# Solano County Health & Social Services Department

Mental Health Services Public Health Services Substance Abuse Services Older & Disabled Adult Services

EMS Agency Medical Director

Aaron E. Bair, MD



Eligibility Services Employment Services Children's Services Administrative Services

Patrick O. Duterte, Director

EMERGENCY MEDICAL SERVICES AGENCY

275 Beck Avenue MS 5-240 Fairfield, Ca. 94533 (707) 784-8155 FAX (707) 421-6682 www.solanocounty.com Ted Selby EMS Agency Administrator

# POLICY MEMORANDUM 5510

Implementation Date: Jan. 1, 2013 Release date: Nov. 15, 2012

**REVIEWED/ARPROVED BY:** AARONE BAIR M.D. EMS AGENCY MEDICAL DIRECTOR ADMINISTRATOR TED SELBY, EMS AGENCY

# SUBJECT: AMBULANCE PERMIT AND EQUIPMENT INSPECTION PROCESS

AUTHORITY: Solano County Emergency Medical Services Cooperative (SEMSC) Ordinance 11-001; California Health & Safety Code, Division 2.5, 1797.204, 1797.220, 1798.(b), [1798.170]

#### PURPOSE/POLICY:

To ensure the public health and safety of the citizens of Solano County by establishing standards and requirements for Basic Life Support (BLS) and Critical Care Transport (CCT)/Specialty Care Transport (SCT) ambulances utilized for transport of Solano County residents.

 PERMIT REQUIRED – No ambulance owner or operator shall operate or cause to be operated, an ambulance service within Solano County unless a permit for such service provider has been issued, and execution of a written agreement with the SEMSC has taken place. Ambulance operations which originate at a site outside Solano County destined for a location within, through, or outside the County are exempted from the required ambulance permit process.

## II. INITIAL NON-EMERGENCY AMBULANCE APPLICATION AND INSPECTION PROCESS:

Applications for CCT/SCT or BLS ambulance permits shall be made to the SEMSC utilizing the application form found on the EMS website, accompanied by such information as may be required by Solano County EMS. (Attachment 1)

- A. The EMS Agency will have 60 days to review and process complete Ambulance Application Forms. Applications shall include the following information:
  - 1. Company Name;
  - 2. Company Agent's contact information, including email address;
  - 3. Type of company, e.g. Sole Proprietorship, Partnership, Corporation, etc.;
  - 4. Portfolio of company's experience and training in transportation and care of patients;
  - Description of ambulance(s), including <u>digital pictures and Vehicle</u> <u>Identification Numbers (VIN)</u> of those vehicles to be used in Solano County;
  - 6. Copies of valid California Highway Patrol Inspection Reports for each vehicle;
  - 7. Current copies of appropriate license(s) and/or permits required by State law and regulations;
  - 8. A current roster of staff members, <u>with licensure/certification numbers and</u> <u>expiration dates;</u>
  - 9. Company orientation and training materials used to orient new staff;
  - 10. Copies of most recent financial statement, e.g. revenue, expenditures, balance sheet, etc.;
  - 11. Evidence of current insurance;
  - 12. Evidence of current Worker's Compensation insurance.
- B. The appropriate application fee shall be submitted with application.
- C. Each ambulance used to originate service in Solano County will undergo an inspection before being used to transport any patient(s). Annual inspections will occur thereafter.
  - 1. An Emergency Medical Services (EMS) Agency Staff member will use the Ambulance Inspection Form to conduct the initial and annual inspection(s) (attachment 2);
  - 2. The appropriate ambulance inspection fee shall be rendered at time of inspection;

