



## El Dorado County Emergency Services Authority

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### Finance Committee Meeting

Wednesday, June 6, 2012, 1:30 p.m.

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

### Minutes

#### **Present:**

Chiefs Combs/Diamond Fire; Keating/Rescue Fire; Gill/Pioneer Fire; Sanders/CalFire; Lacher/El Dorado County Fire; Roberts/El Dorado Hills; Marty Hackett/JPA Executive Director

#### **1. Call to Order**

Chairman Keating called the meeting to order at 1347 hours.

#### **2. Approval of Agenda**

Keating motioned to approve the Agenda, seconded by Combs and motion carries unanimously.

#### **3. Approval of Minutes**

Roberts motioned to approve the minutes from the March 7, 2012 meeting, Gill seconded the motion which carried unanimously.

#### **4. Old Business**

##### 4.1 Audit correspondence and update

*Executive Director Hackett stated that in regard to the audit county is not agreeable to four (4) payments. They may accept two (2) payments. The first payment will be taken between June 5 and June 10, 2012. Also, Auditor/Controller Harn wants written policy on JPA internal cost controls to track spending and reimbursements.*

##### 4.2 Discuss/Approve Draft Audit Corrective Action Plan Policy entitled: *Financial Transaction Reporting and Accountability* - Director Hackett advised the committee of the Draft Policy and requested Recommendations.

#### Discussion Items:

- Districts should bill JPA in the same manner whether its monthly, quarterly, etc.
- Filling positions should be the same across districts
- One system for payroll to streamline process
- Districts enact monthly reporting to JPA
- Simplify the process to fill units & if overtime occurs, show justification and rate
- Cameron Park uses a simple system of tracking the staffing or position by unit
- Telestaff is a program used by EDH's that fills JPA staff person not the position
- Other option is to assign employees to positions
- EDH's tracks overtime for vacation, sick leave, and workman's comp

- Auditor-Controller wants to track monies more often ie: monthly salaries
- Director stated overtime tracking is necessary for reporting to Auditor-Controller
- Not all districts have Telestaff software program
- Director Hackett requested a report from each agency to list the JPA funded positions and their overtime
- DS can provide a spreadsheet of overtime JPA employees
- Telestaff report will need to be generated by El Dorado Hills and then other districts can mirror that report and submit to JPA
- The only three (3) reasons that drive JPA overtime are vacation, sick, or comp time
- Tracking Position verses Employee was discussed

*Reports need to show that this problem won't happen again. County wants to know what internal controls are in place for tracking labor/salaries. A brief procedure list from each district shall be submitted to JPA.*

*Committee discussed Policy changes and will be sent out in a Word Document for another review.*

#### 4.3 Review/Discuss cost savings and budget modifications for FY 12/23

*A uniform allowance was requested by Diamond Springs/El Dorado because nothing was in the budget for it. \$120,000 was requested by Director Hackett because JPA won't receive the ambulance remount until next fiscal year, 12-13.*

*A submittal change will be brought to the next JPA board meeting so a request to county for budget amendment can be submitted by July-August before it goes to the BOS for approval.*

*Use the model with medic unit usage when the districts had same revenue stream.*

*Measures need to be in place and items will be brought before the next Systems Status Meeting.*

#### **5. New Business**

#### **6. Adjournment**

Chairman Keating motioned to adjourn the meeting at 1450 hours.  
Chief Gill seconded the motion which carried unanimously.

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

*Jannell Clanton, JPA Admin*