



El Dorado County Emergency Services Authority

Special Combined Finance and JPA Board Meeting

Wednesday – March 6, 2013 at 1300 hours

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

AGENDA

1. Call to Order Keating
2. Approval of Agenda
3. Approval of Finance Meeting Minutes of February 6, 2013
4. Old Business Hackett
 - 4.1 Review/Discuss Cameron Park Admin Fees
 - 4.2 Review/Discuss CSA 7 Rev & Exp FY 12-13
5. New Business
 - 5.1 Review/Action JPA's continued participation in the MDC Program
 - 5.2 Review/Discuss FY 13/14 Projected Revenue & Expenditures
 - 5.3 Discuss/Approve cost saving measures to balance budget
 - 5.4 Discuss/Approve Draft 1 FY 13-14 Budget
 - 5.5 Discuss/Approve Dispatch billing percentages
6. Adjournment Keating

*** 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, February 6, 2013 1:00 p.m.

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

Minutes

Present:

Chairman Keating/Rescue Fire; Chiefs Dekker/Garden Valley, Schwab/Georgetown Fire; O’Camb/El Dorado Hills; Keenan/Cal Fire; Hardy/El Dorado County Fire, Combs/Diamond Springs and Marty Hackett/JPA Executive Director

1. Call to Order

Chairman Keating called the meeting to order at 1300 hours.

2. Approval of Agenda

Motion to approve Agenda by Keenan; seconded by Schwab and motion carries.

3. Approval of Minutes

Motion to approve Minutes of November 7, 2012 by Keenan; seconded by Hardy and motion carries.

4. Old Business

4.1 Audit Update

Director Hackett thanked Chief Hardy for the completed El Dorado County Fire Audit of FY 09/10 that has been submitted to county.

4.2 FY 12/13 Revenue & Expenditure Update

Provided information of projected costs for each district ~ no questions.

5. New Business

5.1 Budget Preparation for FY 13/14

Budget Estimates for Draft 1 was presented. El Dorado County Fire needs to add 3040.1 Retiree Health amounts.

5.2 Admin Fees

Chief Teter questioned the amount that could be spent elsewhere in the budget and previously inquired as to how the admin fees were derived? Chief Keenan will follow-up with Chief Teter as he is absent from this meeting.

5.3 Cost Control Working Group

Caps could be set in place as an entire group per medic unit. An email was shared from Chief Roberts and will be further discussed since he is absent from today’s meeting.

5.4 ALS Ambulance (#119) and Engine Agreements (#28)

If no changes are needed to these documents, they will remain Evergreen and ongoing. This will be brought to the JPA Board meeting.

5.5 Review & Recommend action on Marshall Hospital IFT/CCT Invoice

It was discussed that the bill is obsolete as no agreement was in place between Marshall and the JPA at the time of invoicing. According to Legal Counsel Marshall cannot Invoice the JPA for 5 prior years of CCT that had no contract in place. Director Hackett will meet with Marshall tomorrow to review the CCT Contract Agreement and follow-up with Bill Wright from legal. After a contract is in place the recommendation is to reimburse Marshall for this fiscal year's CCT services and ongoing services as outlined in the contract.

5.6 Review 5yr Projection for Revenue & Expenditures from County Health Services

Director Hackett discussed the potential for decreased expenditures in the upcoming fiscal year.

A waiver of \$1200 for Internship will be brought to the JPA board, but probable that the fee still stands considering the financial burden.

6. Adjournment

A motion to adjourn the meeting at 1359 by Keenan; seconded by Hardy and motion carried unanimously.

Jannell Clanton, JPA Admin



El Dorado County Emergency Services Authority

480 Locust Road
Diamond Springs, CA 95619
Tel (530) 642-0622 Fax (530) 642-0628

FY 13/14 Projected Revenue and Expenditures Moderate Projection

Revenues

| | |
|-------------------|--|
| Property Tax: | \$2,497,220 |
| Special Tax: | \$1,574,584 |
| Ambulance Fees: | \$6,051,851 |
| Miwok Tribe: | \$603,358 (In current contract negotiations) |
| Interest: | \$13,166 |
| Penalty and Fine: | \$15,000 |
| State HOPTR: | <u>\$29,000</u> |
| | \$10,784,179 |

Expenditures

| | |
|------------------|-----------------|
| WS JPA: | \$11,052,302 |
| Amb Billing: | \$430,051 |
| CSA 7 Prof. Svs: | \$301,250 |
| CSA 7 Other: | <u>\$51,698</u> |
| | \$11,835,301 |

| | |
|---------------|-----------------------|
| Expenditures: | \$11,835,301 |
| Revenues: | - <u>\$10,784,179</u> |
| | \$1,051,122 |

Projected Unreserved Fund Balance for FY 13/14: \$1,302,818 minus over expenditure of \$1,051,122 = \$251,696 remaining for FY 14/15.

