

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: 04/28/16 @ 9:00 a.m.  
Location: EMSA in Rancho Cordova, CA.

The meeting began at 9:06 a.m. and was presided over by Kim Lew. A quorum was present.

**ATTENDEES**

Present: Kim Lew, Rick Trussell, Wendy Schmidt, Sharzad Najarzadeh (by phone)

Absent: Matt Coulter and Farid Nasr

Guests: Jennifer Lim

**READING and APPROVAL of MINUTES**

Reading of the minutes was conducted for March 23, 2016. The Equal Employment Opportunity (EEO) Officer, Rick Trussell, approved the minutes. Trussell also requested a motion to skip reading the minutes from the April 13, 2016 meeting. The Motion was approved by members.

**OFFICERS' REPORTS**

None.

**SUBCOMMITTEE/OTHER REPORTS**

Not applicable, no subcommittees formed.

**OLD BUSINESS**

- **DAC Bylaws** – 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”.

Motion to Approve: Moved by Rick Trussell and Sharzhad Najarzadeh.

## NEW BUSINESS

- **DAC webpage development** –

Since we do not have an intranet, DAC member and IT expert, Matt Coulter, referenced the need for DAC activities to be accessible by the public elsewhere. Upon researching other DAC's, it was determined a DAC specific webpage on the EMSA website would be most appropriate.

EEO Officer, Rick Trussell, suggested, DAC Vice-Chairman, Matt Coulter, and the EMSA Public Information Officer, Jennifer Lim, work together to form a template of the proposed DAC webpage to present at the next DAC meeting. The template shall include space for the DAC agendas, minutes, and an email address designated specifically for DAC related correspondence. The email address will route directly to the DAC Chairperson.

Chairperson, Kim Lew, initiated a motion to approve the development of a DAC specific webpage under the direction of Vice-Chairman, Matt Coulter.

Motion to Approve: Moved by EEO, Rick Trussell, and Secretary, Wendy Schmidt.

- **DAC ADA Compliancy**–

Chairperson, Kim Lew, recommended an assessment of our committee's ability to accommodate both internal and external disabled persons when attending the DAC meetings by telephone or in person. Members identified the following resources:

- 1) use of other state department employees skilled in areas such as sign language and various language translation services;
- 2) use of Folsom Prison Authority for braille documents;
- 3) possible contract for telephone translation services;
- 4) assessment of the department's current assistance devices or services.

Kim Lew will contact the California State Disability Accessibility Committee (SDAC) to find out their process to accommodate disabled persons and seek any guidance and/or resources for State departments to do so in their own DACs.

Members agreed an internal process needs to be established that includes directions to the public on our DAC webpage specifying accommodation requests must be submitted to the DAC Chairperson at least ten (10) days prior to the scheduled DAC meeting.

Motion: not applicable

- **First Year DAC Objectives**

Chairperson, Kim Lew, had provided members a list of potential DAC program objectives. Lew recommended members consider focusing on addressing known internal department accessibility issues during DAC's first year. The DAC members agreed. Upon discussing a number of potential program objectives, members identified the following three (3) internal department accessibility deficiencies as a priority:

- 1) An assessment of EMSA's emergency preparedness accessibility and the implementation of any actions needed to address deficiencies.
- 2) An assessment of EMSA's internal and external document accessibility and implementation of any actions needed to address deficiencies.

- 3) An assessment of EMSA's website accessibility and the implementation of any actions needed to address deficiencies; including the development of a DAC webpage.

Chairperson, Kim Lew, asked interested members to take the lead in meeting the identified objectives. Vice-Chairperson, Matt Coulter, was identified as the most appropriate member to lead the Website and Webpage Accessibility program due to his IT expertise. EEO member, Rick Trussell, volunteered to lead the EMSA Emergency Preparedness Accessibility program and member, Sharzad Najarzadeh, volunteered to take the lead in the Document Accessibility program. Coulter, Trussell, and Najarzadeh will present program reports, that include an assessment of EMSA's current accessibility status for each of their program areas and recommendations to address deficiencies, at the next DAC meeting in July, 2016.

- **DAC Announcement to EMSA staff at the EMSA Department Meeting 05/17/16**

Chairperson, Kim Lew, suggested an announcement to EMSA staff regarding the establishment of DAC either by email, posting on the department community bulletin board, or other resource. EEO, Rick Trussell, suggested Kim Lew provide a brief overview during the EMSA department meeting scheduled on 05/17/16. Members, Wendy Schmidt and Sharzad Najarzadeh, agreed. Lew will provide a brief overview to staff at the EMSA meeting on 05/17/16.

#### **ANNOUNCEMENTS/ROUNDTABLE**

- Next meeting will be July 19, 2016 at 10:00 a.m.

**MEETING AJOURNED at 10:02 a.m.**

**Minutes Prepared By:** Wendy Schmidt at (916) 431-3669 or [wendy.schmidt@emsa.ca.gov](mailto:wendy.schmidt@emsa.ca.gov).