicating that it is the EMS Authority's concern, because funding for the system will be user fees and EMS tax; that the need for an additional unit would represent an additional cost to the Authority; and that failure to address workload issues can result in unsafe conditions due to worker fatigue. Responding to query by Commissioner Seel, Chief Lewis stated that there is no national standard, and following discussion, the members agreed to retain the County's recommended language.

Page 15, Item No. 13 – Ms. Freaney indicated that the County Recommendation expands on Captain Millican's suggested wording in order to consider all existing resources within the fire departments.

Page 16, Item No. 16 – Mr. Hare indicated that Commissioner Seel's amendment (see Page 6, above) would also apply to this item, and the members concurred.

Page 17 – Mr. Hare noted the addition of Section 3 – Presentations and Reports, and Ms. Freaney indicated that Captain Millican's suggested changes to the

timeline are more appropriately addressed under Deliverables; whereupon, Captain Millican suggested that the final sentence be modified to read "...the EMS Authority and/or the EMS Fire Transport Committee," and the members concurred. Responding to query by Commissioner Seel, Mr. Hare confirmed that the Request for Proposal specifies a fixed fee, which would include any additional meetings requested by the Authority and/or Committee.

Page 21 – Mr. Hare indicated that the timeline should pertain to the consultant, not additional activities that may be undertaken by the Committee, and Ms. Freaney related that the "Candidate Interview" item, suggested by Captain Millican, has been replaced with "Presentation by Candidate(s) (Optional)," noting that Committee members would be allowed to ask questions of a candidate during the presentation.

NEXT MEETING DATE

Deviating from the agenda, the members discussed possible dates for the next Committee meeting. Mr. Lauro related that the Purchasing Department should be able to have a draft Request for Proposal document ready within two weeks; whereupon, Chairman Sebesta announced that the next meeting of the EMS Fire Transport Committee will be held on Monday, February 20, 2012, from 9:30 to 11:30 A.M. at the EpiCenter.

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The meeting recessed at 10:49 A.M. and reconvened at 10:55 A.M.

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REVIEW OF DRAFT SCOPE OF WORK (continued)

ACCOUNTANT – OPTION 2

Mr. Hare referred to the *Accountant Scope of Work, Table of Recommendations*, a copy of which has been filed and made a part of the record, and reviewed proposed amendments to the Accountant Scope of Work – Option 2 document dated January 12, 2012, as suggested at the January 23 committee meeting and/or submitted thereafter, as well as comments and amendments proposed by County staff. Items of discussion are as follows:

Page 1, Introduction – Mr. Hare indicated that the Introduction section will be identical to that of the Operational Study Scope of Work, and no objections were noted.

Page 3, Item No. 1 – Responding to query by Captain Millican, Mr. Hare related that the IPS Study did not include a deep dive into some of the operational components, such as accelerated replacement of paramedic engines; and that County staff had suggested the consultant take a fresh look to ensure that all appropriate costs are included.

Page 3, Item No. 2 – Following comment by Captain Millican, Mr. Hare agreed to modify the County Recommendation to read, "...multi-jurisdictional fire based EMS System."

Page 5 – Mr. Hare indicated that Commissioner Seel's amendment (see Operational Study, Page 6, above) would also apply to this item, and the members concurred.

Page 6, Item No. 2 – Mr. Hare indicated that the County Recommendation clarifies that the contractor will validate each agency's personnel costs, and Captain Millican noted that it is important to make sure that the consultant understands that any new employees will be hired at the base pay for their position, not an average pay as used in current models. Responding to query by Mayor Foster, Mr. Hare indicated that the term "validate" refers to determining actual costs, and does not indicate a comparison to other agencies; and Ms. Freaney noted that the intent is to combine actual data to determine the total cost of the system.

Captain Millican suggested that the document specify that the executive officer for each jurisdiction sign off on all data concerning its operations, whether it be submitted by the jurisdiction itself or supplied by another source, prior to submission to the consultant, in order to avoid any claims after the fact that the consultant's report is based on the wrong numbers and is invalid. Chairman Sebesta inquired as to the definition of "validate," and discussion ensued wherein Mr. Ravins indicated that the Accountant will determine whether the numbers presented in the studies are accurate, and Mr. Hare related that the County's Office of Management and Budget is comfortable with the language that the

Accountant will validate all the components and then “produce an audited opinion” on the total cost of each alternative.

Commissioner Seel inquired as to which fiscal year will be used, and following discussion, it was the consensus of the members that Fiscal Year 2010-2011 would be used for both responses and financials, with language to be inserted in both the Operational Study and Accountant documents; whereupon, Mr. Hare suggested adding “as provided by each fire district” to Item No. 2, and no objections were noted.

Page 6, Item No. 3 – Commissioner Seel noted that the word “current” should be replaced with “Fiscal Year 2010-2011,” and Mr. Hare confirmed that the change would be made consistently throughout the documents.

Page 7, Item No. 1 – Ms. Freaney confirmed that the words “fully vetted” have been deleted, as proposed by Captain Millican.

Page 7, Item No. 3 – Captain Millican requested deletion of the word “market,” noting that the study will use actual rates submitted by the cities and districts. Mr. Hare pointed out that the organization chart will include other positions such as an information technology professional and a materials warehouse worker; and Mayor Foster expressed concern that St. Petersburg Fire and Rescue would need to be compared with Tampa, Miami, or a similar large market. Following discussion, Mr. Hare suggested wording such as, “entry level by each district for firefighter paramedic or firefighter EMT and market rates for non-field positions and non-fire-certified paramedics and EMTs, and no objections were noted.

Page 8, Item No. 5 – Mr. Hare indicated that Commissioner Seel’s amendment (see Operational Study, Page 6, above) would also apply to this item; whereupon, Chief Lewis noted that the Auditor will validate whatever information is presented by the Operational consultant, and Mr. Hare concurred.

Page 9, Item No. 6 – Ms. Freaney suggested that the language remain broad at this time to ensure that all costs are captured; and that the Committee review the bid document just before it goes out based on the results of the Operational Study, and the members concurred.

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Page 10, Item No. 7 – The members indicated that Commissioner Seel’s amendment (see Operational Study, Page 6, above) would also apply to this item.

Page 11, Item No. 3 – Responding to comment by Captain Millican, Mr. Hare confirmed that No. 4 will include the edit approved earlier on Page 17 of the Operational Study document, “...the EMS Authority and/or the EMS Fire Transport Committee.”

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Mayor Foster left the meeting at 11:21 A.M.

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Page 14 – Mr. Hare confirmed that the timeline will be revised as discussed under Page 21 of the Operational Study document, including the option to receive a presentation by the candidate(s).

Thereupon, Mr. Hare indicated that today’s changes will be incorporated into the Scope of Work documents, with clean and redline versions to be distributed to the members; and requested that the members provide notification via e-mail of anything that may have been missed; whereupon, Ms. Freaney reminded the members that they cannot respond to each others’ e-mail, and that all comments should be submitted to staff.

In response to query by Mr. Hare, Mr. Lauro suggested that the County not move forward with an advertisement for bids until after the Committee approves the final documents, and Chairman Sebesta concurred.

ADJOURNMENT

The meeting was adjourned at 11:23 A.M.