



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, June 23, 2021 - 9:00 a.m.
EDH Fire Employee Development Center
4640 Golden Foothill Parkway, Suite 10, El Dorado Hills, CA 95762

CALL TO ORDER: 0909

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
|--|--|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Sherry Moranz | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Jed Gaines |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim | <input type="checkbox"/> CAL FIRE ECC AEU, Assistant Chief Brian Newman |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Matt Gallagher | <input checked="" type="checkbox"/> Diamond Springs Fire, Deputy Chief Ken Earle |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Dutch |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson, Chair | <input checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Linda Szczepanik via Zoom | <input type="checkbox"/> Garden Valley Fire, Battalion Chief Jon Michaelson |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement |
| <input checked="" type="checkbox"/> Marshall Medical Center, Cynthia Rice | <input type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Jack Rosevear via Zoom | <input type="checkbox"/> Mosquito Fire, Battalion Chief Dion Nugent |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief Mark Matthews via Zoom | <input type="checkbox"/> Pioneer Fire, Battalion Chief Mike Stutts |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Mike Lilienthal | <input type="checkbox"/> Rescue Fire, Deputy Chief Dustin Hall |

Guests: None

Other Attendees:

Battalion Chief Mike Batham, Cal Fire ECC
Director John Giraudo, El Dorado Hills Fire
Director Mickey Kaiserman, El Dorado County Fire
Director Tim White, El Dorado Hills Fire
Battalion Chief Leah Yaws, Diamond Springs Fire
Executive Director Brian Veerkamp, EDC ESA
Deputy Director Cristy Jorgensen, EDC ESA

1. APPROVAL OF AGENDA

- *Chief Cordero motioned to approve the agenda. Chief Moranz seconded the motion which carried unanimously.*

2. PUBLIC COMMENT

None.

3. CONSENT CALENDAR

3.1 Approval of Action Summaries

- JPA EMOSC Committee Meeting Minutes of April 21, 2021
- JPA Board Meeting Minutes of April 28, 2021
- JPA Special Board Meeting Minutes of May 5, 2021
- Approval of April-May 2021 Accounts Payable Claims

3.2 Diamond Springs/El Dorado Fire District Board Representatives

3.3 Garden Valley Fire Protection District Board Representatives

3.4 County Signature List

ACTION: Motion to Approve Consent Calendar

Chief Blankenheim motioned to approve the consent calendar. Chief Cordero seconded the motion, which carried unanimously.

4. CORRESPONDENCE

None.

5. PRESENTATIONS

5.1 Service Award Presentations

- *The JPA is collaborating with the El Dorado County Fire Chiefs Association to acknowledge Chief Ransdell and Chief Earle on their retirement.*

6. REPORTS

6.1 Executive Director Report

- *Executive Director Veerkamp presented the Executive Director report. New units are now in service. Working on outfitting old Medic 85 with a standard gurney mount. 5 recalls on the newer medic units that are being serviced through Thompsons. Medic 361 and former Medic 85 are stationed at the JPA Office. Working with the Finance Committee on next years budget. Met with the County last week about the budget and submitting a contract opener request letter. Waiting on protocol/policy updates from the LEMSA.*
- *Chief Brown requested an update on the meeting held with the County. Executive Director Veerkamp reported that County Counsel is still reluctant on opening the contract. Deputy CAO commented in the meeting that in order to open the contract, the JPA would have to show cause based on the terms of the contract and would need that requested documented in writing. Executive Director submitted the request in writing. CSA-3 amended their contract 4 times for financial increases.*
- *Chief Johnson asked if the letter submitted in was made available to all of the Board of Directors. Executive Director Veerkamp stated the letter had not been sent out to the Board of Directors yet.*
- *Chief Brown asked if a follow up meeting had been sent. Executive Director Veerkamp reported that no follow up meeting had been scheduled and that the JPA was waiting for a response back from the CAO's Office.*
- *Chief Lilienthal asked if the Finance Committee had reviewed the letter or if the letter was just a simple request to re-open the contract and if the request was for a specific amount of money. He requested that the letter be read aloud to the Board.*
- *Chief Johnson stated that the Ambulance Contract AdHOC would need to view the letter as well.*
- *Deputy Director Jorgensen read the letter aloud to the Board.*
- *Chief Johnson suggested that conversations and correspondence surrounding opening the contract need to come to the Board for discussion and review prior to being sent out to the County.*

