



El Dorado County Emergency Services Authority

**Board of Directors Meeting
Wednesday, October 20, 2010
9:00 a.m.**

El Dorado County EOS Conference Room
330 Fair Lane, Placerville, CA 95667

Minutes

1. Call to Order

Chairman Brian Veerkamp called the regular meeting to order at 9:38 a.m. Sherrie Kelley took the roll call. The Directors in attendance were: Chief Holmes, Cal Fire for Battalion Chief Joe Tyler, Cameron Park Fire, Chief Bruce Lacher, El Dorado County Fire, Chief Brian Veerkamp, El Dorado Hills Fire, Chief Bill Dekker, Garden Valley Fire, Chief Greg Schwab, Georgetown Fire, Chief Bob Davis, Mosquito Fire, Chief Robert Gill, Pioneer Fire, Chief Tom Keating, Rescue Fire and Chief Todd Cunningham, Diamond Springs/El Dorado Fire.

2. Approval of Agenda

Director Gill motioned to approve the agenda as presented. Director Davis seconded the motion which carried unanimously.

3. Public Comments

No public comments.

4. Consent Calendar

Director Gill motioned to approve Consent Calendar items 4.1, 4.2 and 4.3. Director Lacher seconded the motion which carried unanimously.

5. Correspondence

5.1 LAFCO Project No. 200-09 – El Dorado Union High School District Annexation to the El Dorado Irrigation District
Informational item.

5.2 LAFCO Project No. 2010-05 – Diamond Springs El Dorado FPD Detachment of the Shingle Springs Rancheria
Informational item.

6. Reports

6.1 Review and Discuss Medical Response Statistics for September 2010

Executive Director Hackett stated that all areas were in compliance for September 2010.

Executive Director Hackett presented and the Board discussed the Exception reports data by GSA and response area.

Battalion Chief Sanders encouraged the districts to improve their move up and cover response times.

6.2 Report from JPA Systems Management Committee Meeting of September 22, 2010

Chief Hardy distributed information regarding the memorial service for Officer Douglas Scott Russell which will be held on November 8th at 11:00 a.m. at Green Valley Community Church.

Chief Hardy updated the Board on the following items addressed at the September 22nd Systems Management Committee meeting:

- An electronic theft device from Pursuit Dynamics will be trialed on M-48.
- The medical equipment list has been reduced and a cost savings report will be presented once available.
- Training class schedules.
- Purchasing P-100 masks vs. N-95 masks.
- Ensuring correct documentation on PCR reports.
- The need for a secondary pharmacy in the West End.
- Systems Management will make a vendor EPCR recommendation to the JPA Board in January 2011.

6.3 Executive Director Report

Executive Director Hackett updated the Board on the following items:

- The JPA's new Web site can be found at www.edcjpa.org.
- Attorney Mr. Salazar is coordinating with the attorneys representing the decedent's family, Marshall Hospital, City of Placerville, and the County of El Dorado so they have an opportunity to examine M-26 for evidentiary purposes. He believes the medic unit will remain in evidence for an additional twenty (20) days.
- Consider rescheduling or canceling the November Board meeting due to vacations.
 - The Board decided to proceed with the November 17th meeting date.
- Per Section 5 (d) of the JPA agreement, the Board shall elect a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer at the first meeting of the calendar year and thereafter in each succeeding calendar year.
- Auditor Glen Eastman has completed the initial "Draft" findings for FY's 07/08 and 08/09 which has been distributed to JPA member agencies for a 30 day review and comment period and to challenge any findings they believe to be incorrect. A draft report for FY's 05/06 and 06/07 should be available in approximately 60 days. Additional discussion points regarding the audit included:
 - 07/08 and 08/09 errors identified resulted in the need for a sampling of 05/06 and 06/07 although audits were previously performed for those time periods.
 - Director Cunningham requested that each draft finding and accepted report also contain the over/under information relative to what each agency and the JPA budgeted and expended for that specific FY.
 - The audit was performed at the request of the County and was a forensic audit conducted on FY's that are closed.
 - The County failed to meet their contractual obligations in relation to the audit.
 - All comments and challenges on findings must be submitted in writing for Board review and determination on how to proceed forward.
- Zoll "E" series connectivity field testing was completed on October 18th. The software was upgraded, the cell phones were paired to the units and successful test transmissions were made to Marshall Hospital. Training will be conducted on November 17th from 9:00 – 11:00 a.m. at EMSA. The system will go on-line once the training is complete and the system has been fully tested.

