

# WASHOE COUNTY DISTRICT BOARD OF HEALTH MEETING MINUTES



**Members**  
Matt Smith, Chair  
Kitty Jung, Vice Chair  
Dr. Denis Humphreys  
Sharon Zadra  
Julia Ratti  
Dr. George Hess  
David Silverman

**Thursday, May 22, 2014  
1:00 p.m.**

**Washoe County Administration Complex  
Health District South Conference Room  
1001 East Ninth Street  
Reno, NV**

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The Washoe County District Board of Health met in regular session on Thursday, May 22, 2014, in the Health Department South Conference Room, 1001 East Ninth Street, Reno, Nevada.

## **1. Determination of Quorum**

Chair Smith called the meeting to order at 1:05 p.m. Dr. Todd led the pledge to the flag.

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## **2. Roll Call**

The following Members and staff were present:

Members present: Chair Matt Smith  
Dr. Denis Humphreys  
Sharon Zadra  
David Silverman  
Dr. George Hess  
Julia Ratti

Members absent: Vice Chair Kitty Jung

Staff present: Kevin Dick, District Health Officer  
Leslie Admirand, Deputy District Attorney  
Charlene Albee, Division Director, AQM  
Steve Kutz, Division Director, CCHS  
Robert Sack, Division Director, EHS  
Eileen Stickney, Administrative Health Services Officer, AHS  
Randall Todd, DrPH, EPHP Division Director  
Steve Fisher, Department Computer Application Specialist, AHS  
Dawn Spinola, Administrative Secretary/Recording Secretary, AHS

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## **3. Public Comment**

Mr. Cliff Low requested that the Board postpone action on the Franchise Agreement, which is Item 9 on the agenda. He explained that he and others had questions about it and apologized for their lack of participation in any prior public discussion opportunities. Matters of concern included the 16-year commitment, exclusive transport and issues surrounding the level of services being provided by the Fire Departments.

#### 4. Approval/Deletions to Agenda

Chair Smith proposed that **Item 10, Approval of the Interlocal Agreement**, be postponed until the June meeting. Councilmember Zadra moved to approve the agenda for the April 24, 2014, District Board of Health meeting as amended. Dr. Humphreys seconded the motion which carried six in favor and none against.

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#### 5. Approval of Minutes

Councilmember Ratti moved to approve the minutes of the April 24, 2014 District Board of Health regular meeting as written. Dr. Hess seconded the motion which carried six in favor and none against.

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#### 6. Recognitions

Presented by Mr. Dick and Chair Smith

##### A. Introduction of New Employee(s) –

1. Ashley Tatomer – Office Assistant II – AHS (4/28/14)

Ms. Stickney welcomed Ashley, reviewed her talents and noted that she had already made significant contributions to the organization.

2. Ruben Estrada-Campos – Bilingual Office Assistant II - CCHS (5/19/14)

Mr. Kutz introduced Ruben and stated they were happy to have him on the team.

##### B. Introduction of Independent Contractor Working on Community Health Assessment (CHA) – Heather Kerwin.

Mr. Dick stated he was pleased to report that she had begun her work on the CHA. The Health District is collaborating with Renown, working together through the Nevada Public Health Foundation. He noted that Heather had achieved a Masters in Public Health from the University of Nevada, Reno and was most recently employed as an epidemiologist.

##### C. Years of Service:

1. Julio Pech-Garcia 10 years, hired 4/26/2004

Mr. Dick congratulated Mr. Pech-Garcia for his years of service.

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#### 7. Consent Agenda –

Matters which the District Board of Health may consider in one motion. Any exceptions to the Consent Agenda must be stated prior to approval.

##### A. Air Quality Management Cases

Staff Representative: Ms. Albee

1. Recommendation to Uphold Citations Not Appealed to the Air Pollution Control Hearing Board
  - a. Nevada Recycling & Salvage LLC – Case No. 1156 Citation No. 5222
  - b. Reno Buick GMC Cadillac - Case No. 1155 Citation No. 5408
  - c. Roger Baylocq Case No. 1157 Citation No. 5223

