

ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR

PAT FROST, RN, MS, PNP
EMS DIRECTOR

DAVID GOLDSTEIN, MD
EMS MEDICAL DIRECTOR
DEPUTY HEALTH OFFICER



CONTRA COSTA
HEALTH SERVICES
EMERGENCY MEDICAL SERVICES
777 Arnold Drive, Suite 110
Martinez, CA 94553
Phone: (925) 608-5454
Fax: (925) 228-2492

MEMORANDUM

TO: Contra Costa County Permitted Ambulance Providers

FROM: Aaron Doyle, NRP, Prehospital Care Coordinator

DATE: October 15, 2018

SUBJECT: Procedure for Scheduling Ambulance Inspection and Ambulance Re-Inspection (18-OPS-002)

Effective **November 1, 2018**, the EMS Agency will only conduct ambulance inspections (not related to ambulance permit renewals) and ambulance re-inspections only by appointment on the third Wednesday of each month between 8:30 a.m. and 11:30 a.m. at the EMS Agency office located at 777 Arnold Drive, Suite 110, in Martinez.

Appointments must be scheduled at least 48 hours in advance. The following procedures should be used to schedule an ambulance inspection:

1. E-mail ContraCostaEMS@hsd.cccounty.us with the preferred date and time for the ambulance inspection.
2. Attach the following documents to your e-mail for each vehicle inspection:
 - a. CHP inspection report/vehicle permit;
 - b. California vehicle registration form;
 - c. Evidence of California vehicle insurance or equivalent; and
 - d. Vehicle mileage.

You will receive an email confirming the date and time of the ambulance inspection. Please arrive at least 15 minutes prior to your scheduled appointment. Ambulances should be parked in the northeast section of the parking lot behind 777 Arnold Drive. Ring the bell at the service entrance/delivery door and wait for an inspector.

Please remember that ambulances that are non-compliant with the EMS Agency minimum equipment lists, the applicable provisions of the Vehicle Code, or the provisions of Title 16 of the California Code of Regulations that pertain to ambulances may be considered a failed inspection. Ambulances that fail an inspection will not be re-inspected the same day and the re-inspection fee must be paid before scheduling a re-inspection.

Any questions concerning this memorandum should be directed to Aaron Doyle, Prehospital Care Coordinator, at Aaron.Doyle@hsd.cccounty.us or by telephone at (925) 608-5454.

