



# El Dorado County Emergency Services Authority

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## JPA Board of Directors Meeting

Wednesday, April 22, 2015, 8:00 a.m.

El Dorado County OES Conference Room, 330 Fair Lane, Placerville, CA 95667

### Minutes

#### 1. Call to Order/Roll Call/Introductions - Call to order at 08:00 a.m.

##### Board Attendees:

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

**Other Attendees:** Mike Kaslin, CalFire Unit Chief; Glenn Baley, HME Sales Manager; Rich Todd, EMSA; Jose Henriquez, LAFCO; Dave Wood, ECC CalFire; Paul Lohan, EDCF; Pat Dwyer, EDCFSC Chair.

**Pledge of Allegiance** – Chief Dekker led the pledge

**Introduction of Guests:** Jim Hartley, EDH Board Director

#### 2. Approval of Agenda

**Motion** to approve the agenda by Chief Schwab seconded by Chief Keating 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 Regular Session Meeting Minutes of February 25, 2015
- 4.2 Approval of JPA Board Special Session meeting minutes April 1, 2015
- 4.3 Approval of February & March 2015 Bills

**Motion** to approve Consent Calendar made by Chief Dekker, seconded by Chief Schwab and motion carries unanimously.

5. **Correspondence** – none

#### 6. Reports

- 6.1 Receive/File Statistics for March 2015:
  - 6.1.1 Medical Response Times
  - 6.1.2 Mutual Aid
  - 6.1.3 Move Up & Covers
  - 6.1.4 IFTs

- Executive Director Hackett provided an oral summary of the reports. Volume is 200 calls higher than last year at this time: 10.85% up. Significant move up from Folsom (12). Folsom still has the draft MOU and Chief Phillips will check on status.

## 6.2 Systems Status Management Committee – Report from April 15 meeting

- Assistant Chief Ransdell provided an oral summary of the meeting to the Board of Directors. Topics included: review and recommendation on CQI policy, EPI pens (BLS must use pens while ALS can use syringe and vial), 5150 transports/IFT transport directions for Marshall Hospital, code 2 transports within a certain distance would be handled on a case by case basis. The County is sponsoring training called CARES that addresses caring for 5150 patients who are in crisis.

## 7. Old Business

### 7.1 Review and approve draft JPA By-Laws update

- Executive Director Hackett summarized the changes indicated in the document. With annexation of Latrobe time to update and also recommended changes. If approved here, it needs to go to the - Fire Boards for approval. The committee discussed specific items including termination of a member agency, item six timeline, notice periods, progressive discipline, measured responses with regard to termination, and suggested changes in verbiage. It was suggested that the legality should be researched and Jose Henriquez from LAFCO indicated he can research and get back to the board.

**Motion** by Chief Schwab to approve with the exclusion of item 15: motion seconded by Chief Daniels.

Call for the Vote: Opposed - All; **motion fails**.

- The Board directed Executive Director Hackett to agendize this item on the next session after making the suggested verbiage changes.

### 7.2 EPCR update

- Executive Director Hackett indicated two CF 19s have been updated to use for electronic patient care reporting application testing. However, County LEMSA prefers taking over the EPCR project. Executive Director Hackett suggested a sub-committee be created to form a recommendation for EPCR program and hardware. Chief Harris requested inclusion of his agency on the sub-committee representation. Refer to Agenda Item 8.7 new sub-committee.

## 8. New Business

### 8.1 CQI policy update

- Executive Director Hackett added language found in other CQI policies. He spoke to each change: SSM Committee suggested verbiage change to add ‘but not limited to’ on item III.F.

**Motion** by Chief Ransdell to approve the update to the policy as indicated, second by Chief Dekker and motion carries unanimously.

### 8.2 JPA FY 15/16 class 60 budget adjustment

- Executive Director Hackett provided a Staff Report outlining class 60 needs of \$940K. Discussion of current RFP out for remounts with deadline May 4 and open May 5.

**Motion** by Chief Schwab to approve this budget amendment request to submit to the County; seconded by Chief Cordero and motion carries unanimously.

