



## El Dorado County Emergency Services Authority

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### JPA Board of Directors Meeting Minutes

Wednesday, December 18, 2024 – 1:00 p.m.  
Diamond Springs Fire Station 49: Downstairs Classroom  
501 Pleasant Valley Rd. Diamond Springs, CA

**CALL TO ORDER: 1300**

**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 Kalan Richards |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, <b>Vice Chair</b> | <input type="checkbox"/> CAL FIRE ECC AEU, Deputy Chief Dave Wood                         |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Matt Gallagher                       | <input type="checkbox"/> Diamond Springs Fire, Division Chief Jack Daniels                |
| <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 checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall        |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Wes Norman, <b>Chair</b>               | <input type="checkbox"/> Garden Valley Fire, Assistant Chief Linda Szczepanik             |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown                               | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement                      |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Ed Dwyer @1315                              | <input type="checkbox"/> Mosquito Fire, Alternate   |
| <input type="checkbox"/> Pioneer Fire, Chief David Whitt   | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle                          |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell @1303                          | <input type="checkbox"/> Rescue Fire, Captain Brett Jones                                 |

**Guests:**

None

**Other Attendees:**

Executive Director Cristy Jorgensen, EDC ESA  
EMS Manager Hope Youngblood, EDC ESA  
Lindsay Moore, Legal Counsel  
Deputy Chief Dave Brady, EDH Fire  
Director Greg Durante, EDH Fire  
EMS Administrator Kristine Guth, EDC EMSA  
Director Mickey Kaiserman, EDC Fire  
Deputy Chief Mike Lilienthal, EDH Fire  
Director Lloyd Ogan, EDC Fire  
Captain Jacob Poganski, EDC Fire  
Incoming Supervisor Brian Veerkamp, EDC  
Director Tim White, EDH Fire

## 1. APPROVAL OF AGENDA

- Staff requested that El Dorado County EDC ESA Authorized Signature List be pulled from Consent Calendar due to date edit on the document.
- Chief Cordero motioned to approve the agenda with the requested Consent Calendar edit. Chief Richards seconded the motion which carried unanimously.

## 2. PUBLIC COMMENTS

Public comments will be received on each agenda item as it is called. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote.

- None

## 3. CONSENT CALENDAR

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Calendar is acted upon as one unit unless a Board member requests separate discussion and/or action.

### ~~El Dorado County EDC ESA Authorized Signature List~~

**El Dorado Hills Fire Department EDCESA Board Representative: Interim Fire Chief Michael Lilienthal & Alternate: Deputy Chief David Brady**

**FY 24/25 Claims Payables: Batch 1, 5, 10, 14, 15, 16, 19, 20, 21, 22, 25, 26, 27, 28, 29, 30, 31**

**Special JPA BOD Meeting Minutes: 5.11.23**

**Special JPA BOD Meeting Minutes: 6.12.24**

**Special JPA BOD Meeting Minutes: 6.25.24**

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

## 4. CLOSED SESSION

### 4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: (1 CASE)

### 4.2 PURSUANT TO GOVERNMENT CODE SECTION (§54957.b.1)

- PUBLIC EMPLOYEE CONTRACT: Executive Director
- The BOD recessed to Closed Session at 1303.

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

### 5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: (1 CASE)

### 5.2 PURSUANT TO GOVERNMENT CODE SECTION (§54957.b.1)

- PUBLIC EMPLOYEE CONTRACT: Executive Director
- The BOD returned from Closed Session at 1348.
- No reportable action taken.

## 6. ACTION ITEMS

### El Dorado County EDC ESA Authorized Signature List

- Staff presented the updated Authorized Signature List for review.

#### 6.1 Employment Contract: JPA Executive Director

- Discussion on proposed Employment Contract for JPA Executive Director.

**ACTION:** Chief Ransdell motioned to approve and authorize JPA Chairperson to execute Employment Contract: Executive Director. Chief Johnson seconded the motion which carried unanimously.

#### 6.2 JPA Policy 1.2 JPA Organization Chart

- Staff presented proposed edits to JPA Policy 1.2 JPA Organization Chart.

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

#### 6.3 EDH Fire Training Reimbursement Request

- Staff reviewed Report on Training Reimbursement Request from EDH Fire. Request was initially denied due to insufficient supporting documentation. Multiple requests were made to agency for the documentation. Did not meet requirements of policy. Seeking direction from BOD on the request.
- EDH request pending approval on request. Working on obtaining proof of completion from students. Agreed to submit that proof within 30 days of meeting date.

**ACTION:** Chief Cordero motioned to direct Executive Director to process payment on EDH Fire Training Reimbursement Request pending course completion documentation. Chief Blankenheim seconded the motion which carried unanimously.