SUBJECT: Ambulance Permit and Equipment Inspection Process

- 3. EMS Agency staff will work collaboratively with applicant to establish a date and time for the ambulance inspection(s) to be conducted at the ambulance company's headquarters;
- 4. Upon successful completion of the ambulance inspection(s), a Solano County authorization decal will be applied to the lower Right Front window of each vehicle;
- 5. If an ambulance fails inspection the EMS Staff member will provide the reason for the failure and schedule a re-inspection;
- 6. An ambulance operator shall not use an ambulance in Solano County until it has passed inspection and received an authorization decal.
  - If an ambulance operator uses an unauthorized ambulance to originate a patient transport within Solano County they will be subject to penalties delineated in the written agreement for authorization to provide non-exclusive ambulance services in the County of Solano.
- 7. An ambulance operator may request to transfer an authorization decal to another unit when the original authorized unit is permanently removed from service. The ambulance operator must submit a written request. The written request must include:
  - a. A statement requesting the transfer of the authorization decal from one unit to another;
  - Identification of currently authorized vehicle by the window authorization decal number issued by the Solano County EMS Agency, along with the vehicle identification number;
  - c. Identification of the vehicle to receive the authorization decal;
  - d. Upon receipt of the authorization transfer request and supplemental information, the Solano County EMS Agency will arrange for an ambulance inspection of the vehicle to receive the authorization decal;
  - e. After the vehicle has passed the ambulance inspection an authorization decal will be applied to the unit;
  - f. There is no fee charged for the transfer of an authorization decal.
  - g. Vehicle substitution is not permitted.
- D. Sign a written agreement with Solano County EMS Agency.

SUBJECT: Ambulance Permit and Equipment Inspection Process

E. Once an Ambulance Company has completed the initial application, undergone and passed the initial ambulance inspection process, and signed an initial written authorization agreement the EMS Agency will within 60 days issue a letter of authorization for a period of one year. At the end of that time period the ambulance company will re-apply for re-authorization and undergo the annual ambulance inspection process. Ambulance companies will adhere to all applicable federal, state, and local laws and regulations, and SEMSC resolutions, regulations, and policies.

# III. ANNUAL RENEWAL OF NON-EMERGENCY AMBULANCE APPLICATION AND INSPECTION PROCESS:

- A. Update and/or complete the application on file with Solano County EMS Agency.
- B. Pay appropriate fees.
- C. Undergo ambulance inspection(s) as detailed in section II, C, 1 7.
- D. Sign a written agreement with Solano County EMS Agency.
- E. Once an Ambulance Company has completed the updated application, undergone and passed the annual ambulance re-inspection process, and signed a new written authorization agreement the EMS Agency will within 30 days issue a letter of authorization for a period of one year. Ambulance companies will adhere to all applicable federal, state, and local laws, and regulations, and SEMSC resolutions, regulations, and policies.

## IV. PERSONNEL AND VEHICLE (AMBULANCE) STANDARDS

- A. Operators will ensure that all ambulance personnel are currently licensed or certified by the appropriate licensing or certifying authority. Any EMT employed and used to transport patients in Solano County must be registered with Solano County EMS.
- B. Operators will ensure that any vehicle used in Solano County complies with all applicable federal, state, and local laws and regulations and SEMSC resolutions, regulations, and policies.
- C. Operators will ensure that any vehicle used in Solano County has undergone the appropriate Solano County ambulance inspection and has a current authorization decal affixed to the lower right front window.
  - Vehicles used in Solano County without a current authorization decal are subject to the penalties outlined in their written authorization agreement.

SUBJECT: Ambulance Permit and Equipment Inspection Process

D. Operators will ensure that any vehicle used in Solano County has the capability for two way radio and cellular communication with the operators' respective dispatch centers and Solano County hospitals.

## V. DISASTER SUPPORT

In the event of a locally declared disaster Operators will fully cooperate and provide response to the diaster when requested by the Medical Health Operational Area Coordinator (MHOAC).