### 8.3 JPA administrative/account technician position

- Executive Director Hackett indicated a new temp thru Blue Ribbon will be starting at the JPA on April 27. Next audit starting in about six weeks. Executive Director Hackett indicated he will be bringing in another short term temp during the training and transition and Sue Saylor has agreed to assist with payables and filing.

### 8.4 Discuss and prepare for EMS week (May 2015)

- Executive Director Hackett indicated one nomination was received for medal of meritorious service from Georgetown Fire. Certificates and medal will be awarded during the proclamation at the County Board of Supervisors meeting at 10 am on May 12.

8.5 Elect Secretary/Treasurer to the Board 2015

- Executive Director Hackett indicated our by-laws indicate the JPA elect a Secretary/Treasurer to the Board each year. However, our Treasurer is technically the EDC Auditor Controller. Chair Roberts suggested that the Treasurer position be eliminated.

**Motion** by Chief Dekker to eliminate that position from the JPA Board of Directors, seconded by Chief Ransdell and motion carries unanimously.

8.6 Appoint voting members on the JPA Systems Status Management Committee

- Executive Director Hackett Roberts asked that the Board establish a quorum for this Committee.

**Motion** by Chief Ransdell to establish quorum of 4 and that each agency shall designate their appointed member to the JPA administration; motion seconded by Chief Daniels and motion carries unanimously.

8.7 Establish and appoint voting members to new sub-committee 'JPA/County Contract Amendment Draft Committee'

- Chief Roberts requested volunteers to join him and Executive Director Hackett on a Committee to work on the Contract Amendment as well as EPCR program. Volunteers were Chief Roberts, Executive Director Hackett, Chief Schwab, Chief Hardy and Chief Harris.

**Motion** to form said committee by Chief Ransdell, second by Chief Cordero with the members as indicated above and motion carries unanimously.

8.8 Review and Approve Mutual Aid MOU Agreement with AMR for bariatric patient transport

- Executive Director Hackett AMR already authorized by the County to transport out of the County. The ambulance will respond, evaluate and begin treatment while awaiting the arrival of AMR.

**Motion** to approve by Chief Keating with caveat that fire engines won't be dispatched until after arrival of AMR on site; motion seconded by Chief Dekker and motion carries unanimously.

**9. Fiscal Items**

9.1 Approval to purchase a used 2006 Ford F350 ambulance from Cal Tahoe JPA for \$12k

- Currently on loan from Lake Valley Fire and stationed at Georgetown Fire. The committee
- Discussed the pros and cons of purchasing the unit.

**Motion** to approve by Chief Dekker.

**Motion fails** with no second.

9.2 Review FY 14/15 Revenue and Expense statement

- Executive Director Hackett highlighted the current status of expenditures to budget year to date.

9.3 Status of FY 15/16 budget approval by Fire Districts

- Executive Director Hackett asked which Fire Boards have approved the FY 15/16 Budgets. Cameron Park, County Fire, and El Dorado Hills Boards have already approved. Two-thirds approval needed. Please send emails to Executive Director Hackett with your Boards approval status for the remaining agencies.

9.4 Review Audit report FY 13/14

- Executive Director Hackett indicated this year's audit has been the best final audit reports we've had with regard to findings or lack thereof. He summarized page 4 schedule of unrecorded adjustments. Diamond Fire exceeded cap and have been invoiced but could be reduced by OT special events costs. Findings in back of report.

**Motion** by Chief Keating to receive and file the FY 13/14 Audit Report, second by Chief Daniels and carries unanimously.

9.5 Review and approve updated Expense & Variance Reports policy

- Needs update to speak to item 9.4.
- Chief Kaslin discussed an and/or verbiage suggesting a total contract amount to include consideration of underspending in class 40.

- Executive Director Hackett will update the policy with the suggested modification and agendaize this on the next Board session.

**10. Director Items**

- National Administrative Professionals Day 2015. Executive Director Hackett and the JPA Board took this opportunity to express appreciation to the JPA Administrative Assistant, Rita Gonzales, for her superior work during the last year.

**11. Adjournment – 09:32 a.m.**

***Motion** to adjourn made by Chief Keating seconded by Chief Ransdell and motion carries unanimously.*