



S-SV EMS AGENCY

Serving Butte, Colusa, Glenn, Nevada, Placer, Shasta,
Siskiyou, Sutter, Tehama, & Yuba Counties



Conflict of Interest Code (Updated September 1, 2022)





S-SV EMS Agency Conflict of Interest Code

Background:

The Sierra – Sacramento Valley Emergency Medical Services Agency (S-SV EMS) was founded in 1975 and serves as the Local Emergency Medical Services Agency (LEMSA) for Butte, Colusa, Glenn, Nevada, Placer, Shasta, Siskiyou, Sutter, Tehama, and Yuba counties. The S-SV EMS jurisdictional region covers 21,000+ square miles (urban, suburban, rural, wilderness & frontier) and has a combined static resident population of approximately 1,300,000. Pursuant to California Health & Safety Code § 1797.200, S-SV EMS is a Joint Powers Agency (JPA), created under the authority of California Government Code § 6500, et seq. The S-SV EMS JPA Governing Board of Directors consists of a publicly elected County Supervisor from each of the 10 member counties.

S-SV EMS is a 'multi-county agency' as defined by California Fair Political Practices Commission (CFPPC) which requires S-SV EMS to develop a 'Conflict of Interest Code' to publish and submit to the CFPPC for approval. The purpose of the Conflict of Interest Code is to identify all agency officials and employees who make or participate in making governmental decisions. Conflict of Interest Codes are a fundamental tool in ensuring the public's trust in government officials (Purpose/definitions from fppc.ca.gov).

Conflict of Interest Filers:


For reporting purposes S-SV EMS currently budgeted for 13 positions of which only 3 are required to file Form 700. S-SV EMS has two (2) contractor positions who are required to file Form 700 (Legal Counsel and Medical Director). The JPA board has ten (10) current members and are allowed ten (10) alternate members of who are all required to file full disclosures. S-SV EMS will have a max of 24 Conflict of Interest Filers.

