



# El Dorado County Emergency Services Authority

## JPA Board of Directors Meeting Minutes

Wednesday June 28, 2023 – 9:00 a.m.  
El Dorado Hills Fire Department Station 85 Main Conference Rm  
1050 Wilson Blvd. El Dorado Hills, CA

**CALL TO ORDER: 9:01 a.m.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

### Board Attendees:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Dusty Martin  | <input checked="" type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Clint Siebert |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, <b>Chair</b> | <input type="checkbox"/> CAL FIRE ECC AEU, Deputy Chief Nathan Barcklay                  |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Matt Gallagher                  | <input type="checkbox"/> Diamond Springs Fire, Vacant                                    |
| <input type="checkbox"/> El Dorado County Fire, Chief Tim Cordero,                              | <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Paul Lohan     |
| <input checked="" 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                        | <input type="checkbox"/> Garden Valley Fire, Assistant Chief Linda Szczepanik            |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown, <b>Vice Chair</b>       | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement                     |
| <input checked="" type="checkbox"/> Marshall Medical Center, Nicole Lamm                        | <input 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 checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt – 9:17 a.m.                 | <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:

Director John Giraudo, El Dorado Hills Fire Department  
Assistant CAO Sue Hennike, El Dorado County  
Deputy Chief Mike Lilienthal, El Dorado Hills Fire Department  
Director Tim White, El Dorado Hills Fire Department  
Deputy Chief Dave Wood, Cal Fire AEU  
Executive Director Cristy Jorgensen, EDC ESA

### 1. APPROVAL OF AGENDA

- Chief Martin motioned to approval the agenda. Chief Johnson seconded the motion which carried unanimously.

### 2. PUBLIC COMMENT

- None.

### 3. CONSENT CALENDAR

Approval of Action Summaries

- JPA EMSOC Meeting Minutes- 5.17.2023  
Approval of April-May 2023 Accounts Payable Claims

**ACTION:** Chief Martin motioned to approve the Consent Calendar. Chief Gallagher seconded the motion which carried unanimously.

### 4. CLOSED SESSION

#### 4.1 PURSUANT TO GOVERNMENT CODE (SECTION 54956.9) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9-

2 cases

- *The Board recessed to Closed Session at 9:03 a.m.*

## **5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION**

### **5.1 PURSUANT TO GOVERNMENT CODE (SECTION 54956.9) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9-2 cases

- *The Board returned from Closed Session at 9:17 a.m. No reportable action taken.*

## **6. REPORTS**

### **6.1 Executive Director Report**

- *Executive Director reported out on events and activities conducted since the last JPA Board meeting.*
- *Update on Strategic Plan process.*
- *Reviewed LEMSA protocol updates and train-the-trainer sessions.*
- *Update on LEMSA/County EMS System Assessment*
- *Reviewed EMS Week presentation given to County BOS.*
- *Assembly Member Joe Patterson awarded the EDC ESA a Special Recognition for EMS Week.*
- *Attended CFED Conference.*
- *CSA-3 Cal Tahoe Contract updated at County BOS.*
- *Consider attending Sac. County Fire Chiefs Assoc meetings as well.*

### **6.2 Response Statistics for April-May 2023**

6.2.1 Incident Summary Report

6.2.2 Mutual Aid

6.2.3 IFTs

6.2.4 APOT

- *Staff presented recent response statistics for April-May 2023.*

### **6.3 EMS Operations Committee (EMSOC)**

- *Chief Hall reported on recommendations of EMSOC including supporting the remount of 2 units currently at Arrow. JPA should then conduct formal RFP for new units/additional remounts. EMSOC supports FleetIO contract for vehicle tracking. EMSOC supports new Controlled Substance Policy.*

### **6.4 Finance Committee**

- *Meeting scheduled first part of July 2023 to discuss preliminary year end financials and CMS audit. Meeting also scheduled in September to review final budget and final end of fiscal reporting.*

### **6.5 Policy Review AdHOC**

- *Working on scheduling meeting of the AdHOC.*

**ACTION:** *Director Lamm motioned to receive and file all reports. Chief Gallagher seconded the motion which carried unanimously.*

## **7. DISCUSSION/PRESENTATION ITEMS**

### **7.1 EDC ESA IFT Pilot Project**

7.1.1 MMC IFT request notification

- *Staff reported on the IFT Pilot Project.*
- *Request received from MMC on overnight/weekend/holiday notification process when the Executive Director is not available via phone call. Staff provided modified language in the Pilot Project Policy to reflect this request. Per language in the pilot project, requests are not denied and have not been denied. Staff may ask for justification of the request but the commitment to MMC to act in the best interest of the patient still stands. Staff is requesting that MMC be allowed to make these requests and follow up to the [admin@edcjp.org](mailto:admin@edcjp.org) email address with specific details of the request. Language was reviewed at EMSOC who are in support of the modification.*
- *BOD provided direction to staff to incorporate the changes into the program and provide a template to MMC staff on what information needs to be submitted in to the email.*

7.1.2 Special request IFTs

- *Discussion on special IFT requests. While infrequent, they are sensitive in nature. There have been 2 occasions where a fire service member or family member needed transfer from MMC*

to a higher level facility. The request was made by the JPA to utilize a JPA Medic Unit to conduct those patient transfers. Discussion on how this fits in with the Pilot Project language. When these types of circumstances occur, what process should be followed. Staff to develop language on "Special Request" transfers initiating from the JPA. Fire Department would contact Executive Director who evaluates the request and would contact MMC House Supervisor on the request. Staff to bring proposed language to EMSOC and BOD for evaluation.

