



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, September 26, 2018, 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 8:03 a.m.

Board Attendees:

- | | |
|---|---|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Div. Chief Sherry Moranz | <input checked="" type="checkbox"/> Alternate Battalion Chief Mike Smith |
| <input type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Scott Lindgren | <input checked="" type="checkbox"/> Alternate Battalion Chief Mike Blankenheim |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Bryan Ransdell | <input checked="" type="checkbox"/> Alternate Deputy Chief Ken Earle |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Mike Hardy, Chair | <input checked="" type="checkbox"/> Alternate Division Chief Tim Cordero |
| <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Mike Lilienthal | <input checked="" type="checkbox"/> Alternate Director Jim Hartley |
| <input type="checkbox"/> Garden Valley Fire, Chief Clive Savacool | <input checked="" type="checkbox"/> Alternate Assistant Chief Bob Bement |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Greg Schwab | No Alternate |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Eddie Dwyer | No Alternate |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief Mark Matthews | <input type="checkbox"/> Alternate Captain Greg Morford |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Tom Keating | <input type="checkbox"/> Alternate Director Anne Walker |
| <input type="checkbox"/> Marshall Medical Center, Exec. Dir. Maia Schneider | |
| <input checked="" type="checkbox"/> JPA Representative Sherrie Kelley | |

Guests:

- John Giraud, El Dorado Hills Fire Board of Directors
- José C. Henríquez, LAFCO
- Rich Todd, EMSA
- Daniel DeMonte, El Dorado County Health and Human Services
- Sue Hennike, El Dorado County

Other Attendees:

- Battalion Chief Brian Newman, CAL FIRE ECC AEU
- Battalion Chief Dave Wood, CAL FIRE ECC AEU
- Division Chief Mike Webb, CAL FIRE

2. Approval of Agenda

Director Schwab motioned to approve the agenda with the addition of item 8.0 Discussion of Missing M51 Supplies. Director Keating seconded the motion which carried unanimously.

3. Public Comments

None.

4. Consent Calendar

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

5. Correspondence

5.1 CSA Special Tax and Benefit Assessment Memo

Director Hardy reviewed the letter with the committee.

Discussion points included:

- The County stood by their numbers during the contract negotiations and now, six months after signing the fixed rate contract, Health and Human Services (HHSA) has identified that some calculations were incorrect. Based on this, does the JPA have any legal recourse?
- The County did not negotiate in bad faith. The findings outlined in Ms. Walker's memo are not material.
- The fixed rate contract was implemented, in part, to remove the JPA from the revenue business.
- HHSA will be reviewing the data coming out of the Assessor's office more thoroughly to ensure that it is accurate.
- The findings do not affect approximately 80% of the parcels.
- It will be the County's decision whether to pursue a benefit assessment increase.
- The County should consider hiring a consultant to conduct a forensic audit.

The topic will be placed on the December 5 combined JPA Board and Finance meeting agenda for further discussion.

5.2 Thank You Letter from Cal Tahoe JPA

Director Hardy reviewed the letter with the committee.

6. Reports

6.1 Receive/File Statistics for August 2018

Director Hardy provided an overview of the statistics for the August response time reports.

6.2 Systems Status Management Committee Update

- Discussed extension of the M51 pilot program.
- Reviewed and approved the updated Systems Status Management policy regarding IFTs.
- Reviewed Mosquito Fire's proposal to operate Squad 75 as a transporting unit.

7. Old Business

7.1 ePCR Update (Standing Item)

- ImageTrend is working very well.
- The CQI component is in the process of being built and implemented.
- Personnel need to ensure that they have good connectivity before posting.
- Some tags are stuck in the "In Progress" mode. They must be completed and posted so it transmits to billing.

7.2 Review Upcoming Holiday/Event Calendar (Standing Item)

The Board reviewed the upcoming holiday/event schedule.

8. Old Business

8.0 Discuss M51 Supplies

Director Schwab inquired about the status of the supplies that were reported taken off of M51 while it was at Thompsons. Garden Valley Fire has contacted Thompson's and is still investigating the matter.

8.1 Discuss and Approve Extension of M51 Pilot Program through December 31, 2018

The pilot program is currently scheduled to end on November 5, 2018. A request is being made to extend the program through December 31, 2018, as the JPA Board does not meet in November and will not be able to review the final program statistics until their December 5 meeting.

