

**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 Emergency Medical Services Coordinator

**RECOMMENDATION(S)**

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

1. Approve **Employment Contract No. 21-377** with Ron Holk to allow for continued service as an Emergency Medical Services Coordinator to provide technical consulting services, 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 \$184,655 (Salary - \$118,096, Benefits - \$66,559).
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. 15-717. 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 October 19, 2010 (Item No. 73), the ICEMA Board of Directors approved Contract No. 10-955 with Ronald Holk, for the period of October 23, 2010 through October 22, 2011 and automatically renew for successive one-year periods. ICEMA requested approval of the employment contract due to the ongoing difficulties in the recruitment of a full-time classified

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EMS nurse position and the expanding needs of EMS. The contract compensated the Contractor for a maximum of 40 hours each two (2) week pay period.

On September 13, 2011 (Item No. 45), the ICEMA Board of Directors approved Amendment No. 1 to Contract No. 10-955 to increase the number of hours Mr. Holk could work in a pay period from 40 to 80 hours for the period September 24, 2011 to August 31, 2012, and authorizing the automatic renewal of the contract for successive one-year periods.

On October 6, 2015 (Item No. 72), the ICEMA Board of Directors approved Contract No. 15-717 with Ronald Holk to allow continued technical consulting services for the period of October 17, 2015 through June 30, 2018, with the option to extend for a maximum of three (3) successive one-year periods. ICEMA opted to extend the contract each year to continue technical consulting service for three successive one-year periods until June 30, 2021.

Recommendation No. 1 will allow Mr. Holk to continue service as an Emergency Medical Services Coordinator. Mr. Holk will continue to provide technical consulting service to the ICEMA Medical Director and analysis of field performance of Basic and Advanced Life Support EMS personnel and patient outcomes. Additionally, Mr. Holk 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. He 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**

N/A

**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 16, 2021; Finance (Carl Lofton, Administrative Analyst, 387-5404) on May 4, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 4, 2021.

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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