



El Dorado County Emergency Services Authority

Finance Committee Meeting

Wednesday, February 1, 2012, 1:30 p.m.

Diamond Springs/El Dorado Fire Station #49 – Conference Room

Minutes

Present: Chief Greg Schwab, Georgetown Fire; Chief Thomas Keating, Rescue Fire; Battalion Chief Mike Webb, Cameron Park Fire; Chief Bruce Lacher, El Dorado County Fire; Chief Dave Roberts, El Dorado Hills Fire; Chief Robert Gill, Pioneer Fire; Assistant Chief Mike Hardy, El Dorado County 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. Assistant Chief Hardy seconded the motion which carried unanimously.

3. Approval of Minutes from the January 4, 2012 Meeting

Assistant Chief Hardy motioned to approve the minutes from the January 4, 2012 meeting. Director Schwab seconded the motion which carried unanimously.

4. Fiscal Items

4.1 Review/Approve Zoll Technician Agreement

Executive Director Hackett stated that the contract is still under legal counsel review with El Dorado Hills Fire. The item will be agendized for the March Finance meeting.

4.2 Review/Approve Outstanding Audit Issues

Director Lacher advised the committee that the district's auditor presented his findings to County Fire's Board last week. The Board formed a sub-committee which will be responsible for negotiating the matter with county representatives.

Diamond Springs Fire has submitted a journal entry for payment of their invoice.

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

Executive Director Hackett updated the committee on the following 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 contacted AlSCO regarding service availability for only the 20 x 40 towel and was advised that they would not be able service to the districts if they purchased only this item.

Director Schwab requested that the JPA ensure that a linen option is available on the master supply list.

If the JPA Board approves the move from linen to disposables the JPA will bring the matter to a future Systems Status Management Committee meeting to work out the details of the transition plan.

Assistant Chief Hardy motioned to recommend for Board approval the Supply Committee's recommendation to transition from linen service to disposables. Director Gill seconded the motion which carried unanimously.

4.4 Review FY 11-12 Q2 Variance Report

Executive Director Hackett reviewed each district's variance report. To date the JPA is under budget by 2-3%.

Assistant Chief Hardy discussed a letter he recently received from a Garden Valley constituent regarding the district's loss of Aid to Fire funds and how it will affect their ALS engine program. The committee agreed with the JPA Board's previous decision that no further action will be taken on the ALS engine program at this time due to lack of funding.

4.5 Review/Approve JPA FY 12-13 Draft 2 Preliminary Budget

The committee discussed the following items:

- Due to the potential \$900,000 shortfall, the districts were sent back their original budget request to determine if there were any areas where additional cost savings could be obtained.
- The 1st draft of the preliminary FY 12/13 budget was \$11,303,551.09. The second draft of the preliminary budget is \$11,167,478.09.

- The JPA is tracking approximately 3% below what was budgeted for in 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 \$400,000 in revenue in mid FY 12-13.
- The JPA needs to resolve revenue collection issues.
- Institute a BLS program.
- The JPA is missing out on revenue from special events.
- Reductions in Class 30 expenses may need to be considered.
- The EMS Agency is considering an increase in the ambulance rate.
- The Five Year Projection report will be available for review at the March 7th meeting.
- Director Lacher requested that Executive Director Hackett follow-up with the county to determine why the payment from the Miwok tribe has not been deposited.

The committee discussed how to move the county process forward to approve a BLS plan. Executive Director Hackett stated that the county hired a consultant to review the BLS plan, but to date a decision has not been reached on how to proceed. The committee requested that Executive Director Hackett follow-up with the county to check the status of the issue and to request that the issue be expedited if needed.

The lack of relationship with the EMS Agency continues to be an on-going issue. Executive Director Hackett stated that a meeting was held recently with Public Health representatives Sharon Elliot and Joan Meis-Wilson to discuss the on-going issues and that the outcome of the meeting was positive.

The committee requested that the topic be agendaized at the February Systems Status Management Committee meeting for further discussion.

The committee requested that Executive Director Hackett convene a special meeting consisting of the Finance Committee and the Systems Status Management Committees to discuss ways to reduce expenses and increase revenue in FY 12-13.

5. New Business

5.1 Annual Review/Approval of ALS Engine & Ambulance Agreement Templates

Executive Director Hackett stated that review of the agreements are required on an annual basis. He requested that each district review the agreements and submit their changes to the JPA. The topic will be agendaized at the March 7th meeting for final review/approval.

6. Adjournment

Director Roberts motioned to adjourn the meeting at 2:20 p.m. Assistant Chief Hardy seconded the motion which carried unanimously.

The next meeting will occur on Wednesday, March 7, 2012 at 1:30 p.m. in the conference room at Diamond Springs Fire