Ambulance Service Board

Your Local Fire Departments
“Working on Your Behalf”

Large Participating Local Governments (2021-2023)
Spokane Valley Fire Department
Fire District #8
Fire District #9
Fire District #4

Small Participating Local Governments (2022-2023)
Cheney Fire Department – Tom Jenkins – ASB Chair
Airway Heights Fire Department
Fire District #3
Fire District #10

Other Participating Local Governments
Fire District #5, Fire District #11, Fire District #13

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ASB Meeting Minutes
April 12, 2023 at 1:30 P.M.

Present:
Jim Walkowski (via Zoom), John Leavell (via Zoom), AHFD Chief Mitch Metzger (via Zoom),
Jack Busch (AMR), Paul Priest (AMR), Lori Markham (SREC), Brad Huffman, Chris Wyrobek,
Cody Rohrbach, Dan Williams, Don Malone, Frank Soto, Jr, Gino Palomino, Ken Johnson,
Lonnie Rash, Mike Nokes, Tom Hatley, Tom Jenkins, Patty Ruggiero

Approval of Meeting Minutes:
Approval of the ASB Meeting Minutes from February 8, 2023
Motion to Approve: Chief Frank Soto, Jr.
2nd Motion: Chief Lonnie Rash
Approved

Agenda Items:

Old Business:
1.AMR ESO update
Paul Priest said this is still a work in progress. They are flying somebody down to Texas to get
some leadership to hammer out that and some other things. They use ESO in King County and
they are implementing it in Clark County right now. There is still an issue with how they process
information for the billing department, so they are hesitant to roll it out until they get it
hammered out and fixes are in place; we should know more on next steps this month.

Chief Jenkins asked if the ASB can help them with anything? Paul said not really; the ASB
members are ESO’s primary customers, that is why they cc the messages to Chief Soto and
others, so they monitor the progress.

New Business:
1.Nurse Navigation Program awareness from AMR
Paul Priest said they are looking at implementing this in the City of Spokane first and possibly
expanding to others.
There is overcrowding in the ED’s and so many people are using 911 as their primary care.
This is a program where they take low acuity calls, and transfer to the Nurse Navigation Program. That Nurse Dispatcher has a few options; send it back to 911 if it is not appropriate for the program, or they can give the caller Nurse advice so they can stay at home for self-care, or get hooked up with a Lyft or Uber ride that takes them to a predesignated clinic or an Urgent Care center. They have seen some pretty good success in the markets where this has been implemented. There is no cost to the user and they hope it helps to decrease ED wait time. Either Lyft or Uber provide transportation services when needed. Funding is through rate increase. Statistics show 50% that go to Nurse Now end up going back to 911; 25% are able to stay home and self-care; 25% ride to Urgent Care by Lyft or Uber.

They are using it in King County, Texas, and D.C., and are getting ready to implement it in Clark County.

Many of the Nurses that participate in this program are from Texas and Denver. They get credentialed in the state for the call. Paul said the Go Live Date is to be determined.

Chief Jenkins clarified the process; The citizen dials 911, the call taker triages it

Lori said this takes the burden off the dispatcher, but they stay on the phone until a safe level is established. There are more discussions that need to be done on the SREC level. The Uber and Lyft services are funded through AMR and the user doesn’t pay for it. This is an effort to keep more rigs on the street and decrease turnover times in the overcrowded emergency rooms.

2. Discuss the ASB CA Draft ILA
   (Discussed after the Executive Session).

**Round Table**
Chief Rohrbach said the SREC RFP is now closed for a new CAD, and SREC received five submissions. Paul said they want time to build interface.

Paul said he knows there will be discussion about the Contract Administrator. It’s not too involved once you get it down.

Chief Jenkins Called for an Executive Session.

**Executive Session**
Evaluating the Performance of the AP
Chief Jenkins advised we will reconvene at 1407.
Paul and Jack left the meeting at 1342 PM.

Chief Jenkins Called the regular meeting back to order 1407

Chief Jenkins Called for an Executive Session to continue the discussion of evaluating the Performance of the AP.
Chief Jenkins advised we will reconvene at 1425.
Executive Meeting resumed at 1415.

Chief Jenkins Called the regular meeting back to order at 1425.
Regular Meeting resumed

Agenda
2.Discuss the ASB CA Draft ILA

Chief Jenkins said he heard back from Attorney Snure, who said discussion of the ILA should be in an open public meeting. AMR can attend this meeting if they so choose.

The rough ILA draft and comments were reviewed.

Chief Jenkins has a scheduled meeting with Districts 2 and 12 next week. They both would like to see if they could join the ASB as a consortium. Chief Jenkins wants to hear about their concerns. He thinks it would be better for them to wait until the end of this contract period with AMR. We are almost a year away until the end of the current contract. We would either need to renegotiate with AMR or go out for a bid process again for an ambulance provider or something completely new.

