



# El Dorado County Emergency Services Authority

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## JPA Systems Status Management Committee Meeting

Wednesday, July 25, 2012 – 9:00 a.m.

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

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### AGENDA

1. Approval of Agenda Hardy
2. Review/Approve SSMC Meeting Minutes from June 27, 2012 Hardy
3. Review/Approve Joint SSMC/JPA Board Special Meeting from July 17, 2012 Hardy
  
4. Fleet  
4.1 Discuss Medic 26 Lemon Law Claim Hackett  
4.2 Remount Update
  
5. Supply/Purchasing  
5.1 Leather vs. Hard Restraints Hackett
  
6. Training Update Ransdell  
6.1 Reimbursement for Educational Expenses Policy update
  
7. Old Business  
7.1 Upcoming Special Events (standing item) Hardy  
7.2 BLS Business Plan (standing item) Webb  
7.3 Review/Discuss Interfacility Skilled Nursing EMD Card 33 Hackett  
7.4 Discuss recommended FY 12/13 budgetary cost saving measures Hackett  
7.5 EPCR Update Hackett  
7.6 Engine Move up and Cover Sanders
  
8. New Business
  
9. Committee Reports  
9.1 EDC FCA Communications Committee Sanders/Schwab  
    9.1.1 New Repeater Project Sanders  
9.2 EPCR Working Group Hackett  
9.3 MAC Committee Huffman
  
10. Adjournment Hardy

Next Meeting: August 22, 2012 - 9:00 a.m., DS/ED Fire Station #49 Conference Room



## El Dorado County Emergency Services Authority

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### JPA Systems Status Management Committee Meeting

Wednesday, June 27, 2012, 9:00 a.m.

Diamond Springs/El Dorado Fire Station #49, Conference Room 501 Main Street, Diamond Springs

### MINUTES

#### Present

Hardy

*Chief Hardy/El Dorado County Fire; Chief Justin Sanders/CalFire; Chief Gill/Pioneer; Chief Schwab / Georgetown Fire; Chief Ransdell/Diamond Springs; Battalion Chief Webb/Cameron Park; Chief O'Camb / El Dorado Hills; Director Hackett/JPA Executive Director.*

Meeting called to order 0903.

#### 1. Approval of Agenda

Hardy

*Changes to the Agenda are as follows:*

6.2 New Business – Engine Move-up (O'Camb)

5.1 Review Reimbursement for Educational Expenses Policy (Schwab)

*Motioned by Webb to approve agenda as amended above; seconded by Gill and motion carries unanimously.*

#### 2. Review/Approve SSMC Meeting Minutes from April 25, 2012

Hardy

*Approval Motion by Gill; seconded by Webb and motion carries unanimously.*

#### 3. Fleet

3.1 Status of Medic 26

Hackett

*Hackett reported Medic 26 is now retired. It has a history of losing power steering/brakes during patient transport and Ford has advised they cannot find or fix the problem. For liability purposes it can no longer be deployed. Groundwork has begun for Lemon Law Claim. Vehicle is a 2008 Ford with 85,000 miles. It's been out of service more than it's been used.*

#### 4. Supply/Purchasing

4.1 Leather Restraints

Hackett

*Director reported Life Assist now has special order restraints available. Leather verses hard restraints was discussed and inquiries will be made about the specifics.*

#### 5. Training Update

Ransdell

*Local training officers are developing mission/values and goals and conceptual regional training. Focusing on local training and looking at Volunteer Academy.*

#### Addition 5.1 Reimbursement of Educational Expenses Policy (Schwab)

*Policy for Reimbursement of Training was discussed – Chairman Hardy suggesting the Training Committee discuss, keeping the budget in mind and report back to SSMS with recommendation.*

#### 6. New Business

6.1 EPCR Procedural Review

Hackett

- Director discussed patient care reports that are being sent back to JPA with incorrect incident numbers.*
- This is taking extensive research time and delayed billing out of EMS.*
- They need to be fixed in a timely manner.*
- Field testing on Medic 85 has not rolled-out presently.*
- Push information has been needed since November.*
- Need status on upgrades.*