- **PUBLIC COMMENT:** Director Tim White voiced that changes to the policy should be rare and if a policy change is drafted to include priority first response to Fire/Medic members that it be specific that it is just to the members and not extended to family.

## **7.2 Response Statistics**

- Staff presented the most recent response statistic report.

## **7.3 Medic Unit Incident Report.**

- This report was a request to report on the incidents that were happening within the system. The EVOC trainer put together this report for us. It shows the variety in incidents and the cost of the repair order. There is a trend of damage to the medic units with no supporting documentation demonstrating how or why the damage was caused.

**ACTION:** Chief Martin motioned to receive and file all Discussion/Presentation items. Chief Gallagher seconded the motion which carried unanimously.

## **8. ACTION ITEMS**

### **8.1 Marshall Medical Center Critical Care Transport Agreement-Third Amendment**

- Nicole Lamm recused from discussion on the contract.
- Current contract expires on Friday. MMC is requesting an increase to the reimbursement rate. Staff believes this amount to be reasonable and justifiable.

**ACTION:** Chief Johnson motioned to approve and authorize Executive Director to execute the Marshall Medical Center Critical Care Transport Agreement-Third Amendment. Chief Martin seconded the motion. Roll Call Vote taken: 9 Yays, 0 No, 1 Recusal

### **8.2 JPA Policy 1.2 JPA Organization Chart**

- Staff presented an updated organization chart moving DS Fire from Transporting Agency to Non Transporting Agency.

**ACTION:** Chief Gallagher motioned to Approve and adopt edits to JPA Policy 1.2: JPA Organization Chart. Chief Norman seconded the motion which carried unanimously.

### **8.3 Mobile Mechanic Services Agreement Extension**

- Staff is requesting an amendment to extend the Mobile Mechanic Services Agreement with StretchFab Works. Staff is working on an RFP for Mobile Mechanic Services.

**ACTION:** Chief Johnson motioned to Authorize Executive Director to execute Service Agreement extension with Stretch Fab Works. Chief Gallagher seconded the motion which carried unanimously.

### **8.4 CJAC Paramedic Internship Agreement**

- Staff presented the CJAC Paramedic Internship Agreement. Legal has reviewed the draft agreement.

**ACTION:** Chief Martin motioned to Authorize Executive Director to execute CJAC Paramedic Internship Agreement with recommended edits. Chief Brown seconded the motion which carried unanimously.

### **8.5 JPA Annual Inventory Audit FY 23/24**

- Staff presented the FY 23/24 Annual Inventory Audit. Reviewed items that are being recommended for surplus or removal from the inventory sheet. Still waiting to complete the audit of Medic 25.

**ACTION:** Chief Martin recommended Review and approval of the JPA Annual Inventory Audit FY 23/24. Chief Johnson seconded the motion which carried unanimously.

### **8.6 PPGEMT Letter of Support**

- Staff presented a draft PPGEMT Letter of Support. Discussion on the program and the importance of participation in the program.
- Sue Hennike provided an update on where the County is at with participating in the program.

**ACTION:** Chief Johnson motioned to Authorize Executive Director to submit PPGEMT Letter of Support to the El Dorado County Board of Supervisors. Chief Martin seconded the motion which carried unanimously.

## **9. FISCAL ITEMS**

### 9.1 FY 22/23 Budget Update

- Staff presented a report on FY 22/23 Budget including a preliminary estimate of end of FY balances.
- Staff recommending monthly allotments for Medic 49 for Uniforms, Admin and Training Reimbursement.
- Staff offered the County a preliminary semi-annual cost report and a final cost report once the fiscal year has closed.

**ACTION:** Chief Whitt motioned to receive and file the budget report. Chief Norman seconded the motion which carried unanimously.

### 10. Board of Director Questions & Comments

8.1 CAL FIRE ECC AEU: No Report

8.2 CAL FIRE Cameron Park: There has been discussion about the future of Cameron Park.

8.3 Diamond Springs / El Dorado Fire: Fully staffed at this time. Discussion to increase the shared service agreement to give the ability to have employees working at other stations when needed.

8.4 El Dorado County Fire: 3 more personnel coming through the in house academy with 4 more coming in which will make the unit fully staffed.

8.5 El Dorado Hills Fire: Going through the final pieces of becoming a Training Center. New apparatus time frames for a Type 1 Engine are 38-41 months. In the meantime, EDH has purchased a 3 year old Type 3 Engine and a rescue unit. There are two positions that are currently being recruited for, Training Coordinator and the Inspector.

8.6 Garden Valley: No Report. GV Fire asked what the status of the hiring another JPA employee.

8.7 Georgetown Fire: Still have staff openings and one employee that will be returning from deployment.

8.8 Marshall Medical Center: There has been a 20% increase in volume.

8.9 Mosquito Fire: Working on getting an ALS program off the ground.

8.10 Pioneer Fire: Expected to be fully staffed by July.

8.11 Rescue Fire: No Report

### 11. GOOD AND WELFARE

9.1 El Dorado County CAO's Office: Tiffany was appointed yesterday for the permanent CAO for a term of 3 years.

9.2 El Dorado County LEMSA: Asked for emails from all staff to complete the survey.

### 12. CLOSED SESSION

#### 10.1 PURSUANT TO GOVERNMENT CODE (SECTION 54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

- The Board recessed to Closed Session at 11:30 a.m.

### 13. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

#### 13.1 PURSUANT TO GOVERNMENT CODE (SECTION 54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

- The Board returned from Closed Session at 12:19 p.m. No decisions or reportable action taken.

Adjournment-12:21 pm