



# El Dorado County Emergency Services Authority

## JPA Board of Directors Meeting Minutes

Wednesday August 23, 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: 9:04 a.m.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

### Board Attendees:

- |   |  |
|---|--|
| <input 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 checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero,                   | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Lohan                |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson,           | <input 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 type="checkbox"/> Mosquito Fire, Chief Jack Rosevear                                     | <input type="checkbox"/> Mosquito Fire, James Young                                      |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt – 10:17 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:

Assistant CAO Sue Hennike, El Dorado County  
Director Tim White, El Dorado Hills Fire Department  
Executive Director Cristy Jorgensen, EDC ESA  
New Executive Director Bill Sugiyama, EDC ESA

## 1. APPROVAL OF AGENDA

- Topic Approval of June-July 2023 Accounts Payable Claims removed from Item 3. Consent Calendar
- *Chief Johnson motioned to approve the agenda. Chief Norman seconded the motion which carried unanimously.*

## 2. PUBLIC COMMENT

- *None.*

## 3. CONSENT CALENDAR

Approval of Action Summaries

- JPA BOD Meeting Minutes- 7.5.2023
- JPA BOD Meeting Minutes- 8.9.2023
- Mosquito Fire Protection District JPA Board Alternate: Don Stever

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

## 4. REPORTS

#### **4.1 Executive Director Report**

- *JPA is actively recruiting for a new Executive Director. The recruitment flyer was finalized by the Ad HOC and it has been posted on various job sites. An initial screening of 54 candidates and recommended 9 for consideration. Initial panel interviews were done this past Friday, and the Board will be interviewing three (3) of those candidates today.*
- *Staff has opened the Medic 89 staffing RFP Staffing on August 14<sup>th</sup> and will close on September 29<sup>th</sup>. Responses will be reviewed on October 2<sup>nd</sup>, and it will be reviewed by the Evaluation Committee on October 5<sup>th</sup>. For the agencies that submitted a proposal they will be invited to come and do a presentation.*
- *The first months CMS Audit to the LEMSA. At this time it is a work in progress*
- *The new controlled substance tracking program using NarcBox launched in July. All of the transporting crews have come in and been fitted with their box.*
- *At this time the JPA and Medic units are not carrying Ketamine due to the nationwide shortage. The vials that we can get are from Life-Assist and we are working on determining what vial dosage that should be purchased.*
- *The fiscal year 21/22 audit is being finalized with Richardson and company.*
- *ED Jorgensen attended the Fire Scope Meeting on July 12<sup>th</sup> and 13<sup>th</sup> in El Dorado Hills.*
- *The ready process is completed for the new unit that went to Medic 25. The Medic 25 unit went to M217, and we moved the Unit that was M217 from service. The recommendation from the mechanic is that M217 is not viable for re-mounting. At the next EMSOC Meeting it will be discussed on what to do with the unit. We also have received a new unit from Arrow that is currently in the JPA parking lot and in the process of being registered so that it can be assigned out.*
- *JPA Staff has submitted our letter of support for the PPGEMT to Supervisor Thomas. The JPA received a response back and indicated that they would be interested in having a discussion with the staff at the LEMSA regarding the program.*
- *The JPA has been working with the LEMSA on First Watch, this is the tag tracking program that they use. They are currently using this program to track Exception Reports and we are seeing some anomalies in their report vs. our reports. We are working with them to figure out where these anomalies were coming from. We determined that the CAD report was missing some of the criteria. ECC is working on correcting this.*
- *At the Board of Supervisors meeting on June 27<sup>th</sup> they approved the North Tahoe ALS Ambulance Agreement. The agreement is from July 1, 2023 – June 30, 2026*
- *It was discussed that JPA contractors are having an issue with missing PCR's. This could lead to fines from the LEMSA for non-compliance. JPA staff made the Board aware that if the fines happen it will be directly linked to their crews, making it imperative that the crews follow compliance and complete the PCR's in a timely manner.*
- *The JPA has been tracking the response time standards for the last seven years and prepare for negotiating the contract. The tracking shows that in the urban setting is when we see the largest decrease in not meeting the response times on a monthly basis. Between the fiscal years 2017/2018 and 2019/2020 the 90% threshold was met month after month. We started to see a decrease in fiscal year 2020/2021 and 2021/2022, there were two months in each year that we did not meet the threshold with exceptions. 2022/2023 is where we saw the largest increase, we believe this has a lot to do with the increase in call volume. This is something that the JPA needs to continue to watch to ensure that we are staying within compliance in our urban settings.*

