

Staff Report
Board Meeting Date: December 18, 2025

DATE: December 1, 2025
TO: District Board of Health
FROM: Andrea Esp, Preparedness and EMS Program Manager
775-326-6042, aesp@nnph.org
THROUGH: Dr. Chad Kingsley, District Health Officer
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SUBJECT: Discussion and Possible Appointment of Cassandra Deen, Hospital Continuous Quality Improvement Representative to the Regional Emergency Medical Services Advisory Board for a three-year term effective December 18, 2025.

SUMMARY

The Interlocal Agreement (ILA) for Regional Emergency Medical Services (EMS) Oversight establishes a Regional EMS Advisory Board (EMSAB). The Regional EMSAB includes two District Board of Health (DBOH) appointed positions, an Emergency Medicine physician, and a Hospital Continuous Quality Improvement Representative.

Cassandra Deen has indicated her willingness to serve as the new Hospital Continuous Quality Improvement Representative for EMSAB. Ms. Deen was well-qualified and interested in serving, no other candidates were sought. The EMS Oversight program, on behalf of EMSAB, is requesting that the DBOH approve the recommendation to appoint Cassandra Deen.

District Health Strategic Priorities supported by this item:

Impactful Partnerships: Extend our impact by leveraging partnerships to make meaningful progress on health issues.

PREVIOUS ACTION

The ILA for Regional EMS Oversight was approved by the governing bodies of Reno, Sparks, Truckee Meadows Fire Protection District, Washoe County, and the Washoe County Health District on August 26, 2014.

Article 2 of the ILA establishes a Regional EMS Advisory Board. The EMSAB is composed of the following members:

- a. City Manager, Reno
- b. City Manager, Sparks
- c. County Manager, Washoe County

- d. District Health Officer
- e. Emergency Room Physician (DBOH Appointment)
- f. Hospital Continuous Quality Improvement (CQI) Representative (DBOH Appointment)

On July 24, 2025, DBOH appointed Dr. Nicholas Von Foerster to fill the position of the Emergency Room Physician on the EMSAB.

On May 29, 2025, EMSAB approved a revision to its bylaws, removing the requirement that the Emergency Room Physician representative also serve as a member of Pre-Hospital Medical Advisory Committee (PMAC).

On September 26, 2024, DBOH re-appointed Dr. John Hardwick to fill the position of the Emergency Room Physician on the EMSAB.

On October 26, 2023, DBOH reappointed Joe Macaluso to fill the position of the Hospital Continuous Quality Improvement (CQI) Representative on the EMSAB.

On April 22, 2021, DBOH appointed Dr. John Hardwick to fill the position of the Emergency Room Physician on the EMSAB.

On September 27, 2018, DBOH appointed Joe Macaluso to fill the position of the Hospital Continuous Quality Improvement (CQI) Representative on the EMSAB.

BACKGROUND

The EMSAB will be responsible for electing a chair and vice-chair and for establishing bylaws. The EMSAB must meet at least once each fiscal year to review reports, evaluations and/or recommendations of the Regional EMS Oversight Program, and discuss issues related to regional emergency medical services. The EMSAB may make recommendations to the District Health Officer and/or DBOH.

The EMSAB created bylaws, which became effective in March 2015 and was last revised in May 2025. Detailed within the bylaws are the terms for the DBOH-appointed positions. The Hospital Continuous Quality Improvement appointment is for three (3) years, with an eligibility of reappointment for two additional two (2) year terms. The bylaws also state that upon the resignation or expiration of the DBOH appointee's term, the member shall continue to serve until his/her successor qualifies and is appointed.

Cassandra Deen has indicated her willingness and desire to serve on the Board, and her resume is attached.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Staff recommends the Board appoint Cassandra Deen, Hospital Continuous Quality Improvement Representative, to the Regional Emergency Medical Services Advisory Board for a three-year term effective December 18, 2025.

POSSIBLE MOTION

Should the Board agree with the staff recommendation, a possible motion would be: “Move to appoint Cassandra Deen, Hospital Continuous Quality Improvement Representative to the Regional Emergency Medical Services Advisory Board for a three-year term effective December 18, 2025.”

ATTACHMENTS

DBOH – 12-18-2025 – Cassandra Deen Resume

DBOH - 12-18-2025 - Letter of Recommendation

DBOH – 12-18-2025 - EMSAB Hospital Continuous Quality Improvement Representative Application