



El Dorado County Emergency Services Authority

Finance Committee Meeting

Wednesday, January 4, 2012, 1:30 p.m.
Diamond Springs/El Dorado Fire Station #49

Minutes

Present: Chief Greg Schwab, Georgetown Fire; Chief Thomas Keating, Rescue Fire; Chief Bruce Lacher, El Dorado County Fire; Chief Bill Dekker, Garden Valley Fire; Chief Dave Roberts, El Dorado Hills Fire; Chief Robert Gill, Pioneer Fire; Assistant Chief Mike Hardy, El Dorado County Fire; Assistant Chief Rob Combs, Diamond Springs Fire; Battalion Chief Joe Tyler, CAL FIRE and Marty Hackett, JPA Executive Director

1. Call to Order

Chairman Keating called the meeting to order at 1:30 p.m.

2. Approval of Agenda

Director Gill motioned to approve the agenda as presented. Battalion Chief Tyler seconded the motion which carried unanimously.

3. Approval of Minutes from the November 2, 2011 Meeting

Director Gill motioned to approve the minutes from the November 2, 2011 meeting. Director Roberts seconded the motion which carried unanimously.

4. Fiscal Items

4.1 Discuss Current Status of Outstanding Audit Issues

Executive Director Hackett reviewed the draft audit report provided by County Fire's independent auditor. Director Lacher advised the committee that he received the draft report on Monday and that although County Fire does not dispute the fact that reimbursement is due to the JPA, their assessment of what is owed differs from that of both Mr. Eastman, the JPA's auditor, and Mr. Fechter. Director Lacher has scheduled a follow-up meeting with Mr. Fechter on January 10, 2012 to discuss the draft report and review Mr. Fechter's methodology. Upon conclusion of the January 10th meeting, Mr. Fechter should be able to provide a finalized report.

Executive Director Hackett stated that the JPA adopted Mr. Eastman's finding and invoiced both districts accordingly based on his report. To date, neither district has submitted payment and direction is now needed from the committee on how the JPA should proceed.

Director Lacher stated that the El Dorado County Fire Board of Directors is scheduled to hear the matter at the January meeting and should provide direction to the district on how to proceed.

The committee determined that since it was the county who invoiced the JPA for the amount based on Mr. Eastman's findings, it should be the responsibility of County Fire to present Mr. Fechter's findings to the county and come to an agreement as to what is owed based on the two audit reports. Once the county has signed off on the amount owed it will be their responsibility to re-invoice the JPA accordingly based upon the agreed upon amount. The JPA will in turn re-invoice County Fire for the agreed upon amount.

Executive Director Hackett reminded the committee that the county has culpability in this matter due to their failure to audit in a timely manner and that this culpability should allow some flexibility for negotiations.

The committee requested the following actions:

- Place the topic on the February Finance Committee agenda for review/approval.
- Executive Director Hackett to determine if the El Dorado County Department of Public Health will accept a payment plan for monies owed related to the audit.
- Executive Director Hackett to determine when the El Dorado County Department of Public Health will begin the next audit.

4.2 Discuss MDC Program Participation

Executive Director Hackett stated that the JPA recently received an email from South Lake Tahoe stating that they want to be removed from the program. Their departure from the program will result in increased costs for the remaining districts for the Geospatial Technologies software annual maintenance fee billing. He explained that without a participation agreement in place districts are free to leave the program at will, thus increasing the costs for the remaining participants.

Executive Director Hackett stated that the Riverside site visit team is scheduled to make a presentation at the January Board of Directors meeting regarding their recent visit and the MDC program upgrade options. The Board requested this presentation after learning that the site visit team's views differed slightly on the MDC program.

Director Roberts questioned whether continuing with the MDC program is the prudent decision given the new technology available on the market. He suggested that the JPA schedule a special, non-board level meeting where vendors are invited to present their products for consideration. Assistant Chief Hardy stated that the Systems Status Management Committee made the recommendation to proceed forward with the current MDC program based on the site team's presentation at their October meeting and only recently learned that the team members may not have been in complete agreement. He also stated that the latest GST upgrade that was recently completed should eliminate many of the current issues with the system.

The committee discussed CAL FIRE's view of the MDC technology, their desire to have a global integration of the system statewide and their IT requirements for system access.

The committee requested that Executive Director Hackett reconvene the Technology Working Group and invite an IT representative from CAL FIRE to attend in order to discuss the topic more thoroughly.

4.3 Review Diamond Springs Fire Notification Regarding Injury/Budget Impact Information item.

4.4 Review/Approve Supply Committee Recommendation on Linen vs. Disposable

Executive Director Hackett stated that the following is the recommendation from the Equipment-Supply Committee on the use of linen vs. disposables.

Recommendations:

1. Cease linen service and move to disposables for the following items:

Pillow slip

Twin sheet

Thermal blanket

Massage towel (14 x 20)

Bath towel (24 x 48)

Bath blanket

Bio-hazard laundry bag

Laundry bag

2. Maintain the ability to purchase linen 20 x 40 bath towels.

Executive Director Hackett stated that Life Assist can provide disposable options for all items listed under recommendation #1. Life Assist has also provided pricing of \$37.20 case/12 or \$3.10 each for the 20 x 40 linen bath towels (minimum of 5 cases per order). Life Assist also offers a disposable option that can be included on the master supply list if needed. The cost for disposable is \$54.00 case/100 or \$0.51 each. Currently AlSCO charges \$0.51 each for their linen towels, however they also assess par level, inventory maintenance and service fees on every order they deliver where Life Assist does not.

