



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday April 26, 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: 9:02 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
|---|--|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Dusty Martin | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Clint Siebert |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, Chair | <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, Battalion Chief Leah Yaws |
| <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, | <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input 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, Vice Chair | <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 checked="" type="checkbox"/> Mosquito Fire, Chief Jack Rosevear | <input type="checkbox"/> Mosquito Fire, James Young |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt – 10:10 a.m. | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input checked="" type="checkbox"/> Rescue Fire, Captain Joel Warman |

Guests:

Chris Reed-Vehicle Accident Reporting Solutions
Chuck Swift-Vehicle Accident Reporting Solutions
Kelly Tassone-Vehicle Accident Reporting Solutions

Other Attendees:

Director John Girauda, El Dorado Hills Fire Department
Director Mickey Kaiserman, El Dorado County Fire Protection District
Deputy Chief Mike Lilienthal, EDH Fire
Battalion Chief Kalan Richards, Cal Fire/Cameron Park Fire Department
Director Tim White, El Dorado Hills Fire Department
Executive Director Cristy Jorgensen, EDC ESA

1. APPROVAL OF AGENDA

- Staff requested removal of Item 6.2 Marshall Medical Center Critical Care Transport Agreement-Third Amendment from the meeting agenda.
- Chief Cordero motioned to approval the agenda with the removal of Item 6.2. Chief Johnson seconded the motion which carried unanimously.

2. PUBLIC COMMENT

- Director White spoke of the upcoming LAFCo election. Provided Board Members with a copy of the ballot and statement of candidacy with qualifications. Requested support from the Fire Districts.

3. CONSENT CALENDAR

- Approval of Action Summaries
- JPA EMSOC Meeting Minutes June 15, 2022
 - JPA EMSOC Meeting Minutes October 19, 2022

- JPA Finance Co. Meeting Minutes April 14, 2022
- JPA Finance Co. Meeting Minutes April 21, 2022
- JPA Finance Co. Meeting Minutes May 12, 2022
- JPA Finance Co. Meeting Minutes July 28, 2022
- JPA Finance Co. Meeting Minutes September 29, 2022
- JPA Finance Co. Meeting Minutes January 17, 2023
- JPA Finance Co. Meeting Minutes March 2, 2023
- JPA Finance Co. Meeting Minutes March 15, 2023
- JPA BOD Meeting Minutes February 22, 2023

Mosquito Fire Protection District Board Alternate: James Young

Approval of February-March 2023 Accounts Payable Claims

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

4. REPORTS

4.1 Executive Director Report

- Executive Director Jorgensen reported on recent activities at the JPA. Transferred three outstanding medic unit titles from the County to the JPA. Attended several meetings of the SCEMSA. Attended a couple of Chamber of Commerce luncheons. Communication with LEMSA on upcoming CMS Audit. All agencies, including non-transport agencies must participate in the audit. LEMSA would like preliminary numbers for May 2023 to ensure all agencies are tracking the same way. Actual audit commences July 1, 2023 and will run for the entire fiscal year. Fitch & Associates Strategic Plan update. Purchased and installed upgrade kits on eligible gurney inventory and staff is assigning those out to designated units. Attended M49 Reopening and Badge Pinning Ceremony. Submitted APOT information to Cal Chiefs with support of LEMSA. Attended LEMSA CQI and MAC Meetings. Facilitate presentation on Handtevy at MAC. LEMSA requested business proposal on Handtevy for consideration. Remount unit received. Staff working on making it road ready. Staff working on FY 21/22 audit. LEMSA provided updated NPP Forms for use on rigs. EVOC TTT scheduled for May 8-9. Requesting list of students from agencies. Form 700 reminders sent out. EMS Week and BOS Proclamation coming up. Requesting list of recognition from agencies. Discussed operational support at JPA and various options for filling that role.
- Board direction to schedule training workshop of agency reps who will be responsible for gathering the information for the audit.
- Board direction for staff to draft job description for operational support.

4.2 Response Statistics for February-March 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.

4.3 EMS Operations Committee (EMSOC)

- EMSOC did not meet during the month of April. Next meeting scheduled in May.

4.4 Finance Committee

- Met a couple of times in March. Focused on funding language in the Ambulance Service Agreements.

4.5 Policy Review AdHOC

- AdHOC hasn't met recently. Working on scheduling a meeting in May.

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

5. DISCUSSION/PRESENTATION ITEMS

5.1 Vehicle Accident Reporting Solutions Presentation

- Representatives from Vehicle Accident Reporting Solutions presented information on their program and app and ways that the JPA could benefit from use of the program.