### VI. PERFORMANCE REVIEW AND INSPECTION

- A. Solano County EMS Agency shall periodically review the performance of ambulance operators and shall conduct whatever further inquiry or investigation deemed appropriate to determine whether Operators' operations, personnel, equipment, and vehicles comply with all applicable federal, state, and local laws and SEMSC resolutions, regulations, and policies.
- B. Solano County EMS Agency maintains the right to perform unannounced inspections of Operators' facilities and any ambulance vehicles authorized for use in Solano County during normal business hours for the purpose of determining compliance with the signed written authorization agreement and/or applicable federal, state, and local laws and regulations, and SEMSC resolutions, regulations, and policies. Inspections may occur when a unit is waiting for a call or after a call; inspections will not interfere with patient care.
- C. Solano County EMS Agency maintains the right to inspect any and all Patient Care Reports (PCR), dispatch records, Computer Aided Dispatch (CAD) records, records dealing with requests for service, certifications and/or licenses of Operator or its employees, and contracts with any facility located within Solano County to ensure compliance with the signed written authorization agreement and/or all applicable federal, state, and local laws and regulations and SEMSC resolutions, regulations, and policies.

## VII. SUSPENSION/REVOCATION OF AMBULANCE LICENSE

In the event Solano County EMS Agency finds that an Authorized Ambulance Operator has violated any of SEMSC's medical control requirements or any applicable federal, state, or local laws or regulations, SEMSC resolutions, regulations and/or policies, the EMS Agency will take any and all appropriate action in accordance with Resolution 11-001 and the Operators' written authorization agreements.

APPLICATION FOR AMBULANCE PERMIT (NON-EMERGENCY SERVICE) SOLANO COUNTY EMERGENCY MEDICAL SERVICES (EMS) AGENCY 355 TOULUMNE ST. MS 20-240, SUITE 2400, VALLEJO, CA 94590 (707) 784-8155									
Initial Application Renewal Application Basic Life Support CCT/SCT CCT/SCT									
1. Company Name									
Company's Agent for County Per	rmit Process:								
Address:									
Tel. Number:	Fax Number:	E-Mail Address:							
<ul><li>2. Form of Ownership</li><li>☐ Sole Proprietorship</li></ul>									
Name of Owner:									
Address:									
Tel. Number:	Fax Number:	E-Mail Address:							
Partnership	Address:	Share of Ownership:							
Name:	Address:	Share of Ownership:							
		f <sup>e</sup> -							
Name:	Address:	Share of Ownership:							
Corporation Publicly		ete the following for each Corporation Officer)							
Address:		hare of Ownership:							
Address: Name:	S	itle:							
Address:		hare of Ownership:							
Name: Title:									
Address:		hare of Ownership:							
Name:		itle:							
Address:		hare of Ownership:							
Business Name(s) – if different th									
Business Address(es) – if different than Agent's address:									

- 3. Attach portfolio of company's experience and training in transportation and care of patients;
- 4. Attach separate description of each ambulance for which authorization is being requested, including:
  - Make, model, year of manufacture, vehicle identification number, current California license number, and length of time vehicle has been in use;
  - Color scheme, insignia, name, monogram, and other distinguishing characteristics of the vehicle;
  - Description of the company's program for vehicle maintenance;
  - Description of the vehicle's radio(s) capabilities
- 5. Attach copies of valid California Highway Patrol Inspection Reports for each vehicle;



#### APPLICATION FOR AMBULANCE PERMIT (NON-EMERGENCY SERVICE) SOLANO COUNTY EMERGENCY MEDICAL SERVICES (EMS) AGENCY

355 TOULUMNE ST. MS 20-240, SUITE 2400, VALLEJO, CA 94590 (707) 784-8155

- 6. Appropriate license(s) and/or permit(s) required by State law and regulations are current. Yes
- 7. Attach names, qualifications, and evidence of certification for each EMT-1, Paramedic, and/or Registered Nurse employed, or to be employed, to provide ambulance services;
- 8. Attach a description of company's training and orientation programs for ambulance personnel and dispatchers;
- 9. Attach your most recent:
  - Financial statement (revenue, expenditures, balance sheet) stating total assets and liabilities;
  - Evidence of insurance (as required by Authorization Agreement);
  - Evidence of Workers' Compensation Insurance

