

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE INLAND COUNTIES EMERGENCY MEDICAL AGENCY  
AND RECORD OF ACTION**

May 18, 2021

**FROM**

**THOMAS G. LYNCH, EMS Administrator, Inland Counties Emergency Medical Agency**

**SUBJECT**

Employment Contract for Specialty Care Coordinator

**RECOMMENDATION(S)**

Acting as the governing body of the Inland Counties Emergency Medical Agency:

1. Approve **Employment Contract No. 21-376** with Loreen Gutierrez to allow for continued service as a Specialty Care Coordinator to provide for oversight and support of specialty care programs, for the period of July 1, 2021 through June 30, 2024, with the option to extend for a maximum of three successive one-year periods, at an estimated annual cost of \$165,687 (Salary - \$104,400, Benefits - \$61,287).
  2. Authorize the EMS Administrator to execute amendments to the contract to extend the contract term for a maximum of three successive one-year periods, subject to review by County Counsel.
  3. Direct the EMS Administrator to transmit all amendments in relation to extending the term of this contract to the Secretary of the Board of Directors within 30 days of execution.
- (Presenter: Thomas G. Lynch, EMS Administrator, 388-5830)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) and will replace Employment Contract No. 17-643. Sufficient appropriation and revenue for this employment contract are included in the Inland Counties Emergency Medical Agency's (ICEMA) 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

ICEMA, as the local Emergency Medical Services (EMS) agency, is responsible for ensuring effective EMS for the Counties of San Bernardino, Inyo, and Mono. ICEMA administers State and local codes and regulations governing the provision of emergency medical care to the sick and injured at the scene of an emergency and during transport to a care hospital.

On July 25, 2017 (Item No. 57), the ICEMA Board of Directors approved Contract No. 17-643 with Loreen Gutierrez, for the period of August 5, 2017 through June 30, 2020, with the option to extend for a maximum of three successive one-year periods. ICEMA requested approval of the employment contract due to the historical and ongoing difficulties in the recruitment of full-time classified EMS positions; the expanding needs of EMS systems; and serious nursing shortages.

**Employment Contract for Specialty Care Coordinator  
May 18, 2021**

Additionally, Specialty Care (STEMI, Stroke and Trauma) is a very specialized area of the EMS system and requires a minimum of five years' experience with EMS systems and specialty care programs. ICEMA opted to extend the contract one year to continue oversight and support services until June 30, 2021.

Recommendation No. 1 will allow Ms. Gutierrez to continue service as a Specialty Care Coordinator. Ms. Gutierrez will continue to provide oversight and support services to ICEMA related to Cardiovascular ST Elevation Myocardial Infarction (STEMI), Stroke and Trauma specialty care programs through ensuring each of the designated hospitals continue to meet the standards developed by ICEMA. These programs expedite the transport of patients to hospitals specifically equipped for the treatment of STEMI, Stroke and Trauma patients. Additionally, Ms. Gutierrez will provide staff support to advisory committees and task forces by researching, compiling and summarizing information, and preparing reports and drafts of new or modified policies and procedures. She will also attend and represent ICEMA at state, regional, and local meetings.

Recommendation No. 2 authorizes the EMS Administrator, as the appointing authority, to extend the term of the employment contract for a maximum of three successive one-year periods. Either party may terminate this contract without cause at any time upon 14 day written notice to the other party. The contract may be terminated immediately for just cause.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on April 26, 2021; Human Resources (Gina King, HR Division Chief, 386-5571) on April 29, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 3, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 3, 2021.

**Employment Contract for Specialty Care Coordinator  
May 18, 2021**

Record of Action of the Board of Directors  
Inland Counties Emergency Medical Agency (ICEMA)

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY   
DATED: May 18, 2021



cc: ICEMA - Lynch w/agree  
Contractor - C/O ICEMA w/agree  
File - w/agree  
CCM 05/20/2021