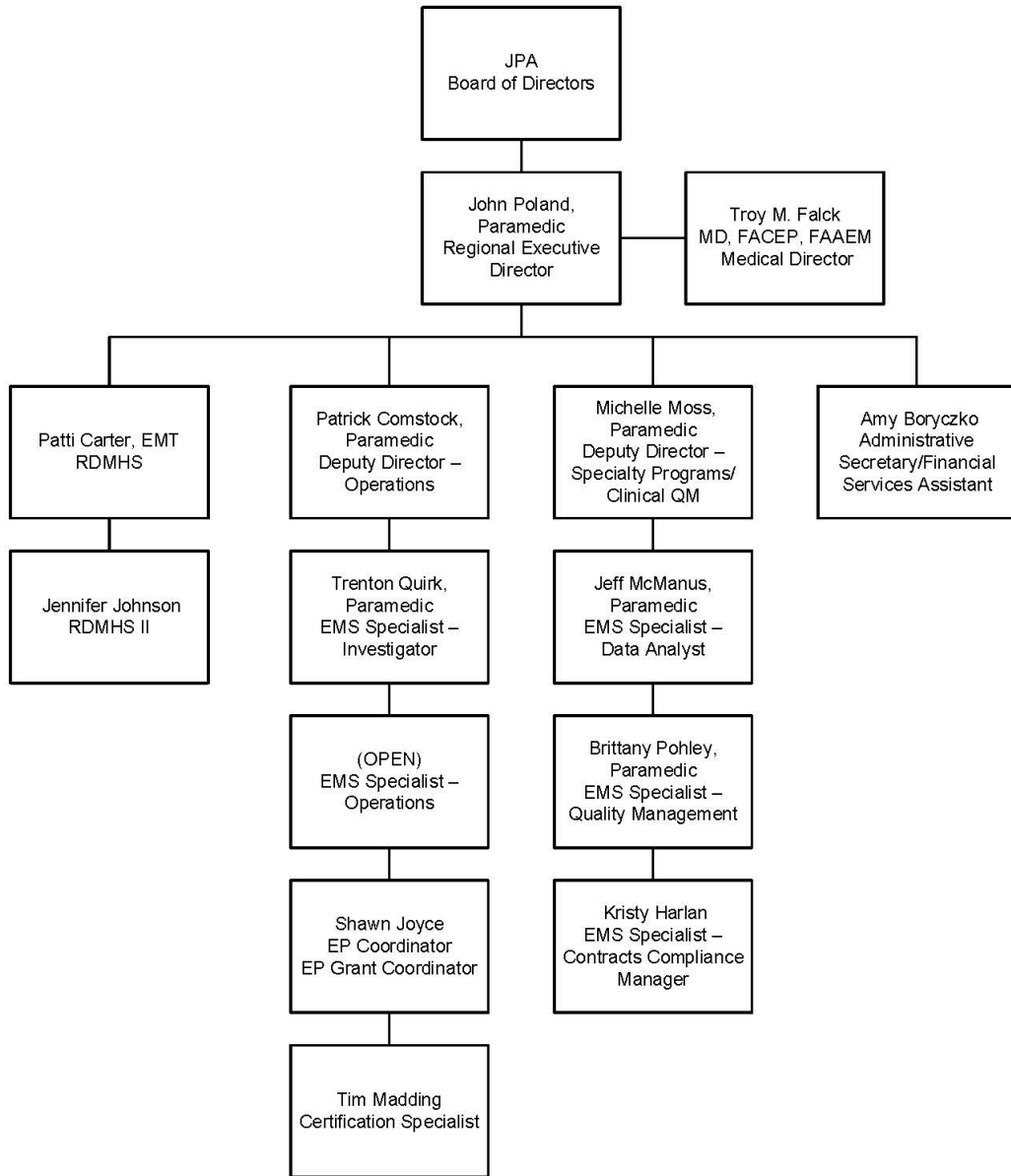


S-SV EMS Agency Conflict of Interest Code

Sierra – Sacramento Valley EMS Agency Program Policy

S-SV EMS Agency Organizational Chart

	Effective: 11/01/2022	Next Review: As Needed	201
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: John Poland – Executive Director		SIGNATURE ON FILE





S-SV EMS Agency Conflict of Interest Code

S-SV EMS Changes/Reorganization

S-SV EMS has a new Regional Executive Director due to the recent retirement of the former Regional Executive Director. New leadership implemented a 'reorganization' of the Agency which eliminated the Associate Director position and then developed two (2) Deputy Director positions, the job descriptions are attached. With the new positions S-SV EMS developed a new Conflict of Interest Code utilizing CFPPC's 'Sample Disclosure Categories' as a template.

Designated Positions & Disclosure Categories

Governing Board Members (10) and Alternates (Not to exceed 10):

- Full disclosure of all investments and business positions in business entities, sources of income (including receipt of gifts, loans, and travel payments) and real property located in the state of California.

Regional Executive Director & Deputy Directors (2):

- Disclosure of investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payment) if the business entity or source provides leased facilities, products, equipment, vehicles, machinery or services (including training or consulting services) of the type utilized by the Agency.

Legal Counsel (Consultant):

- Full disclosure of all investments and business positions in business entities, sources of income (including receipt of gifts, loans, and travel payments) and real property located in the state of California.

Medical Director (Consultant):

- Disclosure of investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payment) if the business entity or source provides leased facilities, products, equipment, vehicles, machinery, or services (including training or consulting services) of the type utilized by the Agency.



