

**Lincoln County**  
**Ambulance Service Review Committee (ASRC)**  
Lincoln County, Oregon

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**Minutes - DRAFT**

**Wednesday, February 1, 1300 - 1500**

- I. **Introductions, Call to Order:** Meeting was called to order by Chief Mock at 1310 at City of Yachats, Commons Conference Room. Chairperson Mock welcomed the group, reminded attendee's this is a public meeting, identified those as voting members and general public attendees as noted in the attendance record, provided as the last page of these recorded minutes.
  - A. **Public Member Position #2:** Jenny Demaris introduced Vicki Meyer, Seal Rock; Vicki provided brief history of her extensive nursing career where she retired from Samaritan Pacific Communities Hospital last year. Rob Dahlman made a motion to recommend Vicki Meyer to the BOC as the new Public Member Position #2, Linda Mollino seconded the motion, motion carried unopposed.
  - B. **ASA 4 Representation:** Committee Members discussed the current voting position held by Central Oregon Coast Fire for the ASA 4 position; however, the ASA 4 was awarded to Pacific West Ambulance effective January 1, 2017. Jeff Mathia made a motion to recommend to the BOC to add a fourth Fire District voting position to represent ASA 4, Linda Mollino seconded the motion. After additional discussion regarding the recommended selection of an ASA 4 Fire District to serve in the voting position, i.e., Seal Rock Fire and/or Central Oregon Coast Fire and Rescue Jeff Mathia withdrew the motion unopposed by Committee Members. Jim Stearns, Central Oregon Coast Fire and Rescue Interim Chief will consult with Chief Sakaris, Seal Rock Fire District in regards to interest of continuing in the Alternate position and/or consideration of representation as the possible fourth voting position. Item will continue on the agenda for discussion at the next meeting.
- II. **Approval of Minutes:** Rob Dahlman made a motion to approve the minutes; Dave Enyeart seconded the motion, motion carried unopposed.
- III. **Additions to the Agenda:**
  - A. Pacific West Ambulance/Central Oregon Coast Fire and Rescue Mutual Aid Agreement, Dustin Joll
  - B. Resignation of Siletz Valley Fire Department Voting Position, Chief Mock
- IV. **Discussion:**
  - A. **ASA Plan – Committee Member Requests for Edits:** Chairperson Mock  
Chief Mock reviewed the 2016 ASA Plan revision and approval process and referred Committee Members to the 01/18/16 ASA Review recommended plan revisions document by Chief Petrick, pages 6-8, noting this was a consensus by Fire Chiefs at the time. Chief Mock indicated he believe three-fourths of the noted revisions were not incorporated into the current ASA Plan. After considerable discussion Rob Dahlman made a motion to submit the original document by Chief Petrick, with noted revisions by Chief Mock to only those that are still pertinent to the BOC for consideration and adoption into the ASA Plan, Lorie Williams seconded the motion, motion carried unopposed.
  - B. **BOC Communications - Update:**
    - i. **ASA 4 Extension, Proposals:** Sheriff Landers  
Pacific West Ambulance was the only submitting party for the ASA 4 service area to the Board of Commissioners (BOC); BOC approved the submitted proposal and was effective January 1, 2017.

ii. **Recommendation to Change City of Lincoln City from Suburban to Urban:** Kristin Yuille

Kristin Yuille reported the BOC had not yet received any written follow-up from Pacific West Ambulance and would be unable to take action until a response is received.

Two additional discussions were initiated:

- Possible modification request to provide one ambulance per ASA; request was made to PWA to report on the financial impact to their operations if this were to be considered.
- Inter-facility transfers – Hospital representatives were asked if inter-facility transfers had improved for both emergency and non-emergency requests. Hospital representatives indicated that they have been requesting assistance from other external ambulance providers to assist primarily due to where the patient was being transferred to, i.e., due to lack of available hospital beds many patients are being transferred long distances or even out of state. Concerns were noted with some responses times for local service providers and the long-term implications to local providers if inter-facility transfers were provided regularly by a third vendor. It was requested inter-facility transfers to the next meeting agenda to further discussion regarding development of enhanced standards for the BOC to consider.

iii. **ASA Map Revisions Approval:** Sheriff Landers/Kristin Yuille

Sheriff Landers indicated the final revisions of the map were on hold until a resolution was determined for requested revisions to the ASA 1 by the ASRC; however, Sheriff Landers will consult with the ASA Providers to validate if there were any other changes needed considering the recent approval of the ASA 4 Provider.

