



# El Dorado County Emergency Services Authority

## JPA Board of Directors Meeting Minutes

Wednesday, October 27, 2021 - 9:00 a.m.  
El Dorado Hills Fire Department Employee Development Center  
4640 Golden Foothill Parkway, Suite 10. El Dorado Hills, CA

**CALL TO ORDER: 0905**

**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 Josh Agustin                  |
| <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 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, <b>Chair</b> | <input checked="" 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 type="checkbox"/> Georgetown Fire, Chief Glenn Brown  | <input checked="" type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement               |
| <input type="checkbox"/> Marshall Medical Center, Cynthia Rice                                     | <input checked="" type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input type="checkbox"/> Mosquito Fire, Chief Jack Rosevear  | <input type="checkbox"/> Mosquito Fire, Vacant  |
| <input type="checkbox"/> Pioneer Fire, Chief Mark Matthews   | <input type="checkbox"/> Pioneer Fire, Vacant   |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Mike Lilienthal                      | <input type="checkbox"/> Rescue Fire, Deputy Chief Dustin Hall                                |

**Guests: None**

### Other Attendees:

Director John Giraud, El Dorado Hills Fire  
Sue Hennike, El Dorado County  
Director Mickey Kaiserman, El Dorado County Fire  
Dr. Bryan Sloane, El Dorado Hills Fire  
Director Tim White, El Dorado Hills Fire  
Executive Director Brian Veerkamp, EDC ESA  
Deputy Director Cristy Jorgensen, EDC ESA

## 1. APPROVAL OF AGENDA

- *Action Item 6.3 AHA Training Site Agreement with Marshall Medical Center removed from agenda.*
- *Chief Cordero motioned to approve the agenda with the removal of agenda item 6.3. Chief Lilienthal seconded the motion which carried unanimously.*

## 2. PUBLIC COMMENT

- *Tim White, Director with El Dorado Hills Fire Department briefed the Board that he is running for the LAFCo representative seat for Special Districts. The election will be held on November 30<sup>th</sup>. He has been nominated by Rescue Fire, El Dorado Hills Fire and the El Dorado Hills CSD. He is seeking support and votes for the upcoming election.*
- *Chief Johnson introduced Dr. Bryan Sloane, the Medical Director for El Dorado Hills Fire. Dr. Sloane briefly introduced himself to the Board.*

### 3. CONSENT CALENDAR

Approval of Action Summaries

- JPA EMSOC Meeting Minutes June 16, 2021
- JPA EMSOC Meeting Minutes July 21, 2021
- JPS EMSOC Meeting Minutes September 15, 2021
- JPA Board Meeting Minutes August 25, 2021
- Approval of August-September 2021 Accounts Payable Claims

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

### 4. CORRESPONDENCE

4.1 El Dorado County Professional Firefighters Association  
*Reviewed and received correspondence.*

### 5. REPORTS

#### 5.1 Executive Director Report

- *Deputy Director Jorgensen reviewed the Executive Directors Report.*
- *Staff looked into AB361 for continued remote meeting hosting. Based on the language of the Bill, it does not appear that the JPA will be able to offer remote meetings under AB361 unless Board Members revert back to the prior Brown Act requirements for remote meeting attendance.*
- *Still working on ePCR documentation corrections with the LEMSA. Requesting support in completing those corrections in a timely manner. Continued discussion item at EMSOC.*
- *Chief Cordero asked for an update on the NarcBox upgrade. Staff reported that 3-Version 3 boxes have been installed. There are 3-Version 3 boxes at the JPA Office that are awaiting placement on medic units. Once those are installed, there are 2 main units left for the upgrade and then the reserve units will be upgraded.*
- *Chief Lilienthal asked for clarification on item "Continued discussion with LEMSA on System Enhancement concepts". Staff reported that there are a variety of different topics that are being discussed at a concept level including ET3, Community Paramedicine, Mobile Integrated Health, and Telehealth. , staff has meetings scheduled with MMC to discuss those concepts.*
- *Chief Johnson wants to ensure that the Board is included in these discussions as they progress and before any commitments are made on the JPA's behalf.*
- *Chief Johnson requested clarification on items "Limited Term Service Agreement with R&R for Mobile Mechanic Services" and "Drafting Informal RFP for Mobile Mechanic Services". Would like to ensure that RFP is reviewed by the Board before being released to the public. Staff confirmed that Informal RFP document will be presented to the Board for review and approval before seeking vendor bids.*

