

EMORY COWAN, LPCC, LMHC  
Director

EMERGENCY SERVICES BUREAU  
355 Tuolumne Street,  
Suite 2400, MS 20-240  
Vallejo, CA 94590

DEPARTMENT OF HEALTH & SOCIAL SERVICES

Public Health Division



SOLANO  
COUNTY

PRANAV SHETTY, MD, MPH  
EMS Agency Medical Director

BENJAMIN GAMMON, EMT-P  
EMS Agency Administrator

(707) 784-8155  
www.solanocounty.com

POLICY MEMORANDUM 5510

Implementation Date: July 1, 2013

Revised Date: November 1, 2025

REVIEWED/APPROVED BY:

A blue ink signature of Pranav Shetty, MD, MPH.

PRANAV SHETTY, MD, MPH, EMS AGENCY MEDICAL DIRECTOR

A blue ink signature of Benjamin Gammon, EMT-P.

BENJAMIN GAMMON, EMT-P, EMS AGENCY ADMINISTRATOR

**SUBJECT: NON-EXCLUSIVE AMBULANCE PERMIT AND INSEPCTION  
PROCESS (BLS AND CCT)**

**AUTHORITY:** Health and Safety Code, Division 2.5, Sections 1797.204, 1797.220,  
1708(b), 1798.170

Solano Emergency Medical Services Cooperative (SEMSC)  
Resolution 23-001 and 25-001

**PURPOSE:**

To establish requirements and a process to permit non-exclusive Basic Life Support (BLS) and Critical Care Transport (CCT) providers to allow Interfacility Transports (IFT) within Solano County.

**I. BLS AND CCT PERMIT REQUIREMENT**

A. Per SEMSC Resolution 23-001 and 25-001, all non-exclusive BLS and CCT providers that wish to provide services that originate within Solano County must be permitted by Solano County EMS Agency.

1. Advanced Life Support (ALS) transport services by another provider than the current Exclusive Operations Area (EOA) provider is not permitted.

- B. This permit allows for BLS or CCT Interfacility Transfer (IFT) and BLS standby operations within Solano County ONLY.
  - 1. Any request for transport from a scene of an incident to an Emergency Department is not allowed with this permit. This type of call will be handed over to the current Solano County ALS EOA Provider.

## **II. NON-EXCULSIVE BLS PROVIDER INITIAL PERMIT APPLICATION AND INSPECTIONS**

- A. The requirements for initial non-exclusive BLS provider are as follows:
  - 1. Completed application (Form will be provided). The application documents include the following:
    - a. Company name
    - b. Company's designated point of contact and information
    - c. Type of company, e.g. sole proprietorship, partnership, corporation, etc.
    - d. Portfolio of company's experience in the field of EMS and transportation of patients
    - e. Description of each ambulance, including digital pictures and Vehicle Identification Numbers (VIN) of those vehicles to be used in Solano County
    - f. Copies of current California Highway Patrol Inspection Reports for each unit to be used in Solano County
    - g. Current copies of appropriate license(s) and/or permits required by State law and regulations
    - h. A current roster of staff members, with certification/license numbers and expiration dates
    - i. Company orientation and training materials used to orient new staff
    - j. Copies of most recent financial statement, e.g. revenue, expenditures, balance sheet, etc.
    - k. Evidence of current insurance
    - l. Evidence of current Worker's Compensation insurance
  - 2. Each unit intended for use in Solano County will undergo a unit equipment inspection.
    - a. The unit equipment inspection is performed initially by the provider applying for the permit using the unit inspection checklist (Attachment B).

- i. The checklist will be signed by the provider attesting the unit has been inspected and meets the equipment requirements.
  3. Pay the appropriate non-exclusive BLS provider application fee as set forth in Solano EMS Policy 3000, EMS Fees.
  4. Pay the appropriate BLS unit inspection fee for each unit to be utilized in Solano County as set forth in in Solano EMS Policy 3000, EMS Fees.
- B. The EMS Agency will have 30 days to review and issue an approval or denial for the BLS permit application.
  1. If the application is denied, a list of deficiencies will be stated to the provider.
  2. The provider will then have 30 days to remedy the deficiencies and resubmit.
    - a. If the provider cannot remedy the deficiencies after the second attempt, the provider's application will be fully denied and cannot reapply for a period of one year.
- C. After the non-exclusive BLS permit is approved, the permit will be valid until the end of the calendar year issued.
  1. If the permit is issued within 90 days of the end of the calendar year, the permit will be valid until the end of the next calendar year.
- D. All permitted providers will adhere to all State statutes and regulations and Solano County EMS resolutions, policies, and protocols.

### **III. NON-EXCULSIVE BLS PROVIDER PERMIT APPLICATION AND INSPECTION RENEWAL**

- A. Non-exclusive ambulance permits are only valid for one calendar year. The process for permit renewal is as follows:
  1. Submit will documentation as stated in Section II(A) of this policy.
  2. Pay all appropriate permit renewal and unit inspection fees as set forth in Solano EMS Policy 3000, EMS Fees.
  3. All documentation and fees are due prior to the end of the current calendar year.
    - a. If all documentation and fees are not received prior to the end of the current calendar year, the provider will not be allowed to provide any services in Solano County until all documentation and fees are received.

