



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting

Wednesday, July 23, 2014, 9:30 a.m.
EDC OES Conference Room, 330 Fair Lane, Placerville, CA 95667

Minutes

1. Call to Order/Roll Call/Introductions - Call to order at 0930 hours

Board Attendees:

- | | |
|---|---|
| <input checked="" type="checkbox"/> El Dorado Hills Fire, <i>Chair</i> Chief Dave Roberts or | <input type="checkbox"/> Alternate Deputy Chief Mike Lilienthal |
| <input checked="" type="checkbox"/> Cameron Park Fire, Battalion Chief Justin Sanders or | <input checked="" type="checkbox"/> Alternate Unit Chief Mike Kaslin , CalFire AEU |
| <input type="checkbox"/> Diamond Springs Fire, Chief Rob Combs or | <input checked="" type="checkbox"/> Alternate Assistant Chief Bryan Ransdell |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy or | <input type="checkbox"/> Alternate Division Chief Tim Cordero |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chiefs Bill Dekker or | <input checked="" type="checkbox"/> Alternate Assistant Chief Bob Bement |
| <input type="checkbox"/> Latrobe Fire, Chief Chris Couper or | <input type="checkbox"/> Alternate Director Dennis Carroll |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Tom Keating or | <input type="checkbox"/> Alternate Director Anne Walker |
| <input checked="" type="checkbox"/> Georgetown Fire, <i>Vice Chair</i> Chief Greg Schwab | <input type="checkbox"/> Mosquito Fire, Chief <i>Open Position</i> |
| <input checked="" type="checkbox"/> Pioneer Fire, Interim Chief Jack Daniels | <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett |

Other Attendees: Rich Todd, EMSA

2. Approval of Agenda

Motion to approve the agenda by Chief Keating seconded by Chief Hardy and motion carries unanimously.

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. Consent Calendar

4.1 Approval of JPA Regular Board Meeting Minutes of June 25, 2014

4.2 Approval of June 2014 Bills

Motion to approve Consent Calendar made by Chief Hardy seconded by Chief Dekker and motion carries unanimously.

5. Correspondence

5.1 LAFCO Project No. 2014-01 – Diamante Estates Reorganization to the El Dorado Irrigation District (EID) and El Dorado Hills County Water District (EDH Fire) Application Status

Motion to receive and file by Chief Keating seconded by Chief Hardy and motion carries unanimously.

6. Reports

6.1 Receive/File Statistics for June 2014:

6.1.1 Medical Response Times

6.1.2 Mutual Aid

6.1.3 Move Up & Covers

6.1.4 IFTs

- Executive Director Hackett discussed highlights of the reports and answered Board questions. Exception reports the highest to date at 68; most distance. Locations consistent; Mutual aid lighter last month.

- Chief Keating discussed no written mutual aid agreement between Folsom and the JPA. They have one with El Dorado Hills so have been moving up. Executive Director Hackett to establish one with Folsom.
- Chief Sanders discussed the number of exceptions for 89 and the change to posting location from station 89 to other locations impacting their response times. He requested statistics from the JPA for review of impact to response times. Executive Director Hackett will contact Chief Wood at the ECC.

Motion to receive and file by Chief Keating seconded by Chief Schwab and motion carries unanimously.

6.2 Systems Status Management Committee – Report from July 16 meeting

- Assistant Chief Ransdell gave an oral report to the Board summarizing the SSMC meeting of July 16, 2014. Per discussion at the meeting, the medics are asked to contact the ECC for correction if they see an incorrect time stamp. Also ensure they are using the most current exception report form available on the EMSA website and not older revisions.

7. Old Business

7.1 Review and Approve updated ALS Ambulance Agreement.

- Executive Director Hackett gave an overview of the changes since last before the Board.
- Section 51 addition of 'by January 1, 2015' at the end of sentence one and update to the HIPAA Business Associate Agreement to include new HITECH requirement. Assistant Chief Ransdell talked of the discussion of modeling the state plan and maturation process and the discussion for the change regarding the date.

Motion to adopt the ALS Ambulance Agreement by Chief Schwab, seconded by Chief Hardy and motion carries unanimously.

8. New Business

8.1 Review and approved RFP Bid#01.2014 and award contract to Golden State Fire Apparatus for our ambulance remounts

- Executive Director Hackett indicated 13 vendors were invited to bid. Golden State was the only vendor to bid within guidelines. Bid is for approximately \$114k which will enable us to continue saving \$70k per remount over purchasing new ambulances.

