



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday October 26, 2022 – 9:00 a.m.
El Dorado Hills Fire Department Station 85 Main Conference Room
1050 Wilson Blvd., El Dorado Hills, CA

CALL TO ORDER: 9:00 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
|--|--|
| <input checked="" 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 | <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, Battalion Chief Leah Yaws |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero, Vice Chair | <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 type="checkbox"/> Garden Valley Fire, Chief Wes Norman | <input checked="" type="checkbox"/> Garden Valley Fire, Assistant Chief Linda Szczepanik |
| <input type="checkbox"/> Georgetown Fire, Chief Glenn Brown | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement |
| <input 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 @ 0959 | <input type="checkbox"/> Mosquito Fire, Captain Morgan Lugo |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt 1008-1045 | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input type="checkbox"/> Rescue Fire, Deputy Chief Mike Lilienthal |

Guests: None

Other Attendees:

Doug Alliston, EDC ESA Legal Counsel
Director Bobbi Bennett, EDH Fire
Deputy CAO Sue Hennike, EDC
Deputy Director Cristy Jorgensen, EDC ESA

1. APPROVAL OF AGENDA

- Staff requested that Action Item 8.9 JPA Insurance Renewal Package be taken out of order when the representative from Atwood Insurance is available to address the Board.
- Chief Cordero motioned to approve the agenda with the requested modification. Chief Ransdell seconded the motion which carried unanimously.

2. PUBLIC COMMENT

- None

3. CONSENT CALENDAR

Approval of Action Summaries

- JPA BOD Meeting Minutes February 23, 2022
- JPA BOD Meeting Minutes April 27, 2022
- JPA BOD Meeting Minutes June 22, 2022
- JPA BOD Meeting Minutes August 24, 2022
- JPA Special BOD Meeting Minutes April 1, 2022
- JPA Special BOD Meeting Minutes June 9, 2022
- JPA Special BOD Meeting Minutes July 8, 2022

- JPA Special BOD Meeting Minutes July 27, 2022
- JPA Finance Committee Meeting Minutes May 5, 2021
- JPA Finance Committee Meeting Minutes June 7, 2021

Approval of August-September 2022 Accounts Payable Claims

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

4. CLOSED SESSION

4.1 PURSUANT TO GOVERNMENT CODE SECTION 54956.9 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

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

- *The Board recessed into Closed Session at 9:04 am.*

5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

5.1 PURSUANT TO GOVERNMENT CODE SECTION 54956.9 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

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

- *The Board returned from Closed Session at 10:02 am.*
- *No decisions or action taken.*

6. REPORTS

6.1 Executive Director Report

- *Deputy Director Jorgensen presented the Executive Director report.*
- *Board sought clarification on some of the specific activities listed in the report.*

6.2 Response Statistics for August-September 2022

- 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 APOT

- *Staff presented the Response Statistics for August-September 2022.*

6.3 EMS Operations Committee (EMSOC)

- *Chief Hall reported on the last EMSOC meeting. Main topics included LEMSA Documentation Policy, IFT Pilot Program, on-going Move-Up Trials and Response Statistics and APOT.*

6.4 Finance Committee

- *Next meeting scheduled for January 17, 2023 for mid-year budget review.*
- *Met in September and reviewed proposed final budget.*

6.6 Ambulance Deployment/Medic Unit Staffing AdHOC

- *Met in September to discuss staffing of the 8th medic unit.*

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

7. DISCUSSION/PRESENTATION ITEMS

7.1 EDC ESA IFT Pilot Project

- *Staff presented the current IFT Pilot Project report which covers a 6-month time period.*

ACTION ITEMS

8.9 JPA Insurance Renewal Package **Taken Out of Order**

- *Staff invited Hillary Erickson from Atwood Insurance to present the comprehensive insurance premium renewal package to the JPA BOD.*
- *Hillary briefed the Board on current trends in the CA Insurance Industry and why agencies are seeing significantly higher renewal premiums.*
- *Discussion on insurance premium proposals received from Atwood Insurance and George Petersen Insurance. Discussion on status of request for proposal with SDRMA.*