S-SV EMS Agency Conflict of Interest Code



S-SV EMS Agency Job Description Deputy Director – Operations



POSITION DETAILS

Work Schedule: Monday – Friday, 7:00 am – 4:30 pm (Normally)

FLSA Status: Exempt

Job Status: Regular Full-Time

Compensation Type: Salary

Travel: Moderate

Reports To: Regional Executive Director

Positions Supervised: EMS Specialist – Operations, EMS Specialist – Investigator, EP Coordinator/EP Grant Coordinator, Certification Specialist

Minimum Qualifications

- Current/valid California Class C Driver's License.
- Five (5) years' experience in an EMS supervisory/management capacity.
- Bachelor's degree in EMS, Health Administration, Public Administration or related field, or equivalent EMS administrative education/experience and current paramedic or RN license.

Other Requirements & Notices

- Moderate travel required, with mileage reimbursed.
- Must be willing to work evenings, weekends, or for extended periods as necessary.
- Requires some lifting of up to 20 lbs., bending, stooping and computer work.
- S-SV EMS is a CalPERS employer, participation in CalPERS retirement is mandatory.
- Fringe benefits include health, dental, vision, two (2) weeks' vacation the first (3) three years (then increasing), and 14 days/year of sick leave. All major holidays observed.
- Exempt employees receive 80 hours/fiscal year of administrative leave time.

POSITION SUMMARY

The Deputy Director – Operations assists the Regional Executive Director with executive level management/supervision of the Agency, including the discharge of all LEMSA responsibilities pursuant to California Health and Safety Code (Division 2.5), California Code of Regulations (Title 22), and other applicable laws/regulations/policies/procedures. The Deputy Director – Operations directly supervises the EMS Specialist – Operations, EMS Specialist – Investigator, EP Coordinator/EP Grant Coordinator, and Certification Specialist. This job requires a competent individual with the following skills:

- Strong management, interpersonal, verbal, and written communication skills.
- Ability to conduct analysis of complex medical/health system issues and apply regulations, policies, and contracts when necessary; write and maintain reports.
- Ability to work independently, make decisions/recommendations to promote problem solving.
- Proficiency in the utilization of Microsoft Office computer programs.



S-SV EMS Agency Job Description



Deputy Director – Operations

ESSENTIAL POSITION FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

The Deputy Director – Operations is expected to perform in an efficient and competent manner the following duties, including but not limited to:

- Assist the Regional Executive Director with executive level management/supervision of the Agency, including the discharge of all LEMSA responsibilities pursuant to applicable California EMS statutes and regulations.
- Serve as the acting Regional Executive Director in the event of the Director's absence.
- Provide direct supervision/direction to the EMS Specialist – Operations, EMS Specialist – Investigator, EP Coordinator/EP Grant Coordinator, and the Certification Specialist and conduct written evaluations of Agency staff on a regular/ongoing basis.
- Assist with the management of staff grievances and investigation of complaints, including personnel matters and other corrective and disciplinary actions.
- Coordinate/monitor progress of Agency staff projects.
- Serve as a liaison with public safety entities and EMS provider agencies.
- Act as a liaison for EMCC/EMAG/HPP/EP meetings, entities, and organizations.
- Participate in the design/implementation of EMS RFPs and EMS provider agreements.
- Represent the Agency before organizations/entities/committees, individuals, and the media.
- Develop/maintain Agency policies/protocols for EMS personnel/entities.
- Monitor/evaluate the performance/compliance of EMS providers to established standards.
- Assist with the development/maintenance of EMS system plans.
- Assist with EMS training program approval and oversight activities.
- Provide oversight for the EMS system and personnel investigation/enforcement activities.
- Provide oversight for the licensing/accrediting for paramedics and the certification process for other EMS personnel.
- Assist in the oversight of the Agency's EMS data systems and patient registries.
- Assist with RDMHC/S and MHOAC Program functions.
- Provide medical disaster preparedness, response, mitigation and recovery training/support, and other EMS related training/education to public and private medical/health system entities.
- Provide assistance to other S-SV EMS Agency staff, as required/directed.
- Perform other duties as assigned.

The Deputy Director – Operations is expected to have excellent written and verbal communication skills, be a problem solver, work independently and foster positive relations between the Agency, external organizations, and the public.