Bylaws need to reflect the consortium.
Chief Jenkins said he was concerned about ALS verbiage in the ILA; may just refer to it as a ground ambulance service and include Nurse Hotline or whatever else.

Lori said SREC does not want to (inaudible).
Chief Jenkins said a small designated Board could be used for the hiring process and representation from the ASB could make up this board to facilitate moving forward.
Chief Lonnie Rash said ASB by representation needs to approve the compensation as a whole.
The ASB shall approve the benefits package.

Payment for CA Services; How is the money going to flow?
Don’t know the best approach, but an exchange of money will take place to pay for the Contract Administrator full time employee. A suggestion was that AMR could pay quarterly payments to SVFD who would in turn pay SREC for that service. Administrative fees would need to be added. Payment for the individual needs to be on a set schedule.

SVFD currently bills AMR quarterly. AMR has 30 days to satisfy that payment. Chief John Leavell confirmed with SVFD Finance Director, Angela Golden, SVFD has received payment from AMR. Lori said it should be fine for SREC to get paid after SVFD gets paid.

Discussed termination of CA employee if it is not working out; 60 days with supporting documentation. If we pay SREC one quarter ahead, funds would be pro-rated back to SVFD who would be handling the purse strings. Lori said SREC could handle the termination.
There are two parts, the full-time employee, and the relationship between ASB and SREC.

Need to ask Attorney Snure for clarity of hiring. Chief Jenkins noted that we are looking to SREC to provide us services and therefore, we are not hiring an employee.

Would have to change the contract to take out SVFD as Contract Administrator and add the new person as the Contract Administrator. We would hire that service. The language in the contract should stipulate that we would have no responsibility or liability to that employee. ASB shouldn’t be providing what SREC provides. Will need to discuss with Attorney Snure.
Para 7. Term (draft ILA)
Discussed that the Term will need to include the beginning date and should have a sunset clause or date. SREC is going to bear the burden of this employee. Reserve funds should be earmarked incase the employee decides to leave. Chief Leavell will get back to us what we have in the bank for ASB reserves.

Para 8. Termination Clause (draft ILA)
Defer to SREC, who can hire and fire that employee as long as they continue to provide us the services.

What’s the remedy if we aren’t receiving deliverables from SREC? We’re looking for services from SREC. We would hold the contractor accountable for the services they provide. Chief Jenkins said we would need to pivot from a job description to a service-based description. They would need access to SREC data.

Para 11.2 Administration (Draft ILA)
SREC could delegate, add designee

Lori said AMR contract is not their area of expertise, but she wants it to be successful. She can make sure the employee is meeting the expectations. Chief Jenkins said he can provide Lori with the Contract Administrator role and responsibilities.

The new Contract Administrator would be the maintainer of the records; post Agendas and Minutes.

Discussed was a service-based ILA versus an employee-based ILA. ASB members agreed that a service-based ILA would make more sense. Chief Jenkins state we will need to contact Attorney Snure to draft that type of an interlocal agreement.

Chief Walkowski said the ASB, ASB representation would provide support to the Contract Administrator so they would not go at it alone.

Chief Jenkins said SREC can hold on having their attorney’s review the proposed ILA until we get a new ILA from Attorney Snure.

Lori said she needs to broach this subject to the SREC Board, which meets on a monthly basis.

Motion for May 10th Interlocal meeting with SREC, 1:30 PM at SVFD: Chief Ken Johnson
2nd Motion: Chief Frank Soto, Jr.
Approved

Chief Jenkins said there is a little bit of a conflict of interest between SREC and ASB. We have members that are represented on the ASB Board and SREC Boards; Chief Soto, Chief Cody Rohrbach, Chief Howard Johnson, and alternate, Chief Lonnie Rash. Those members should abstain from voting, however, per attorney Snure, they can participate in these conversations but should abstain from taking votes on matters related to both SREC and the ASB.

**Round Table**
Gino Palomino said he has participated since day one of the ASB. He is not retiring from the ASB; he will be a civilian employee now. Assistant Chief Nokes and Assistant Chief Dan Williams will be now be sitting in with the ASB.
Chief Jenkins thanked Gino for his contribution to Spokane County and the endless years he has provided, especially his invaluable service with EMS and ambulatory transport.
Chief Jenkins welcomed the two new individuals.

**Adjournment**
Motion to Adjourn: Chief Tom Jenkins
2nd Motion: Chief Tom Hatley
Approved
Adjourned at 1513

**Special Meeting**
Interlocal meeting with SREC, May 10, 1330 at SVFD Admin Building (tentative)

**Next Meeting**
Wednesday, June 14, 2023 at 1330 hours, at the SVFD Admin Building.