##### B. Budget Amendments / Interlocal Agreements:

1. Approval of Grant Number 99T08401 from the U.S. Environmental Protection Agency (EPA) for funding in the amount of \$96,034 (\$43,200 available for drawdown) for the period 4/1/14 through 3/31/15 for the Air Quality Management, EPA Air Pollution Control Program, IO 10021.  
Staff Representative: Ms. Erin Dixon
2. Approval of Amendment #1 to the Interlocal Contract with the State of Nevada, Department of Motor Vehicles, for the DMV Excess Reserve Grant Program (IO 11077) to extend the contract period through June 30, 2015.  
Staff Representative: Ms. Erin Dixon
3. Retroactive approval of District Health Officer acceptance of Notice of Subgrant Award from the Division of Public and Behavioral Health in the amount of \$63,773 for the budget period Date of Execution through June 30, 2014 (BP1) in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Program.  
Staff Representative: Ms. Patsy Buxton
4. Approval of Subgrant Amendment #4 from the Division of Public and Behavioral Health in the amount of \$697,173 for the budget period July 1, 2013 through June 30, 2014 (BP2) in support of the Centers for Disease Control and Prevention (CDC) Public Health Preparedness Program; and if approved authorize the Chairman to execute.  
Staff Representative: Ms. Patsy Buxton
5. Acceptance of “Washoe County, Nevada Air Quality Trends (2004-2013)”.  
Staff Representative: Ms. Albee

**Councilmember Zadra moved to approve the consent agenda. Mr. Silverman seconded the motion which was approved six in favor and none against.**

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## **8. Regional Emergency Medical Services Authority**

Presented by Jim Gubbels, President, REMSA

### **A. Review and Acceptance of the REMSA Operations Reports for April, 2014**

Mr. Gubbels presented the report. Priority One compliance was 93 percent and Priority Two compliance was 97 percent. Eight-minute response was 93 percent, 15-minute response was 100 percent and the 20-minute response was 100 percent. Average Care Flight bill for the month was \$7,257, which brought the year-to-date average to \$7,558. The average Ground Service bill for the month was \$1,065, which brought the year-to-date ground average to \$1,067.

**Dr. Humphreys moved to accept the REMSA operations report for April 2014. Dr. Hess seconded the motion which was approved six in favor and none against.**

### **\*B. Update of REMSA’s Community Activities Since April, 2014**

Mr. Gubbels noted this week was National Emergency Medical Services (EMS) week and his staff was currently celebrating and awarding commendations. He shared that they were very appreciative of the Board’s EMS Week Proclamation. He explained that Canada’s EMS week is next week, so on May 29 Niagra Falls will be illuminated first in orange, which is the EMS color of Canada, then blue, representing law enforcement, then red for fire and then green for EMS.

The Nurse Help Line is being heavily utilized. They had anticipated 2,500 calls per year and are receiving 2,200 per month.

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## 9. Approval of the Amended and Restated Franchise Agreement for Ambulance Service

Mr. Dick presented the Franchise Agreement (FA). He summarized the events leading up to the presentation of the document for the Board's approval. The updated response zone map was displayed. Mr. Dick explained it represented a change in the FA, in that there were now new zones representing outlying areas. He noted the FA was designed to provide a path forward, working with the other EMS agencies. The map is a starting point and revisions recommended by the responsible parties will be presented to the Board for approval as the overall response system is analyzed.

Mr. Dick noted the copy of the FA the Board had received in their packet had been slightly reformatted for ease of use.

Mr. Low noted Mr. Dick had made compelling statements in favor of the agreement but reiterated his concerns about the 16-year commitment and his request that the Board table the item for a month so that they may receive additional public input. He noted the response time requirements actually included an additional 59 seconds over what was designated on the map. He stated there were questions about that as well as oversight and transparency.

Mr. Dick clarified that the FA is for a 16-year term. The existing agreement is evergreen. The 16-year term was established so that REMSA can secure the financing necessary to maintain their equipment and operations. The FA will be reviewed after 10 years. At that point, it will be decided whether or not to extend the FA for another six years after year 16. The 10-year review allows the opportunity to replace REMSA and for REMSA operations to phase out should the FA not be renewed. If it is renewed, that provides REMSA with a new financing time horizon.