S-SV EMS Agency Conflict of Interest Code



S-SV EMS Agency Job Description

Deputy Director – Specialty Programs/Clinical Quality Management



POSITION DETAILS

Work Schedule: Monday – Friday, 7:00 am – 4:30 pm (Normally)

FLSA Status: Exempt

Job Status: Regular Full-Time

Compensation Type: Salary

Travel: Moderate

Reports To: Regional Executive Director

Positions Supervised: EMS Specialist – Data Analyst, EMS Specialist – Quality Management, EMS Specialist – Contracts Compliance Manager

Minimum Qualifications

- Current/valid California Class C Driver’s License.
- Five (5) years’ experience in an EMS supervisory/management capacity.
- Bachelor’s degree in EMS, Health Administration, Public Administration or related field, or equivalent EMS administrative education/experience and current paramedic or RN license.

Other Requirements & Notices

- Moderate travel required, with mileage reimbursed.
- Must be willing to work evenings, weekends, or for extended periods as necessary.
- Requires some lifting of up to 20 lbs., bending, stooping and computer work.
- S-SV EMS is a CalPERS employer, participation in CalPERS retirement is mandatory.
- Fringe benefits include health, dental, vision, two (2) weeks’ vacation the first (3) three years (then increasing), and 14 days/year of sick leave. All major holidays observed.
- Exempt employees receive 80 hours/fiscal year of administrative leave time.

POSITION SUMMARY

The Deputy Director – Specialty Programs/Clinical Quality Management assists the Regional Executive Director with executive level management/supervision of the Agency, including the discharge of all LEMSA responsibilities pursuant to California Health and Safety Code (Division 2.5), California Code of Regulations (Title 22), and other applicable laws/regulations/policies/procedures. The Deputy Director – Specialty Programs/Clinical Quality Management directly supervises the EMS Specialist – Data Analyst, EMS Specialist – Quality Management, and EMS Specialist – Contracts Compliance Manager. This job requires a competent individual with the following skills:

- Strong management, interpersonal, verbal, and written communication skills.
- Ability to conduct analysis of complex medical/health system issues and apply regulations, policies, and contracts when necessary; write and maintain reports.
- Ability to work independently, make decisions/recommendations to promote problem solving.
- Proficiency in the utilization of Microsoft Office computer programs.



S-SV EMS Agency Job Description

Deputy Director – Specialty Programs/Clinical Quality Management



ESSENTIAL POSITION FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions

The Deputy Director – Specialty Programs/Clinical Quality Management is expected to perform in an efficient and competent manner the following duties, including but not limited to:

- Assist the Regional Executive Director with executive level management/supervision of the Agency, including the discharge of all LEMSA responsibilities pursuant to applicable California EMS statutes and regulations.
- Serve as the acting Regional Executive Director in the event of the Director's absence.
- Provide direct supervision/direction to the EMS Specialist – Data Analyst, EMS Specialist – Quality Management and EMS Specialist – Contracts Compliance Manager and conduct written evaluations of Agency staff on a regular/ongoing basis.
- Assist with the management of staff grievances and investigation of complaints, including personnel matters and other corrective and disciplinary actions.
- Coordinate/monitor progress of Agency staff projects.
- Plan, coordinate and implement the regional Trauma, STEMI, Stroke and HEMS systems.
- Evaluate HEMS, trauma, and specialty care system performance.
- Develop, organize, implement, analyze, and maintain HEMS, trauma, and specialty care quality improvement program functions and activities; identify trends for improvement.
- Serve as the Agency liaison to pediatric specialty centers serving the region.
- Participate in the design/implementation of specialty program contracts/agreements.
- Ensure EMS and hospital provider compliance with quality improvement regulation, policies, and contract requirements.
- Participate in development and implementation of policies, procedures, and guidelines; research and analyze regulatory requirements and policies.
- Assist in the oversight of the Agency's EMS data systems and patient registries.
- Assist with the development/maintenance of EMS system plans.
- Represent the Agency before organizations/entities/committees, individuals, and the media.
- Write, distribute, and maintain various reports and tracking documents.
- Provide assistance to other S-SV EMS Agency staff, as required/directed.
- Perform other duties as assigned.

