



El Dorado County Emergency Services Authority

Finance Committee Meeting Wednesday – June 6, 2012, 1:30 p.m. Diamond Springs Fire Station #49 – Conference Room

AGENDA

- | | |
|--|---------|
| 1. Call to Order | Keating |
| 2. Approval of Agenda | Keating |
| 3. Approval of Finance Committee Minutes from the March 7, 2012 Meeting | Keating |
| 4. Old Business | |
| 4.1 Audit correspondence and update | Hackett |
| 4.2 Discuss/Approve Draft Audit Corrective Action Plan Policy entitled:
<i>Transaction Reporting and Accountability</i> | Hackett |
| 4.3 Review/Discuss cost savings and budget modifications for FY 12/13 | Hackett |
| 6. New Business | |
| 7. Adjournment | Keating |

Next meeting is ~~July 4, 2012~~, August 1, 2012



El Dorado County Emergency Services Authority

Item 3

Finance Committee Meeting

Wednesday, March 7, 2012, 1:30 p.m.

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

Minutes

Present: Deputy Chief O’Camb/EDH Fire, Chief Keating/Rescue Fire; Chief Gill/Pioneer Fire; Chief Joe Tyler, Assistant Chief Mike Hardy/El Dorado County Fire, Marty Hackett/JPA Executive Director

1. **Call to Order**

Chairman Keating called the meeting to order at 1335 hours

2. **Approval of Agenda**

Director Gill motioned to approve the agenda as presented. Assistant Chief Hardy seconded, motion carried unanimously.

3. **Approval of Minutes**

Chairman Keating motioned to approve the minutes from the February 1, 2012 meeting. Gill seconded the motion which carried unanimously.

4. **Fiscal Items**

4.1 **Review/Approve Zoll Technician Agreement**

Executive Director Hackett stated that El Dorado Hills will not charge JPA for annual preventative maintenance and calibration work performed on JPA Zoll Units for a period of two (2) years. The no cost service will extend to JPA non-provider agencies for a period of one (1) year. The following year will include an annual flat rate of \$150 per unit, additional charges for replacement parts may apply at \$75/hour for outside warranty repairs. Committee stated this is a good deal.

Gill motions to approve, Tyler seconds and motion carries unanimous.

4.2 **Review/Approve ALS Engine & Ambulance Agreements**

Director Hackett advised the committee that there have been no issues to date; however, Chief Tyler requested agreements be date sensitive, or done annually to include an addendum for updated signatures. Committee agreed and requested Director Hackett inquire about Agreement Timelines.

4.3 **Review CSA 7 Five Year Projection Report**

Director Hackett stated we’re in the negative this current fiscal year; however we have a healthy reserve fund. We will continue in the negative if we don’t increase revenue or decrease costs. He also reported on parcel fees and how Ambulance revenues are acquired; these are potential revenue streams.

Chief Combs mentioned the Assessor’s Office running reports on 00-use codes with improvement to homes. Tax rate areas that include square footage improvements could provide some revenue for us. By requesting

a query on all homes that haven't been updated with the county assessor's office – potential for error is possible. Director Hackett will inquire at the Assessor's Office and follow up at the next meeting

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

The topic will be agendized at the March 7th meeting for final review/approval.

Discussion Items

- Keating asked if the budgeted fleet amount includes the 2012 remount - 2 remounts are reflected in the draft 2 budget.
- Open Bids for Remount are April 2, 2012 at 0900 hours in the Conference Room of Diamond Springs Fire.

A Motion was made by Tyler to accept the Provider Agency Budgets while adjusting the Non-provider Agency proposals as not to exceed this FY's budget amount. Seconded by Hardy and motion carried unanimous.

On Monday, Schwab and Hackett will go to Sac City Hall and Report on medical supplemental funding.

4.5 Update on Audit matter with El Dorado County Fire Protection District

Keating, Lacher, Hardy and Hackett met with reps from El Dorado County Fire and auditor Fechter. County Fire owes a significant amount of money and three (3) issues have been identified: (1)\$379,000 overpayments for 22-positions (2)\$90,000 JPA Utility payment error, and (3)\$50,000 Strike Team. Different assumptions between the auditors were found. The recommendation discussed was a 4 year payback time.