- *Direction to staff to review insurance requirements in the building lease for the JPA Office Building, work with Atwood on updating their proposal to align coverages with George Petersen Proposal and compare the two proposals side by side, comparing specific coverages at the Special JPA BOD Meeting scheduled for October 28, 2022.*

ACTION: *No action taken.*

7. DISCUSSION/PRESENTATION ITEMS

7.2 Response Statistics-7 Medics

7.2.1 EMSOC Move-Up Trial

- *Staff presented the Response Statistics-7 Medics with data from the last BOD meeting to current report.*

7.3 LEMSA PWW Billing Review Summary

- *Staff presented the LEMSA PWW Billing Review Summary. This was emailed out to stakeholders. One key finding identified is the need for documentation training. Staff has met with the LEMSA to discuss training options. LEMSA has offered to split the cost of the training with the JPA. Sought proposal from PWW on documentation training. Training would include a single day documentation seminar and a half day training for supervisors and administrators of CQI programs. Proposed training dates in late January. Goal to conduct immediate training now and develop a system wide training to push out to the crew level.*

7.4 Medic Unit Maintenance & Repairs

- *Staff developing report that looks at maintenance and repair issues over the last two years, specifically preventable repairs. Appears to be an increase in these types of issues with the medics units that and see an increase in cost for these. Issue has been discussed at EMSOC and Finance. County Ops has discussed the need for EVOC training.*
- *Discussion on potential cause and effect for these issues, including potential shared agency responsibility, crew fatigue due to current system status, budgetary issues related to increase in maintenance cost.*
- *Discussion on developing driver maintenance and training program with a task book for the medic units.*
- *Direction to work with County TO's on collaborative driver training.*

7.5 JPA Strategic Plan Update

- *Consultant will be conducting initial Site Visit on October 28, 2022 at a Special JPA Board Meeting. Opportunity to discuss challenges and opportunities for the JPA with the consultant.*

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

8. ACTION ITEMS

8.1 Establish JPA Policy Review AdHOC

- *This was discussed at the August JPA BOD Meeting. Recommendation from EMSOC that a Policy Review AdHOC be established to review the current JPA Policy manual to determine which policies are still needed as active policies, which can be archived because there are already LEMSA policies addressing the same item, make recommended edits to existing policies, and draft new policies as needed. Membership can be open to any JPA BOD member.*
- *Discussion on whether this should be a standing committee or an AdHOC. Intent of AdHOC is to conduct an initial review of the manual and make determinations as to which should be active or archived and take steps to make manual current. After that task is completed, then the policy review process can go back to the process that was used in the past with EMSOC reviewing, legal reviewing and then the BOD reviewing and adopting.*

ACTION: *Chief Szczepanik motioned to establish the JPA Policy Review AdHOC with membership consisting of Chief Norman as the chair, Chief Blankenheim, Chief Rosevear and Chief Siebert. Chief Martin seconded the motion which carried unanimously.*

8.2 JPA Liability Release Form

- *Staff presented the DRAFT JPA Liability Release Form to be used when surplus inventory items. When transferring ownership of items to another agency, or when utilizing a government specific*

surplus sale site, this release form would need to be signed by both the JPA and the receiving agency/entity.

ACTION: Chief Szczepanik motioned to approve the JPA Liability Release Form. Chief Ransdell seconded the motion which carried unanimously.

8.3 JPA 2022 Inventory Audit

- Staff presented the JPA 2022 Inventory Audit. Highlight items are being recommended for surplus.

ACTION: Chief Ransdell motioned to approve the JPA 2022 Inventory Audit and authorize staff to surplus and/or remove identified items from the inventory list. Chief Martin seconded the motion which carried unanimously.

8.4 JPA Administrative Assistant Recruitment

- Staff presented staff report on Administrative Assistant Recruitment. BOD has already approved the job descriptions. Rate of pay and benefit package have not been determined for the position. Discussion on JPA past practice for benefits vs. monthly stipends. Discussion on part-time vs. full-time position. Board consensus is for full-time support. Direction to staff to confirm budgetary support for the position including benefit package. Staff to develop analysis between pay rate with benefit package vs. pay rate with increased stipend. EDH Fire HR Department can provide assistance with benefit package information.

ACTION: No action taken.