6.2 Response Statistics for April-May 2021

- 6.2.1 Medical Response Times
- 6.2.2 Mutual Aid
- 6.2.3 Move Ups & Covers
- 6.2.4 IFTs
- 6.2.5 Response Comparison

6.2.6 Unit Hour Utilization

- *Executive Director Veerkamp reported we are seeing an increase in call volume.*
- *Deputy Director Jorgensen reported that a new IFT report is included in the packet. This report is based off of former IFT specific reports that were presented and specifically looks at Code 2 and Code 3 overall numbers and destination facilities as well as long distance IFTs.*
- *Chief Cordero would like additional analysis on IFTs that are going outside of the County. Would also like to look at 911 transports outside of the County. Brought up a specific Code 2 transfer from Marshall to a Skilled Nursing Facility in Fremont on a Friday afternoon. This led to further discussion on the assignment of local resources to out of county destinations.*
- *Cindy Rice discussed the process from MMC perspective. MMC gives EDC ESA first right of refusal on transfers. If the request is to change the process to directly call the one of the other transfer providers for out of county transfers, that request can be discussed but that direction has not been made at this point.*
- *Chief Johnson clarified the process further. MMC contacts ECC for a transfer. ECC has the ability to deny a transfer. Should we review the ECC process?*
- *Chief Cordero believes that we should not be using our local resources to conduct out of county transfers. The trickle effect is drastic when units are sent out of county due to the length of time they are out of county on those transfers and the impact the rest of the system feels.*
- *Chief Johnson stated reiterate support to the ECC to make those decisions on acceptance or declination of out of county transfers based on current JPA policy.*
- *Chief Cordero agreed and mentioned that clear direction is given to ECC on the transfer requests that are received.*
- *Chief Batham discussed the specific incident mentioned and brought up that the ECC uses the JPA System Status Management Policy when reviewing those requests. ECC assumes that MMC has exhausted their other transfer provider options when they contact ECC. Cindy Rice stated that the current practice of MMC is to give the JPA first right, so they contact the JPA first before reaching out to the other transport providers.*
- *Executive Director Veerkamp discussed the belief that the IFT process of contacting outside providers was for long distance transfers, not for local or Sacramento based transfers. MMC would first request the transfer from one of the other transport providers before contacting the ECC. At that point, the ECC would then evaluate the system to determine if it would be appropriate to accept the long-distance transfer. It may be time to evaluate the system to determine if incorporating a transfer unit would be appropriate as a way to handle these requests and capture the revenue.*
- *Deputy Director Jorgensen mentioned that in the meeting last week with the County, Sue stated that if the JPA wanted to pursue contract relationships with the out of county facilities, we can do that and invoice for those services directly. The County would invoice and bill for in county transfers, but if we wanted to pursue for out of county, we could do that, enter into contract relationships and invoice for those services directly.*
- *Chief Johnson recommended that we would need to analyze re-payment rates to determine if that would be cost effective. May need to establish a fee schedule separate from the County fee schedule.*
- *Chief Cordero stated that the System Status Management Policy needs to be reviewed and updated, specifically looking at out of county and long-distance transfers so that the ECC has current policy direction on managing those requests.*
- *Executive Director Veerkamp stated that once the System Status Management Policy is reviewed and updated, we need to give MMC clear direction on requesting those transfer units specific to out of county vs. long distance and determining when the initial request comes in to the ECC vs. when MMC contacts one of the other transfer providers.*
- *Chief Cordero recommended that direction be given to MMC to move the JPA to the bottom of the transfer call list. We can always request to be moved to top of the list when we are ready.*
- *Cindy Rice re-capped the discussion that any transport that is beyond Sacramento, the request is that the JPA is put on the bottom of the list and the other transport providers will be called first.*

What is the direction for transfers that terminate within the greater Sacramento area? After discussion, Code 2 transfers to the greater Sacramento area will still be offered to the JPA with first right of refusal.

