



## El Dorado County Emergency Services Authority

<http://www.edcjpa.org/policies.html>

Policy Subject Matter: **Provider Agency Administrative Fee and  
Authorized Expenditures**

Review Date: **07-23-2014**

Revision Date:

Creation Date: **07.23.2014**

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### **I. Policy:**

For JPA member agencies that by contract provide ambulance services they shall receive an administrative fee for the below listed authorized expenditures.

### **II. Purpose:**

To identify reimbursement funding and authorized expenditures for the administrative costs associated with operating and managing ambulance operations.

### **III. Procedures:**

- a. Administrative reimbursement allocation: Each fiscal year, a JPA member agency that is under contract with the JPA to manage and operate an ambulance(s) shall receive twenty thousand (\$20,000) dollars for each ambulance assigned to their agency. The reimbursement shall not exceed the terms and monetary limits of this policy.
- b. Authorized administrative expenditures include the following:
  1. Scheduling and supervision of ambulance personnel shift coverage.
  2. Supervisory review and processing of Patient Care Reports.
  3. Managing ambulance fleet and equipment maintenance.
  4. Coordinating, providing and tracking required paramedic/EMT training and continued licensure and certification.
  5. Office staff processing of invoices associated with operating an ambulance(s).
  6. Stationary and other office supplies.
  7. Office equipment rentals.
  8. With approval of the JPA executive director, other costs incurred directly related to the management and operation of ambulance services.
  9. Costs associated with hiring new firefighter/paramedics to staff the ambulance(s).

A handwritten signature in black ink, appearing to read 'Marty Hackett'.

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Marty Hackett  
Executive Director