Dr. Humphreys noted communication had been considered a critical issue and the FA addresses the 800 MHz and Computer-Aided Design (CAD) systems. He requested clarification that the agreement took care of those issues. Mr. Dick explained the resolution was the CAD-to-CAD system. The timing is dependent on the rollout that is occurring with the Sheriff's Public Safety Answering Point (PSAP) which is part of the upgrade of the Tiburon system. Once that is in place the CAD-to-CAD will be rolled out to the Sparks PSAP. Tiburon will be updated in 2015, then the REMSA dispatch system will be integrated through the CAD-to-CAD interface. That will provide one portion of the communication system. In the meantime, REMSA will continue to move towards the 800 MHz channel. The agreement recognizes that may not be a sufficient method of communication in the future, so it is set up to provide for communications consistency now and for EMS responders to move together with those agencies in the future to maintain good communication as newer technologies become available.

Councilmember Zadra thanked Mr. Low for his comments. She stated it was unfortunate that he had not been aware of the process along the way but noted he had said that he had heard compelling information in support of the FA. She wanted to be sure it was clearly expressed that this has been a two-year process with at least eight public meetings that she could recall. During those meetings they had heard many of the same kinds of concerns and comments that he had expressed, so he could have some confidence in knowing that those issues were addressed during the process of developing the contract.

Councilmember Zadra noted the Tri-Data study had stated that REMSA's operations are an eight or nine on a one-to-10 scale. The issues that needed to be worked on were more internal, primarily dealing with communications and administration. She reiterated that many if not all of the concerns he had expressed had been discussed.

Councilmember Ratti thanked everyone involved and acknowledged that quite a number of people had contributed substantial amounts of time over the course of the two years. She expressed her gratitude for being able to be attending this meeting. She offered to sit down with Mr. Low and go through the document page by page and help him to understand the work that had been done.

Councilmember Ratti stated she intended to support the FA. She acknowledged there was no such thing as a perfect agreement. When creating a franchise relationship some things are given up to gain others. This FA is a good-faith effort at compromise among many stakeholders to get to what is best for the community. She felt it was a great model for how the agencies could move forward regionally in the future.

Councilmember Ratti pointed out the FA ended the evergreen contract, which provided no administrative leverage for the governing agencies. She went on to note the new contract had a 16-year term, but it gave the agencies that leverage. She will support it because it builds in transparency and consistency of the data and gets the agencies on systems that communicate to each other so that everyone knows what everyone else is doing. The data will be aligned with a single unifier so that data-driven decisions can be made to improve the EMS system. For that piece alone, she stated she would be the biggest cheerleader for the agreement.

Councilmember Ratti noted that there is a shared investment in oversight and thanked REMSA and the County for funding that portion. The oversight will allow the opportunity to collect the data and do something meaningful with it. She is pleased there will be the opportunity for each of the local jurisdictions to review the response times and the maps, as communities do change. She expressed that she was looking forward to the ratification of the Interlocal Agreement (ILA) because it builds in communication between the governing bodies and shared decision making on the most important pieces of the FA.

Councilmember Ratti admitted she did not get 100 percent of her dream list but she understands how they got to where they are today and stated she would be happy to make the motion to approve.

Chair Smith said that, two years ago when this process began, he was called before the Board of County Commissioners (BCC) and asked if the Health District would participate in taking a look at the Tri-Data report. He had stated that the District Board of Health would be more than willing to look at anything that would improve the EMS system. Since there has been ups and downs, but he believed everything that has been done has bettered the system.

**Councilmember Ratti moved to approve the Amended and Restated Franchise Agreement for Ambulance Service and authorized the Chairman to execute. Dr. Humphreys seconded the motion which was approved six in favor and none against.**

Chair Smith thanked everyone who had been involved.

Mr. Dick recognized the leadership and work of Shaun Carey, former Sparks City Manager, opining the agreement may not have come to fruition without him. Members of the Board agreed.

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## **11. Approval of the Health Fund Revenue and Expenditure Report for April, 2014**

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She noted the fiscal year was approximately 83 percent complete and there was nothing significant to report regarding closeout. She pointed out that the Equipment Non-Capital and Capital Equipment fund was in balance department-wide, although individual divisions may

show that line item as being over budget. She pointed out that it is acceptable to overspend or underspend operating items, but authority must be obtained for expenditures in a Capital line item.

Dr. Humphreys noted additional revenues and Ms. Stickney explained that came from specialty clinics that had been billed for services. There were offsetting expenditures. Initial work to get the updated billing software in place has commenced.