- A purchase offer of \$15,000 per vehicle has been received for the two (2) surplus ambulances located at Fire Trucks Plus. Executive Director Hackett will move forward to complete the sale.

7. Fiscal Items

7.1 EdCat Report – August 2010

Informational item.

7.2 Repeater Purchase

System Status Management, Communications and Finance Committees recommend the JPA Board authorize the purchase of a radio repeater system to be installed to cover the El Dorado Hills area. The purchase price is not to exceed \$11,500.00 and will be funded from JPA Class 60 Fixed Assets.

Director Dekker motioned to purchase the radio repeater system as outlined above. Director Schwab seconded the motion which carried unanimously.

Director Cunningham questioned the vault space for the unit and was advised that rent will not be charged for the vault space needed to house the repeater.

7.3 Purchase of 800MHz Portable Radios

Systems Status Management, Communications and Finance Committees recommend the JPA Board authorize the purchase of four (4) 800 frequency portable radios for M-89 and M-28 (two portables per unit) in order to expand capability in responding to Sacramento County for mutual aid and communication with State Parks and Cal Trans during emergency events. The total purchase price is not to exceed \$15,000.00 and will be funded from the JPA Class 60 Fixed Assets.

Director Lacher motioned to purchase four (4) 800 frequency portable radios as outlined above. Director Schwab seconded the motion which carried unanimously.

7.4 Report from Finance Committee

Executive Director Hackett discussed the JPA and district expenditures for FY 10/11 and noted that overall agencies are doing well with only approximately 20% expended for the first quarter.

Executive Director Hackett discussed the County's Five Year Projection report. The budget for FY 09/10 was \$11,011,999.18 with actual expenditures per the EdCat report of \$10,113,495.74. The County's Five Year Projection report indicates \$10,485,523.33 for FY 09/10 expenditures. Executive Director Hackett contacted Public Health regarding the discrepancy between the County's Five Year Projection report and the EdCat report which they indicated was an error on their end. Public Health agrees that the JPA's FY 09/10 expenditures were \$10,113,495.74 which leaves \$374,371.92 for the reserve fund. Additionally, if the \$280,000.00 is added from FY 08/09 the rollover to the reserve fund will be \$654,371.92. Executive Director Hackett has requested that Public Health review previous fiscal years to determine if additional overpayments were made.

Chairman Veerkamp requested that the Finance Committee form a sub-committee to discuss the County's budget process and future audits.

8. Old Business

8.1 CSA 7 Aid to Fire

The Board of Supervisors approved the budget which includes \$600,000 disbursement this year, however the Board does not guarantee the \$600,000 disbursement from CSA 7 funds next year.

The Finance Committee recommends the JPA Board approve the 67% disbursement plan which includes Georgetown, however the JPA Board previously approved a resolution indicating they would not take the funds. The JPA Board has yet to receive a directive from the County and requests that the Fire Chiefs Association deal with the issue of distribution of CSA 7 funds. Director Keating stated that he will place the topic on the November Fire Chiefs Association agenda for discussion/action.

9. New Business

9.1 Policy 202 Privately Owned Vehicle Use by JPA Administrative Staff for JPA Business

The policy was created to meet the recommendations of the VFIS audit for improved safety and liability protection.

Director Cunningham motioned to approve the policy as presented. Director Lacher seconded the motion which carried unanimously.

9.2 State Compensation Insurance Fund Letter – Changes to Employee Notification Requirements Informational item.

9.3 McDonough Holland & Allen Letter – Records Retention and File Disposition

Due to the closure of McDonough Holland & Allen, Executive Director Hackett will arrange for retrieval of all JPA records located at their firm.

10. Director Items

Cameron Park: Nothing to report.

Diamond Springs: Nothing to report.

El Dorado County Fire: Discussion was held at the MAC meeting regarding outsourcing EMSA to Sierra-Sacramento Valley EMS Agency (SSV). Rich Todd, EMSA, stated that the County is currently in an information gathering stage to determine the benefits and risks of outsourcing to SSV.

El Dorado Hills: The new medic unit is now operational.

Garden Valley: ALS engine is now operational.

Georgetown Fire: Nothing to report.

Latrobe: Nothing to report.

Mosquito Fire: Nothing to report.

Pioneer Fire: Nothing to report.

Rescue Fire: Nothing to report.

11. Adjournment

Director Keating motioned to adjourn the meeting at 11:00 a.m. Director Cunningham seconded the motion which carried unanimously.