



# El Dorado County Emergency Services Authority

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**Finance Committee Meeting**  
**Wednesday, May 7, 2014 1:00 p.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 April 2, 2014</b>	Keating
<b>4. Old Business</b> 4.1. Miwok Contract Update 4.2. Discuss Rent and Utility Reimbursement Methodology	Hackett Hackett
<b>5. New Business</b> 5.1. Review Revenue and Expense statement (handout) 5.2. Review JPA OPEB Policy 'Retiree Health Benefits Reserve Funding'	Keating Hackett
<b>6. Adjournment</b>	Keating

Next Finance Committee regular meeting will be on June 4, 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, April 2, 2014 – 1:00 p.m.

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

### Minutes

#### Attendees:

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|---|---|
| <input checked="" type="checkbox"/> Rescue Fire, <b>Chair</b> , Chief Tom Keating           | <input type="checkbox"/> Pioneer Fire, Chief Jack Daniels                             |
| <input checked="" type="checkbox"/> Cameron Park/CAL Fire, <b>Vice Chair</b> , DC Joe Tyler | <input 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 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:** Chief Chris Anthony, CalFire ECC; Chief Dave Wood, CalFire ECC; Noah Toft, EDCF FF/PP

#### 1. Call to Order

Chairman Keating called the meeting to order at **13:00** hours.

#### 2. Approval of Agenda – updated budget, handout for dispatch

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

#### 3. Approval of Finance Meeting Minutes of March 10, 2014:

**Motion** to approve Minutes by Chief Roberts seconded by Chief Tyler and motion carries unanimously.

#### 4. Old Business

##### 4.1. Discuss FY14/15 Budget Draft 4

- Discussion concerning no revenue increase in 20 years. Discussion of the many significant cost savings measures already taken by the agencies.
- Discussion of the feasibility of a common benefits package across agencies for purposes of capping class 30 expenses or a minimum/maximum the JPA will pay for benefits.
- HHS has requested a meeting in May concerning contract structure similar to CSA3. Pre-payment discussion at that time.

**Motion** to submit the budget as written to the JPA Board by Chief Schwab, seconded by Chief Combs and motion carries unanimously.

##### 4.2. Review and Approve Dispatch Cost Allocation

- Chief Wood provided a revised handout allocation at the meeting with an explanation of types of billable dispatch movements charged to the JPA and the Fire Districts and those that are excluded as only for tracking movements such as move up and covers.
- Chief Tyler indicated the average dispatch cost per call is \$41 in response to Chief Keating's inquiry.
- Executive Director Hackett thanked CalFire, Captain Mitchell and Chief Wood for their efforts in getting an accurate report available in Crystal Reports for allocating the calls by agency.

**Motion** to approve the revised allocation made by Chief Dekker, seconded by Chief Cordero and motion carries unanimously.

4.3. Miwok Contract Update

- He has a meeting scheduled with County Counsel and the Director of Health and Human Services on April 3 on this topic and will provide an update at the next meeting. The County is still in discussion with the Miwok Tribe and it appears the negotiations are nearing an end.

4.4. Discuss Rent and Utility Reimbursement Methodology

- Deferred to next session to allow more time for gathering of historical data from stations 19, 48 & 88.

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

- Executive Director Hackett discussed the need to update this policy as required by the County to address audit findings. Discussed the incorporation of outdated policy 'Reimbursement for Class 22 Expenses' into the new policy thereby eliminating that separate policy.
- Seeking suggestions and input for improvements from the agencies as continual process improvement.

**Motion** by Chief Dekker to move this to the Board for discussion and approval, seconded by Chief Roberts and the motion carries unanimously.