C. **Quarterly Compliance ASA Reports:** Chairperson Mock

i. Sub-Committee Update: Rob Dahlman

1. **3<sup>rd</sup> and 4<sup>th</sup> Quarter Report:** Report was displayed electronically for Committee Members (sent via email prior to the meeting) to review while Rob Dahlman, Mark Buchholz provided briefing on how data was extracted and filtered to the final report. Both South Lincoln Ambulance and Pacific West Ambulance questioned the validity of the start/stop times on scene via Dispatch and questioned the definition of the start/stop time used to generate this report.

Chief Petrick provided an electronic copy of their internal quarterly report data to Chairperson at the meeting. Pacific West Ambulance indicated they had reviewed the provided electronic report but was unable to fully compare the prepared report to their internal reporting with the time given just prior to the committee meeting.

Additional discussion followed regarding defining of the start/stop time by ASA Providers, EMS Responders who assist and Dispatch agencies who host the data provided for the summary reports. Motion made by Rob Dahlman to create a sub-group of the two ASA Providers, Dispatch representation and at least 3 Fire District/Departments to develop an agreed upon start/stop time definition to use for calculation of quarterly compliance reports; agreed upon definition would be utilized to re-review the 2016 04QTR data and review the 2017 01QTR. Final definition will be submitted at the next ASRC meeting for review, discussion and as needed recommended to the Board of Commissioners. Frankie Petrick seconded the motion, motion carried unopposed. Central Coast Fire, NLFR volunteered to serve as two of the minimum 3 fire representatives.

2. Action Items:

- Recorder requested to distribute the South Lincoln Ambulance report to Committee Members with the draft minutes and uploaded to website with original packet information.
- Recorder requested to include submitted electronic quarterly report with the original packet on-line.
- Creation of new sub-committee – Start/Stop Time Definition Sub-Committee:
  - New sub-committee to convene to recommend a defined start/stop definition for the Compliance Sub-Committee.
- Compliance Sub-Committee requested to convene a meeting with the Ambulance Service Providers to:
  - Fully review the most recent quarterly report data utilizing the agreed upon start/stop definition.
  - Sub-Committee will provide a completed electronic report to the Chairperson/Vice Chairperson and Recorder at least two weeks prior to the next scheduled meeting.

**D. Quarterly ASA Provider Concerns/Commendations:** Chairperson Mock

- i. Committee Members reviewed the submitted Provider Concerns report submitted by the Committee Recorder, page 9. Committee Recorder noted three concerns were received from the Samaritan North Lincoln Hospital and were resolved on 12/09/16 by the Pacific West Ambulance and Samaritan North Lincoln Leadership. No other reports were received from Pacific West Ambulance or South Lincoln Ambulance. Linda Mollino requested the Provider Concerns/Commendations agenda item be relocated to the top of the agenda to allow the Public Members

**E. Pacific West Ambulance/Central Oregon Coast Fire and Rescue Mutual Aid Agreement:** Dustin Joll

Dustin Joll expressed interest by COCFR to enter into a mutual aid agreement with PWA to provide service when requested; Dustin indicated Wayne Belmont, County Legal Counsel suggested COCFR discuss this with the ASRC. Rob Dahlman indicated North Lincoln Fire and Rescue has in place a mutual aid agreement with Pacific West Ambulance that did not require ASRC approval; ASA Plan requires Ambulance Service Providers to obtain mutual aid agreements when needed to ensure coverage for their service areas. Jeff Mathia indicated Pacific West Ambulance has other mutual aid agreements with partners outside of the Lincoln County ASA Plan such as Tillamook Ambulance. Kristin Yuille indicated these mutual aid agreements are to be in file with County Emergency Management.

- 1. Action Item: County Recorder was requested to contact Ambulance Service Providers and request copies of all mutual aid agreements in place for provision of ambulance service and place on Lincoln County website under ASRC with the electronic copy of the ASA Plan.

**F. Resignation of Siletz Valley Fire Department Voting Position:** RC Mock

Chairperson Mock announced to Committee Members that after careful consideration due to recent financial constraints and staffing limitations they would no longer be able to provide a voting representative on the ASRC Committee. Chairperson Mock submitted his formal, written resignation to the Committee Recorder as documentation of resignation. Committee Recorder was instructed to forward the resignation to the BOC to be included with the other communications from this meeting to the BOC and request their guidance for a replacement Fire District representative.