- *Further discussion on transfers within the greater Sacramento area. Is it possible to get data from ECC on how often the system is going to Level 2, Level 1 or Level 0?*
- *Assigned to the Finance Committee to review the finance information on reviewing billing rates.*

6.3 Ambulance Deployment Model Review (Standing Board Item)

- *No Report.*

6.4 AVL Implementation

- *Units are using AVL. Replaced some of the medic unit iPads to be compatible with the AVL program.*
- *iPads must be cellular capable to access the blue tooth technology. Wi-fi only tablets aren't compatible with the program. The newer iPads use a different charging cable. The older iPad/iPhone chargers aren't compatible with the new devices. Some complaints about the iPad not holding a battery charge may be related to the device constantly being plugged in. If it stays plugged in all of the time, it will degrade the battery. Constantly leaving the device powered in will ruin the battery. Remind crews to unplug the device to allow the battery to drain, then recharge.*

6.5 Ambulance Contract Committee

- *Discussions have been deferred to the Finance Committee.*
- *Chief Brown reported out on the Finance Committee. At the last meeting the committee agreed not to send the budget forward based on current conditions, but to recommend adoption to the full Board of the budget based on a modified contract with the County. Wanted to request UALs, OPEB and Capital Equipment costs from the County. Recommend follow up meeting to discuss outcomes from the requests to the County.*
- *Chief Johnson asked if there was a contingency to adopt a standard balanced budget and then do a budget adjustment if the contract does get reopened.*
- *Executive Director Veerkamp stated that two budgets were presented to the Finance Committee. The balanced budget is considered the contingency, but the Finance Committee directed staff to present the updated budget for adoption that incorporates the additional costs associated with the contract opener request. A budget needs to be submitted to the County Auditor's Office but does not have to go to the Board of Supervisors for approval.*

6.6 Controlled Substance Committee

- *No new report. Working on scheduling a meeting of the committee.*

6.7 EMSOC Committee

- *Chief Cordero reported on EMSOC. Discussion on the AFG grant for cardiac monitors.*

ACTION: Receive and file all reports.

Chief Brown motioned to receive and file all reports. Chief Gallagher seconded the motion, which carried unanimously.

7. ACTION ITEMS

7.1 Policy Manual Updates

7.1.1 1.1 JPA Board & Committee Meetings

- *Chief Johnson directed staff to compare this policy language and ensure it is consistent with the JPA By-Laws.*
- *Pulled from the list for additional edits.*

7.1.2 1.2 JPA Organizational Chart

- *Addition of Deputy Director position, update the name of Dispatch to Cal Fire ECC and update HSA to CAO's Office.*

- *Board accepts this policy with the above listed modifications.*

7.1.3 2.1.1 Policy Development/Implementation

- *Discussed questions and recommendations on this policy from legal.*
- *Edit language “regularly scheduled meeting” or “agendized meeting”. Remove #2 from policy.*

7.1.4 2.2.1 Purchasing Procedures

- *Changes to amounts that trigger informal bid and formal bid.*
- *General Conditions: Bidder Instructions—edit language to include electronic bid submission.*
- *Edit language from “designee” to “Deputy Director”.*
- *“All bids must be submitted on the bid form”—striking language that refers to ink.*
- *Discussed Standard Terms and Conditions—seek legal input on that language and research JPA Standard Terms and Conditions language.*
- *Discussion on execution of contract and allowing Executive Director to execute those contracts on the approval of the Board rather than having the Board Chair execute all contracts. Change in practice. Ensure Board is comfortable with this change.*
- *Pulled from the list for additional edits.*

7.1.5 3.1.6 Medic Unit Staffing Requirements

- *Questions at EMSOC on FF1 certification requirement for staffing the medics. Not listed in this policy, but is listed in the individual contracts with the transport agencies. Discussion on modifying those agreements to exclude that requirement. Interest from some of the transport agencies on modifying that requirement. Per this contract, the language meets the requirements of the master contract.*
- *Engage in future discussions with the transport agencies on the FF1 certification requirement. Evaluate other systems and schedule a workshop on medic unit staffing.*
- *Chief Cordero discussed the hiring challenges in the fire service. Difficult to hire FF1 EMT and Paramedics. Need to explore other opportunities such as a single role system, or train to FF1 level while currently working on a task book style scenario. Look at Big Bear Fire system who are facing similar challenges to our area.*
- *Chief Johnson suggested that the timing is right to review the current system staffing structure.*
- *Chief Brown suggested incorporating language into the contracts that say FF1 preferred, Volunteer FF, etc.*
- *Executive Director Veerkamp pointed to the hiring and training program that CSA 3 is utilizing to look at ways to incorporate a similar program on the West Slope.*
- *Chief Cordero discussed the impact this system change would have on County Firefighting Ops as well. How to identify individuals on scene that are not FF1 certified.*
- *Establish a workshop with the transport agencies, County Ops and ECC to discuss: Labor, potential risk to parcel assessment funding, any risk to fire based designator of the system, contract costs, fireground operations, dispatch impact and FF1 training requirements, how to designate a unit that has cross trained personnel vs. those who may have non FF1 certified personnel. Bring recommendations of work group back to the Board and the Fire Chiefs Assoc for review and discussion. JPA staff to ensure the workshop is agendized and to coordinate scheduling of the workshop.*