Currently the JPA spends approximately \$44,000 annually for linen service. Based on the recommendation from the Equipment-Supply Committee, the cost annually for disposables will be approximately \$27,000, thus resulting in a \$17,000 savings.

Executive Director Hackett stated that the JPA will contact AlSCO to determine if they are able to provide service to the districts for only the 20 x 40 towel and, if so, what the charge and applicable fees will be for the service.

The committee requested that the topic be placed on the February agenda for review/approval.

4.5 Request for Vehicle Remount RFP

Executive Director Hackett stated three (3) of the eight (8) reserve units have over 160,000 miles and are nearing surplus status. The boxes on these units are in sufficiently good condition to be eligible for a remount on a new Dodge chassis. The recommendation from the Ambulance Spec Committee is to purchase one (1) remount ambulance this fiscal year and two (2) in FY 12/13. This will give the JPA a front-line fleet of nine (9) ambulances that are under warranty and operating at a higher level of mechanical reliability. The three (3) older front-line ambulances will be moved to reserve status. Their mileage levels are such that they are historically worth the on-going maintenance and repair to keep them operational and available for reserve status.

The JPA estimates the cost of a remount with a new 2011 or 2012 chassis will be approximately \$110,000 per unit. This is a significant savings when compared to a new ambulance (chassis and box) that may cost as much as \$180,000.

Director Roberts motioned to recommend for approval by the JPA Board to purchase one (1) remount ambulance in FY 11/12 and two (2) in FY 12/13. Director Gill seconded the motion which carried unanimously.

4.6 Review/Approve Zoll Technician Equipment Purchase

Discussed under item 4.7.

4.7 Review/Approve Zoll Technician Agreement

Executive Director Hackett reviewed the information provided from Zoll outlining their preventative maintenance and extended warranty services and costs.

Director Roberts advised that El Dorado Hills Fire has two (2) Zoll trained technicians on staff that are available to assist the districts with repairs and maintenance if the JPA purchases the repair equipment at a cost of \$18,000. Executive Director Hackett presented the draft agreement between the JPA and El Dorado Hills Fire which outlines the purchase of the repair equipment by the JPA and the El Dorado Hills Fire personnel costs to provide the service. Highlights of the contract include:

1. The EDHFD will maintain through the period of the agreement personnel who are certified in the maintenance, calibration and repair of Zoll “M” and “E” series defibrillator-monitors.
2. The JPA will purchase the equipment necessary for the defibrillator-monitor technicians to perform their work. The JPA will also be responsible for the maintenance and repair of this equipment.
3. EDHFD will not charge the JPA for “Annual Preventative Maintenance & Calibration” (APM&C) work performed on JPA owned Zoll units for a period of two (2) years. The no-cost “APM&C” Service will also be extended to JPA non-provider agencies for a period of one (1) year. The JPA and its non-provider agencies will be responsible for any replacement parts that are needed to complete the APM&C.
4. Following the “no cost” period described in #3 above, the EDHFD fee for “APM&C Service” will be one hundred and fifty (\$150) dollars per unit plus the cost of any parts that may be required.
5. EDHFD technicians are also authorized to conduct repairs on Zoll units. All out of warranty repairs will be billed at a rate of \$75 per hour plus needed parts. Non-Warranty Repairs are not included in the “no-cost” term described in #3 above.
6. EDHFD will perform all service work at the site where the Zoll equipment is normally stationed.
7. EDHFD will maintain a record of the work performed on the Zoll equipment and make copies available to the JPA provider and non-provider agencies.

Assistant Chief Combs requested the following change:

- Replace non-provider agencies with JPA member agencies throughout the contract.

Director Schwab motioned to recommend for approval by the JPA Board the Zoll Technician Agreement with the change noted above. Assistant Chief Hardy seconded the motion which carried unanimously.

4.8 Review CSA 7 Revenue Report

Executive Director Hackett reviewed the CSA 7 revenue report which shows the total actual revenue collected to date of \$5,006,648.

Executive Director Hackett stated that the JPA has not received the Five Year Projection report from the county, but does anticipate receipt of the report prior to the February meeting.

4.9 Review Wittman Revenue Projections

Executive Director Hackett reviewed the report provided by Wittman Enterprises which projects revenue of \$5,997,952.08 in FY 11/12.

4.10 Review JPA FY 12-13 Draft Preliminary Budget

Executive Director Hackett updated the committee on the following items:

- The JPA is tracking approximately 3% below what was budgeted for FY 11/12. If this trend continues then it will result in approximately \$450,000 - \$500,000 needed from reserves.
- AB 678 could potentially bring in \$450,000 in revenue in FY 12/13.
- The EMS Agency is considering an increase in the ambulance rate.
- The 1st draft of the preliminary FY 12/13 budget is \$11,303,551.09. Factoring in CSA 7 associated costs of \$638,000 would result in an draft budget of \$11,941,551.09.
- Based on projections the JPA is facing a potential \$900,000 shortfall in FY 12/13.

Due to the potential \$900,000 shortfall, the committee requested that Executive Director Hackett send the districts back their original budget request to determine if there are any areas where additional cost savings can be obtained. The item will be added to the February agenda for further review.

5. Adjournment

Assistant Chief Hardy motioned to adjourn the meeting at 2:50 p.m. Director Roberts seconded the motion which carried unanimously.

The next meeting will occur on Wednesday, February 1, 2012 at 1:30 p.m. in the conference room at Diamond Springs Fire