**Dr. Humphreys moved to accept the report. Councilmember Zadra seconded the motion which was approved six in favor and none against.**

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## **12. Fiscal Year 2015 Budget Update with possible direction to staff**

Staff Representative: Ms. Stickney

Ms. Stickney presented the report. She reported that the Board of County Commissioners (BCC) had adopted their budget. She noted a table showing the budget impacts of the new positions that were added. The Licensed Practical Nurse position is in the process of being reclassified to an Office Assistant II. The lobby remodel and the automated appointment reminder system have been funded and will commence in the new fiscal year. The employee entrance safety improvement project will be funded in FY18. The Board will receive a budgetary executive summary in June.

**Councilmember Zadra moved to accept the report. Dr. Hess seconded the motion which was approved six in favor and none against.**

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## **13. Staff Reports and Program Updates**

### **A. Administrative Health Services Officer**

Ms. Stickney stated she had nothing further to report.

### **B. Director, Air Quality Management**

Ms. Albee reported that Bike to Work, School and Fun Week had been very successful. She commended Julie Hunter and Phil Ulibarri for their work. She described some of the events that had been held and displayed photos.

Dr. Hess, referring to the Air Quality Trends report contained within the Consent agenda, expressed concern that it appears air quality has been deteriorating over the last three years. Ms. Albee explained that was the point at which the Environmental Protection Agency began strengthening their standards. Emissions are still gradually coming down.

Councilmember Ratti complemented the organizational skills of Ms. Hunter and M.J. McCloud, as well as Mr. Ulibarri's successful efforts to get the word out.

### **C. Director, Community and Clinical Health Services**

Mr. Kutz provided more information regarding the implementation of the upgraded revenue collection software program. The anticipated timeline for launch is estimated to be less than 45 days.

Dr. Humphreys asked if all billing that could currently be done was being done. Mr. Kutz replied they have a Medicaid contract and other contracts are under review through the District Attorney's Office and the office of Risk Management.

### **D. Director, Environmental Health Services**

Mr. Sack noted it was pool opening season as well as the beginning of the special events season. He commended his staff for their hard work to work towards accommodating all of the requests.

Dr. Humphreys asked what information was presented to the public when there is a health challenge occurrence such as Norovirus. Mr. Sack explained they work closely with the Epidemiology staff to determine if it is necessary to use public media to interdict. There have been times they have, but typically do not. If the media asks and it is public record, they will release the results.

Councilmember Ratti asked about the Waste Management program and if the Keep Truckee Meadows Beautiful organization was involved. Mr. Sack stated they were heavily involved and a very good partner. They will be involved in the project that is requested to be funded.

Chair Smith asked if they were still using Certified Pool Operators (CPO) to assist with pool inspections. Mr. Sack explained that program did not really help the issues so have cut it back. They are still required to do the actual certifications, but the CPOs are lightening their load because more pools are already in compliance.

**E. Director, Epidemiology and Public Health Preparedness**

Dr. Todd reported that as of the time of his report, the United States had seen one case of Middle East Respiratory Syndrome (MERS). A second case had been reported since then. The cases were not linked. A third person had tested positive but showed no symptoms. An Epi-Newsletter has been provided to the Washoe County healthcare community.

Councilmember Ratti asked if the Health District had seen any cases of E-Coli due to the increasing trend of people kissing their pet chickens. Dr. Todd stated he was not aware of any cases from that source.

[Councilmember Zadra left the meeting at 2:05 p.m.]

**F. District Health Officer -**

Mr. Dick told the Board the approval of the EMS ILA had been postponed until June because there had not been enough time to work with the other jurisdictions to be able to take action today. It will likely have all of the other required signatures by the time it gets to the Board for their final approval.

Mr. Dick noted a change to Fundamental Review status dashboard included more access to services, which is now underway with the planned extension of hours of operation for Vital Records and Immunizations. Many other items on the list are also underway and some should be achieving completion, but many will be in process for some time. Additionally, the initial meeting had been held with the land development community and that relationship appears to be promising. Follow-up meetings are scheduled.

Mr. Dick reiterated he was pleased the CHA was going forward and was a major step forward in the longer-range view of where the Health District is going.

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**14. Board Comment**

None.

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**15. Emergency Items**

None.

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**16. \*Public Comment**

None.

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**17. Adjournment**

**At 2:13 p.m., Dr. Humphreys moved to adjourn. Dr. Hess seconded the motion which was approved five in favor and none against.**

Respectfully submitted,



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Kevin Dick  
District Health Officer



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Dawn Spinola, Administrative Secretary/Recording Secretary

Approved by Board in session on \_\_\_\_\_, 2014.