Motion to approve by Chief Keating seconded by Chief Dekker and motion carries unanimously.

8.2 Review and approve joining Sac Metro's competitive Bid for medical supplies which they awarded to Life-Assist and continue our contract with Life-Assist taking advantage of the cost saving by buying in larger volume with Sac Metro.

- Executive Director Hackett requested Board approval to continue our service with Life Assist by 'piggy backing' on existing governmental contract with Sac Metro and discussed the benefits of this continued service.

Motion to approve by Chief Hardy, seconded by Chief Keating and motion carries unanimously.

8.3 Review and approve updated ALS Engine Agreement.

- Executive Director Hackett added the HITECH verbiage to the BAA portion of the contract.

Motion to approve by Chief Dekker seconded by Chief Keating and motion carries unanimously.

8.4 Review and approve Provider Agency Administrative Reimbursement and Authorized Expenditure Policy (Draft).

- Executive Director Hackett discussed the draft policy to define those specific class 40 costs covered under the admin fee.

Motion to adopt the policy by Chief Hardy with the modification removing the word 'and' from item 7, motion seconded by Chief Schwab and motion carries unanimously.

8.5 Review and approve Revision to Purchasing Procedures Policy.

- Executive Director Hackett provided the Board an explanation of the changes to the policy.

Motion to approve by Chief Ransdell seconded by Chief Hardy and motion carries unanimously.

9. Fiscal Items

9.1 Review and approve methodology for determining costs for rent and utilities

- Executive Director Hackett spoke to the need to standardize and account for the rent and utilities expenses. Research indicates local realty square foot rate of commercial properties \$17 per square foot. Finance Committee discussed average of 1000 square feet and rent of \$1500 per month. Utilities per analysis averaged \$1000 per space. \$2500 per month per ambulance budget for these cost \$240k.
- Any agency with funds already allocated under their utilities would be reallocated elsewhere in class 40.

Motion to approve by Chief Hardy seconded by Chief Ransdell.

Discussion: Chief Dekker believes this undermines the cap and the JPA shouldn't be charges rent as the buildings are there regardless so he won't support payment of rent during these hard economic times. Chief Keating agrees with this viewpoint.

Roll Call Vote:

Ayes: Daniels, Hardy, Ransdell, Sanders and Schwab

Noes: Dekker, Keating and Roberts

Abstain: none

Motion carries by majority vote.

9.2 Approve FY 14/15 Budget Draft 6-

- Director Hackett asked for approval of draft 6 to include the modification discussed above for rent and utilities and the re-allocation of any previous utilities allocation to the final budget.

Motion to approve by Chief Hardy with said changes, seconded by Chief Schwab.

Discussion: Chief Roberts spoke of the recent historic budget efforts made to contain costs and the impact of these types of changes on that path. Chief Dekker stated all these lump sums exceed the cap. All Directors agree we need to move forward with the lump sum contract with the County and knowing what our true limitations of expenses will be. Chiefs Hardy and Ransdell believe the true costs of the ambulance business are exceeding payments received and feel their fire districts have been supplementing the JPA's operating costs.

Roll Call Vote:

Ayes: Daniels, Hardy, Ransdell, Sanders and Schwab

Noes: Dekker, Keating and Roberts

Abstain: none

Motion carries by majority vote.

9.3 Surplus Ambulance VIN 7882-

- Executive Director Hackett requested approval to surplus this vehicle for the second rebuild this fiscal year.

Motion to approve by Chief Keating seconded by Chief Schwab and motion carries unanimously.

9.4 FY 13/14 Audit Update-

- Executive Director Hackett indicated the audits have begun at the JPA administration office and thanks the Chiefs in advance for their cooperation and assistance in the coming audits.

10. Director Items –

- Chief Hardy – he believes the Miwok issue should be a standing item and would like it added back on the agenda.
- Executive Director Hackett shared highlights of an article in the Georgetown Gazette praising medical aid professionalism and fast response in Georgetown.

11. **Closed Session** - Pursuant to Government Code Section 54957; Public Employee Performance Evaluation-Contract Renewal: Title: Administrative Assistant/Account Tech.
Report of action/direction in closed session: Executive Director Hackett was given direction to renew the contract.

12. **Adjournment – 11:02 a.m.**
Motion to adjourn made by Chief Dekker seconded by Chief Keating and motion carries unanimously.

Minutes taken by Rita Gonzales, JPA

APPROVED 8/27/2014