Projected over expenditure of \$1,051,122 divided by eight (8) medic units = \$131,390.25 per unit to balance the budget.

To be able to balance the budget and re-build our reserve fund it may be necessary to cap our Class 30 and 40 costs at \$850,000 per medic unit.

**JPA Budget - FY 2013/14
Preliminary Draft 1**

| Class 30: Wages/Benefits | JPA FY 12/13 Budget | JPA FY 13/14 Budget | El Dorado County Fire | Diamond Springs Fire | Georgetown Fire | Cameron Park Fire | El Dorado Hills Fire | JPA Admin |
|-------------------------------------|--------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------|------------------------------|---------------------------------|---------------------|
| 3000 Reg. Employees | \$4,744,356.87 | \$4,690,351.03 | 2,090,116.94 | 531,016.72 | 482,424.00 | 937,793.37 | 520,000.00 | 129,000.00 |
| 3001 Extra Help | \$111,700.00 | \$97,700.00 | 8,000.00 | 58,500.00 | 31,200.00 | 0.00 | 0.00 | 0.00 |
| 3002 Overtime | \$852,164.45 | \$731,932.22 | 500,000.00 | 48,692.22 | 71,240.00 | 0.00 | 100,000.00 | 12,000.00 |
| 3004 Other Comp | \$48,000.00 | \$27,811.00 | 17,500.00 | 2,625.00 | 3,120.00 | 0.00 | 3,000.00 | 1,566.00 |
| 3020 Retirement | \$1,345,133.79 | \$1,253,962.13 | 740,703.10 | 155,903.43 | 182,355.60 | 0.00 | 175,000.00 | 0.00 |
| 3021 Social Security | \$54,373.59 | \$54,497.33 | 496.00 | 41,101.33 | 4,000.00 | 0.00 | 0.00 | 8,900.00 |
| 3022 Medicare | \$69,465.60 | \$74,150.88 | 37,672.70 | 9,612.41 | 10,000.00 | 0.00 | 15,000.00 | 1,865.77 |
| 3040 Health Ins. | \$824,437.31 | \$909,035.14 | 562,006.56 | 102,228.58 | 73,800.00 | 0.00 | 85,000.00 | 86,000.00 |
| 3046 Retiree Health | \$134,248.05 | \$190,000.00 | 0.00 | 65,000.00 | 60,000.00 | 0.00 | 65,000.00 | 0.00 |
| 3041 Fed. Unempl. | \$1,050.00 | \$0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3042 Disability Ins. | \$9,528.00 | \$10,528.00 | 7,000.00 | 864.00 | 1,260.00 | 0.00 | 1,404.00 | 0.00 |
| 3043 Deferred Comp. | \$43,273.48 | \$43,643.75 | 0.00 | 24,715.75 | 18,928.00 | 0.00 | 0.00 | 0.00 |
| 3044 Vision Insurance | \$21,500.00 | \$22,395.56 | 7,395.56 | 0.00 | 1,500.00 | 0.00 | 13,500.00 | 0.00 |
| 3060 Workers' Comp | \$326,783.00 | \$338,530.74 | 162,708.00 | 86,520.00 | 47,052.74 | 0.00 | 40,000.00 | 2,250.00 |
| 3080 Life/Flexible Benefits | \$1,250.00 | \$1,250.00 | 0.00 | 700.00 | 0.00 | 0.00 | 550.00 | 0.00 |
| CLASS 30: TOTALS | \$8,587,264.14 | \$8,445,787.78 | \$4,133,598.86 | \$1,127,479.44 | \$986,880.34 | \$937,793.37 | \$1,018,454.00 | \$241,581.77 |