Discussion Items

- Combs stated He is working with Kate Whitehouse from Gold Country on a possible solution. Combs is offering a rate not to exceed a fixed rate and a contract annually to have an opportunity to offer services. She wants an \$8000 rate; Combs is working on communications with her and the needs of the Nursing Facility.
- Diamond Springs provides tax free services for the Facility, but 1/3 of their calls come from them. Gold Country currently pays per call; whereas, Escaton pays a smooth rate.

5. New Business

none

6. Adjournment

Chairman Keating motioned to adjourn the meeting at 1433 hours. Chief Gill seconded the motion which carried unanimously.

Next Meeting: Wednesday, April 4, 2012 at 1:30 p.m. in the conference room at Diamond Springs Fire.

Jannell Clanton, JPA Admin



**EL DORADO COUNTY
HEALTH AND HUMAN SERVICES AGENCY**

**Daniel Nielson, M.P.A.
Director**

Public Health Division

May 17, 2012

Marty Hackett
Executive Director
El Dorado County Emergency Services Authority
480 Locust Road
Diamond Springs, CA 95619

Dear Mr. Hackett:

As we discussed today, we are in agreement with the amount of funds due to the County of El Dorado from the JPA related to the audit findings of overcharges from El Dorado County Fire during the fiscal years of 2005/2006 thru 2008/2009. The amount was discussed during the April 19 meeting attended by Chief Keating, Lori Walker and you and was determined to be \$528,142.81.

The Agency has been directed to recover the funds from the JPA. The County will be recovering this amount from the May expenditure journal entry. This entry will be prepared between June 5 and June 10. We will provide you a copy of the journal entry for your records.

Additionally, we will be recovering the funds related to the audit findings of overcharges from Diamond Springs Fire in the amount of \$18,000. These funds have already been recovered by the JPA and will be included in the June journal entry to transfer the monies to the County.

Please do not hesitate to contact my office if you have any questions.

Sincerely,

Daniel Nielson
Director

cc: Joe Harn, Auditor-Controller
Terri Daly, Chief Administrative Officer

Strengthening, Empowering and Protecting the Residents of El Dorado County



County of El Dorado
OFFICE OF AUDITOR-CONTROLLER

JOE HARN, CPA
Auditor-Controller

360 FAIR LANE
PLACERVILLE, CALIFORNIA 95667-4193
Phone: (530) 621-5487 Fax: (530) 295-2535

BOB TOSCANO
Assistant Auditor-Controller

May 23, 2012

Mr. Marty Hackett, Executive Director
E.D.C. Emergency Services Agency
480 Locust Road
Diamond Springs, CA 95619

Mr. Hackett:

The purpose of this letter is to document the conversation that we had yesterday regarding the JPA's accounting and budgetary controls.

During the four years ended June 30, 2009, County Fire inadvertently over claimed funds from the JPA. This was a major finding in the JPA's recently completed audit. The JPA has an obligation to implement procedures that provide reasonable assurance that any funds that are over claimed by an ambulance provider will be identified by the JPA, immediately.

Please provide me with your new procedures as soon as possible.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Harn", written over a faint circular stamp.

Joe Harn
Auditor-Controller

cc: BOS

Teri Daly, CAO
Daniel Nielson, Director of Health & Human Services
Bruce Lacher, EDC Fire



**EL DORADO COUNTY
HEALTH AND HUMAN SERVICES AGENCY**

Item 4.1c

**Daniel Nielson, M.P.A.
Director**

June 4, 2012

Marty Hackett
Executive Director
El Dorado County Emergency Services Authority
480 Locust Road
Diamond Springs, CA 95619

Dear Mr. Hackett:

This letter will confirm that in regard to the recoupment of overcharges by the JPA to County Service Area #7 in the amount of \$528,142.81 the County Board of Supervisors has declined the JPA's proposal for a four year repayment plan. The County is concerned that these overcharges have continued beyond the fiscal year 08/09 and may have continued even through the present.

The County is deducting from the JPA's monthly payment the sum of \$300,000 today, to partially recoup the overpayment from CSA #7 to the JPA as a result of these overcharging practices that the JPA engaged in for the fiscal years 05/06 to 08/09. The remaining overpayment of \$228,142.81 will be deducted from the next monthly payment to the JPA unless on or before June 30th the County receives significant evidence that the JPA has resolved the underlying internal control weaknesses that were the root cause of the \$528,142.81 overcharge.