The committee discussed the following:

- It does not make sense to take the unit out of service on November 5 then potentially put it back in service if the Board votes to implement the unit into the system at the December 5 meeting.
- Currently the JPA is looking at a potential deficit for FY 18-19, so the cost vs. benefit of this program needs to be clearly outlined when presented to the Board for consideration.
- It increases capacity, but is unsustainable given the financial increases the JPA incurs annually.
- The Board previously voted not to implement an additional medic unit when the fixed rate contract was negotiated.
- The unit is averaging 5 calls a month and only had 15 Code 2 transfers over the busiest months.
- Garden Valley Fire has proposed changing the data collection metrics, which will skew the statistics if the change is granted prior to the end of the pilot program.
- EMSA will need to see data that demonstrates there is a valid need for M51.

What is being requested is a vote to extend the program through December 31, 2018, not a vote on whether M51 should be approved as part of the system. In lieu of Chief Savacool's absence, the Board should defer the topic to a future meeting.

Director Matthews motioned to defer the topic to the October meeting for further discussion. Director Keating seconded the motion. Director Earle opposed the motion. Motion passed.

8.2 Review and Approve Revised System Status Management Policy

The following policy changes were presented related to IFTs.

A. Specific Instructions to the ECC:

1. **Code 3 inter-facility transfer (IFT) requests:**
 - a. Regardless of destination, shall be filled with the closest available medic unit.
2. **Day Code 2 inter-facility transfer (IFT) requests between the hours of 0900-2100:**
 - a. Regardless of destination, shall be filled with the first available medic unit not assigned to a call.
3. **Night Code 2 inter-facility (IFT) requests between the hours of 2100-0900:**
 - a. To prevent excessive fatigue on any one medic unit, **all medic units** will rotate night code 2 IFT's
 - b. The ECC shall keep a continuous list of which Medic Unit completed an IFT during night hours. Once a medic unit completes a night IFT, they rotate to the bottom of the list. M25 and M49 will be excluded from the list, as they will be responsible for the night local transfers within their response areas that originate from Marshall Hospital.
4. ~~Outlying medic units shall be considered first for code 2 transfers during the hours of 0900 and 2100. A daily strategic plan shall be in place to determine medic units' status while considering the day prior (24 hour) call volume. The ECC Duty Officer or designee should utilize the System Status Management Worksheet to track daily operations, if necessary.~~
4. Pending IFT's with greater than a 2-hour mission response time may be staffed with a call back unit.

5. For long distance IFT's beyond Sacramento County, the ECC may back fill with a call back unit.
6. Transfer facility must be within 150 miles of Marshall Hospital. The initiation of the transfer must not be during peak hours of Monday – Friday 0600 – 0900 and 1400 – 1800. ~~We will not accept an IFT where the destination is greater than a two and a half (2.5) hours driving time from Marshall Hospital. For reference, the 2.5 hour driving time would extend to areas such as San Francisco to our West, Reno, NV to our East, Chico to our North and Merced to our South.~~
 - a. Exception:
The ECC Duty Officer may use his/her judgment to accept a transfer exceeding 150 miles for unusual or exigent circumstances (i.e. Marshall explains that no other ambulance provider can assist with the transfer, MCI's, or special/unique circumstances).
 - b. Declined Transfer Tracking Report:
Any time a transfer is denied, the ECC Duty Officer will send an email to the JPA Director with the date, time of request and reason for denial of the transfer. This denial will be reviewed at the next SSM meeting.

Director Schwab motioned to approve the revised System Status Management policy as presented. Director Moranz seconded the motion which carried unanimously.

8.3 Review and Approve JPA Funding for NFORS Program

Director Earle motioned to defer the topic to the October meeting for further discussion. Director Blankenheim seconded the motion which carried unanimously.

9. Fiscal Items

9.1 Review FY 17-18 Year End Financial Report

Director Hardy reviewed the FY 17-18 year-end financial report with the committee.

10. Director Items

CAL FIRE ECC AEU: No report.

CAL FIRE Cameron Park: No report.

Diamond Springs / El Dorado Fire: No report.

El Dorado County Fire: No report.

El Dorado Hills Fire: No report.

Garden Valley Fire: A fire line medic was dispatched to Wyoming.

Georgetown Fire: No report.

Marshall Medical Center: No report.

Mosquito Fire: A district wide meeting was recently held regarding the consolidation with Garden Valley Fire. Chief Dwyer discussed his desire to have Squad 75 be approved as a transport unit and that the System Status Management Committee will review the request at a future meeting.

Pioneer Fire: Director Matthews thanked everyone for their help with his onboarding process.

Rescue Fire: No report.

11. Good and Welfare

El Dorado Hills Fire donated an M series Zoll monitor and Garden Valley Fire donated turnouts for Director Earle's Guatemala volunteer project.

12. Adjournment

Director Keating motioned to adjourn the meeting at 9:26 a.m. Director Moranz seconded the motion which carried unanimously.