#### 5.2 Response Statistics for August-September 2021

- 5.2.1 Medical Response Times
- 5.2.2 Mutual Aid
- 5.2.3 Move Ups & Covers
- 5.2.4 IFTs
- 5.2.5 Response Comparison
- 5.2.6 Unit Hour Utilization
- 5.2.7 APOT

- *Reviewed response statistics. At the end of September, the JPA was at a 4.64% increase in call volume.*
- *Reviewed out of county mutual aid coverage.*

#### 5.3 System Enhancement/Ambulance Deployment AdHOC (Standing Board Item)

- *Incorporate system enhancement conversation into the upcoming Strategic Plan Workshop.*

#### 5.4 Ambulance Contract Committee

- *No new updates.*

#### 5.5 Controlled Substance Committee

- Meeting scheduled for November 22. Reviewing an updated draft of the policy. Significant re-write based on inclusion of NarcBox controlled substance digital tracking.
- Request to add a CP Fire member to the committee. Chief Moranz requested that Captain Novak be added to the committee.

#### 5.6 Finance Committee

- Staff recommend this committee meet before the next Board meeting to review some pressing budget issues.

#### 5.7 EMSOC Committee

##### 5.7.1 AEMT Pilot Training Program

- Chief Cordero updated the Board on the original pilot program request that was received from PIO Fire. After additional review of response statistics, it does not appear that there is enough of a call volume to conduct a pilot program in that area. EMSOC does not recommend moving forward with the AEMT Pilot Program at this time.

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

### 6. ACTION ITEMS

#### 6.1 Move Up & Cover Pilot Project-Reduce Move Ups from 2300-0600.

- This concept came about after reviewing response statistics, specifically looking at the quantity of move ups that crews were performing on a monthly basis. Staff is proposing a three-month trial focused on reducing the move ups occurring between 2300-0600. Staff will monitor if this has any direct affect on response times while indirectly reducing wear and tear on the medic units and personnel staffing those units. Enclosed staff report has the details of the trial evaluation methods and trigger points. Staff will bring details to the monthly EMSOC meetings to evaluate the trial. At conclusion of pilot program staff will report back to the Board.
- Chief Gallagher mentioned that on the Trigger Points, an edit needs to be made. Currently reads as “b. East Core: If 49, 25 and 17 are available, no move ups. If all three are unavailable for > 15 minutes, move the closest unit for coverage of the East Core (17 move to 25 or 28 move to 48).” Need to edit since 17 is part of the initial 3 units of the East Core.
- Chief Bement requested clarification on when the 15-minute clock begins; if it is when they arrive on scene or from time of dispatch. ECC will evaluate that time window.
- Chief Lilienthal discussed impact on response times by not moving resources. In looking at the West End, if all three units are unavailable and a unit is moved to the West, what was the logic in moving a unit to 28 instead of 89? Chief Cordero addressed the question that 28 is the first location within the West End for crews covering from the Core. Chief Lilienthal inquired if travel time studies had been completed on response times throughout the entire county including the East and West areas with this pilot. Staff reported that a travel time study was not completed as part of the analysis for the pilot. Chief Lilienthal mentioned that consideration may be given to using 89 as the move up location instead of 28 in the West.
- Chief Johnson discussed ESRI Business Analyst and mentioned that the JPA should start evaluating the system and making decisions based on data. Start utilizing those types of tools to make recommendations.
- Recommend incorporating travel time studies while project begins to see if there should be a change from 28 to 89 in the West End.
- Discussed location of exceptions during the pilot time frame.

**ACTION:** Chief Gallagher motioned to approve the Move Up & Cover Pilot Project to Reduce Moves Ups from 2300-0600 with the edit on Trigger Point: b. Chief Cordero seconded the motion. Vote was taken. All in favor with the exception of Chief Lilienthal who voted no. Motion passed.

