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County Manager
Washoe County

Kevin Dick, Vice Chair
District Health Officer
Washoe County Health
District

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City of Sparks

**WASHOE COUNTY
HEALTH DISTRICT**
ENHANCING QUALITY OF LIFE

Andrew Clinger
City Manager
City of Reno

Dr. Andrew Michelson
Emergency Room Physician
St. Mary's Regional Medical Center

Terri Ward
Administrative Director
Northern Nevada Medical Center

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MEETING NOTICE AND AGENDA

**Emergency Medical Services
Advisory Board**

Date and Time of Meeting: Monday, August 31, 2015, 1:00 p.m.
Place of Meeting: Washoe County Health District
1001 E. Ninth Street, Building B, North & South
Auditoriums
Reno, Nevada 89512

All items numbered or lettered below are hereby designated **for possible action** as if the words “for possible action” were written next to each item (NRS 241.020). An item listed with asterisk (*) next to it is an item for which no action will be taken.

- *1. Call to Order**
- *2. Roll Call and Determination of Quorum**
- *3. Public Comment**
Limited to three (3) minutes per person. No action may be taken.
- 4. Approval of Agenda Meeting**
- 5. Discussion and reconsideration of creation of a subcommittee to develop 5-year strategic plan with possible direction to staff on creation of the strategic plan.**
Christina Conti
- 6. Discussion, approval and possible recommendations to staff regarding items to include in the development of the 5-year strategic plan, as required by the Inter Local Agreement for EMS Oversight.**
Christina Conti

***7. Board Comment**

Limited to announcements or issues for future agendas. No action may be taken.

***8. Public Comment**

Limited to three (3) minutes per person. No action may be taken.

9. Adjournment

Items on the agenda may be taken out of order, combined with other items, withdrawn from the agenda, moved to the agenda of a later meeting; or they may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

The Emergency Medical Services Advisory Board meetings are accessible to the disabled. Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Administrative Health Services at the Washoe County Health District, PO Box 1130, Reno, NV 89520-0027, or by calling 775.328.2415, at least 24 hours prior to the meeting.

Time Limits: Public comments are welcome during the Public Comment periods for all matters whether listed on the agenda or not. All comments are limited to three (3) minutes per person. Additionally, public comment of three (3) minutes per person may be heard during individual action items on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the Board meeting. Persons may not allocate unused time to other speakers.

Response to Public Comments: The Emergency Medical Services Advisory Board can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Emergency Medical Services Advisory Board. However, responses from the Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of all matters the Emergency Medical Services Advisory Board will consider, Board members may choose not to respond to public comments, except to correct factual inaccuracies, ask for Health District Staff action or to ask that a matter be listed on a future agenda. The Emergency Medical Services Advisory Board may do this either during the public comment item or during the following item: "Board Comments – Limited to Announcements or Issues for future Agendas."

Pursuant to NRS 241.020, Notice of this meeting was posted at the following locations:

Washoe County Health District, 1001 E. 9th St., Reno, NV
Reno City Hall, 1 E. 1st St., Reno, NV
Sparks City Hall, 431 Prater Way, Sparks, NV
Washoe County Administration Building, 1001 E. 9th St, Reno, NV
Washoe County Health District Website www.washoecounty.us/health
State of Nevada Website: <https://notice.nv.gov>

Supporting materials are available to the public at the Washoe County Health District located at 1001 E. 9th Street, in Reno, Nevada. Ms. Dawn Spinola, Administrative Secretary to the Emergency Medical Services Advisory Board, is the person designated by the Emergency Medical Services Advisory Board to respond to requests for supporting materials. Ms. Spinola is located at the Washoe County Health District and may be reached by telephone at (775) 328-2415 or by email at dspinola@washoecounty.us. Supporting materials are also available at the Washoe County Health District Website www.washoecounty.us/health pursuant to the requirements of NRS 241.020.

**STAFF REPORT
EMERGENCY MEDICAL SERVICES ADVISORY BOARD
MEETING DATE: August 31, 2015**

TO: Regional EMS Advisory Board Members
FROM: Christina Conti, EMS Program Manager
775-326-6042, ccconti@washoecounty.us
SUBJECT: Discussion and reconsideration of creation of a subcommittee to develop 5-year strategic plan with possible direction to staff on creation of the strategic plan.

SUMMARY

The purpose of this agenda item is to discuss the previously approved action of establishing a subcommittee to work on a five-year strategic plan. The five-year strategic plan is written in as a requirement for the EMS Oversight Program in the Inter Local Agreement.

PREVIOUS ACTION

On June 4, 2015 the EMS Advisory Board provided direction to staff to develop a subcommittee comprised of regional partners to work on the strategic plan.

BACKGROUND

The EMS Oversight Program was created through an Inter Local Agreement (ILA) signed by the City of Reno (RENO), City of Sparks (SPARKS), Washoe County (WASHOE), Truckee Meadows Fire Protection District (FIRE), and the Washoe County Health District. Within the ILA there are eight duties specifically outlined for the EMS Oversight Program. One of the items specifically tasked the EMS Oversight Program to maintain a Five-Year Strategic Plan to ensure the continuous improvement of Emergency Medical Services in the area of standardized equipment, procedures, technology training, and capital investments to ensure that proper future operations continue to perform including Dispatching Systems, Automated Vehicle Locations Systems, Records Management Systems, Statistical Analysis, Regional Medical Supply and Equipment, and other matters related to strategic and ongoing Emergency Medical Services and approved by RENO, SPARKS, WASHOE and FIRE.