- iPad still does not auto-populate.
- An application is needed to bridge server with iPad.
- 50-100 written PCR's are still being received per month by EMS.
- Document and indicate priority of needs.
- Chairman Hardy recommended a Formal Letter be written to express our priority and status. Sanders recommended a meeting with Hackett and the key Chiefs involved / AdHoc Committee formed: Hackett, Cottingham, Hardy, Ransdell, O'Camb, and Sanders. The purpose is to resolve CAD integration and review contract coming up September 2012 with Forte.
- Director requested an End-of-Shift Audit by the Medics to ensure patient care reports are accurate. Chief Webb requested the Director create Policy to enforce accuracy on EPCR and list specific indicators for review and implementation processes. Procedures will be listed. Hardy inquired if CQI Policy can be integrated with the EPCR.
- MOBILE DATA MANAGEMENT - MDM for \$2500 is an option to update iPads annually; however, Medics can manually run updates. Discussion occurred regarding automatic updates and whether they are cost effective.
- Director will have to go to the hospitals directly to recover paper PCR's at Marshall and Mercy.

#### Addition 6.2 Engine Move-up and Cover (O'Camb)

- The El Dorado County Station List was provided and discussed.
- 24 hour move-ups list Stations in order of priority then given to Command Center (ECC).
- The List needs further discussion and needs to be re-prioritized.
- Working Group will meet as AdHoc Committee to list priority of Stations.
- **Workshop before next JPA meeting on Wednesday ~ July 25<sup>th</sup> at 0800.**
- List as Special Meeting and notify Systems Committee as well as all 10 Agencies.
- Nate requested the working group to consider Geographical Locations when forming list.

## 7. Old Business

### 7.1 Upcoming Special Events

*El Dorado County Fairgrounds will host a July 4 event and roaming Engines will cover the site.*

Hardy

### 7.2 BLS Business Plan

*Objectives and Priorities will be discussed at meeting on July 5, 2012 at 1:30 pm / Station 89. A new name for the project will be discussed.*

Hardy

### 7.3 Review/Discuss Interfacility Skilled Nursing EMD Card 33

*Director Hackett provided a form for discussion and stated its projected to be completed within the month for transporting SNF patients and approved by Dr. Brazzel.*

Hackett

### 7.4 Review/Recommend FY 12/13 Budgetary cost saving measures

*IFT Vehicle and Ordinance will be visited, but other reductions need to be visited in Class 30. Trimming overtime will provide immediate reductions. Adding a half time coverage car. Medic 26 IFT – close out and have other units absorb the calls.*

Hackett

- Medic 26 is a revenue generating day car.
- Reduction in services is eminent if we don't explore overtime, caps and revenue.
- Visit reduction in costs on the operational side – Class 40.
- Cap Agencies who are going over budget.
- Agencies filling positions can explore alternatives to filling it as overtime.
- Planned leave or in advance notices can be filled with extra help pool first.
- MOUs must be considered in regard to staffing.
- Exploring options by accessing the personnel needs and deployment. Each district could staff a flex unit one day per week and defer extensive overtime and keep costs down.
- This option will need to be explored to compare the savings to current model.
- Brown Outs may occur because of the 1.1 m shortfall in FY 12/13 – deficit spending
- Examine Unit Utilization.

- *Hackett will provide parameters for EMS to generate Medic transports and number of calls per unit.*
- *Hackett will analyze the cost to run a unit per hour / The dollar per unit to operate.*
- *Schedule a workshop to discuss all possible cuts, caps, and other savings with all chiefs.*
- *2 samplings of 5-6 positions to cover a unit.*

***\*JPA Special Meeting JPA Budget Workshop on Monday July 17 – 1300 in Dmd Spgs Classroom\****

## **8. Committee Reports**

- |  |                |
|--|----------------|
| 8.1 EDC FCA Communications Committee     | Schwab/Sanders |
| 8.1.1 New Repeater Project - <i>none</i> |                |
| 8.2 EPCR Working Group                   | Hackett        |
| 8.3 MAC Committee                        | Huffman        |
| <i>Car 33 was discussed</i>              |                |