#### 6.2 Placerville Speedway Race Coverage Service Agreement

- Staff reviewed proposed Medical Standby Services Agreement to provide dedicated medical stand by coverage at the Placerville Speedway. Speedway personnel reached out looking for a local solution for the events.

- Chief Johnson discussed the current state of the transport system. Concerned about adding more obligations to the system.
- Chief Gallagher wants to ensure this community event receives support and that the local agencies are represented at the event. Dedicated staffing is the best solution, however due to strike team deployments and other obligations that hasn't always been possible so the decision was made to flex the system with stand by coverage.
- Discussion on what type of coverage has to be provided. Does it have to be an ambulance or is it for personnel? Per Chief Gallagher, Director Veerkamp stated that it can be a medic unit or a utility staffed with personnel.
- Board members in support of the concept but do not want one of the 8 primary transport units taken out of service to staff the event. Need to be careful about entering into agreements with organizations. There are many different community events that would like medical coverage.
- Chief Lilienthal reviewed language in the proposed contract about sole provider.
- Michelle Williams asked how potential patients get transported to the hospital. Can the stand-by service provider provide transport or does a 911 medic unit provide transport? It was confirmed that a 911 service provider provides the patient transport. The stand-by service provider only provides the stand-by coverage at the event, not transport services.
- Discussion on how often and when the events occur.
- Possibility to staff event with dedicated personnel from various departments. This can be difficult with the amount of mandatory overtime.
- Sue Hennike brought up that stand-by coverage is addressed in the Master Agreement between the County and the JPA. County had not previewed the draft agreement. Portions of the draft are not in compliance with the Master Agreement. While the JPA can enter into dedicated stand by agreements, the amount charged has to be in compliance with County approved rates, the invoices go to the County for processing and the County retains a processing fee. Requested that when the JPA contemplates agreements like these to share them with the County for review.
- Chief Blankenheim mentioned that if the staffing doesn't have to be a dedicated medic unit, and is focused on dedicated personnel, could the agreement be between the Speedway and the local fire district rather than the JPA.
- Chief Johnson recommended that if JPA Staff want to pursue the agreement, it needs to go to legal for comparison with the Master Contract and determination made at that point on whether there is a conflict with the terms of the Master Contract. In the meantime, move the item to the Fire Chiefs Association for consideration at the local fire district level.
- Chief Lilienthal clarified that the Board does not want a 911 medic unit staffed at the Raceway Events.
- Director White reviewed specific sections of the Draft Agreement. Recommended inclusion of the term "gross negligence" rather than "negligence".

**ACTION:** No Action Taken.

### **~~6.3 AHA Training Site Agreement with Marshall Medical Center~~**

#### **6.4 EMR Training Program Application**

- Staff reviewed the staff report. Concept has been discussed at the EDC TO's Association, the EDC Operations Chiefs, the EDC Fire Chiefs Association and has the support of those groups to move forward with the concept and has been presented to EMSOC. There is an active EMR program in the County. Program would transition to the JPA for administrative support.
- EDC TO's has approval for an EMT program but they do not currently offer this course. This would allow the JPA to begin offering EMT Courses. NREMT Approval would be through the JPA.
- Discussed proposed course budgets for both EMR and EMT courses.
- Dr. Sloane stated that he is in support of these programs in the County.

**ACTION:** Chief Cordero motioned to approval and authorize JPA Executive Director to submit EMR Training Program Application to EDC LEMSA. Chief Bement seconded the motion which carried unanimously.

