



El Dorado County Emergency Services Authority

JPA Board of Directors and Finance Committee Meeting Minutes

Wednesday, June 22, 2016, 8:00 a.m.
Diamond Springs Fire, 501 Main Street, Diamond Springs, CA 95619

Pledge of Allegiance: Conducted

1. Call to Order/Roll Call/Introductions - Call to order at 8:06 a.m.

Board Attendees:

- | | |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Dave Roberts , <i>Chair</i> | <input type="checkbox"/> Alternate Deputy Chief Mike Lilienthal |
| <input checked="" type="checkbox"/> Cal Fire - Cameron Park Fire, Div. Chief Mike Webb | <input type="checkbox"/> Alternate Battalion Chief Bob Counts |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Rob Combs | <input checked="" type="checkbox"/> Alternate Assistant Chief Bryan Ransdell |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy | <input type="checkbox"/> Alternate Division Chief Tim Cordero |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Clive Savacool | <input checked="" type="checkbox"/> Alternate Assistant Chief Bob Bement |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Tom Keating | <input type="checkbox"/> Alternate Director Anne Walker |
| <input type="checkbox"/> Cal Fire ECC AEU, Deputy Chief Brian Estes | <input checked="" type="checkbox"/> Alternate Unit Chief Mike Kaslin |
| <input type="checkbox"/> Mosquito Fire, Mike Hazlett | |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab , <i>Vice Chair</i> | |
| <input type="checkbox"/> Pioneer Fire, Chief Grant Ingram | |
| <input checked="" type="checkbox"/> JPA Executive Director Marty Hackett | |

Other Attendees:

- Battalion Chief Dave Wood, Cal Fire ECC AEU
- Battalion Chief Brian Mackwood, Cal Fire
- Rich Todd, EMSA

Introduction of Guests:

- Mark Spaugh, Garden Valley Fire District Board of Directors
- Jessica Braddock, Finance Director, El Dorado Hills Fire
- Becky Rowe, Account Representative, Life Assist

2. Approval of Agenda

Director Keating motioned to approve the agenda as presented. Director Webb seconded the motion which carried unanimously.

3. Public Comments

None.

4. Consent Calendar

Director Keating motioned to approve consent calendar items 4.1, 4.2 and 4.3 as presented. Director Schwab seconded the motion which carried unanimously.

5. Correspondence

None.

6. Reports

6.1 Receive/File Statistics for May 2016

Executive Director Hackett provided an overview of the statistics for the May response time reports.

6.2 Finance Committee Meeting Update

The following topic was discussed at the May meeting:

- FY 15-16 Revenue & Expenditure report.

6.3 Systems Status Management Meeting Update

The following topics were discussed at the May meeting:

- Nomination for the Chair position.
- M287 utilization plan.

7. Old Business

7.1 EPCR Update (standing item)

The RFP has closed and a review panel has been established by the county to review the bids. Robyn Mackenzie, El Dorado Hills Fire, and Jeff Michel, Cameron Park Fire, have been selected to participate on the bid review panel.

8. New Business

8.1 Receive and Approve Nominations for Vice Chair of Finance Committee and Chair of Systems Status Management Committee

The following changes to the committee structure have been requested for the JPA Finance and System Status Management Committees:

- Battalion Chief Earle was nominated as the Chair of the Systems Status Management Committee.
- Assistant Chief Ransdell was nominated as the Vice Chair of the Finance Committee.

Director Combs motioned to appoint Battalion Chief Earle as the Chair of the Systems Status Management Committee and Assistant Chief Ransdell as the Vice Chair of the Finance Committee. Director Webb seconded the motion which carried unanimously.

8.2 Review and Approve M287 Utilization Plan

Director Roberts outlined the proposed trial staffing guideline for M287.

1. El Dorado Hills Fire Department will pay the staffing costs related to adding M287 to the system.
2. Trial period until September 21, 2016
3. Patrol 91 will cross-staff M287 on most nights
 - a. Some nights Patrol 91 will be used at special events.
4. Patrol 91 Captain will advise Camino that "Patrol 91 is at Station 87 cross-staffing M287". This will occur from approximately 2030 hours to 0700 hours.
5. Deployment
 - a. Patrol 91 will take the Patrol on all fire and hazardous calls (per matrix).
 - b. Patrol 91 will take the Medic on all other calls.
6. Transfers
 - a. M287 will not normally be used for transfers.
 - b. The addition of M287 will not increase the number of transfers assigned to El Dorado Hills.
 - i. The current process for night transfers will continue even after M287 is staffed in the system.

7. Move-up and Cover

- a. M287 or Patrol 91 may still be used for move-up and cover as needed (they can't take both units).

Director Webb motioned to approve the M287 utilization plan as presented. Director Keating seconded the motion.

Director Kaslin requested to have the Systems Status Management Committee be responsible for collecting data and providing a comprehensive report regarding the trial utilization plan.

Director Webb amended his motion to approve the M287 utilization plan as presented and to task the Systems Status Management Committee with the responsibility for collecting data and providing a comprehensive report on the trial utilization plan. Director Bement seconded the motion which carried unanimously.

8.3 Surplus Medic Unit VIN 3937 and VIN 6297

Director Keating motioned to surplus medic unit VIN 3937 and VIN 6297. Director Schwab seconded the motion which carried unanimously.

9. Fiscal Items

9.1 Review FY 16-17 Revenue and Expenditure Report

Executive Director Hackett reviewed the FY 16-17 Revenue and Expenditure report and stated that currently the JPA is under budget. He reminded all districts to ensure that their FY 15-16 bills are submitted in a timely fashion.

10. Director Items

Cal Fire ECC AEU: A luncheon will be planned for the retiring Communication Officers. Four new Communication Officers have been hired.

Cal Fire Cameron Park: The Summer Spectacular will take place June 25.

Diamond Springs / El Dorado Fire: The remodel of the station will be completed soon.

El Dorado County Fire: Hiring is underway to staff Squad 21 full-time as an ALS unit.

El Dorado Hills: None.

Garden Valley: The Type 1 and Type 3 engines are out of service temporarily.

Georgetown Fire: Georgetown Fire has been hosting the Advanced Scope EMT program for the past 3 years. If any districts are interested in taking over, please notify Chief Schwab.

Lake Valley Fire: None.

Mosquito Fire: None.

Pioneer Fire: None.

Rescue Fire: None.

11. Closed Session

11.1 JPA Executive Director Performance Evaluation and Contract

The Board adjourned into closed session at 8:50 a.m. and reconvened into regular session at 9:23 a.m. *No action was taken during closed session.*

Director Keating motioned to extend Executive Director Hackett's employment contract for one year and to increase his cafeteria plan to \$10,000 annually. Director Hardy seconded the motion which carried unanimously.

12. Recognition of Dedicated Service for Fire and EMS

The JPA Board of Directors presented Chief Rob Combs with a plaque for his dedicated service to fire and EMS.

13. Adjournment

Director Webb motioned to adjourn the meeting at 9:27 a.m. Director Keating seconded the motion which carried unanimously.