#### 6.4 FY 24/25 JPA Annual CQI Plan

- Staff presented updated FY 24/25 JPA Annual CQI Plan. Draft Plan was presented and approved by EMSOC in November as requested by BOD.
- Staff presented Q1 FY 24/25 CQI Data Report. Reviewed Core Measure compliance. Discussion on positive evolution of system from when staff first started the data reporting in 2022.

**ACTION:** Chief Gallagher motioned to approve and adopt the FY 24/25 JPA Annual CQI Plan. Chief Cordero seconded the motion which carried unanimously.

### 6.5 EDC ESA Medic Unit Replacement Plan

- Staff presented Medic Unit Replacement Plan to discuss placement of the last 2 new units. Still waiting on registration and plates for the units, but seeking approval on placement. EMSOC recommends new units placed at 25 and 85.

**ACTION:** Chief Cordero motioned to approve proposed EDC ESA Medic Unit Replacement Plan. Chief Dwyer seconded the motion which carried unanimously.

### 6.6 End of FY 23/24 Budget Requests

- Staff presented End of FY 23/24 Budget Requests. Report was drafted by JPA Finance Committee. Report includes 3 categories of additional budget requests. Unused Leave Balances, Additional Administrative Fees, and Contract Coverage Payment.

#### 6.6.1 Unused Leave Balances

- Each transport agency submitted unused leave balances. JPA would hold those funds in a reserve account. Agency can request access to those funds when needed based on employee no longer assigned to medic unit. Total request for FY 23/24 is \$118,187.79.

**ACTION:** Chief Johnson motioned to approve FY 23/24 Unused Leave Balance Request of \$49,818.96 for EDC Fire. Chief Blankenheim seconded the motion. Motion carried with EDC Fire abstaining from vote.

**ACTION:** Chief Blankenheim motioned to approve FY 23/24 Unused Leave Balance Request of \$41,711.43 from EDH Fire. Chief Cordero seconded the motion. Motion carried with EDH Fire abstaining from vote.

**ACTION:** Chief Gallagher motioned to approve FY 23/24 Unused Leave Balance Request of \$26,657.40 from GEO Fire. Chief Richards seconded the motion. Motion carried with GEO fire abstaining from vote.

#### 6.6.2 Additional Administrative Fees

- Staff presented Finance Co. request on Additional Admin Fees. Finance Co is requesting a different allocation than what is currently written in the contracts. Requesting 10% Admin Fee based on Class 30 actuals as budgeted rather than the formula listed in contract.
- Discussion on request. BOD would like to see the calculations based on actual contract language. Directed staff to bring back to Finance Committee. BOD direction to keep contract language consistent as written and have discussion on changing the language in future contracts.

**ACTION:** No Action Taken.

#### 6.6.3 Contract Coverage Payments

- Staff presented information on contract coverage requests from EDH Fire and GEO Fire. Agencies requesting reimbursement for contracted coverage on Class 30's.
- Finance Co. presenting requests without specific recommendation on topic.
- Discussion on requests and contract language specific to not to exceed amounts. Discussion on whether backup documentation or specific reasoning was submitted from the agencies with the requests.
- Discussion on contract coverage requests from FY 22/23.

**ACTION:** Chief Ransdell motioned to approve FY 23/24 Contract Coverage Payment for EDH Fire for \$103,052.01. Chief Dwyer seconded the motion. Ayes: 6. Nos: 2 Abstain: EDH Fire. Motion Passed.

**ACTION:** Chief Dwyer motioned to approve FY 23/24 Contract Coverage Payment for GEO Fire for \$60,524.89. Chief Ransdell seconded the motion. Ayes: 6. Nos: 2 Abstain: GEO Fire. Motion Passed.

### 6.7 FY 24/25 ALS Ambulance Agreements Appendix B Edits

- Staff presented Finance Co. requested edits to ALS Ambulance Agreements Appendix B for current FY contract.
  - Discussion on cost allocation request for pre-employment costs and ongoing employment costs.
  - Report includes language on requested edits to Admin Fee as well. Part of discussion on Item 6.6.2.
- BOD Break

- Continued discussion on the proposed edited contract language.
- Public Comment on proposed language.

**ACTION:** No Action Taken.

### 6.8 Annual Election of Board Officers: Chairperson and Vice Chairperson

Per the JPA Agreement: Article 5.d. Meetings of the Board and Officers: "The Board shall elect a Chairperson, a Vice Chairperson at its first meeting, and thereafter in each succeeding calendar year, and the Board shall elect or re-elect its Chairperson and Vice Chairperson for immediate assumption of office."

- Discussion on BOD Chairperson and Vice Chairperson role for CY 2025.

**ACTION:** Chief Brown motioned to elect and vote Chief Norman as Chairperson and Chief Blankenheim as Vice Chairperson of the JPA for CY 2025. Chief Dwyer seconded the motion which carried.