The JPA needs to articulate for the County in writing new procedures that the JPA will establish by June 30th that provide reasonable assurance that the provider fire districts only charge appropriate actual costs to the JPA, and the JPA in turn will only charge the County appropriately. We need to know how often the JPA will verify the accuracy of the fire districts charges and what procedures the JPA will have in place to recoup and rectify any fire district overcharges.

As you know the County's Auditor Controller sent the JPA a letter on May 14, 2012 also notifying you that the Auditor Controller's staff would work with the JPA to identify the dollar amounts over-claimed by an individual fire district commencing with the years 09/10. The Board of Supervisors expects a report back from the Auditor Controller by June 30 that the JPA is fully cooperating with staff and significant progress is being made to determine the amount of overcharges for fiscal years 09/10 and beyond.

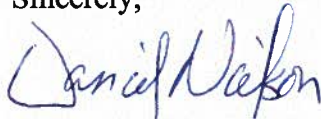
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Mr. Marty Hackett
June 4, 2012
Page Two

In the event that the JPA establishes controls satisfactory to the County and makes significant progress with the Auditor Controller to identify overcharges commencing with fiscal year 09/10 then the JPA may propose for the Board's consideration a short repayment schedule for the \$228,142.81 together with the identified overcharges commencing in years 09/10. If the JPA is unable to comply with the requirements outlined in this letter, then in addition to the deduction of \$228,142.81 next month, the County will consider other corrective and/or contractual measures.

Please contact me or the Auditor Controller if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Daniel Nielson". The signature is written in a cursive style with a large, looped initial "D".

Daniel Nielson, MPA
Director

cc: Terri Daly, CAO
Joe Harn, Auditor Controller



El Dorado County Emergency Services Authority

Policy Subject Matter: **Financial Transaction Reporting and Accountability**
Review Date:
Revision Date:
Creation Date: **09.22.11**

I. Policy:

All financial transactions made pursuant to our contractual agreement with the County of El Dorado shall be made with clear and verifiable accountability.

II. Purpose:

To establish procedural guidelines that JPA member agencies must follow to insure expenditures and reimbursements are accurately documented and made in compliance with other JPA policies and our contract agreement with the County of El Dorado.

III. Procedure:

A. In July of each new fiscal year (FY), JPA “provider” agencies shall report to the JPA executive director:

1. The names of the firefighter-paramedics who will be staffing the ambulances.
2. The salary and benefit package costs for a total straight-time hourly rate as well as a total over-time rate of pay for the named employees they will be seeking reimbursement for services rendered.
3. Anticipated raises, step increases and added benefit package costs that are to occur over the course of the FY shall also be included in the report.

JPA “Non-provider agencies, when seeking reimbursement for training courses, shall provide the JPA executive director the name(s) of firefighter-paramedic/EMT who received the training and their over-time rate of pay.

B. Provider agencies shall notify the JPA executive director within five (5) working days when ambulance staff reassignments are made and include the same detailed information required in (III. A.) for the new employees assigned.

C. Provider agencies shall notify the JPA executive director within five (5) working days when a firefighter-paramedic assigned to an ambulance is injured and/or is expected to be on-leave from work for a period of time greater than two (2) full pay periods (Exception: Cal Fire with one (1) thirty day pay period) with over-time expenditures being needed to fill the vacancy.