## 6.5 EMT Training Program Application

- *Discussed time impact for Program Director. Discussed other EMT programs in the area. Discussed potential instructors.*

**ACTION:** *Chief Moranz motioned to approve and authorize JPA Executive Director to submit EMT Training Program Application to EDC LEMSA. Chief Cordero seconded the motion which carried unanimously.*

## 6.6 Gurney & Powerload System

- *Need to upgrade current gurney fleet and convert to Powerload system has had extensive discussion at both EMSOC and the Board. Stryker offers a 5-year lease or a 5-year payment plan. Reviewed the cost of each. At last EMSOC meeting, pros and cons of lease vs. purchase was discussed. EMSOC recommendation is to purchase the gurneys and power loads using the payment plan option.*
- *Based on the amount of undesignated reserve funds available, the JPA can fund the entire purchase.*
- *Board discussion on purchase vs. lease options.*

**ACTION:** *Chief Cordero motioned to approve and authorize JPA Executive Director to execute the Stryker Gurney & Powerload Agreement. Chief Gallagher seconded the motion which carried unanimously.*

## 6.7 Final Audit Report: FY 2019/2020

- *Draft Audit Report was reviewed by the Board in August. No additional changes were made. Final Audit Report is being presented.*
- *Director White noted that Required Supplementary Information while not required was omitted. Recommends that staff include that portion in future audits.*
- *Chief Johnson stated that staff can seek future direction on that information for inclusion in future audits.*

**ACTION:** *Chief Gallagher motioned to receive and file: El Dorado County Emergency Services Authority audited financial report for Fiscal Year 2019/2020. Chief Blankenheim seconded the motion which carried unanimously.*

## 6.8 JPA Policy 1.1 JPA Board and Committee Meetings

- *This policy draft was presented at a prior Board Meeting. Staff was directed to review draft policy to ensure that language mirrored that of the JPA By-Laws. Updated draft is presented for consideration. Policy draft has been reviewed by legal and has been presented to EMSOC.*
- *Chief Johnson reminded Board Members to be cognizant of the use of electronic devices when conducting JPA Business.*

**ACTION:** *Chief Lilienthal motioned to approve revisions to JPA Policy 1.1 JPA Board and Committee Meetings. Chief Blankenheim seconded the motion which carried unanimously.*

## 6.9 JPA Policy 2.2.1 Purchasing Procedures

- *This policy had been presented to Board at prior meeting. Request made for more information on standard terms and conditions. Staff worked with legal on clarification of those items and incorporated edits into the current draft version. Upon direction from the Board staff updated policy language that referenced "JPA Board Chair, Executive Director or designee" to read "JPA Board Chair, Executive Director or Deputy Director."*
- *Standard Terms and Conditions language discussed at EMSOC. Could include sample service agreement/contract with proposed bid document to meet that requirement.*
- *Director White asked for clarification on "amount allowed by government code, whichever is greater" under Section VII. Bid Calling and Award.*
- *Direction from the Board to seek additional guidance from legal counsel on standard terms and conditions language.*

**ACTION:** *No action taken.*

## **6.10 Annual Appointment of Committee Officers: Chairperson and Vice Chairperson- EMSOC & 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.”

- *EMSOC recommended that Chief Hall be appointed Chair and Chief Yaws be appointed Vice Chair for the 2022 year. Chief Johnson as JPA Board Chair accepted those recommendations.*
- *Finance Committee has not met to make a recommendation for Chair and Vice Chair. Current Chair is Chief Brown and current Vice Chair is Chief Moranz. Staff will schedule a meeting of the committee before the end of the year.*

**ACTION:** *Chief Cordero motioned to accept the Emergency Medical Services Operation Committee recommendation of Chief Hall as Chair and Chief Yaws as Vice Chair for 2022. Chief Blankenheim seconded the motion which carried unanimously.*

## **7. FISCAL ITEMS**

### **7.1 FY 20/21 Budget Update**

- *Staff presented updated year end budget report for 2021. Of note: under the Admin Budget there was a year end rollover of \$555,813.11 and under the Fixed Asset Budget there was a year end rollover of \$157,180.99. Rollover amounts move into the JPA Undesignated Reserve Fund. Total Undesignated Reserve Balance now sits at \$1,340,126.10.*
- *Staff also ran a comparison expense report by medic unit broken down by Object Code. Included overall call volume ranking and top expense by medic unit.*
- *Staff ran a three-year comparison report to look at object codes to see areas where expenses increased and decreased. Some of the cost savings during Fiscal Year 2020/21 are likely attributable to the COVID pandemic. Reduction in fuel, CCTs and vehicle maintenance are directly linked to lower call volume due to COVID. Staff anticipates those object code expenses will increase as call volume continues to increase and supply/demand cost increases continue to rise.*
- *Discussion on some of the specific object codes and expenses associated with them.*