The Deputy Director – Specialty Programs/Clinical Quality Management is expected to have excellent written and verbal communication skills, be a problem solver, work independently and foster positive relations between the Agency, external organizations, and the public.

DECLARATION OF CHIEF EXECUTIVE OFFICER
Multi-County Agency Conflict of Interest Code for

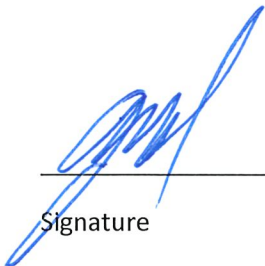
Sierra-Sacramento Valley Emergency Medical Services Agency

Name of Agency

The proposed conflict of interest code specifically includes each agency position that involves the making or participation in the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency's current programs and require disclosure of only foreseeable interests that may create a conflict of interest.

The agency has satisfied all of the requirements of Title 2, Division 6 of the California Code of Regulations Section 18750 preliminary to approval of the proposed code.



Signature

April 10, 2023

Date

John Poland

Printed Name

Regional Executive Director

Title

**SIERRA-SACRAMENTO VALLEY EMERGENCY MEDICAL SERVICES AGENCY
CONFLICT-OF-INTEREST-CODE**

The Political Reform Act (Government Code Section 8100, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the **Sierra-Sacramento Valley Emergency Services Agency (Agency)**.

Individuals holding designated positions shall file their statements of economic interests with the **Agency**, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) Upon receipt of the statements for the Governing Board Members and Alternates, the **Agency** shall make and retain copies and forward the originals to the **Fair Political Practices Commission**. All other statements will be retained by the **Agency**.

**APPENDIX A
DESIGNATED POSITIONS**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Governing Board Members and Alternates	1,2,3,4
Regional Executive Director	1,2,3
Legal Counsel	1,2,3,4
Deputy Directors	1,2
Medical Director	1,2
EMS Specialist - Contract Compliance Manager	1
Consultants/New Positions	*

*Consultants/New Positions are included in the list of designated positions and must disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Regional Executive Director may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and, thus, is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant’s or new position’s duties and based upon that description, a statement of the extent of disclosure requirements. The Regional Executive Director’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008).

APPENDIX B DISCLOSURE CATEGORIES

Category 1:

Designated positions assigned to this category must report investments and business positions in, and income (including receipt of gifts, loans, and travel payments) from, sources that provide emergency medical services, including, but not limited to, hospitals, medical clinics, laboratories, pharmacies, police, sheriff, or fire rescue units, trauma centers, emergency rooms, and ambulance companies, as well as from sources that provide training for persons engaged in emergency medical services (EMS) programs.

Category 2:

Designated positions assigned to this category must report investments and business positions in, and income (including receipt of gifts, loans, and travel payments) from, sources that manufacture, sell, or provide equipment, products, or services of the type utilized by the Agency.

Category 3:

Designated positions assigned to this category must report interests in real property of the type purchased or leased by the Agency.

Category 4:

Designated positions assigned to this category must report investments and business positions in, and income (including receipt of gifts, loans, and travel payments) from, sources that have filed a claim, or have a claim pending, with the Agency within the last two years.

This is the last page of the conflict of interest code for the Sierra-Sacramento Valley Emergency Services Agency .



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the Sierra-Sacramento Valley Emergency Services Agency was approved on 4/11/23

This code will become effective on 5/11/23

Sukhdip Brar
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Brar
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Sukhi K. Brar
Assistant Chief Counsel
Fair Political Practices Commission