**V. Review of Action Items:** Committee Recorder

- A. Recommendations to the Lincoln County Board of Commissioners
  - i. Replacement of Commander Ballantyne, Public Member Position #2 with Vicki Meyer, community member at large, Seal Rock
  - ii. Review and consider adoption of the previously submitted 01/18/16 ASA Review recommended plan revision by Chief Petrick; original document to be submitted to the BOC with noted deletion of items no longer pertinent as noted by Chairperson Mock.
- B. Distribution – Committee Recorder will forward the received quarterly report from South Lincoln Ambulance to Committee Members and add to the original committee packet located on the public website.
- C. Request both Pacific West Ambulance and South Lincoln Ambulance provide copies of all mutual aid agreements to provide service on their behalf to County Emergency Management. County Emergency Management will upload these on the public website where the ASA Plan is located.
- D. Start/Stop Time Definition Sub-Committee will convene to develop an agreed upon start/stop definition and provide to the Compliance Sub-Committee to use for the 04QTR and 01QTR data review as well as present agreed upon definition to the ASRC at the next meeting for consideration.
- E. Compliance Sub-Committee will convene a meeting with the Ambulance Service Providers to:
  - i. Fully review the most recent quarterly report data utilizing the agreed upon start/stop definition and provide an electronic final report to Chair/Vice Chairperson and Recorder at least two weeks (April 26) prior to the next scheduled meeting.
- F. Agenda:
  - i. Restructure agenda so that provider concerns are at the beginning of the agenda to allow public representatives to provide input/feedback and then excuse themselves from the meeting as needed.
  - ii. Add Inter-Facility Transfers to the next agenda.
- G. Forward the Siletz Valley Fire Department Representative resignation letter to the BOC and include with the other handouts distributed at the meeting.

VI. **Next Meeting:** Chairperson Mock expressed need for consistent meeting dates and times for the Quarterly Response Time Sub-Committee to prepare their summary reports and for consistency of meeting attendance by Committee Members. Committee Members agreed to set future meeting dates as the 2<sup>nd</sup> Wednesday of the month, every three months beginning May 2017 with meetings held in Newport. Recorder will forward meeting calendar dates with meeting location.

VII. **Adjournment:** Chairperson Mock adjourned the meeting at 1525.

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Respectfully submitted,

*Virginia "Jenny" Demaris*

Lincoln County Emergency Management

**Lincoln County Ambulance Service Review Committee**

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- Electronic Committee Meeting Packet available at: <http://www.co.lincoln.or.us/asrc/page/ambulance-service-review-committee-meeting>
- Abbreviations:
  - PWA – Pacific West Ambulance
  - COCFR – Central Oregon Coast Fire and Rescue
  - BOC – Lincoln County Board of Commissioners
  - ASA – Ambulance Service Agreement
  - ASRC – Ambulance Service Review Committee

**February 1, 2017 ASRC Committee Member Attendance**

**P** = Present, **A**=Absent

<b>Representation</b>	<b>P/A</b>	<b>Committee Member</b>
ASA Provider	P	Jeff Mathia, Pacific West Ambulance
ASA Provider	P	Dustin Joll, Central Oregon Coast Fire and Rescue
ASA Provider	P	Frankie Petrick, South Lincoln Ambulance Assoc., Inc.
Fire District/Department	P	Rob Dahlman, North Lincoln Fire and Rescue
Fire District/Department	A	Bill Johnson, Depoe Bay Fire and Rescue
Fire District/Department	P	RC Mock, Siletz Rural Fire Protection District
Fire District/Department	A	Tom Sakaris, Seal Rock Rural Fire Protection District
Hospital Representative	P	Lorie Williams, Samaritan Pacific Communities Hospital
Hospital Representative	A	Dr. Scott Grupas, Samaritan Pacific Communities Hospital
Public Member		Vacant
Public Member	P	Linda Mollino, Oregon Coast Community College
9-1-1 PSAP	P	Mark Buchholz, Willamette Valley Communications Center
9-1-1 PSAP	P	Dave Enyeart, Toledo Police Department
9-1-1 PSAP	A	Jerry Palmer, Lincoln City Police Department
County Personnel	P	Curtis Landers, Lincoln County Sheriff's Office
County Personnel	P	Jenny Demaris, Lincoln County Sheriff's Office
County Personnel	P	Kristine Yuille, Lincoln County Legal Counsel

\*Dr. Scott Grupas and Lorie Williams co-share SPCH position.

**General Public at Large - Guests**

Fire District/Department	Jim Stearns, Central Oregon Coast Fire and Rescue
Hospital Representative	Rick Rhoton, Samaritan North Lincoln Hospital
Public Member	Vicki Meyer, Community Member