D. Provider agencies shall include in their request for pay period salary reimbursement:

1. The total straight-time hours used to staff the ambulances.

<http://www.edcjpa.org/policies.html>

2. The total over-time pay hours used separated out as follows:
 - a. Staff an ambulance because of a vacation absence
 - b. Staff an ambulance because of a sick call absence
 - c. Staff an ambulance because of a training absence
 - d. Staff an ambulance because of an on-going ambulance position vacancy
 - e. Staff an ambulance because of “other” absence
 - f. Staff an ambulance because of a late call – extended coverage need
 - g. Staff an ambulance for a special event
 - h. Attend a JPA authorized training course
- E. Provider and non-provider agencies shall provide the JPA staff the necessary access permissions to review the TeleStaff program they use. If no such electronic staffing program is used, the agency shall allow, with an appropriate notice from the JPA, an opportunity to review and audit pay roll data.
- F. Provider and non-provider agencies purchasing uniforms and protective garments and equipment shall identify the name of the firefighter-paramedic who will be receiving the items.
- G. The JPA staff shall review all submitted reimbursement requests for completeness, accuracy and compliance with JPA policies and our contract with the County of El Dorado. Reimbursements not meeting these requirements shall be immediately rejected and returned to the submitting agency for correction.
- H. When errors are found after a reimbursement has been made, JPA staff and its member agencies shall without delay notify the involved agencies, correct the error and implement procedures so a reoccurrence can be prevented.
- I. JPA Staff and its member agencies shall aid and provide all legally allowed and applicable financial data requested by the County of El Dorado to complete its annual audit.

Marty Hackett
Executive Director

Class 30: Wages/Benefits	JPA FY 11/12 Budget	JPA FY 12/13 Budget	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	JPA Admin
3000 Reg. Employees	\$4,700,614.46	\$4,744,356.87	2,142,000.00	524,029.87	482,424.00	910,479.00	555,000.00	130,424.00
3001 Extra Help	\$109,700.00	\$111,700.00	20,000.00	58,500.00	31,200.00	0.00	0.00	2,000.00
3002 Overtime	\$842,326.08	\$852,164.45	615,000.00	45,924.45	71,240.00	0.00	120,000.00	0.00
3004 Other Comp	\$42,880.00	\$48,000.00	19,600.00	3,150.00	3,120.00	0.00	3,000.00	19,130.00
3020 Retirement	\$1,339,534.01	\$1,345,133.79	780,000.00	201,461.79	173,672.00	0.00	190,000.00	0.00
3021 Social Security	\$54,927.73	\$54,373.59	1,000.00	40,473.59	4,000.00	0.00	0.00	8,900.00
3022 Medicare	\$69,595.20	\$69,465.60	38,000.00	9,465.60	10,000.00	0.00	10,000.00	2,000.00
3040 Health Ins.	\$773,190.68	\$824,437.31	448,200.00	107,437.31	73,800.00	0.00	100,000.00	95,000.00
3040.1 Retiree Health	\$79,600.00	\$134,248.05	0.00	59,648.05	9,600.00	0.00	65,000.00	0.00
3041 Fed. Unempl.	\$1,050.00	\$1,050.00	0.00	50.00	0.00	0.00	0.00	1,000.00
3042 Disability Ins.	\$9,528.00	\$9,528.00	6,000.00	864.00	1,260.00	0.00	1,404.00	0.00
3043 Deferred Comp.	\$43,663.11	\$43,273.48	0.00	24,345.48	18,928.00	0.00	0.00	0.00
3044 Vision Insurance	\$20,000.00	\$21,500.00	6,500.00	0.00	1,500.00	0.00	13,500.00	0.00
3060 Workers' Comp	\$330,783.00	\$326,783.00	150,000.00	86,520.00	48,013.00	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	\$8,418,642.27	\$8,587,264.14	\$4,226,300.00	\$1,162,570.14	\$928,757.00	\$910,479.00	\$1,098,454.00	\$260,704.00