### 6.9 Annual Appointment of Committee Officers: Chairperson and Vice Chairperson-Finance

Per JPA Policy JPA Board and Committee Meetings: Section B. JPA Standing Committees: "The Board Chair, after receiving a recommendation from the committee membership, shall appoint the Committee Chair and Vice-Chair. These appointments will be made at the Board's last meeting of the year for assumption of position at the beginning of each calendar year. The Chair and Vice-Chair will serve in this capacity for one (1) year. The term of service may be shortened if the Committee is discontinued by the Board, and /or the Board Chair elects to appoint a new Chair and Vice Chair."

- Staff reported that Finance Co recommends Jessica stay as Chair of Finance and Julie takes over as Vice Chair.

**ACTION:** Chief Norman supports the Finance Co. recommendation to Appoint Finance Committee Chairperson and Vice Chairperson for calendar year 2025.

### **6.10 Establish JPA By-Laws AdHOC**

- Discussion on establishing JPA By-Laws AdHOC.
- Chief Brown, Chief Lilienthal and Chief Norman expressed interest in being on the committee.

**ACTION:** Chief Norman appointed JPA By-Laws AdHOC Members.

## **7. REPORTS/DISCUSSION**

### **7.1. Executive Director Report**

- ED Reported that Admin Coordinator resigned in November.
- Working on Annual Inventory Audit.
- Updated vehicle listing on insurance policy. Updated AT&T FirstNet with removal of inactive devices. Reduced service on Comcast account. Updating accounts with current needs.

### **7.2. Work Group: EDC ESA /EL Dorado County Master Contract Update**

- Chief Norman reported contract language updated. New UHU definition. Discussion on IFT language. Working on 5-year budget projections to present to County. Working on Draft language related to fines and penalties. Contract reopener language.
- County is hoping to present DRAFT Contract to County Counsel in January and present to BOS in April.
- Direction to staff to schedule Special JPA BOD Meeting on January 8<sup>th</sup> at 1pm to review budget projections and discuss Draft Master Contract.

### **7.3. Response Stats October-November 2024**

#### **7.3.1. Incident Summary**

#### **7.3.2. Mutual Aid**

#### **7.3.3. IFT Responses**

#### **7.3.4. APOT**

#### **7.3.5. Response Stats**

- Staff presented Response Stats for October-November 2024.

### **7.4. EMSOC Committee**

#### **7.4.1. Tiered Dispatch Workgroup**

- Chief Hall updated BOD on Tiered Dispatch Pilot Program. Initial 90-day pilot is complete. Working on final report of first phase of pilot.

#### **7.4.2. ImageTrend Workgroup**

- Chief Hall reported out on exceptions being captured in ImageTrend. ECC working with Peraton to incorporate information from CAD into ImageTrend. Cost associated with the request. Waiting to hear back from ECC.

### **7.5. FINANCE Committee**

- No Report

**ACTION:** Chief Johnson motioned to Accept and File Reports. Chief Cordero seconded the motion which carried unanimously.

## **8. FINANCE UPDATE**

### **8.1 FY 24/25 Revenue vs. Expense**

- Staff presented the FY 24/25 Revenue vs. Expense Report.

**ACTION:** Chief Blankenheim motioned to Review and file FY 24/25 Revenue vs. Expense Report. Chief Cordero seconded the motion which carried unanimously.

## **9. BOARD OF DIRECTORS 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: Applied to LAFCo for annexation. New Type 3.

9.4 El Dorado County Fire: New Engine in Service. Truck In Service soon. Water leak at St. 19. Relocating crew to St. 23 during repairs.

9.5 El Dorado Hills Fire: Chief Johnson retiring. Chief Lilienthal appointed as Interim Fire Chief effective December 31, 2024.

9.6 Garden Valley Fire: No Report

9.7 Georgetown Fire: No Report

9.8 Mosquito Fire: Fire Captain Recruitment

9.9 Pioneer Fire: *Absent*

9.10 Rescue Fire: *No Report*

**10. GOOD AND WELFARE**

**10.1 El Dorado Hills Fire Department: Chief Johnson Retirement Recognition-** *Thank you to Chief Johnson for all of the work and support of the JPA. Recognition coming.*

**10.2 EL DORADO COUNTY CAO OFFICE-** *No Report*

**10.3 EL DORADO COUNTY LEMSA-** *No Report*

**11. ADJOURNMENT 1522**

Next Board meeting: 9:00 a.m. on Wednesday, **February 26, 2025**

All Board Meetings are recorded. The Board Packet may be reviewed at the JPA Office located at 480 Locust Road, Diamond Springs, CA 95619. Note: The Board of Directors may elect to take action on any item included on this agenda.