



El Dorado County Emergency Services Authority

Finance Committee Meeting

Monday, March 10, 2014 – 1:00 p.m.

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

Minutes

Attendees:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Rescue Fire, Chair , Chief Tom Keating | <input type="checkbox"/> Pioneer Fire, Chief Jack Daniels |
| <input checked="" type="checkbox"/> Cameron Park/CAL Fire, Vice Chair , 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 checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab | <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, Assistant Chief Bryan Ransdell |
| <input type="checkbox"/> Diamond Springs Fire, Battalion Chief Ken Earle | <input checked="" type="checkbox"/> Garden Valley Fire, Chief Bill Dekker |
| <input type="checkbox"/> Mosquito Fire, Chief Tom Stuart | <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett |

Guests: none

1. Call to Order

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

2. Approval of Agenda

Motion to approve Agenda by Chief Combs, seconded by Chief Roberts and motion carries unanimously.

3. Approval of Finance Meeting Minutes of January 7, 2014:

Motion to approve Minutes by Chief Roberts, seconded by Chief Combs and motion carries unanimously.

4. Old Business

4.1. Discuss and Recommend FY14/15 Budget

- Includes Class 60 additional \$115K at recommendation of ambulance spec committee so we can get 3 rebuild ambulances due to high mileage on reserve ambulances.
- CSA7 5 year projection meeting held last month. They are still working with County Counsel on proposal concerning lump sum payment contract similar to SLT. Director Hackett sent another email requesting meeting in May concerning lump sum payment.
- Preliminary budget due to county this month per master contract.
- Admin fees correction will be made from \$130K to \$160K.

Motion by Chief Hardy to accept with those corrections and seconded by Chief Schwab.

Discussion:

- Chief Cordero indicated correction needed for EDCF from \$50K to \$80K cap for Class 40. This adjustment will include proportionate increase in 4461 Equipment Minor to \$4K.
- Chief Combs provided a copy of his preliminary budget. He spoke about capturing expenses for additional days of staffing for staffing up additional medic units for approved special event coverage.
- A special payroll code in timecards is used by some agencies. Telestaff or other timecard system can be used by the agencies to track those costs.
- Director Hackett indicated \$12K had been included in the 3002 Overtime budget to cover some of those costs.
- If an unusual event causes an agency to incur more OT than budgeted, they should send an email to the Director explaining the additional cost by event that caused the expense overage. We can submit budget amendment requests as warranted.

Chief Hardy **amended the motion** to include the aforementioned changes, seconded by Chief

Schwab and motion carries unanimously.

4.2. Miwok Contract Update

- Don Ashton, HNSA Director called Director Hackett on March 7 with a status on discussions with the tribe. They will be meeting with them in the coming week and will determine if all efforts have been exhausted. The County received a letter from the tribe that effective March 1 they would be using their own private ambulance.
- The Chiefs discussed what kind of adjustment we are going to make in operations to mitigate the loss of this revenue. They agreed private discussions directly with the tribe might be warranted. The tribe has already requested a meeting with Chief Hardy as EDCF already has the fire service contract with the Tribe. They have a working relationship they can leverage to get a dialogue started to determine the Tribes ambulance service needs.
- The JPA faces not only losing the \$ 580K but losing the revenue from the ambulance billing. Loss mitigation measures are warranted.

5. **New Business**

5.1. Review and Approve Dispatch Cost Allocation

- Director Hackett discussed the new allocation report provided by the ECC. Chief Sanders recommended a report modification as it appears to have some inaccuracies in the Public Service other category. Cameron Park Fire and the JPA will work with Captain Mitchell concerning the changes. Item deferred to next Finance Committee meeting.

5.2. Discuss Rent and Utility Reimbursement Methodology

- No common method used now. HNSA uses a Matrix which they shared with Director Hackett. Square footage usage divided by other programs/personnel/vehicles/office space/utilities sharing those costs. Or agree as a board how much each district gets. The Directors agreed to use three stations to determine an average: stations 88, 19 & 48. Those stations will provide historical averages to Director Hackett to bring those numbers back to the Finance Committee.

5.3. Review and Recommend Changes to Policies: Financial Transaction Reporting and Accountability and Reimbursement for Class 22 Expenses

- Policy updated to address findings from audit. Need consistency and to have the policy followed. Please review and provide your feedback to the Committee at the next meeting.

5.4. Review and Recommend Continued Contract with AirGas

- Director Hackett recommended the JPA piggyback on the state contract for continued services thru AirGas. Recommend to send to the JPA Board of Directors for approval.

5.5. FTO Designation-Stipend Discussion and Recommendation

- The reimbursement aspect being evaluated as it is not consistently handled across agencies and as written. JPA has contracts with academies and some private companies and they provide Certification of Liability. Some collect funds as indicated in the policy that goes to the JPA and then upon completion is returned from the JPA to the agency. Proposed change would have the individual districts contract directly with the academies, schools with no JPA involvement in the funds record keeping. The agency must still provide notice of the FTO designation to the JPA and the EMSA of the internship. Recommendation of this Committee to modify the policy accordingly and bring it to the JPA Board of Directors for approval.

5.6. Tactical Medic Program

- Chief Cordero indicated EDCF had entered into program with EDSO a couple of years ago but due to budget cuts that program was suspended. EDSO is now willing to pay for 50% of OT cost of that training which would be \$7-8K for two individuals. Discussion of incurring an expense for law enforcement associated costs during these fiscal times when the Sheriff could possibly fund the entire cost. Chief Cordero indicated considerable concession with the Firefighter's Union with vacation and sick leave accrual resulting in approximately \$125K savings. The Chiefs discussed the advantage of the extra skill set and benefit of improved communication with direct link to EDSO. Recommendation to move to old business to bring back to next meeting.

Chief Cordero will bring a copy of EDCF MOU to next Finance Committee meeting.

6. Adjournment

*A motion to adjourn the meeting at **2:45** hours was made by Chief Roberts seconded by Chief Hardy and motion carries unanimously.*

Minutes taken by Rita Gonzales, JPA

Approve April 2, 2014