Permit fees are approved by the SEMSC Board of Directors.	The current ambulance permit fee is on file and
available at the Emergency Medical Services Agency office.	
Amount enclosed with this application is: \$	

Signature of Applicant:	
-------------------------	--

Date: \_\_\_\_\_

#### DO NOT WRITE BELOW THIS LINE

	Requirements met		Requirements not met
	Application fee/renewal fee paid		Non-emergency permit approved
	Non-emergency permit disapproved		Temporary non-emergency permit approved
Nun	nber of permits:	Expi	ration date:

Signature of Permit Officer:	Date:
------------------------------	-------



PROVIDER:	INSPE	ECTION DATE:		INSPECTED BY:
UNIT ID#:	Lic #:	VIN #:		
Регміт #:	_VEHICLE MODEL YEAR:		MAKE:	MILEAGE:

CHECK THE EQUIPMENT AND QUANTITY NEEDED, WHETHER AVAILABLE, AND ANY ADDITIONAL INFORMATION AS NEEDED:

AMBULANCE EQUIPMENT	Minimum Quantity	YES	No	Νοτε
Ambulance Gurney/ Breakaway Scoop with Straps Collapsible Stretcher with straps	1			
Pillows	2			
Clean Blanket	2			
Clean Pillowcases	3			
Clean Sheets	6			
Stethoscopes	1			
Adult Sphygmomanometers (BP Cuff)	1			
Pediatric Sphygmomanometers	1			
Flashlight	1			
Alcohol Wipes	20			
Bite Sticks	1			
Sterile OB Kit (gloves, cord tape/clamps, dressings, towels, bulb syringe, clean plastic bags)	1			
Bandage Shears	1			
Band-Aids assorted sizes	5			
Sterile Gauze Pads 4"x4" packaged individually	10			
Combine Dressings (Surgi-pad type) individually packaged, approximately 5"x9"	5			
Universal Dressings (ABD's multi trauma dressings) 10" x 30", compactly folded and packaged in convenient size	3			
Soft Roller. Self-adhering bandages 4"x5 yds. or 3x5 yds.	2			
Soft-roller, self-adhering bandages, 6" x 5 yds. Sterile or non-sterile	2			
Petroleum gauze or other commercially prepared occlusive dressing	2			
Rolls adhesive tape ½" wide	1			



	MINIMUM QUANTITY	YES	No	Νοτε
Rolls adhesive tape 1" wide	1			
Rolls adhesive tape 3" wide	1			
Cold Packs	1			
Triangular Bandages 42" wide	2			
Sterile Burn Sheets	2			
Ankle and wrist restraint – soft ties	1 set			
Sterile water 2000 cc	1			
Bed pan or Fracture Pan	1			
Urinal	1			
Adult-sized rigid spine boards, approximately 14" or wider by 72" long each with two sets of straps for immobilization cervical or spinal injuries	1			
Pediatric-sized Rigid spine boards, approximately 14" or wider by 72" long each with two sets of straps for immobilization of cervical or spinal injuries	0			
KED or Rigid spine board, approximately 14" wide by 32" long	1			
Cervical Collars, 1 small, 2 medium, & 1 large or adjustable collars	1			
Head/Neck Stabilization devices	2			
Hare Traction/ Sagar Traction splints	1			
Three 3" x 15" arm splints and three 3" x 36" leg and thigh splints with soft cushioned surface or roll material for padding	3			
D cylinders of oxygen (USP) with on 0 <sup>2</sup> regulator/flow (portability for two 0 <sup>2</sup> cylinders required)	3			
Bag-valve-mask unit with reservoir with clear face masks in adult/child sizes	1			
Pediatric, Infant size bag-valve-mask unit with oxygen capability, with clear face mask and infant sizes without pop-off valve				
Nasal cannulas, adult, infant, pediatric sizes	2 sets			
Non-breather face masks, adult, infant, pediatric sizes	1 set			
Face masks, adult, infant, pediatric sizes	1 set			
Oxygen supply extension tubing	1			
Oropharyngeal airways in adult, infant, pediatric sizes	1 set			
Nasopharyngeal airways in assorted sizes	1set			