## **9. Adjournment**

*Meeting adjournment at 1133 motioned by Gill and seconded by Ransdell which passed unanimously.*

***Next meeting is scheduled at 8:00 am on July 25, 2012 to discuss Systems Status Station Priority List***

### *Good of the order:*

*Announcement of new position for Chief Webb, CalFire position 27/11 effective Monday July 2, 2012. He will be taking which was previously Brian Estes Battalion seat. Chief Webb wishes to stay on the committee. Chief Dave Teter will move into position 27/15.*

*Minutes Prepared by Jannell Clanton, JPA Admin*



## El Dorado County Emergency Services Authority

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### Joint JPA Board and Systems Status Management Special Meeting

Tuesday, July 17, 2012 – 1300 hours

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

### MINUTES

**Present:** Chief Lacher and Hardy, El Dorado County Fire; Chief Robert Gill, Pioneer Fire; Chief David Roberts and Josh Couch, EDH; Chief Greg Schwab, Georgetown Fire; Battalion Chief Joe Tyler, CalFire; Battalion Chief Dave Teter and Mike Webb, Cameron Park; Battalion Chief Sam Huffman, El Dorado County Fire; Chief Bryan Ransdell and Captain Sean Wilson, Diamond Springs Fire; Assistant Chief Rob Cima, El Dorado County Fire; Rich Todd, Administrator EMSA; Hartley, EDH Marty Hackett, JPA Executive Director.

Chairman Schwab called the meeting to order at **1300** hours

Review/Recommend FY 12/13 Budgetary cost saving measures

Schwab

*Executive Director presented statistics provided in the packet and discussion began:*

- *Question regarding Collection Rate was explained that it's based on call volume and billing rates.*
- *Timely collections could increase revenue.*
- *Maintain Client Controls – EMSA must maintain billing before it's submitted to Wittman.*
- *Need to look at Class 30 and control Overtime by using an extra help pool.*
- *Cap Positions – use EMT and Paramedic partners on units rather than staffing 2 Paramedics.*
- *By staffing a 12 hour car and meeting peak demands, this could control overtime costs.*
- *Two vacancies at El Dorado County could be filled to help staff a flex car.*
- *Peak Demand Time is 8:00 am -5:00 pm.*
- *3 EMTs opposed to 3 Paramedics would be a savings of approximately \$30,000.*
- *Staffing a full-time IFT day car may impact overall System, Flexibility and Staffing.*
- *Improve Billing efficiency and Increase Ambulance Billing.*
- *Offer membership programs.*
- *County EMS to review Ambulance fee increase.*
- *Possible Special Tax Increase.*
- *Work group to cap costs for all of Class 30.*
- *Implement a Hiring Freeze and reevaluate.*
- *Exhaust every effort before services are cut.*
- *Put caps in place on each provider and allow discretion on each of the individual*

*agencies based on their own agreements and MOUs.*

- *Attrition full utility Ambulances and downgrade to basic utility vehicle – four wheel drive is not used very often.*
- *Final Recommendations: Put caps into place, develop extra help pool, and assess the value added extras.*
- *Three Options: Increase Revenue, Decrease Costs or Decrease Service*
- *Enact Extra Help Pool = CSA7 Qualified, Apprenticeship Program.*
- *Look at Sac County Brown Out and what led to it.*
- *Timely decisions need to be made, remain transparent and resolve budget fall issue.*

***Gill motioned to Recommend capping Class 30 to the JPA Board and include mid- year review/adjustment, seconded by Roberts and motion carries unanimously.***

*Individual Reports*

***JPA Report:*** *Director Hackett requested that each Agency submit their JPA Funded Employee Roster List and Employee payroll cycle in order to report a JPA audit/review to Auditor/Controller.*

***Pioneer Report:*** *Chief Gill expressed appreciation for the outstanding job in assisting in the Oakstone Winery Fire.*

*Chairman Schwab announced Board Appreciation Plaque to Battalion Chief Mike Webb for outstanding leadership and dedication to the Board and the EMS System.*

**1. Adjournment**

Schwab

*Motion to adjourn by Roberts; seconded by Gill and motion carries unanimous at 1434 hours.*