



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting

Wednesday, January 22, 2014, **9:30 a.m.**
El Dorado County OES Conference Room, 330 Fair Lane, Placerville, CA 95667

Minutes

Attendees:

- | | |
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| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chair Chief Dave Roberts or
<input checked="" type="checkbox"/> Cameron Park Fire, Division Chief Justin Sanders and
<input checked="" type="checkbox"/> Diamond Springs Fire, Chief Rob Combs or
<input checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy or
<input type="checkbox"/> Garden Valley Fire, Chiefs Bill Dekker or
<input type="checkbox"/> Latrobe Fire, Chief Chris Couper or
<input checked="" type="checkbox"/> Rescue Fire, Chief Tom Keating or
<input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab
<input type="checkbox"/> Pioneer Fire, Interim Chief Todd Cunningham | <input type="checkbox"/> Alternate Deputy Chief Mike Lilienthal
<input type="checkbox"/> Alternate Unit Chief Mike Kaslin , CalFire ECC
<input checked="" type="checkbox"/> Alternate Assistant Chief Bryan Ransdell
<input checked="" type="checkbox"/> Alternate Division Chief Tim Cordero
<input checked="" type="checkbox"/> Alternate Assistant Chief Bob Bement
<input type="checkbox"/> Alternate Director Dennis Carroll
<input type="checkbox"/> Alternate Director Anne Walker
<input type="checkbox"/> Mosquito Fire, Interim Chief Tom Stuart
<input checked="" type="checkbox"/> Cameron Park Fire, BC David Wood |
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Other Attendees:

Bill Wright, Attorney
 Craig Davis, GEO Fire Board
 Mark Spaugh, GRV Fire Board
 Jose Henriquez, LAFCO

Item	Presenter
1. Call to Order/Roll Call/Introductions – 9:32 am	Roberts
2. Approval of Agenda – <i>Motion was made by Chief Sanders to approve the agenda with the amendment to move Item 10 Closed Session to end of session; motion seconded by Chief Schwab and motion carries unanimously.</i>	Roberts
3. Public Comments - Public comments will be received on each agenda item as it is called. The public may address matters not on the agenda at this time. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote.	
4. Closed session – Moved to end of session	
5. Consent Calendar 5.1 Approval of JPA Regular Board Meeting Minutes of November 20, 2013 5.2 Approval of November and December 2013 Bills 5.3 Receive/File Systems Status Management Approved Minutes of December 17, 2013 5.4 Receive/File Finance Committee Approved Minutes of November 6, 2013 5.5 Receive Statistics December 2013: 5.5.1 Medical Response Times 5.5.2 Mutual Aid 5.5.3 Move Up & Covers 5.5.4 IFTs <i>Motion to approve Consent Calendar made by Chief Keating seconded by Chief Hardy and the motion carries unanimously.</i>	
6. Correspondence – 6.1 Letter to JPA Board from Marshall Medical and EMSA Medical Director. Discussion of their letter recommending termination of Forte contract and get another vendor for CQI capabilities and out of compliance for over 1 year. <i>Motion by Chief Sanders to reply formally with plan with April 30 deadline seconded</i>	