 · · · · · · · · · · · · · · · · · · ·				
AMBULANCE EQUIPMENT	MINIMUM QUANTITY	Yes	No	Νοτε
Portable suction apparatus capable of a vacuum up to 25mm mercury, with wide-boring tubing, and rigid pharyngeal suction tip, and small, medium, and large suction catheters.	1			
K-Y gel or other commercial lubricating gel	1			
Pediatric port-a-warm, neonatal warmer, or blankets to keep neonates warm	1			
Fox shields or oval eye patches	1			
Maps of Solano County or GPS equivalent	1			
Triage Tags and Disaster Materials	20 tags			
1 box of non-sterile gloves	1			
<ul> <li>HAZ-MAT Kit</li> <li>10 Large Bio-Hazard Bags</li> <li>4 ea. Disposable gowns, slippers</li> <li>4 ea. Surgical masks</li> <li>2 pair splash goggles</li> <li>2 helmets</li> <li>2 safety vests</li> <li>2 leather gloves</li> </ul>	1 Kit			
Communication equipment required by the EMS Agency to link with central dispatch	1 set			
Additional supplies and equipment as required by the California Highway Patrol; as required by Title 13, California Code of Regulations.				
Sterile gloves (pair)	2			
CAT Tourniquets	2			
Glucometer with lancets and test strips	1			
Oral Glucose	2			
Epinephrine Auto-Injector Adult	2			
Epinephrine Auto-Injector Pediatric	1			
Naloxone; prefilled kit or 2mg prefilled syringe with 20g needles or mucosal atomizer devices	2 kits OR 2 - 2mg			
Pulse Oximeter with adult, pediatric, and infant sensors	1			
Automatic External Defibrillator with adult and pediatric pads	1			
CPAP Device	1			
Chewable Aspirin 81mg	1 bottle			



AMBULANCE EQUIPMENT	MINIMUM QUANTITY	YES	No	Νοτε
ALS AMBULANCE				
Albuterol; 0.84% solution	6			
Adenosine; 6 mg	5			
Atropine Inj; 1 mg	6			
Atropine Inj; 8 mg, (.4mg/ml)	2			
Calcium Chloride Inj; 10% 1gm	2			
Dextrose 50% Inj; 25 gm	2			
Dextrose 25% Inj; 12.5 gm	1			
Epinephrine Inj ; 1 :1,000 – 1ml	2			
Epinephrine Inj ; 1 :10,000 –10ml	6			
Fentanyl				
Glucagon; 1 unit (1.0mg)	1			
Ipratropium Bromide 0.5mg	6			OPTIONAL
Lidocaine Inj; 100mg OR Amiodarone 150mg	46			
Midazolam (Versed) 5mg/2ml	2			
Morphine Sulfate; 10mg	2			
Nitroglycerine; 0.4mg/tablet or spray	2 bottles or 2 spray containers or 1 of ea.			
Naloxone (Narcan) Inj; 2 mg	2			
Normal Saline; 3 ml/unit (bullets)	3			
Ondansetron 4mg IV or ODT	4			
Sodium Bicarbonate 4.2%; 5 mEq/10ml	2			
Pediatric Sodium Bicarbonate 4.2%; 5mEq/10ml	1			
Normal Saline IV bags	4 liters total			
IV Administration sets (micro)	4			
IV Administration sets (macro)	4			
3-way stopcock/extension tubing	2			
T-Connector	2			
22 g IV catheters (catheter-over-needle type)	2			
20 g IV catheters (catheter-over-needle type)	2			