Class 40: Serv/Supplies	JPA FY 11/12 Budget	JPA FY 12/13 Budget	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	JPA Admin
4020 Clothing	\$31,235.00	\$31,235.00	27,500.00	235.00	1,500.00	0.00	2,000.00	0.00
4021 Fire Turnouts	\$9,070.00	\$9,070.00	0.00	600.00	4,270.00	5,000.00	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	\$1,090,025.00	10,625.00	2,000.00	1,900.00	1,000.00	3,000.00	1,071,500.00
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	\$10,850.00	3,750.00	4,000.00	500.00	1,200.00	1,000.00	400.00
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	\$300.00	0.00	50.00	0.00	0.00	0.00	250.00
4100 Insurance	\$30,000.00	\$35,000.00	0.00	0.00	0.00	0.00	0.00	35,000.00
4140 Maint: Equip.	\$33,650.00	\$28,350.00	6,250.00	300.00	900.00	0.00	900.00	20,000.00
4141 Maint: Office Equip	\$500.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00
4142 Maint: Radio	\$7,325.00	\$7,275.00	1,875.00	500.00	700.00	700.00	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	\$108,750.00	78,750.00	0.00	5,500.00	12,500.00	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	\$21,000.00	15,000.00	0.00	6,000.00	0.00	0.00	0.00
4165 Veh Maint: Oils	\$3,083.00	\$3,083.00	0.00	2,483.00	600.00	0.00	0.00	0.00
4180 Maint: Bldg/Imp	\$2,500.00	\$2,500.00	0.00	500.00	0.00	0.00	0.00	2,000.00
4182 Structures Maint	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200 Medical Supplies	\$409,500.00	\$405,500.00	187,500.00	42,000.00	35,000.00	45,000.00	60,000.00	36,000.00
4220 Memberships	\$6,700.00	\$6,700.00	2,750.00	3,500.00	450.00	0.00	0.00	0.00
4260 Office Expense	\$12,350.00	\$12,850.00	3,125.00	500.00	825.00	1,000.00	900.00	6,500.00
4261 Postage	\$2,300.00	\$2,300.00	0.00	150.00	150.00	0.00	0.00	2,000.00
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	\$14,000.00	5,000.00	1,500.00	1,500.00	0.00	1,000.00	5,000.00
4304 Admin Fees	\$170,000.00	\$170,000.00	0.00	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	\$1,600.00	0.00	0.00	100.00	0.00	0.00	1,500.00
4420 Rent/Lease/Equip	\$3,000.00	\$5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
4440 Rent/Lease/Bldg	\$15,000.00	\$15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00
4460 Equip: Sm Tool	\$700.00	\$200.00	0.00	0.00	200.00	0.00	0.00	0.00
4461 Equipment: Minor	\$10,027.00	\$9,527.00	2,625.00	652.00	250.00	1,000.00	0.00	5,000.00
4462 Equip: Computers	\$1,000.00	\$3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00
4500 Special Dept Exp	\$11,050.00	\$6,050.00	0.00	0.00	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	\$3,000.00	0.00	2,000.00	0.00	0.00	0.00	1,000.00
4540 Staff Development	\$44,000.00	\$42,000.00	18,000.00	0.00	4,000.00	4,000.00	3,000.00	13,000.00
4600 Transport/Travel	\$6,800.00	\$7,300.00	2,800.00	1,000.00	500.00	1,000.00	0.00	2,000.00
4602 Mile Emp Prv Auto	\$700.00	\$700.00	0.00	0.00	0.00	0.00	0.00	700.00
4606 Fuel Purchases	\$149,821.00	\$151,821.00	72,500.00	24,500.00	14,821.00	24,000.00	14,000.00	2,000.00
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	\$2,289,989.00	\$464,800.00	\$107,270.00	\$100,769.00	\$104,400.00	\$102,800.00	\$1,409,950.00

Class 60: Fixed Assets	JPA FY 11/12 Budget	JPA FY 12/13 Budget	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	JPA Admin
6040 Fixed Assets	\$245,000.00	\$415,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,000.00
Class 60 Total	\$245,000.00	\$415,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,000.00

Budget Totals	JPA FY 11/12 Budget	JPA FY 12/13 Budget	El Dorado County Fire	Diamond Springs Fire	Georgetown Fire	Cameron Park Fire	El Dorado Hills Fire	JPA Admin
Class 30: Wages/Benefits	\$8,418,642.27	\$8,587,264.14	\$4,226,300.00	\$1,162,570.14	\$928,757.00	\$910,479.00	\$1,098,454.00	\$260,704.00
Class 40: Serv/Supplies	\$2,313,379.00	\$2,289,989.00	\$464,800.00	\$107,270.00	\$100,769.00	\$104,400.00	\$102,800.00	\$1,409,950.00
Class 60: Fixed Assets	\$245,000.00	\$415,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$415,000.00
Class 70: Resid.Eqty.Trsf.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$10,977,021.27	\$11,292,253.14	\$4,691,100.00	\$1,269,840.14	\$1,029,526.00	\$1,014,879.00	\$1,201,254.00	\$2,085,654.00

CSA 7 Associated Costs \$638,000.00
TOTAL FY 12-13 Preliminary Budget Total \$11,930,253.14