### **7.2 FY 21/22 Budget Update**

- *Staff reviewed current year to date budget totals.*
- *Insurance premium more than doubled for the current coverage year.*
- *Staff will schedule Finance Committee meeting to discuss proposed amendments to current budget and undesignated reserve balance.*

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

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

**8.1 CAL FIRE ECC AEU:** *Personnel movements. 2 Captains moving out of ECC and 2 new Captains training in. Should start to hear them on the radio in the next few months.*

**8.2 CAL FIRE Cameron Park:** *1 opening working to fill.*

**8.3 Diamond Springs / El Dorado Fire:** *Fully staffed. Equipment back.*

**8.4 El Dorado County Fire:** *Down 1 position. Recruiting for positions. Issues with replacement parts on apparatus repairs. Issues with Ford Medic Unit oil pans.*

**8.5 El Dorado Hills Fire:** *Final approval for full time mechanic. Position announcement will be released today. Recruiting for firefighter around the first of the year. 1 open firefighter spot. 2 new engines ready around November 1<sup>st</sup> at Station 84 and Station 86. Training Center waiting on final cost estimates. Chief*

*Lilienthal coordinating course offerings at EDC. Looking for input on what classes the other agencies need.*

**8.6 Garden Valley:** *Absent*

**8.7 Georgetown Fire:** *Planning on offering another Volunteer Academy before the end of the year. Facing recruitment and retention issues.*

**8.8 Marshall Medical Center:** *Increase in ambulance traffic at the ER.*

**8.9 Mosquito Fire:** *Absent*

**8.10 Pioneer Fire:** *Absent*

**8.11 Rescue Fire:** *Annexation process still moving forward.*

## **9. Good and Welfare**

### **9.1 El Dorado County CAO**

### **9.2 El Dorado County LEMSA**

- *AIF released at 5.1%. Conducting ambulance billing audit that will look at the entire process. Look for potential improvements. Stakeholder driven process. Contractor wants to meet with involved entities. EMS Supervisor recruitment is open until filled. Medical Director start date of November 15<sup>th</sup>.*
- *LEMSA sent out annual property inventory. JPA Staff will reach out to those agencies with County owned assets to verify that the items are still in their possession.*
- *Met with LEMSA on protocol updates. Protocol rollout will be delayed. Providers should only be working under the active and approved protocols. Working on comprehensive plan and training on protocol updates.*
- *Chief Lilienthal reported on November County Fire Chief's Association meeting. New date for meeting and will be Deputy Crawford's last meeting. Would like to do something at meeting to commemorate that.*

## **10. Closed Session: Recessed to Closed Session @ 11:35 a.m.**

### **10.1 Pursuant to Government Code Section (§54956.9)**

Conference with Legal Counsel-Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) subdivision (d) of Section 54956.9-1 case.

### **10.2 Pursuant to Government Code Section (§54957)**

Public Employee Performance Evaluation: Executive Director

### **10.3 Pursuant to Government Code Section (§54957)**

Public Employee Performance Evaluation: Deputy Director

## **11. Public Report of Decisions Made During Closed Session: Reconvened at 12:30 p.m.**

### **11.1 Pursuant to Government Code Section (§54956.9)**

Conference with Legal Counsel-Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) subdivision (d) of Section 54956.9-1 case.

- *The Board of Directors met on 1 item of potential litigation. No decisions or actions taken in closed session.*

### **11.2 Pursuant to Government Code Section (§54957)**

Public Employee Performance Evaluation: Executive Director

- *No decisions or actions taken in closed session.*

### **11.3 Pursuant to Government Code Section (§54957)**

Public Employee Performance Evaluation: Deputy Director

- *No decisions or actions taken in closed session.*

## **12. Adjournment: 12:32 p.m.**