



# El Dorado County Emergency Services Authority

---

**Finance Committee Meeting  
Tuesday, January 7, 2014 9:00 a.m.  
Diamond Springs Fire Station #49 – Conference Room**

## AGENDA

<b>1. Call to Order</b>	Keating
<b>2. Approval of Agenda</b>	Keating
<b>3. Approval of Finance Meeting Minutes of November 6, 2013</b>	Keating
<b>4. Old Business</b> 4.1. Discuss and Recommend FY14/15 Budget 4.2. Miwok Contract Update 4.3. Discuss CCT Nurse Contract Plan 4.4. Audit Update	Hackett
<b>5. New Business</b> 5.1. Discuss and Recommend the Hiring of a Part-time JPA Employee	Hackett
<b>6. Adjournment</b>	Keating

Next Finance Committee regular meeting will be on February 5, 2014 at 13:00 hours.

\*\*\* Please park at the Fireman's Hall or the JPA parking lot as the Commercial Businesses need their parking available for customers ~ Thank you \*\*\*



## El Dorado County Emergency Services Authority

### Finance Committee Meeting

Wednesday, November 6, 2013 – 1:00 p.m.

DS/ED Fire Station #49, Conference Room, 501 Main Street, Diamond Springs, CA

### Minutes

#### Attendees:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Rescue Fire, <b>Chair</b> , Chief Tom Keating     | <input type="checkbox"/> Pioneer Fire, Chief Jack Daniels                     |
| <input type="checkbox"/> Cameron Park/CAL Fire, <b>Vice Chair</b> , DC Joe Tyler      | <input checked="" type="checkbox"/> Alternate CP/CAL FIRE, BC Justin Sanders  |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Dave Roberts          | <input type="checkbox"/> El Dorado County Fire, Chief Mike Hardy              |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab                | <input type="checkbox"/> El Dorado Hills Fire, Chief Jim O'Camb               |
| <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Tim Cordero | <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Rob Combs     |
| <input type="checkbox"/> Diamond Springs Fire, Battalion Chief Ken Earle              | <input type="checkbox"/> Diamond Springs Fire, Assistant Chief Bryan Ransdell |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Bill Dekker             | <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett     |

**Guests:** John Goodell and Michelle Hanson, Audit firm of Goodell, Porter, Sanchez & Bright, LLP

#### 1. Call to Order

Chairman Keating called the meeting to order at **13:01** hours.

#### 2. Approval of Agenda

*Motion to amend Agenda to move item 4.1 to Item 3.1 for Auditors update to accommodate our guests.*

*Motion to approve Agenda as amended by Chief Roberts, seconded by Chief Schwab and motion carries unanimously.*

#### 3. Old Business

##### 3.1. Audit Update –

- Auditors have the exact numbers for each year for the OPEB liabilities.
- Discussion over liability reserve of 146k use by the Districts to bill for liabilities. \$270K is the actual amount the auditors believe we should have in a fund balance and not the 146k per draft audit report. Could bill out for liability costs at the time of transfer or termination. Don't have to spend it or lose it.
- Discussed Draft finding 2013 -1 workers compensation insurance refund not given to the JPA from El Dorado Hills.

##### 3.2. Review and Discuss Marshall Hospital Invoice and CCT Service –

- Invoice outstanding consider a settlement agreement; JPA Attorney indicated no contract; we probably won't get it paid by the county however are we interested in settlement.  
*Motion by Chief Combs to add to next agenda closed session with attorney present, seconded by Chief Cordero and motion carries unanimously.*
- CCT – Discussion of hiring CCT nurses but need to disassociate from the other employer. Attorney is trying to determine if there is too close of an association with Marshall for an FLSA Issue to be raised. Chief Keating believes the hospital is responsible for the transfer. Marshall asked county and BOS for special consideration for IFT transport cost relief and receive in-kind services in return for like considerations. Committee wants a copy of the in-kind agreement which talks to CCT nursing services being provided by Marshall.