#### **4.2 Response Statistics for June - July 2023**

4.2.1 Incident Summary Report

4.2.2 Mutual Aid

4.2.3 IFTs

4.2.4 APOT

- *Staff presented recent response statistics for June – July 2023*

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

- *The EMSOC Committee had a conversation about the Executive Director transition. One of the things that was brought up was streamlining the response reports. Staff showed the Board both the new way of running reports and the old way.*
- *EMSOC requested the formal RFP's for vehicle maintenance services, medic remounts/purchase, and fuel be paused due to the Executive Director transition.*

4.3.1 *Response Report Changes*

4.3.2 *Next meeting scheduled: 9/20/2023*

#### **4.4 Finance Committee**

4.4.1 *Next meeting scheduled: 9/28/2023*

#### **4.5 Policy Review AdHOC**

4.5.1 *Committee Status Update*

- *Chief Siebert asked to table this topic until the new Executive Director is hired.*

#### **4.6 Executive Director Recruitment AdHOC**

**ACTION:** *Chief Cordero motioned to receive and file all reports. Chief Johnson seconded the motion which carried unanimously.*

### **5. DISCUSSION/PRESENTATION ITEMS**

#### **5.1 EDC ESA IFT Pilot Project**

- *Urban response times needs to be monitored*
- *Transports are down. Code 3 responses are increasing.*
- *Medical transports along with Behavioral Health transports have seen the most decrease since starting this project.*
- *Total incidents, IFT's, and Move-ups have all decreased.*

#### **5.2 Response Statistics**

- *This report will now be run monthly. The report is pulled directly from the CAD Report*
- *Report will include: Move-Up's, Incidents response, Medical Responses, IFT's and EMS related calls, and total transports month over month by unit.*

#### **5.3 Fitch & Associates Strategic Plan**

- *The JPA received the draft Strategic Plan and it needs to be reviewed and changes be made.*
- *Executive Director Jorgensen recommended that the Board review the draft and email any corrections directly to her.*
- *There is a meeting set with Fitch to review the draft and it is in discussion that Fitch attend the Special Meeting on October 11<sup>th</sup> to present the potential final draft. This will give the ability to take the final draft to the next Board Meeting for approval.*

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

### **6. ACTION ITEMS**

#### **6.1 El Dorado Hills Fire Department ALS Ambulance Service Agreement**

- *EDH Fire has requested an amendment to the ALS Ambulance Service contract to change the language in the training portion to mirror the language in the amendment to EDC Fire's contract.*

**ACTION:** *Chief Cordero motioned to authorize the Executive Director to execute El Dorado Hills Fire Department ALS Ambulance Service Agreement- Amendment 1. Chief Norman seconded the motion which was carried out unanimously.*

### **7. FISCAL ITEMS**

#### **7.1 FY 22/23 Budget Update**

- *No Update*

#### **7.2 Resolution 2023-03 FY 23/24 Final Budget Adoption**

- *No changes to the projected revenue. Money has been moved from class 40 into class 30 this was due to the inability to do the CQI Consultant on a 1099. The money was moved specifically into the class 30 salary and benefit wages, this adjusted some of the payroll taxes that need to be paid. Overall the budget is balanced for what was projected for revenue and expenses. This does incorporate for fixed asset purchases.*
- *There will be adjustments made for the mid-year budget.*

**ACTION:** *Chief Brown motioned to approve JPA Resolution 2023-03 FY 23/24 Final Budget Adoption. Nicole Lamm seconded the motion which carried unanimously.*

### **7.3 FY 23/24 Budget Update**

- *No Update*

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

## **8. Board of Director Questions & Comments**

8.1 CAL FIRE ECC AEU: *None*

8.2 CAL FIRE Cameron Park:

- *Approves the transfer of Chief Seibert to transfer to NYP. This position will not be filled until the status of Cameron Park is determined.*

8.3 Diamond Springs / El Dorado Fire:

- *This weekend will launch the two battalion system.*

8.4 El Dorado County Fire: *None*

8.5 El Dorado Hills Fire: *None*

8.6 Garden Valley: *None*

8.7 Georgetown Fire: *None*

8.8 Marshall Medical Center: *None*

8.9 Mosquito Fire: *None*

8.10 Pioneer Fire: *None*

8.11 Rescue Fire: *None*

## **9. GOOD AND WELFARE**

9.1 El Dorado County CAO's Office: *None*

9.2 El Dorado County LEMSA: *None*

## **10. CLOSED SESSION:**

### **10.1 PURSUANT TO GOVERNMENT CODE (SECTION 54957) PUBLIC EMPLOYEE PERFORMANCE**

- *Entered Closed Session at 10:24am*
- *Entered back into open session at 3:00pm*

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

### **11.1 PURSUANT TO GOVERNMENT CODE (SECTION 54957) PUBLIC EMPLOMENT**

- *Approval for AdHOC to make offer and negotiate the contract.*

## **12. ACTION ITEMS**

### **12.1 JPA Policy 4.1 Administrative Assistant I/II Job Description**

- *No action taken*

**Adjournment- 3:02pm**