4.6. Tactical Medic Program

- Chief Cordero provided copies of MOU from 2006 as requested by the Committee. Paramedic Noah Toft was present as he was part of that program. EDCF would enter into the MOU with EDSO and seeking agreement from the JPA to cover 50% of the OT cost for those tactical calls. The Sheriff's Office will cover 50% of the cost.
- This participation will be reflected and tracked via special coding in the Loaned Labor report. Annual cost of program participation is \$7-8K of which JPA would fund half. Chief Keating feels the cost of this participation should be added into the EDCF class 30 expenses as this is directly offset by EDCF cost savings in class 30.
- There was discussion of the benefits of having tactical trained individuals on the inside of these responses as it affords increased communication for the responding fire/ambulance personnel.
- Chief Tyler recalled M89 being placed in an active shooter situation and believes there are benefits to participation in the program.
- Dekker thinks approve for one year and then re-evaluate. Motion Dekker second Schwab do it for one year, re-evaluate/re-negotiate with EDSO. Schwab asked if we have issues with dispatch ECC/JPA. All in favor.

**Motion** by Chief Dekker to approve JPA funding half as indicated with a review of the Tactical Medic Program participation in one year and that EDCF actively pursue EDSO's higher financial contribution to the costs, seconded by Chief Roberts and the motion carries unanimously.

5. **New Business**

5.1. Review Revenue and Expense Statement (handout)

- Discussed under item 4.1.

5.2. CALFIRE Cooperative Fire Protection Agreement

- Division Chief Tyler provided a status of the current agreement. The staffing is 8.5 communications operators and one-half fire captain position as well as associated costs of CAD maintenance and EMD training. This is very similar in the agreement before you.
- Costs will be coming in just under a million dollars this year. Currently running with two vacant positions so not paying benefit rates for those positions. They are going thru the process of filling those positions.
- They have billed the JPA for Q1 and Q2 actual and Q4 estimate (Q4 estimate equal to Q2 actual). Exhibit B of the current contract sets the schedule for the invoicing. Q3 should be received on or after March 31.

5. New Business (cont...)

- Three years ago we received a unique change in the agreement as required by the Department of General Services to estimate the term of the agreement and the estimated costs with an escalator and not to exceed caps.
- Both agencies working cooperatively failed in fully implementing the agreement provision we have in place now. At one year prior to the agreement end, the JPA should have given notice to CalFire, at 6 months CalFire should give us a letter of intentions.
- Priority Dispatch training covered under the dispatch contract. All staff is EMD qualified. We will always have a minimum of two communication officers on duty at all times.
- If an agency took its dispatch business elsewhere the cost will be borne by the remaining agencies and CalFire would set down with the JPA and review the situation.

**Motion** by Chief Combs to move the agreement to the Board for discussion and approval, seconded by Chief Roberts and the motion carries unanimously.

**6. Adjournment**

A **motion** to adjourn the meeting at **14:20** hours was made by Chief Cordero was seconded by Chief Roberts and motion carries unanimously.

DRAFT



## El Dorado County Emergency Services Authority

Policy Subject Matter:           **Retiree Health Benefits Reserve Funding**  
 Review Date:  
 Revision Date:                   **06.15.11**  
 Creation Date:                   **04.27.10**

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### **I. Policy:**

The El Dorado County Emergency Services Authority (JPA) contributes annually to the retiree health benefits reserve for JPA funded employees as delineated by a current actuarial.

### **II. Purpose:**

The purpose of this policy is to establish a procedure for funding a retiree health benefits reserve for the JPA member agencies that provide medical insurance benefits to their JPA funded employees.

### **III. Procedure:**

The JPA will annually contribute to the retiree health benefits reserve for provider agencies. This calculation will be determined by one of the following:

- a. The member agency can request the amount the JPA needs to contribute according to calculations based on their agency's actuarial with the following guidelines:
  - Member agencies shall provide a current actuarial no more than two (2) years old.
  - The actuarial shall include JPA and non-JPA funded employees.
  - Member agencies shall provide a copy of the worksheet used showing the calculation of costs with their JPA fiscal year budget request.
  - The requested amount must be included prior to each fiscal year JPA budget adoption.
- b. In the event the member agency does not have a current actuarial or cannot meet the guidelines stated above, the JPA will use the calculation from the current JPA actuarial for the annual contribution amount to that agency's health benefits reserve.

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Marty Hackett  
Executive Director