

**As Exhibit “A” to the Amended and Restated Joint Powers Agreement of the
Southern Marin Emergency Medical Paramedic System**

PLAN OF OPERATIONS

Purpose: The purpose of this Plan of Operations (“Plan”) is to establish consistent operations and service-level standards across the jurisdiction of the Southern Marin Emergency Medical Paramedic System (“SMEMPS”) for the delivery of ambulance services. This Plan also defines the related percentages that will be applied to any revenue surplus/deficit for distribution or invoicing to the Member Agencies pursuant to the SMEMPS 2026 Amended and Restated Joint Powers Authority Agreement.

Authority: This Plan is adopted by the SMEMPS Board of Directors (“Board”) as an Exhibit to, and incorporated in, the Amended and Restated Joint Powers Agreement for the Southern Marin Emergency Medical Paramedic System (“Agreement”).

I. Level of Service

General: Ambulance service shall be provided at service levels consistent with the requirements set forth in applicable State and Federal law, and consistent with best practices.

Member Agencies’ Responsibilities: Member Agencies operating SMEMPS medic units shall:

- A. Provide continuous 24-hour/day, year-round coverage for all urgent (Code 2) and emergent (Code 3) medical dispatches in their assigned service area.
- B. Provide, or cause to be provided by agreement or contract, availability of ALS or BLS unit(s) to assure constituent access to care.
- C. Assure the availability of ALS care and transport and BLS care and transport to all patients regardless of their ability to pay.
- D. Response time components are recorded by the County Emergency Command Center (ECC).
- E. Respond immediately with available ALS units and/or BLS ambulances in a mutual aid capacity outside assigned area of responsibility, but within Marin County, if directed to do so by ECC.
- F. Dispatching will occur as follows:
 1. Member Agencies’ owned units/ambulances will be dispatched by the ECC utilizing approved Marin County policies/procedures/and protocols. The ECC will, when possible, dispatch using the closest resource.
 2. All SMEMPS ALS and BLS units/ambulances involved in emergency medical care shall be directly dispatched by the ECC.

3. Upon receipt of verbal authorization, as promptly as possible, the appropriate vehicle and crew must be en route to the designated location, proceeding in a manner specified by EMS protocols. If response will be delayed, Member Agencies shall inform the ECC of the delay and the need for alternative response should be evaluated.
4. Member Agencies shall inform the ECC of any changes in availability and status of ALS units and BLS ambulances, in or out of service.
5. ALS units and BLS ambulances will use the unit identification number designated by the ECC.

II. Equipment and Supply Requirements

A. Vehicles

1. Ambulance vehicles shall comply with all applicable legal standards governing ambulance vehicles under State and Federal law including, but not limited to: requirements set forth in Title 13, Division 2, Chapter 5, Article 1 of the California Code of Regulations; applicable standards in the California Vehicle Code relating to emergency vehicles; and applicable requirements in, or adopted pursuant to, Title 22, Division 9 of the California Health and Safety Code sections 1797 *et seq.*, as all may be amended from time to time.
2. Vehicles shall be maintained in a clean condition and in good mechanical and body condition at all times.

- B. Safety and Emergency Equipment:** All ambulance vehicles shall carry, and maintain in good working order, the safety and emergency equipment as required by applicable State and Federal law including, but not limited to the requirements set forth in Title 13, Division 2, Chapter 5, Article 1 of the California Code of Regulations, and applicable requirements in, or adopted pursuant to, Title 22, Division 9 of the California Health and Safety Code sections 1797 *et seq.*, as may be amended from time to time.

- C. Maintenance and Inspection:** Member Agencies shall be responsible for proper operation and identifying any maintenance needs of SMEMPS provided equipment and agree to return this equipment to SMEMPS upon exiting the SMEMPS JPA, in good condition excepting normal wear and usage during the term of SMEMPS membership. Member Agencies shall perform regular inspections of ambulance vehicles in accordance with Title 13, Division 2, Chapter 5, Article 1 of the California Code of Regulations and best practices, and shall immediately remove from service any ambulance that is found to be non-compliant or unsafe for any reason.

III. Deployment:

The deployment of S MEMPS units is based on ALS dispatch-to-arrival times across the zone. Performance metrics adopted by the Board shall guide decisions and measure results, including as ALS engines are added. The intention is to evolve the system over time, with the goal of moving M10 to a full-time ALS ambulance, and all Engines to ALS status. Changes to deployment outlined here require S MEMPS Board approval. System performance and operations shall be in accordance with defined metrics as adopted by the Board, as may be amended from time to time.

- A. Composition: S MEMPS medic units include ALS ambulances, non-transport ALS rescue units, and designated non-transport ALS engines.

The medic units are deployed as follows:

	SOM	TIB	MRN	Total
ALS Ambulances	2 (M1, M4)	1 (M10)	-	3
X-Staff ALS Ambulance	1 (M6)	-	-	1
ALS Engine (Fulltime)*	1 (E6)	1 (E11)	1 (E1585)	3
ALS Rescue unit*	1 (R9)	-	-	1
TOTAL				8

*Non-transport units

- B. Location:

M1: Station 1
M4: Station 4
M6: Station 6
M10: Station 10
E6: Station 6
E11: Station 11
E1585: Throckmorton Ridge Station
R9: Station 9

- C. Staffing and training:

Medic units consist of a minimum of 1.0 FTE paramedic and 1.0 FTE firefighter EMT meeting Member Agencies' respective training and certification standards. Member Agencies are responsible for verifying required training, retraining, certification, and accreditation, as well as day-to-day management and supervision of all staff within their respective departments. Member Agencies shall provide supervision at the platoon commander level, and ensure that supervisory personnel have adequate time, knowledge, and resources to carry out supervision of their paramedics.

Due to the specialized skills and knowledge required for operating the rescue unit and its equipment, personnel assigned to the rescue unit shall have the following minimum training and certifications in: Rescue Systems I, Confined Space Rescue Operations, Swift Water, Rescue, Rapid Intervention Group, and Firefighter I.

IV. Insurance Requirements: All SMEMPS units shall be insured in amounts consistent with generally accepted best practice standards.

V. Net Operating Surplus/Deficit:

Per the Agreement, the Net Operating Surplus/Deficit is defined as the sum of all actual revenues, costs, designated reserve contributions, and reserve fund balance. The net operating surplus or deficit amount is calculated after the close of each fiscal year and determined by the Treasurer.

The net operating surplus/deficit distribution or invoicing is contingent on the deployment model. The percentages below will be revisited by the SMEMPS Board as Member Agencies expand ALS services.

SMEMPS NET OPERATING SURPLUS DISTRIBUTION							
	SOM		TIB		MRN		Total
	Units	% of Revenue	Units	% of Revenue	Units	% of Revenue	
ALS Ambulances	2 (M1, M4)	55.17%	1 (M10)	27.59%			
X-Staff ALS Ambulance	1 (M6)	6.12%	-	0%			
ALS Engine (Fulltime)	1 (E6)	2.04%	1 (E11)	2.04%	1 (E1585)		
ALS Rescue	1 (R9)	2.04%	-	0%			
TOTAL		65.37%		29.63%		5.00%	100.00%

Review and Amendment:

This Plan may be reviewed and revised by the Board from time to time in its discretion, to reflect legal requirements and best practices, without the necessity of amending the Agreement. The SMEMPS Board shall review this Plan of Operations with each approval of the annual budget.