#### **IV. NON-EXCLUSIVE CCT PROVIDER INITIAL PERMIT APPLICATION AND INSPECTION**

- A. A non-exclusive CCT permit is considered a separate supplemental permit to any existing permit such as non-exclusive BLS or the current Solano County EOA Provider.
- B. The process to apply to obtain a non-exclusive CCT operating permit is as follows:
  - 1. Obtain a valid current non-exclusive BLS operating permit in Solano County OR are the current Solano County EOA Provider.
  - 2. Submit the Supplemental Application to Provide CCT Services.
    - a. Required documentation is listed on the application.
  - 3. Each unit intended for use in Solano County will undergo a unit equipment inspection as stated in Section II(A)(2) of this policy.
  - 4. Pay the appropriate non-exclusive CCT provider application fee as set forth in Solano EMS Policy 3000, EMS Fees.
  - 5. Pay the appropriate CCT unit inspection fee for each unit to be utilized in Solano County as set forth in in Solano EMS Policy 3000, EMS Fees.
- C. The EMS Agency will have 30 days to review and issue an approval or denial for the CCT permit application.
  - 1. If the application is denied, a list of deficiencies will be stated to the provider.
  - 2. The provider will then have 30 days to remedy the deficiencies and resubmit.
    - a. If the provider cannot remedy the deficiencies after the second attempt, the provider's application will be fully denied and cannot reapply for a period of one year.
- D. After the non-exclusive CCT permit is approved, the permit will be valid until the end of the April on odd numbered years.
  - 1. If the permit is issued within 90 days of the end of April on the odd numbered year, the permit will be valid until the end of the next end of April on the odd numbered year.
- E. All permitted providers will adhere to all State statutes and regulations and Solano County EMS resolutions, policies, and protocols.

**V. NON-EXCLUSIVE CCT PROVIDER PERMIT APPLICATION RENEWAL AND RENEWAL**

- A. CCT Permit renewal will take place every two years at the end of April on odd numbered years.
- B. The renewal process will be the same as stated in Section IV(B) of this policy.
- C. Pay all appropriate permit renewal and unit inspection fees as set forth in Solano EMS Policy 3000, EMS Fees.
  - 1. CCT unit inspection fees are due annually with the payment of the BLS non-exclusive permit fee and BLS unit inspection fees.
- D. All documentation and fees are due prior to the end of the current permit term.
  - 1. If all documentation and fees are not received prior to the end of the current term, the provider will not be allowed to provide any services in Solano County until all documentation and fees are received.

**VI. PERSONNEL, VEHICLE, AND DATA REPORTING STANDARDS**

- A. Providers will ensure that all ambulance personnel are currently licensed or certified by the appropriate licensing or certifying authority. Any EMT employed and used to transport patients in Solano County must be registered with Solano County EMS.
- B. Providers will ensure that any vehicle used in Solano County complies with all applicable federal, state, and local laws and regulations and SEMSC resolutions, protocols, and policies.
- C. Providers shall have an electronic Patient Care Report (ePCR) system that is compliant with the most recent version of NEMSIS. The ePCR system shall be linked with Solano County EMS's data depository system to be in compliance with state EMSA reporting requirements.
- D. Providers will ensure that any vehicle used in Solano County has the capability for two-way radio and cellular communication with the operators' respective dispatch centers and Solano County hospitals.

**VII. ADDITIONAL COMPLAINT AND INVESTIGATIONS**

- A. BLS and CCT Providers will strictly adhere to all state statutes and regulations, SEMSC Resolution 23-001, and Solano County EMS Policies regarding permitting and IFTs (Reference Policy 7200).
- B. CCT Providers will strictly adhere to SEMSC Resolution 25-001 as well as the items listed in Section VII(A).
  - 1. All calls that do not meet the criteria for a ALS LOSOP or CCT patient in Solano County will be transported by the current ALS EOA provider.

- C. If a provider is found in violation of any item listed above, the provider may be penalized in accordance with SEMSC Resolution 23-001 Section 9.
- D. BLS and CCT Providers shall comply with any requests for, but not limited to, ePCRs, Computer Aided Dispatch (CAD) logs, certification/licensure records, billing records, and dispatch records during the course of an investigation.
- E. The EMS Agency maintains the right to perform unannounced inspections of Provider's facilities, and any ambulance vehicles authorized for use in Solano County for the purpose of determining compliance with applicable federal, state, and local laws and regulations, and SEMSC resolutions, protocols, and policies. Inspections may occur when a unit is waiting for a call or after a call. Inspections will not interfere with patient care.
  - 1. CCT units may be required to provide additional evidence they are in compliance with all SEMSC Resolutions and policies as it relates to CCT patient criteria versus ALS and ALS RN type calls.

#### **VIII. DISASTER SUPPORT**

- A. In the event of a locally declared disaster, Providers will fully cooperate and provide response to the disaster when requested by the Solano County Medical Health Operational Area Coordinator (MHOAC) and/or the CalOES Region II Regional Disaster Medical and Health Specialist (RDMHS).
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