



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Tuesday, April 24, 2024 – 9:00 a.m.

Diamond Springs – El Dorado Fire Protection District Firefighters Memorial Hall
501 Pleasant Valley Rd., Diamond Springs, CA 95619

CALL TO ORDER: 9:04am

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Dusty Martin | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Clint Siebert |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, Vice Chair | <input type="checkbox"/> CAL FIRE ECC AEU, Deputy Chief Dave Wood |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Matt Gallagher | <input type="checkbox"/> Diamond Springs Fire, Vacant |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero, | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Lohan |
| <input type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson, | <input checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Wes Norman, Chair | <input type="checkbox"/> Garden Valley Fire, Assistant Chief Linda Szczepanik |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown, | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement |
| <input type="checkbox"/> Marshall Medical Center, Executive Director Nicole Lamm | <input checked="" type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Jack Rosevear | <input type="checkbox"/> Mosquito Fire, James Young |
| <input type="checkbox"/> Pioneer Fire, Chief David Whitt | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input type="checkbox"/> Rescue Fire, Captain Joel Warman |

Guests: None

Other Attendees:

Executive Director Bill Sugiyama, EDC ESA
Jessica Braddock, EDH Fire
Christine Guth, LEMSA

1. APPROVAL OF AGENDA

ACTION: Motion to approve by Chief Blankenheim, motion seconded by Chief Cordero, motion carried unanimously.

2. PUBLIC COMMENTS

Public comments will be received on each agenda item as it is called. The public may address matters not on the agenda at this time. Please note that state law prohibits this Board of Directors from acting on matters not on the agenda. Matters raised by the public may be referred to staff or placed on the next meeting's agenda. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote.

NONE

3. CONSENT CALENDAR

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other

consent matters. Consent Calendar is acted upon as one unit unless a Board member requests separate discussion and/or action.

EMSOC Meeting Minutes: 2.21.2024

BOD Meeting Minutes: 1.23.2024, 2.28.2024

JPA Board Member Update Cal Fire ECC Mike Blankenheim/Alternate David Wood

JPA Board Member Update Cameron Park Dustin Martin/Alternate Kalan Richards

Finance Committee Update Chair Jessica Braddock/Vice Chair Paul Dutch

Claims Payables February – March 2024

ACTION: Motion to approve Consent Calendar. Motion to approve by Chief Martin, motion seconded by Chief Hall, motion carried unanimously.

- *The Board recessed into Closed Session at 9:06am*

4. CLOSED SESSION

4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: (2 CASES)

4.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: (2 CASES)

5.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

- *The Board returned from Closed Session at 9:37am*
- *No reportable decisions were made.*

6. REPORTS/DISCUSSION

6.1. Work Group: JPA /EL Dorado County JPA Contract Update

- *Workgroup is going well. They have stopped meetings for the time being to allow the county to collect some data needed but will return on May 2nd, 2024.*

6.2. Training Compensation

- *Chief Cordero brought up a concern about what training is being covered by the JPA for JPA employees. The question of will the JPA be separating out medical training courses vs. fire training courses or will the JPA cover all courses. Chief Brown brought up the issue of the JPA not covering a JPA employee going from an EMT to a Paramedic. He asked the question if the contract can be changed to cover this and potentially increase the training budget to help assist in this. It was discussed how broad the contract is when it comes to training and that the policy should be cleaned up to better detail what will be covered.*
- *The Board's recommendation is to take this discussion to the Policy Review Committee to look at the current policy and come up with ideas to better the policy. The ideas will be brought back to the BOD for a vote.*

6.3. EMS Week BOS Presentation 5.14.2024

- *The JPA announced that EMS Week is May 19-25th. The LEMSA scheduled to have a presentation before the Board of Supervisors on May 14th. The JPA requested that each agency submit a few employees that they would like to be recognized by May 1st.*

6.4. Response Stats November – February - March 2024

- *Executive Director addressed the typo on item 6.4. The stats are only for February-March 2024.*

6.4.1. Incident Summary

6.4.2. Mutual Aid

6.4.3. IFT Pilot Program

6.4.4. APOT

6.4.5. Response Stats

6.5. EMSOC Committee

- Chief Hall announced that the radios are in service and that there is now a pick up schedule for Med-Pro for bio-hazard waste. EMSOC is continuing to work with the LEMSA to implement either Handtevy or Onedose for pediatric calls. The Code 2 IFT's has changed to use have M28 and M49 to take some strain off of M25.