ACTION: *Chief Cordero motioned to approve and adopt Policy 1.2 with the recommended adjustments, Policy 2.1.1 with the recommended removal of #2 and Policy 3.1.6 on Medic Unit Staffing. Chief Lilienthal seconded the motion which carried unanimously.*

- *Director White asked if policies could be sent to legal first for comments prior to being presented to EMSOC. Discussion on changes that may occur at EMSOC that may require the policies to be sent back to legal for additional review. EMSOC to consider for future policy review.*

7.2 American Rescue Plan Act

- *Executive Director Veerkamp reviewed information on the American Rescue Plan Act funding. Staff is preparing a request to submit to the County for consideration. Seeking input on what other agencies and counties are approving. Request must be submitted by July 31, 2021. Staff will*

present the request to the Board for review and approval prior to submission to the County. Based on direction from the April Board meeting, staff reached out to each Board Member requesting input on items to include with the funding request. Board was presented with the list of items that are being considered with this request.

- Chief Johnson discussed an EMS Specialty Unit to be used as a multi mission type unit such as patient isolation, bariatric, OB, etc.
- Chief Lilienthal recommended that the request be prioritized.
- Chief Johnson brought up potential reimbursement for EIDS screening for ECC and the time associated with adding that component into the call screening. Discussion on ways to capture that data and quantify the impact.
- Chief Moranz requested MMRs for the medics at CP Fire to be added to the request.

ACTION: Chief Cordero motioned to direct staff to develop the prioritized list of items to submit to the El Dorado County CAO's Office. Chief Brown seconded the motion which carried unanimously.

7.3 MMC Medic Room Wi-fi

- Deputy Director Jorgensen reported that the JPA still has a router and internet at the MMC Medic Room, however the service is no longer used. Sought input from MMC on potentially canceling this service and received approval from MMC on that request. Recommend to the Board that this service is cancelled for cost savings.

ACTION: Chief Cordero motioned to Direct staff to cancel internet service in the medic room at MMC. Chief Gallagher seconded the motion which carried unanimously.

7.4 EDC ESA CQI Plan DRAFT

- Deputy Director Jorgensen presented the Draft CQI Plan to the Board. This plan was reviewed by the JPA CQI Committee and EMSOC. Consensus from those reviews was to bring the Plan to the Board for adoption. Once adopted the Plan will be submitted to the County.

ACTION: Chief Brown motioned to Approve and adopt EDC ESA CQI Plan 2021. Chief Blankenheim seconded the motion which carried unanimously.

7.5 NarcsBox Version 3 Upgrade

- Deputy Director Jorgensen presented a staff report to the Board requesting to upgrade the NarcsBoxes. The majority of units are Version 2 which are no longer supported. This is causing synch issues in the field. There is also an issue with pin reset emails or new user emails being sent from the system and getting blocked by the Microsoft firewall. The recommendation is to batch the replacement and upgrade of the boxes and purchase an additional 3 spare boxes.

ACTION: Chief Cordero motioned to approve staff to upgrade existing Version 2 NarcBox to Version 3 and purchase 3 additional Version 3 NarcBox units. Chief Blankenheim seconded the motion which carried unanimously.

7.6 EMS Education Programs

- Discussion on EMR and EMT Training Programs currently authorized by the County Fire Chiefs Association Sub Committee: Training Officers Assoc. Conversation about having the JPA manage EMS related training. One concept would be to transfer program approval from the FCA's to the JPA. Another concept would be for the JPA to submit a new application for program approval. Topic needs to be discussed further at the County Fire Chief's Association level.

7.6.1 Transfer EMR Program Approval

ACTION: No action taken.

7.6.2 Transfer EMT Program Approval

ACTION: No action taken.