While the EMS Oversight Program will take the lead in the development of the strategic plan, the involvement of the community is paramount to the successful implementation of the plan. As such, it was previously requested that the Board direct staff to develop a steering committee, comprised of diverse stakeholders representing all areas of Emergency Medical Services to accomplish this task. The stakeholders would work on elements of the strategic plan to ensure involvement and investment from the region.

However, while continuing research on processes for developing a strategic plan, the need for a steering committee was not found. Therefore, the EMS Oversight Program is requesting that the Board reconsider the previously requested and approved action of developing a subcommittee and direct the EMS Oversight Program Staff to develop the strategic plan.

The EMS Oversight Program will collaborate with regional stakeholders to ensure that all aspects of emergency medical services are incorporated and supported. The elements that will be contained within the strategic plan will include, but not are not limited to:

Mission Statement: The mission statement would express the purpose and what the plan seeks to accomplish and in what manner in which the region will accomplish it.

Vision Statement: This would be a short, concise statement of what the region will look like in five years.

Guiding Principles: These would be the core beliefs of the region, as it relates to Emergency Medical Services. They would never change and would be part of the strategic foundation.

Long-term Strategic Objectives: These long-term strategic focus areas would span a three-year or more time frames. They would discuss what the region wants to focus on to achieve the vision.

Strategies: These would be general methods the region would employ to reach the vision.

Short-term Goals: These items convert the strategic objectives into specific performance targets that would fall within the one-two year time frame.

Action Items: These specific statements would explain how a goal will be accomplished.

FISCAL IMPACT

There is no fiscal impact to the Board on this agenda item.

RECOMMENDATION

Staff recommends the Board to reconsider the creation of a subcommittee to develop a 5-year strategic plan and provide direction to staff on creation of the strategic plan.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the report and reconsider the creation of a subcommittee to develop a 5-year strategic plan by dissolving the subcommittee and giving direction to staff to create the strategic plan.

**STAFF REPORT
EMERGENCY MEDICAL SERVICES ADVISORY BOARD
MEETING DATE: August 31, 2015**

TO: Regional EMS Advisory Board Members & EMS Working Group representatives
FROM: Christina Conti, EMS Program Manager
775-326-6042, ccconti@washoecounty.us
SUBJECT: Discussion, approval and possible recommendations to staff regarding items to include in the development of the five-year strategic plan, as required in the Inter Local Agreement for EMS Oversight.

SUMMARY

The purpose of this agenda item is to facilitate discussion with the region on the elements that will be included in the five-year strategic plan. A five-year strategic plan is a requirement of the EMS Oversight Program in the Inter Local Agreement for EMS Oversight.

PREVIOUS ACTION

No action has been taken by this body on this agenda item.

BACKGROUND

The EMS Oversight Program was created through an Inter Local Agreement (ILA) signed by the City of Reno (RENO), City of Sparks (SPARKS), Washoe County (WASHOE), Truckee Meadows Fire Protection District (FIRE), and the Washoe County Health District. Within the ILA there are eight duties specifically outlined for the EMS Oversight Program.

One of the items specifically tasked the EMS Oversight Program to maintain a Five-Year Strategic Plan to ensure the continuous improvement of Emergency Medical Services in the area of standardized equipment, procedures, technology training, and capital investments to ensure that proper future operations continue to perform including Dispatching Systems, Automated Vehicle Locations Systems, Records Management Systems, Statistical Analysis, Regional Medical Supply and Equipment, and other matters related to strategic and ongoing Emergency Medical Services and approved by RENO, SPARKS, WASHOE and FIRE.

While the EMS Oversight Program will take the lead in the development of the strategic plan, the involvement of the community is paramount to the successful implementation of the plan. Therefore, the development of the steering committee, comprised of diverse stakeholders representing all areas of Emergency Medical Services, occurred after the June 4, 201 EMS Advisory Board meeting. This group will follow a basic overall framework to develop the strategic plan:

- Where are we now?

- Where are we going?
- How will we get there?

These three components identify what the current system strengths and opportunities or needs are and begin to shape recommendations for items to be included in the strategic plan.

There are several potential components of a strategic plan. Those components are listed below for discussion:

Mission Statement: The mission statement would express the purpose and what the plan seeks to accomplish, and in what manner the region will accomplish it.

Vision Statement: This is a short, concise statement of what the region will look like in five years.

Guiding Principles: The core beliefs of the region, as it relates to Emergency Medical Services. The principles would never change and are part of the strategic foundation.

SWOT: A SWOT provides a current summarized view of the region, specifically the strengths, weaknesses, opportunities, and threats.

Long-term Strategic Objectives: The long-term strategic focus areas span three-years, or more.. They would describe what the region wants to focus on to achieve the vision statement.

Strategies: The general methods the region would employ to accomplish the vision statement.

Short-term Goals: These items convert the strategic objectives into specific performance targets that would fall within the one to two year time frame.

Action Items: Specific statements that explain how a goal will be accomplished.

FISCAL IMPACT

There is no fiscal impact to the Board on this agenda item.

RECOMMENDATION

Staff recommends the Board to approve the discussion and possibly provide direction to staff on the items to include in the development of the five-year strategic plan, as required in the Inter Local Agreement for EMS Oversight.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the discussion and include recommended items in the development of the five-year strategic plan, as required by the Inter Local Agreement for EMS Oversight.