8.5 Formal RFP: Medic Vehicle Remount

- JPA Staff prepared a formal RFP for medic vehicle remounts. Sent the RFP to 5 companies, posted on the JPA website, posted in Mountain Democrat twice and sent bid package to a bid website. Received one proposal and one declination email. Arrow Manufacturing was the sole response. Discussion on bid packet and proposed edits for the next RFP process.
- Direction to staff to create new RFP in one calendar year with proposed edits to the package and a proposal evaluation method.

ACTION: Chief Cordero motioned to approve staff's recommendation for the Formal RFP: Medic Vehicle Remount award to Arrow Manufacturing. Chief Gallagher seconded the motion which carried unanimously.

8.6 Informal RFP: Mobile Mechanic Services

- Staff presented the draft agreement to the BOD. This was originally presented at the April BOD meeting. At that time the Board requested language changes that allow for up to a three renewal extensions after the initial one year term. Currently working under an 1 year agreement with Stretch Fab Works which is set to expire in January of 2023.
- Discussion on the potential need to conduct a formal RFP based on increased maintenance costs. Staff has been monitoring the expenses with the vendor. Projected out, the total expenses will likely reach the formal bid threshold, but the work also includes installing the Powerload tracks which is not something that would be done year over year. Stretch Fab is also performing tire installation now which increases billing amount.
- Direction to staff to offer 6-month extension to current mechanic vendor.
- Direction to staff to develop a formal RFP for mobile mechanic services including a bid evaluation method before the current mobile mechanic agreement expires.

ACTION: No action taken.

8.7 EDH Fire Shared Mechanic Service Agreement

- Staff presented the proposal from EDH Fire for Shared Mechanic Services. Adds depth to the mobile mechanic services available to the JPA at the same rate.
- Recommendation to edit the scope language so that it doesn't limit the service only to units assigned to EDH Fire.

ACTION: Chief Cordero motions to authorize the Executive Director to execute Shared Mechanic Services Agreement with EDH Fire with recommended edits to the scope of service Attachment A. Chief Martin seconded the motion which carried unanimously.

8.12 Medic Staffing Proposals-Taken Out of Order

- Staff presented the DRAFT Internal Informal RFP for Medic Unit Staffing of the 8th medic unit. Seeking Board feedback on the proposal document. Staff recommends establishment of an outside Evaluation Committee for proposals. Reviewed proposed timeline.

- Question on placement of the unit. Scope of Work Section 2 states “posting of this unit would be either in the Core or the West end where calls for service are higher and where future development is going to occur.” Discussion on editing this language.
- Chief Ransdell discussed that RES Fire is interested in submitting proposal for staffing of the 8th medic unit.
- Direction to modify language in Scope of Work Section 2 to: “Posting of this unit would be in the Core.” Remaining portion of section remains unchanged.

ACTION: Chief Martin motioned to authorize staff to seek proposals from JPA Member Agencies for Medic Unit Staffing of the 8th medic unit with agreed upon edits to the document. Director Lamm seconded the motion which carried unanimously.

8.8 FleetIO Fleet Tracking Program

- Staff presented information on the FleetIO Fleet Tracking Program. Compared pricing with current Fleet Tracking Vendor OperativeIQ which was never fully launched in the system.
- Discussion on the importance of fully implementing the program once committed to it.
- EDH Fire currently using FleetIO. Offered support of their mechanic who manages the program for the department.
- Direction to staff to cancel the OperativeIQ contract.

ACTION: Chief Martin motioned to authorize the Executive Director to execute the service agreement with FleetIO. Chief Blankenheim seconded the motion which carried unanimously.

8.10 FY 2022/23 JPA CQI Plan

- Staff updated the Board on the Annual CQI Plan. Previous plans were based on calendar year. LEMSA and Cal Tahoe both manage their plans on a fiscal year. Requesting approval to convert the JPA Plan to Fiscal Year based.

ACTION: Chief Gallagher motioned to approve the FY 22/23 CQI Plan. Chief Martin seconded the motion which carried unanimously.

