



El Dorado County Emergency Services Authority

Finance Committee Meeting

Wednesday, July 9, 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, Chair , Chief Tom Keating | <input type="checkbox"/> Pioneer Fire, Chief Jack Daniels |
| <input type="checkbox"/> Cameron Park/CAL Fire, Vice Chair , 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 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 type="checkbox"/> Diamond Springs Fire, Chief Rob Combs | <input checked="" type="checkbox"/> Diamond Springs Fire, Assistant Chief Bryan Ransdell |
| <input type="checkbox"/> Diamond Springs Fire, Battalion Chief Ken Earle | <input type="checkbox"/> Garden Valley Fire, Chief Bill Dekker |
| <input checked="" type="checkbox"/> JPA, Executive Director Marty Hackett | |

Guests: Ryan Wagoner, South Lake Tahoe CSA3 Executive Director

1. Call to Order

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

2. Approval of Agenda –

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

3. Approval of Finance Meeting Minutes of June 4, 2014:

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

4. Old Business

4.1. Miwok Contract Update

- No change in status.
- No written response was received from the letter the JPA sent to HNSA concerning the unpaid amount on their contract.

4.2. Discuss Rent and Utility Reimbursement Methodology

- An analysis was provided for utilities figures. Executive Director Hackett believes we can use the numbers provided and use an average of \$1,000 to each provider district to cover all utilities per month.
- Executive Director Hackett researched average cost for commercial rental space per square foot in the Placerville area is currently \$17.28 per square foot. The average of the stations with only ambulances is 1,000 square feet which is \$1,433.00 per month so would average that to \$1,500.00.

Motion by Chief Hardy to move item 4.2 to JPA Board of Directors for approval, seconded by Chief Schwab and motion carries unanimously.

5. New Business

5.1. Review Revenue and Expense Statement (handout)

- Executive Director Hackett provided an oral summary of the statement. Actual revenues were very close to estimated. This is not a final statement as year-end financials closing won't happen until mid-August.
- The Committee instructed Executive Director Hackett to send a preliminary notice to any agency currently exceeding their budget cap.
- Executive Director Hackett provided an update on GEMT revenues at Chief Hardy's inquiry.

Some other fire districts that applied got paid but EDC HHS has not yet received any funds.

5.2. Review and Recommend JPA Budget Draft 6

- Executive Director Hackett indicated we increased communications to cover the new dispatch contract costs, reduced medical supplies to reflect current savings in this category, increased professional services \$30k to cover the CCT nurse fees per the new agreement and adjusted the Diamond Springs class 40 to \$20k per the class 40 cap.
- We will adjust the budget to reflect \$1k utilities (4620) and \$1,500 rent (4440) per provider agency under JPA Admin cumulative category. Any agency that already had class 40 funds allocated to those two sub-objects will reallocate them and send an update to the JPA of where to move those. This budget will go with these changes to the JPA Board of Directors for approval.

5.3. Review and Recommend Provider Agency Administrative Reimbursement and Authorization Expenditures Policy Draft

***Motion** by Chief Schwab to change item III.b.7 to remove the word 'and' and to send the policy to the JPA Board of Directors for approval; motion seconded by Chief Roberts and motion carries unanimously.*

5.4. Review and Recommend Revision to Purchasing Procedures Policy

- Executive Director Hackett spoke to each update made to the policy to bring it in line with county purchasing levels under item VII. Bid Calling and Award.

***Motion** by Chief Roberts to move this to the full JPA Board of Directors for approval, motion seconded by Chief Hardy and motion carries unanimously.*

5.5. Review and Recommend RFP Bid#01.2014

- Thirteen vendors were invited to bid. Only one vendor bid (Golden State) with a cost of \$113K per remount. Executive Director Hackett requests the Committee recommend awarding this bid to Golden State.
- Chief Cordero indicated with the recent completion of remount number five the JPA has realized a savings of nearly \$450k over the cost of purchasing new units and the feedback has been positive.

***Motion** by Chief Roberts to move this to the full JPA Board of Directors for approval, motion seconded by Chief Hardy and motion carries unanimously.*

6. Adjournment – 1337 hours

*A **motion** to adjourn the meeting was made by Chief Hardy, was seconded by Chief Roberts and motion carries unanimously.*