6.6. Finance Committee

6.6.1. FY 23/24 Mid-Year Budget Adjustments

- Executive Director Sugiyama highlighted that the county interest allocation is very high of upwards to \$10K or higher. This is happening due to the FENIX system had a glitch in the system which has caused delay in payment to the agencies. Executive Director adjusted the budget from \$500/month to \$10k/month for county interest allocations to better reflect that amount. A reduction was made in staffing for a total of \$141k for the year. On budget item 4140 we saw a dramatic increase of \$20k to compensate for medical equipment repairs. Executive Director pointed out that most of our medic units are aging and therefore are having more mechanical issues and would like to increase budget items 4160 and 4162 up to \$90k, and 4164 increased to \$60k for vehicle tires. Budget line 4300 will need to be increased up to \$33k due to getting a late bill from Fitch that should have come in the last fiscal year.

6.6.2. FY 24/25 Preliminary FY 24/25

- Executive Director did budget out for the EMS Manager. For the Central Dispatch Contract increased to \$1.65m and fully funded will be \$1.7644m. Line 4100 for insurance was increased by 15% due to market increasing fees. Line 4160 and 4162 is increased from \$78k to \$92.4k to cover potential new vehicles potential and maintenance on current vehicle. Line 6045 Fixed Assets: increased to \$300k for vehicles Remounts \$180-220k and staff vehicles 75k. Line 6040 Fixed Assets: Equipment will increase to 175k for power stair chairs.
- Recommended updates to Class 30 and 40 Expenses for contracted services. Employee salary and benefits remain at \$1,300,000 per medic unit; 4022: Uniforms increased to \$8,607 per medic unit from \$7,200; 4304: Agency Admin increased to \$51,250 from \$25,000 per medic unit; 4440: Rental/Lease Buildings increased to \$20,350 from \$18,500 per medic unit; 4609 Staff Development increased to \$8,360 from \$7,200 per medic unit; 4700: Utilities increase to \$10,670 from \$9,700 per medic unit.

ACTION: Motion to Accept and File Reports. Chief Martin motioned to accept and file report Chief Blankenheim seconded the motion. Motion passes unanimously.

- The Board recessed for a 5-minute break.

7. ACTION ITEMS

7.1. Mid – Year Budget Adjustment Resolution

ACTION: Chief Martin motioned to approve Mid – Year Budget Adjustment Resolution. Chief Gallagher seconded the motion, and a roll call vote was taken. The motion passed unanimously.

Public Comment: Why was the training budget not increased? The outstanding issue was the admin cost and training budget will be discussed and taken into consideration moving forward.

7.2. Preliminary FY 24/25 Budget Resolution

ACTION: Chief Cordero motioned to approve the Preliminary FY 24/25 Budget Resolution. Chief Blankenheim seconded the motion, and a roll call vote was taken. The motion passed unanimously.

- A question was posed on what the status on the 9th Medic Unit is. Executive Director recommended holding off on the 9th unit but instead allocate those funds to buying new ambulances. The reason for this being that at this time the JPA is looking at making changes to the system overall.
- The Board recommended that the 9th unit should remain in discussion but replacing and repairing our current fleet should be the priority at this time.

7.3. EMS Manager Job Description and Staff Report

ACTION: Chief Cordero motioned to approve the Preliminary FY 24/25 Budget Resolution. Chief Blankenheim seconded the motion, and a roll call vote was taken. The motion passed unanimously.

7.4. EMS Manager Recruitment

ACTION: Motion to approve EMS Manager Recruitment.

Chief Cordero motioned to authorize Executive Director to execute EMS Manager Recruitment. Chief Martin seconded the motion which was carried unanimously.

7.5. El Dorado County Fire Protection District Advanced Life Support Ambulance Agreement FY 2024/25

ACTION: Motion to approve and authorize Executive Director to execute the El Dorado County Fire Protection District Ambulance Agreement FY 2024/25.

Chief Martin motioned to approve and authorize Executive Director to execute the El Dorado Hills Fire Department Ambulance Agreement FY 2024/25 with the stipulation of modifying item number 8 to reference item number 6 and not 7. Chief Norman seconded the motion. Motion was approved via vote 7 yeas, 0 nays, El Dorado County Fire Protection District and Diamond Springs Fire Protection District abstain. Motion Passes.