7.6.3 AEMT Pilot Program

- Deputy Director Jorgensen presented the AEMT Pilot Program concept initiated with Pioneer Fire. Looking for expanded scope for EMTs in the more rural areas to treat patients while waiting for medic units. Looked at EMT Expanded Scope and EMT Optional Skills. Met with LEMSA on the concept. AEMT certification fits better with the request for PIO Fire. AEMT certification falls under Title 22 at the state level. There are approved programs in the State although the practice of AEMT in the field is minimal. Would require LEMSA to adopt pilot protocols for the AEMT certification level. Concept is to trail the program for one year, including the training program and analyze every incident where AEMT skills are used. Recommend assembling an evaluation sub-committee to oversee the pilot program. Support of the LEMSA, support of MMC and a member agency requesting the program.
- Chief Matthews reported that many other states utilize AEMTs in the field. Could be an upgraded level to those EMTs who may not want to become a paramedic.
- Chief Lilienthal asked if EMSOC had been presented with the concept. It was confirmed by Chief Cordero. EMSOC recommended that the concept be presented to the Board.

ACTION: Chief Cordero motioned to approve staff to submit Letter of Intent: AEMT Pilot Program to the El Dorado County Emergency Medical Services Agency. Chief Matthews seconded the motion with carried unanimously.

8. Fiscal Items

8.1 FY 20/21 Budget Update

8.1.2 FY 21/22 Adopted Budget Amendment.

- Deputy Director Jorgensen presented the most recent revenue/expense report through May 2021. JPA staff has worked diligently to review the expenses and to reduce costs. The County Auditor's office requested a budget amendment to account for the CARES funding and the increase in revenue and expenses in the fixed asset accounts. Staff prepared a balanced budget incorporating the CARES funding and added object codes that had not been a part of the original adopted budget.
- Discussion on Object code 4083: Laundry. This line item is specifically used by Medic 61 as the other medic units went to disposable items.

ACTION: Chief Cordero motioned to approve Resolution 2021-01: Amended Final Budget Fiscal Year 2020-2021. Chief Moranz seconded the motion which carried unanimously.

8.2 FY 21/22 Preliminary Budget

- Chief Brown reviewed the budget conversations from the Finance Committee. Recommendation from the Finance Committee was to present the proposed budget with the desired contract changes to the Board for adoption. The budget before the Board incorporates the UAL and OPEB costs and includes the flat rate reimbursements for uniforms, building lease, agency admin, utility costs and training. This version also includes capital assets.
- Chief Johnson added that the implementation of this budget is contingent on the County agreeing to open the contract and the JPA receiving the additional funds needed to implement this version of the budget. If the contract does not re-open, the flat rate budget would be re-enacted.

ACTION: Cindy Rice motioned to approve Resolution 2021-02: Preliminary Budget Fiscal Year 2021-2022. Chief Blankenheim seconded the motion which carried unanimously.

9 Board of Director Questions & Comments

- 9.1 CAL FIRE ECC AEU: No Report
- 9.2 CAL FIRE Cameron Park: No Report
- 9.3 Diamond Springs / El Dorado Fire: No Report
- 9.4 El Dorado County Fire: No Report
- 9.5 El Dorado Hills Fire: No Report
- 9.6 Garden Valley: Absent

- 9.7 Georgetown Fire: *No Report*
- 9.8 Marshall Medical Center: *No Report*
- 9.9 Mosquito Fire: *No Report*
- 9.10 Pioneer Fire: *No Report*
- 9.11 Rescue Fire: *No Report*

10 Good and Welfare

- 9.1 El Dorado County CAO: *Absent*
- 9.2 El Dorado County LEMSA: *Absent*
 - *Presented Chief Ken Earle with a plaque recognizing his years of service and celebrating his retirement from Diamond Springs Fire.*
 - *Chief Earle let the group know that he will be working with Pioneer Fire but is available to assist with EMS education programs. Also reminded the group that any surplus items can be donated to medical mission work in Central America.*
 - *Deputy Director Jorgensen reminded the group that 2 protocol updates expected to rollout effective July 1st covering Pain Management and Hemorrhage Control. With these new updates, there will also be the addition of new medications into the system including ketamine, TXA an Toradol. Seeking feedback from the LEMSA on a copy of the updated policies, and training of these new policies. Working with the LEMSA on extending the implementation date. Was discussed at MAC in December, but there were still edits being made. No recent drafts have been sent out since then.*
 - *Chief Cordero sent information on the Camino Safety Project. Community meeting scheduled for Thursday night. Center median going in and traffic restrictions. Use caution when driving through that area.*
 - *Jon Lyons retiring at end of month. Working on finding replacement mobile mechanics.*
 - *Still monitoring the CSA 3 ambulance service contract adoption with the County.*
 - *Friday is the Drive for Marshall golf tournament fundraiser.*

11 Adjournment-11:36 a.m.