<p><i>by Schwab. Discussion: Directors agreed we should acknowledge the letter. Chief Todd Cunningham discussed two issues: letter response and contract. Response letter to acknowledge and speak briefly to actions in place to remedy concerns. Chief Sanders modified his motion that we respond to the official letter as such, Schwab seconded the motion as amended. Motion carries unanimously.</i></p> <p>6.2 Letter from Pioneer Fire Protection District Appointment of Representative. Acknowledgement of letter; Receive and File</p>	
<p>7. Reports –</p> <p>7.1 <u>Report from Systems Status Management Committee meeting of January 15, 2014.</u> - Verbal report given by Chief Sanders. Much happened since last systems meeting. Move up and cover regarding medic move up and cover. Discussion fire based EMS contract and language for fire base language; Director Hackett has draft. EPCR: New Committee in October, immediate needs list developed and forwarded. Back to paper when things came to light concerning altered reports. A special workshop was held: issues identified: including missing reports, EPCR reports altered or portions deleted, CQI functions, communications, and change order handling. Solutions: JPA Director only on to change program priorities; Forte to be included as part of committee; develop plan at next meeting. That was held January 15 and a plan was developed for training, testing, evaluation of current version, implementation plan and established date for re-evaluation of April 30.</p>	Sanders
<p>8. Old Business</p> <p>8.1 <u>Update/Discussion on Miwok tribe contract negotiations.</u> The county is providing service to the tribe. They agreed to honor the old contract. We invoiced them for \$143 they paid \$136k. Contract terms allowed for 5% increase. Directors expressed concern over non-payment or short payment impact to operations. Need to look ahead and make contingency plan. Systems Status has that as a standing item. If the County loses the funds, we will have to adjust level of service accordingly. Contract changes discussed so we go to fixed level like CSA3 but not at that point now. Chief Roberts feels we should move forward with the fixed price contract. Meeting already scheduled for 2/25. Schwab thinks can't wait until Feb. 25. Need pursue it now. MH will set up meeting with RT/County.</p>	Hackett /Todd
<p>9. New Business</p> <p>9.1 <u>Tort Claim – Review and Accept/Reject Filing -</u> <i>Motion by Chief Keating to Reject the claim, seconded by Chief Cunningham and carries unanimously.</i></p> <p>9.2 <u>Surplus of Old Ambulance for a New Remount –</u> Need to officially surplus so we can begin remount 5. <i>Motion by Chief Schwab to surplus chassis JPA tag 120, seconded by Chief Hardy and motion carries unanimously.</i></p> <p>9.3 <u>Discuss and Approve the Hiring of a Temporary Part-Time JPA Employee to Perform Accounts Payable Work.</u> - Wants temp for 3 months. Discussion of how to reduce the workflow included: quarterly billing to reduce touches. <i>Motion Hardy to hire part time 10 hours per week for three months temporary basis; motion seconded by Chief Sanders.</i> Discussion: With change of processing to JPA office, where have the savings been? Consolidation of bills, eliminated padding in budgets. Chief Schwab indicated Audit recommendations have increased his staff processing time. Audit finding still says accountability by the JPA director. Consequences to no clerical help: late fees increased costs, delays on reports. Discussed agency pay bills and then request reimbursement. <i>Motion to approve temporary help for 90 days concurrent with review of system efficiencies. Roll call vote passes 5 yays; 3 nays.</i></p> <p>9.4 <u>2013/2014 Statement of Economic Interests Form 700-</u> Form will be emailed to the directors this afternoon to be returned to the JPA before March 1.</p> <p>9.5 <u>'Target Solutions' for JPA employees –</u> Communication and training identified as critical. Communications going to the Paramedics and they aren't reading them. How about putting it out in Target Solutions so they have to check that they have</p>	Roberts/ Hackett

<p>read it. Some agencies don't use it. Perhaps the JPA could cover that cost. \$75 annually each person. Chief Cunningham feels Target Solutions is a good program but content and management of the system is an additional cost of the program. Some agencies not using it due to funding. Please provide an estimate of cost for your JPA funded employees for Target Solutions.</p>	
<p>10. Fiscal Items</p> <p>10.1 <u>Audit Update</u> – Final audit report received at the JPA office. Available electronically for those who request it.</p> <p>10.2 <u>Budget Preparation for FY 14/15</u>. Projections are still needed get us your numbers for class 30 and class 40.</p> <p>10.3 <u>Revenue and Expense Statement</u> - not available – will be emailed to the Finance Committee and Board when available.</p>	<p>Roberts</p>
<p>11. Closed Session – moved to end of session</p> <p>11.1 Pursuant to Government Code Section_54956.9 (b) Conference with Legal Counsel - Significant Exposure to Litigation: One case - Marshall Medical Center Request for Settlement Agreement Regarding Invoice for CCT Nurse Services.</p> <p>Adjourned to closed session at 11:14am. Reconvened at 12:14 am. No action was taken in closed session. Directed Hackett to pursue more information with legal counsel and CSA7.</p>	<p>Roberts</p>
<p>12. Director Items</p> <ul style="list-style-type: none"> • Ransdell - none • Hardy - none • Dekker - none • Sanders – none • Roberts – none • Schwab – Wants PDF copies of signed iPCR contract to EPCR Committee and JPA Directors. Also wants a signed copy of Master Contract sent to the JPA Board. 	
<p>13. Adjournment – 10:55 am</p> <p><i>Motion to adjourn made by Chief Keating, seconded by Chief Combs and carries unanimously.</i></p>	

Next meeting is February 26, 2014.