7.6. El Dorado Hills Fire Department Advanced Life Support Ambulance Agreement FY 2024/25

ACTION: Motion to approve and authorize Executive Director to execute the El Dorado Hills Fire Department Ambulance Agreement FY 2024/25.

Chief Blankenheim motioned to approve and authorize Executive Director to execute the El Dorado Hills Fire Department Ambulance Agreement FY 2024/25 with the stipulation of modifying item number 8 to reference item number 6 and not 7, and in 7.6 the Paramedic Ambulance Operator needs to be changed to Paramedic. Motion was seconded by Chief Cordero. Motion was approved via vote 8 yeas, 0 nays, El Dorado Hills Fire Department abstained. Motion passes.

7.7. Georgetown Fire Department Advanced Life Support Ambulance Agreement FY 2024/25

ACTION: Motion to approve and authorize Executive Director to execute the Georgetown Fire Protection District Ambulance Agreement FY 2024/25.

Chief Brown motioned to approve and authorize Executive Director to execute the Georgetown Fire Department Advanced Life Support Ambulance Agreement FY 2024/25 with the stipulation of modifying item number 8 to reference item number 6 and not 7. Chief Rosevear seconded the motion. Motion was approved via vote 8 yeas, 0 nays, Georgetown Fire Protection District Abstained. Motion passes.

7.8. IFT Pilot Project - Finalize

ACTION: Motion to finalize IFT Pilot Project

Chief Cordero motioned to finalize IFT Pilot Project. Chief Gallagher seconded the motion which carried unanimously.

- *This item will be moved to the County Board for final approval.*

7.9. Truckee Meadows Community College (TMCC) Affiliation Agreement

ACTION: Authorize Executive Director to execute TMCC Affiliation Agreement

Chief Martin motioned to authorize the Executive Director to execute TMCC Affiliation Agreement. Chief Cordero seconded the motion which was carried unanimously.

7.10 RFP: Ambulance Purchase

Motion: Authorize Executive Director to Initiate RFP: Ambulance Purchase

Chief Cordero motioned to authorize the Executive Director to Initiate RFP: Ambulance Purchase. Chief Blankenheim seconded the motion which was carried unanimously.

7.11. Legal Service Contract with Wright, L'Estrange & Ergastolo

ACTION: Authorize Executive Director to execute Legal Service Contract with Wright, L'Estange & Ergastolo

Chief Blankenheim motioned to authorize the Executive Director to execute Legal Service Contract with Wright, L'Estange & Ergastolo. Chief Cordero seconded the motion which was carried unanimously.

7.12. RFP: Request for Qualifications to Provide Legal Services

ACTION: Authorize Executive Director to Initiate RFP: Request for Qualifications to Provide Legal Services

Chief Cordero motioned to authorize Executive Director to Initiate RFP: Request for Qualifications to Provide Legal Services. Chief Gallagher seconded the motion which was carried unanimously.

8. BOARD OF DIRECTORS QUESTIONS & COMMENTS

8.1. CAL FIRE ECC AEU: *No Report*

8.2. CAL FIRE Cameron Park: *Ponderosa Fire Center has been moved to the Eskaton Building.*

8.3. Diamond Springs / El Dorado Fire: *No Report*

8.4. El Dorado County Fire: *Will have some new employees coming on within the next month.*

8.5. El Dorado Hills Fire: *T130 Training will be happening in the first week of May.*

8.6 Garden Valley Fire: *No Report*

8.7. Georgetown Fire: *No Report*

8.8. Marshall Medical Center: *Will be hosting activities for EMS Week.*

8.9. Mosquito Fire: *No Report*

8.10. Pioneer Fire: *Absent*

8.11. Rescue Fire: *Absent*

9. GOOD AND WELFARE

9.1. EL DORADO COUNTY CAO OFFICE: *No Report*

9.2. EL DORADO COUNTY LEMSA: *Website will be updated. EMS agency has started working with a consultant to run an internal Strategic Plan.*

10. ADJOURNMENT 11:28 AM

Next Board meeting: 9:00 a.m. on Wednesday, June 26, 2024- JPA BOD Meeting

All Board Meetings are recorded. The Board Packet may be reviewed at the JPA Office located at 480 Locust Road, Diamond Springs, CA 95619. Note: The Board of Directors may elect to take action on any item included on this agenda.