AMBULANCE EQUIPMENT	MINIMUM QUANTITY	YES	No	Νοτε
18 g IV catheters (catheter-over-needle type)	2			
16 g IV catheters (catheter-over-needle type)	2			
14 g IV catheters (catheter-over-needle type)	2			
10 or 12 ml syringes with needle	2			
5 or 6 ml syringes with needle	2			
3 ml syringes with needle	2			
1 ml syringes with needle	2			
18 g needles, 1-1/2"	2			
Sodium Chloride for irrigation (1000ml, sterile)	2			
Water for Irrigation (1000 ml., sterile)	2			
Hand-held disposable nebulizers	2			
30 or 50 ml syringes w/luer-lock hub	2			
Pediatric tapes for calculating pediatric medication dosages	1			
Neck blocks or equivalent device to restrict movement	2 sets			
Adult & Pediatric lower extremity traction splint. Surface or roll material for padding.	1 each 3 each			
Bulb syringe	1			
Cuffed endotracheal tubes (11 total to a set) 2 each of the following sizes: 7.0, 7.5, 8.0 1 each of the following sizes: 6.0, 6.5	1 set			
Non-cuffed endotracheal tubes (6 total to a set) 1 each of following sizes: 2.5, 3.0, 4.0, 4.5, 5.0 & 5.5	1 set			CCT OR ALS RN ONLY
Endotracheal tube tie downs or holders	1 set			
Malleable, round-tipped stylet	1			
Laryngoscope handle with light with: Adult straight #4 blade Adult curved #3 blade Infant straight #1 blade Infant curved #2 blade spare bulb spare batteries	1 1 1 1 1 1 1 1 set			
Magill forceps, adult and pediatric sizes	1 each			
End tidal CO <sub>2</sub> monitor	1 each			
Esophageal detection device (bulb or syringe type)	1			



AMBULANCE EQUIPMENT	MINIMUM QUANTITY	YES	No	Νοτε
Thoracostomy Kit for pleural decompression of tension pneumothorax (or approved equivalent)	1			
Needle cricothyrotomy kit (or approved equivalent)	1			
Container to dispose of needles and other medical waste	1			
Other specialized equipment authorized by the EMS Medical director: King Airway (1 set of 3) CPAP devices EZ IO Glucose monitoring device Pulse oximetry monitor External cardiac pacing equipment	1 1 1 1 1 1 Set			
Saline Lock Supplies	2			
Portable, battery powered Monitor-Defibrillator with permanent tape print-out and cardiovert & pacing feature.	1			
Adult and Pediatric defibrillation paddles or "hands- free"equivalent	1 each			
Batteries for monitor/defibrillator and any other battery- operated equipment	1 set + 1 back-up			
Set of leads	2			
External Cardiac Pacer Pads Sets of leads	1			
Spare roll of EKG paper	1			
Sets of Electrodes	3			
IV Labels for adding medication	5			



AMBULANCE EQUIPMENT	MINIMUM QUANTITY	Yes	No	Νοτε
CCT AMBULANCE				
Portable, battery powered Monitor-Defibrillator with permanent tape print-out and cardiovert & pacing feature.	1			
Adult and Pediatric defibrillation paddles or "hands-free" equivalent.	1 each			
Total batteries for monitor/defibrillator and any other battery-operated equipment	1 set + 1 back-up			
Set of leads	2			
External Cardiac Pacer Pads Sets of leads	1			
Spare roll of EKG paper	1			
Sets of Electrodes	3			
Physicians' Order Sheet				
nedications in addition to Solano County EMS Protocols elow)				



SOLANO COUNTY EMS AGENCY AMBULANCE INSPECTION FORM (BLS/ALS/CCT/SCT)					
INSPECTED AS: BLS: 🗌 ALS: 🗌	CCT/SCT:				
INSPECTION NOTES:					
PASS: FAIL:	_ Remediation Required:				
I certify that all required supplies are stocked	on this unit and understand that any unit may be inspected by				
EMS Agency staff at any time with or without	notice.				
Inspector Signature	Date:				

