

EMERGENCY MEDICAL SERVICES AUTHORITY  
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Emergency Medical Services Authority  
(EMSA) Disability Advisory Committee (DAC)  
Meeting Minutes

**CALL to ORDER**

Date/Time of Meeting: April 13, 2016 at 2:00 p.m.  
Location: EMSA in Rancho Cordova, CA.

The meeting began at 2:00 and was presided over by Kim Lew. Due to absences, the committee was unable to have a quorum; however, Lew provided a brief overview of how DAC was developed and its purpose.

**ATTENDEES**

Present: Kim Lew, Farid Nasr and Wendy Schmidt

Absent: Matt Coulter and Rick Trussell

Guests: None

**READING and APPROVAL of MINUTES**

Reading of the minutes was conducted; however, formal approval was tabled until the next meeting due to lack of a quorum of members present.

**OFFICERS' REPORTS**

None

**SUBCOMMITTEE/OTHER REPORTS**

Not applicable, no subcommittees formed.

**OLD BUSINESS**

- **DAC Bylaw developments** - Members recommended the following changes to the Bylaws:
  - Article VI, Section I, Regular Meetings- to include "an established annual calendar of meetings". Also, the two references to the "intranet" to be changed to reflect the "internet".
  - Article VI, Section III, Special Meetings- to change the word "intranet" to "internet" due to lack of an intranet available.
  - Article VI, Section IV, Location- to change the location from "Sacramento" to "the Sacramento area, primarily in Rancho Cordova".

## NEW BUSINESS

- **SDAC Meetings** – if DAC members wish to attend a SDAC meeting, particularly when SDAC has on its agenda subjects related to an active DAC program/project, they are encouraged to attend, with approval from their supervisor. New DAC members, who have not attended a SDAC meeting, should do so.
- **DAC Webpage Development** – Vice-Chairman, Matt Coulter, had noted in an email the need for DAC publications/postings to be on the EMSA internet in order to meet the Bagley-Keene Act. As a result, members present recommend the development of a DAC internet webpage on the EMSA website.

Motion Tabled: A quorum of members was not present; therefore, a motion was tabled until the next meeting.

- **DAC Accessibility** – Chairwoman, Kim Lew, identified a priority objective to assess EMSA's ability to provide disabled persons access to DAC meetings and publications. Currently, DAC is not equipped to address a request for disability assistance by persons internally or externally. Lew recommended a motion to be scheduled at the next meeting to establish a program plan to assess and address DAC ADA compliancy needs and developments. Some areas of concern are as follows: ADA compliant minutes, agendas, and other publications as well as telephone/walk-in accessible assistance and equipment.

Motion Tabled: A quorum of members was not present; therefore, a motion was tabled until the next meeting.

- **DAC Goals & Objectives** – Chairwoman, Kim Lew, provided a list of possible DAC objectives for members to review and discuss. Lew also recommended members consider focusing solely on internal objectives due to this being DAC's first year. Members, Farid Nasr and Wendy Schmidt, agreed and expressed opposition to DAC doing any type of fundraising, or community service events, until DAC members are more familiar with ADA issues and have provided advisements to the EMSA department head and EEO/AA officer related to internal ADA compliances' first.

Members expressed a high priority need to educate the DAC members on disability related subject matter prior to any internal or external outreach.

- **Continued Frequency of DAC Meetings** – Due to a lack of quorum delaying DAC developments, members agreed to continue meeting more frequently than quarterly in order to establish DAC goals and objectives. The next meeting will be scheduled for roughly two weeks from the date of this DAC meeting in hope that a quorum will be available.

## ANNOUNCEMENTS

None

**MEETING AJOURNED at 3:00 p.m.**

**Minutes Prepared By:** Wendy Schmidt at (916) 431-3669 if you have questions.