8.11 DS Fire Station 48 Rent & Utility Expenses

- DS Fire approached the JPA on reimbursement for Station 48 expenses related to building rent and utilities. Discussion at the Finance Committee on incorporating these expenses. Recommendation from Finance Committee to take annual budgeted amount for rent and utilities and determine a monthly amount based on those. DS Fire would invoice the JPA on a month-to-month basis for housing a medic unit at Station 48. No additional financial impact to the budget. When the 8th unit does come back on-line, staff recommends pro-rating the rent and utility cost for the 8th unit for the remaining FY months rather than pay the entire annual amount since the unit would only be in service for part of the year. Meant as a short term solution while Medic 28 is located at Station 48.

ACTION: Chief Martin motioned to authorize the Executive Director to enter into a month-to-month rent and utility fee agreement with DS Fire for the JPA Medic Unit use of Station 48. Director Lamm seconded the motion which carried unanimously.

8.13 El Dorado County Fire Protection District Advanced Life Support Ambulance Agreement Amendment

- Staff received request from EDC Fire to allow for Paramedic Ambulance Operators. Seeking to amend the training requirement in their agreement with the JPA to allow for this position. This position would be non-IDLH.

ACTION: Chief Johnson motioned to authorize the Executive Director to execute the Amendment to El Dorado County Fire Protection District Advanced Life Support Ambulance Agreement. Chief Gallagher seconded the motion which carried unanimously.

9. FISCAL ITEMS

9.1 Budget Updates

9.1.1 FY 21/22 Budget Final Budget Review

9.1.2 FY 22/23 Budget Update

- Staff presented the final budget report for FY 21/22 and the current budget report for FY 22/23.

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

9.2 FY 22/23 Final Budget Adoption

- Staff presented the FY 22/23 Final Budget for review and adoption.

ACTION: Chief Johnson motioned to approve JPA Resolution 2022-02 Fiscal Year 2022-23 Final Budget Adoption. Chief Cordero seconded the motion which carried unanimously.

10. CLOSED SESSION

- Board recessed to Closed Session.

10.1 PURSUANT TO GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

10.2 PURSUANT TO GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Deputy Director

11. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

11.1 PURSUANT TO GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

11.2 PURSUANT TO GOVERNMENT CODE SECTION 54957 PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Deputy Director

- Board returned from Closed Session. No reportable action taken.

12. Board of Director Questions & Comments

12.1 CAL FIRE ECC AEU: *No Report*

12.2 CAL FIRE Cameron Park: *Finding from the MOS Fire-JPA to work with Med Unit Leader of the incident on process to transfer care during incidents of this type.*

12.3 Diamond Springs / El Dorado Fire: *Completed Master Plan. Working on Strategic Plan Project.*

12.4 El Dorado County Fire: *Hiring 3 new people. Moving forward with the Paramedic Ambulance Operator positions.*

12.5 El Dorado Hills Fire: *Recruitment for FF/P. Engineer exam. Thank you to those participating in the Company Officer Courses being offered.*

12.6 Garden Valley: *No Report*

12.7 Georgetown Fire: *Paramedic retirement at the end of the year.*

12.8 Marshall Medical Center: *ED is super busy. High volume. Working on ED redesign. COVID, flu and RSV. Only 3 open RN positions.*

12.9 Mosquito Fire: *No Report*

12.10 Pioneer Fire: *No Report*

12.11 Rescue Fire: *No Report*

13. GOOD AND WELFARE

13.1 El Dorado County CAO's Office: *No Report*

13.2 El Dorado County LEMSA: *No Report*

- *Stryker LUCAS Device preventative maintenance inspections scheduled in November for 2 dates and 2 locations.*
- *Ebola awareness is a topic again.*
- *December BOD meeting date: move from scheduled date to the morning of December 21. EMSOC is scheduled for that afternoon. Staff to update meeting information.*
- *Board requested JPA issued polo shirts.*
- *LEMSA CQI & MAC-LEMSA moving forward with edited Patient Destination Policy which incorporates similar language to Sac Co to allow Transfer to ED Waiting Room as long as patient meets specific criteria. ImageTrend sub-committee is being put together. NEMSIS 3.5 may be part of the discusión. Chief Martin and Chief Yaws will be meeting with the LEMSA to talk about historic practice with regards to CQI and policy review.*

14. Adjournment-2:26 pm