5.2 EDC ESA IFT Pilot Project

- Staff reported statistics on the IFT Pilot Project. Officially completed first year of the project.

5.3 Response Statistics

- Staff presented response statistics for the system. Streamlining the report to reflect monthly statistics.

5.4 El Dorado County CMS Audit FY 2023/24

- *Topic was covered during the Executive Director report.*

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

6. ACTION ITEMS

6.1 JPA CQI Annual Plan FY 2023/24

- *Staff presented the JPA CQI Annual Plan for FY 23/24. Reviewed proposed edits to the plan. Needs to be submitted to LEMSA by June 30th for approval.*

ACTION: *Chief Martin motioned to adopt the JPA CQI Annual Plan for FY 2023/24. Chief Gallagher seconded the motion which carried unanimously.*

~~6.2 Marshall Medical Center Critical Care Transport Agreement-Third Amendment~~

ACTION: *No action taken. Removed from agenda.*

6.3 Cal Fire/Cameron Park Fire Department Advanced Life Support Ambulance Agreement FY 2023/24.

- *Staff presented the DRAFT ALS Agreement for Cameron Park Fire. Agreement has been reviewed by both the Fire Chief for Cameron Park Fire and the JPA Finance Co. representative for Cameron Park Fire. Reviewed proposed edits.*
- *Chief Brown requested conversation on the proposed admin rate built into the contracts. Discussion on the request. JPA Finance Co. recommended the funding language as it is currently written in the agreements.*
- *Chief Martin and Chief Blankenheim recused themselves from the dialogue and vote for the Cal Fire/Cameron Park Fire ALS Ambulance Agreement.*

ACTION: *Chief Johnson motioned to approve and authorize the Executive Director to execute the Cal Fire/Cameron Park Fire Department Advanced Life Support Ambulance Agreement FY 23/24. Chief Cordero seconded the motion. Motion carried with 8 ayes, 0 nays and 2 recusals.*

6.4 El Dorado County Fire Protection District Advanced Life Support Ambulance Agreement FY 2023/24

- *Staff presented the DRAFT ALS Agreement for El Dorado County Fire Protection District. Agreement has been reviewed by both the Fire Chief for El Dorado County Fire and the JPA Finance Co. representative for El Dorado County Fire. Reviewed proposed edits.*
- *Chief Cordero and Chief Gallagher recused themselves from the dialogue and vote for the El Dorado County Fire Protection District ALS Ambulance Agreement.*

ACTION: *Chief Johnson motioned to approve and authorize the Executive Director to execute the El Dorado County Fire Protection District Advanced Life Support Ambulance Agreement FY 23/24. Chief Martin seconded the motion. Motion carried with 8 ayes, 0 nays and 2 recusals.*

6.5 El Dorado Hills Fire Department Advanced Life Support Ambulance Agreement FY 2023/24

- *Staff presented the DRAFT ALS Agreement for El Dorado Hills Fire Department. Agreement has been reviewed by both the Fire Chief for El Dorado Hills Fire and the JPA Finance Co. representative for El Dorado Hills Fire. Reviewed proposed edits.*
- *Chief Johnson recused himself from the dialogue and vote for the El Dorado Hills Fire Department ALS Ambulance Agreement.*

ACTION: *Chief Cordero motioned to approve and authorize the Executive Director to execute the El Dorado Hills Fire Department Advanced Life Support Ambulance Agreement FY 23/24. Chief Gallagher seconded the motion. Motion carried with 9 ayes, 0 nays and 1 recusal.*

6.6 Georgetown Fire Department Advanced Life Support Ambulance Agreement FY 2023/24

- *Staff presented the DRAFT ALS Agreement for Georgetown Fire Department. Agreement has been reviewed by both the Fire Chief for Georgetown Fire and the JPA Finance Co. representative for Georgetown Fire. Reviewed proposed edits.*
- *Chief Brown recused himself from the dialogue and vote for the Georgetown Fire Department ALS Ambulance Agreement.*

ACTION: *Chief Martin motioned to approve and authorize the Executive Director to execute the Georgetown Fire Department Advanced Life Support Ambulance Agreement FY 23/24. Chief Johnson seconded the motion. Motion carried with 9 ayes, 0 nays and 1 recusal.*

6.7 JPA Policy 2.1.8 Reimbursement for Educational Expenses

- Staff presented edits to JPA Policy 2.1.8 Reimbursement for Educational Expenses. Edits are a result of dialogue from the February 2023 JPA Board meeting regarding the FTO stipend. Staff has incorporated that language into the policy.
- Chief Johnson requested clarification on the procedure for approval of reimbursement requests. Discussion on what metrics are used as part of the approval process?