*Motion made by Chief Roberts to review in closed session at the next meeting, seconded by Chief Combs.*

**4. Approval of Finance Meeting Minutes of October 2, 2013.**

*Motion to approve Minutes by Chief Dekker seconded by Chief Combs and motion carries unanimously.*

**5. New Business**

**5.1. Cost Control Working Group.**

- Cost saving on copier insurance. Airgas audit is completed and awaiting final report.

**5.2. County Proposal for Lump Sum Payment for FY 14/15.**

- Only Cameron Park replied to projection request. Lori Walker suggested Director Hackett discuss this with Rich Todd. CSA 3 encounters fees for non-compliance, late filings, etc. Chief Sanders recommends everyone actually read the CSA3 contract. He has and does not feel we have the means to meet those specific contract obligations. That is available online at the EMSA website.

**6. Adjournment**

*A motion to adjourn the meeting at 14:52 hours was made by Chief Sanders seconded by Chief Cordero and motion carries unanimously.*



## El Dorado County Emergency Services Authority

480 Locust Road  
Diamond Springs, CA 95619  
Tel (530) 642-0622 Fax (530) 642-0628  
[www.edcjepa.org](http://www.edcjepa.org)

---

---

# Memorandum

To: Finance Committee  
From: Marty Hackett, Executive Director  
Date: December 27, 2013  
Re: Additional Staff Needs

Although the combining of the Class 40 expenses and payments under the JPA Admin has greatly improved accountability and saved us money, the downside is it has greatly increased the workload on our Account/Admin Tech. We are having difficulty keeping up with all of the bills that need to be paid and at the same time auditing and filing bills paid by provider and non-provider agencies.

To remedy this problem I am asking for the support of the Finance Committee to hire a part-time contract employee from Blue Ribbon to help with the following JPA duties:

- a. Processing bills for payment
- b. Bring all of our files up to date
- c. Take over the responsibility of attaching hard copy documents to the EPCR reports and reviewing them for completeness

I see taking from the County the responsibility of receiving and attaching documents to the EPCR reports to be of great benefit to all involved. First, each morning we will be able to reconcile the EPCR reports with Crystal reports to ensure all reports have been turned in. If we find one or more not present in the server we can immediately notify the agency and the medic to see what happened to the report and increase our chances of finding it and/or having the medic recreate the report while the incident is still fresh in memory. We won't be waiting weeks later as we are now to be informed reports are missing.

Secondly, we will be able to view the content of the reports to ensure all documentation is present and the iPCR system is producing reports without glitches. Again, this can be done in a timely manner and not be waiting weeks to discover a problem has occurred.

Reports that are missing, need additional information or have incorrect IR numbers, addresses and etc. can be returned to the agency/medic for correction right away while the matter is still fresh in the medic's memory. Reports can then be returned far sooner for billing.

County Health and Human Services (HHS) is impacted with the added workload of reviewing the reports for completeness and the process for making corrections. I think it would be best for all involved if we took on the responsibility of attaching faxed documents and reviewing the

Item 5.1

reports for completeness prior to submission to County HHS and Wittman. County HHS staff will only need to review sample reports for auditing purposes and submitting them to Wittman in a timely manner for billing.

My plan would be to hire a part-time person from Blue Ribbon for a period of three months to perform this work. I anticipate it will take several weeks for the person to be trained in billing and how to attach the faxed documents to the EPCR reports and what to look for when reviewing for accuracy (comparison with Crystal Reports for IR#s, addresses, and etc.) and completeness (signatures, PCS, hospital face sheet, ECG and etc.). I have a surplus computer for the position and I believe I will be able to find a surplus workstation at the County. After three months we will know if this is going to be beneficial for us and we will know how many hours this person will need to work each week to accomplish these duties. I believe the added cost for this position will be \$35,000 per year.

Your time and consideration in this matter is greatly appreciated. Thank you.