| Class 40: Serv/Supplies | JPA FY 12/13 Budget | JPA FY 13/14 Budget | El Dorado County Fire | Diamond Springs Fire | Georgetown Fire | Cameron Park Fire | El Dorado Hills Fire | JPA Admin |
|--------------------------------|--------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------|------------------------------|---------------------------------|-----------------------|
| 4020 Clothing | \$31,235.00 | \$6,200.00 | 2,250.00 | 450.00 | 1,500.00 | 0.00 | 2,000.00 | 0.00 |
| 4021 Fire Turnouts | \$9,070.00 | \$27,070.00 | 15,000.00 | 3,800.00 | 4,270.00 | 4,000.00 | 0.00 | 0.00 |
| 4022 Uniforms | \$4,800.00 | \$4,800.00 | 0.00 | 0.00 | 4,800.00 | 0.00 | 0.00 | 0.00 |
| 4040 Communications | \$1,052,365.00 | \$1,105,025.00 | 10,625.00 | 2,000.00 | 1,900.00 | 1,000.00 | 3,000.00 | 1,086,500.00 |
| 4060 Inservice Food | \$950.00 | \$800.00 | 500.00 | 0.00 | 200.00 | 0.00 | 0.00 | 100.00 |
| 4080 Household Exp. | \$10,850.00 | \$10,650.00 | 3,750.00 | 4,000.00 | 500.00 | 1,200.00 | 1,000.00 | 200.00 |
| 4085 Refuse Disposal | \$3,280.00 | \$3,280.00 | 0.00 | 800.00 | 2,480.00 | 0.00 | 0.00 | 0.00 |
| 4087 Extermination | \$300.00 | \$150.00 | 0.00 | 150.00 | - | 0.00 | 0.00 | 0.00 |
| 4100 Insurance | \$30,000.00 | \$30,000.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 30,000.00 |
| 4140 Maint: Equip. | \$33,650.00 | \$28,750.00 | 6,250.00 | 700.00 | 900.00 | 0.00 | 900.00 | 20,000.00 |
| 4141 Maint: Office Equip | \$500.00 | \$700.00 | 0.00 | 700.00 | - | 0.00 | 0.00 | 0.00 |
| 4142 Maint: Radio | \$7,325.00 | \$6,635.00 | 1,875.00 | 0.00 | 700.00 | 560.00 | 500.00 | 3,000.00 |
| 4145 Maint: Equip. Prts | \$100.00 | \$100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| 4160 Vehicle Maint | \$120,750.00 | \$118,750.00 | 78,750.00 | 0.00 | 5,500.00 | 22,500.00 | 10,000.00 | 2,000.00 |
| 4162 Veh Maint:Sup | \$16,500.00 | \$16,500.00 | 0.00 | 11,500.00 | 5,000.00 | 0.00 | 0.00 | 0.00 |
| 4164 Veh Maint: Tires | \$21,000.00 | \$21,800.00 | 15,000.00 | 0.00 | 6,000.00 | 0.00 | 0.00 | 800.00 |
| 4165 Veh Maint: Oils | \$3,083.00 | \$3,143.00 | 0.00 | 2,483.00 | 600.00 | 0.00 | 0.00 | 60.00 |
| 4180 Maint: Bldg/Imp | \$2,500.00 | \$2,000.00 | 0.00 | 1,000.00 | - | 0.00 | 0.00 | 1,000.00 |
| 4182 Structures Maint | \$0.00 | \$0.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 0.00 |
| 4200 Medical Supplies | \$409,500.00 | \$422,143.10 | 187,500.00 | 40,000.00 | 35,000.00 | 59,000.00 | 60,000.00 | 40,643.10 |
| 4220 Memberships | \$6,700.00 | \$900.00 | 0.00 | 450.00 | 450.00 | 0.00 | 0.00 | 0.00 |
| 4260 Office Expense | \$12,350.00 | \$11,500.00 | 3,125.00 | 650.00 | 825.00 | 1,000.00 | 900.00 | 5,000.00 |
| 4261 Postage | \$2,300.00 | \$1,800.00 | 0.00 | 150.00 | 150.00 | 0.00 | 0.00 | 1,500.00 |
| 4263 Subscriptions | \$100.00 | \$100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 |
| 4266 Printing | \$150.00 | \$150.00 | 0.00 | 0.00 | 150.00 | 0.00 | 0.00 | 0.00 |
| 4300 Professional Serv | \$60,000.00 | \$18,000.00 | 2,000.00 | 1,500.00 | 1,500.00 | 0.00 | 1,000.00 | 12,000.00 |
| 4304 Admin Fees | \$170,000.00 | \$170,000.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 170,000.00 |
| 4324 Medical | \$1,650.00 | \$1,650.00 | 0.00 | 1,500.00 | 150.00 | 0.00 | 0.00 | 0.00 |
| 4400 Publicat/Legal | \$1,600.00 | \$600.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 500.00 |
| 4420 Rent/Lease/Equip | \$3,000.00 | \$3,000.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 3,000.00 |
| 4440 Rent/Lease/Bldg | \$15,000.00 | \$13,200.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 13,200.00 |
| 4460 Equip: Sm Tool | \$700.00 | \$850.00 | 0.00 | 650.00 | 200.00 | 0.00 | 0.00 | 0.00 |
| 4461 Equipment: Minor | \$10,027.00 | \$9,525.00 | 2,625.00 | 750.00 | 250.00 | 900.00 | 0.00 | 5,000.00 |
| 4462 Equip: Computers | \$1,000.00 | \$3,500.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 3,500.00 |
| 4500 Special Dept Exp | \$11,050.00 | \$6,300.00 | 0.00 | 250.00 | 550.00 | 0.00 | 500.00 | 5,000.00 |
| 4502 Educ Materials | \$1,025.00 | \$1,025.00 | 0.00 | 0.00 | 1,025.00 | 0.00 | 0.00 | 0.00 |
| 4503 Staff Development | \$2,500.00 | \$8,500.00 | 0.00 | 2,000.00 | - | 0.00 | 0.00 | 6,500.00 |
| 4540 Staff Development | \$44,000.00 | \$23,600.00 | 1,000.00 | 2,000.00 | 4,000.00 | 3,600.00 | 3,000.00 | 10,000.00 |
| 4600 Transport/Travel | \$6,800.00 | \$6,400.00 | 1,000.00 | 2,000.00 | 500.00 | 900.00 | 0.00 | 2,000.00 |
| 4602 Mile Emp Prv Auto | \$700.00 | \$700.00 | 0.00 | 0.00 | - | 0.00 | 0.00 | 700.00 |
| 4606 Fuel Purchases | \$149,821.00 | \$180,421.00 | 100,000.00 | 24,500.00 | 14,821.00 | 25,000.00 | 14,000.00 | 2,100.00 |
| 4620 Utilities | \$55,148.00 | \$56,298.00 | 26,250.00 | 7,000.00 | 6,548.00 | 8,000.00 | 6,000.00 | 2,500.00 |
| CLASS 40: TOTALS | \$2,313,379.00 | \$2,326,515.10 | \$457,500.00 | \$110,983.00 | \$100,769.00 | \$127,660.00 | \$102,800.00 | \$1,426,803.10 |