ACTION: Chief Cordero motioned to approve the DRAFT JPA Policy 2.1.8 Reimbursement for Educational Expenses with edits as recommended by the Board. Chief Johnson seconded the motion which carried unanimously.

6.8 CSUS Student Placement Agreement

- Staff presented CSUS Paramedic Internship Agreement. Bringing back to Board for review after clarification on insurance indemnification from CSUS. Upon review, bringing back to Board for approval. Agencies are not required to accept an intern.

ACTION: Chief Johnson motioned to authorize Executive Director to execute the CSUS Student Placement Agreement. Chief Martin seconded the motion which carried unanimously.

6.9 Annual Appointment of Committee Officers: 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."

- JPA Finance Committee recommends Jessica Braddock as the Vice-Chair.

ACTION: Chair Blankenheim is appointing Jessica Braddock as the Vice-Chair of the Finance Committee.

7. FISCAL ITEMS

7.1 FY 22/23 Budget Update

- Staff presented FY 22/23 Budget Update. Report is missing some expenses that have been processed for payment but have not been reflected on the County Rev/Exp reports.
- Reviewed expenses associated with each medic unit.

ACTION: Chief Martin motioned to receive and file the budget report. Chief Brown seconded the motion which carried unanimously.

7.2 FY 23/24 Preliminary Budget Adoption

- Staff presented FY 23/24 Preliminary Budget. Budget was presented and reviewed at the Finance Co. Mtg and is being recommended by that committee for adoption.
- Reviewed funding allocations for capital replacement items: 3 medic unit remounts, 1 staff vehicle, stair chairs, year 2 of powerload/gurney lease, purchase of additional gurney, radios, Zoll monitor upgrade. Recommended by Finance Committee.
- Board commends the Finance Committee for the early work they did on the budget and presenting it to the Board in April for review and adoption.

ACTION: Chief Cordero motioned to approve Resolution 2023-2 Fiscal Year 2023/24 Preliminary Budget. Chief Martin seconded the motion which carried unanimously.

8. Board of Director Questions & Comments

8.1 CAL FIRE ECC AEU: Cal Fire seasonal prep and cooperators meetings.

8.2 CAL FIRE Cameron Park: 3 new hires just finished their academy.

8.3 Diamond Springs / El Dorado Fire: County Fire and DS Fire Boards approved feasibility study. Moving forward with annexation process. Finished Captains test. Recruitment of FF/P and Fire Inspector. Chief Yaws retirement celebration on Friday at Station 49.

8.4 El Dorado County Fire: New PAOs finishing orientation for M28. Discussion on upstaffing medic units for holiday weekends due to river flow.

8.5 El Dorado Hills Fire: 3 weeks out for Training Center keys. Soft opening. October will be grand opening. Don't forget Admin Asst. Day for your staff.

8.6 Garden Valley: Absent.

8.7 Georgetown Fire: One paramedic returned from medical leave. One paramedic resigned. May 8th meeting with McClintock and Kiley on forest service agreements.

8.8 Marshall Medical Center: CDPH conducted a CMS EMTALA Survey. Presenting pt to MMC must provide medical screening even if helo comes available. Once on hospital grounds, pt is a MMC pt. Joint

Commission survey and review. Almost fully staffed. Increase in patient volume.

8.9 Mosquito Fire: \$100,000 residual FEMA grant funding-purchased some new equipment. May 20th-community evacuation drill. Bridge construction update.

8.10 Pioneer Fire: *No report*

8.11 Rescue Fire: *No report*

9. GOOD AND WELFARE

9.1 El Dorado County CAO's Office: *Absent. No Report*

9.2 El Dorado County LEMSA: *Absent. No Report*

EDC ESA System Highlights: *No Report.*

10. CLOSED SESSION

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

EVALUATION: Executive Director

- *The Board recessed to Closed Session at 11:45 a.m.*

11. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

11.1 PURSUANT TO GOVERNMENT CODE (SECTION 54957) PUBLIC EMPLOYEE PERFORMANCE

EVALUATION: Executive Director

- *The Board returned from Closed Session at 11:53 a.m. No decisions or reportable action taken.*

Adjournment-11:54 am