| Class 60: Fixed Assets | JPA FY 12/13 Budget | JPA FY 13/14 Budget | El Dorado County Fire | Diamond Springs Fire | Georgetown Fire | Cameron Park Fire | El Dorado Hills Fire | JPA Admin |
|-------------------------------|--------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------|------------------------------|---------------------------------|---------------------|
| 6040 Fixed Assets | \$540,000.00 | \$280,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$280,000.00 |
| Class 60 Total | \$540,000.00 | \$280,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$280,000.00 |

| Budget Totals | JPA FY 12/13 Budget | JPA FY 13/14 Budget | El Dorado County Fire | Diamond Springs Fire | Georgetown Fire | Cameron Park Fire | El Dorado Hills Fire | JPA Admin |
|----------------------------|--------------------------------|--------------------------------|----------------------------------|---------------------------------|------------------------|------------------------------|---------------------------------|-----------------------|
| Class 30: Wages/Benefits | \$8,587,264.14 | \$8,445,787.78 | \$4,133,598.86 | \$1,127,479.44 | \$986,880.34 | \$937,793.37 | \$1,018,454.00 | \$241,581.77 |
| Class 40: Serv/Supplies | \$2,292,989.00 | \$2,326,515.10 | \$457,500.00 | \$110,983.00 | \$100,769.00 | \$127,660.00 | \$102,800.00 | \$1,426,803.10 |
| Class 60: Fixed Assets | \$540,000.00 | \$280,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$280,000.00 |
| Class 70: Resid.Eqty.Trsf. | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$11,420,253.14 | \$11,052,302.88 | \$4,591,098.86 | \$1,238,462.44 | \$1,087,649.34 | \$1,065,453.37 | \$1,121,254.00 | \$1,948,384.87 |

| | | |
|------------------------|------------------------|------------------------|
| CSA 7 Associated Costs | \$ 805,590.00 | \$700,000.00 |
| FY13-14 Budget | \$12,225,843.14 | \$11,752,302.88 |