



# El Dorado County Emergency Services Authority

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## JPA Board of Directors Meeting Minutes

Wednesday, December 15, 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: 0904**

**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 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 type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall                       |
| <input checked="" 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                             | <input 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:

Chief Mike Batham, Cal Fire ECC  
John Giraudo, EDH Fire Board of Director  
Tim White, EDH Fire Board of Director  
Executive Director Brian Veerkamp, EDC ESA  
Deputy Director Cristy Jorgensen, EDC ESA

## 1. APPROVAL OF AGENDA

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

## 2. PUBLIC COMMENT

- *None*

### 3. CONSENT CALENDAR

Approval of Action Summaries

- JPA EMSOC Meeting Minutes October 20, 2021
- JPA Board Meeting Minutes October 27, 2021
- Approval of October-November 2021 Accounts Payable Claims

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

### 4. REPORTS

#### 4.1 Executive Director Report

- *Executive Director Veerkamp reviewed the submitted Executive Director's Report with the Board. Update on medic unit repairs.*

#### 4.2 Response Statistics for October-November 2021

- 4.2.1 Medical Response Times
- 4.2.2 Mutual Aid
- 4.2.3 Move Ups & Covers
- 4.2.4 IFTs
- 4.2.5 Response Comparison
- 4.2.6 Unit Hour Utilization
- 4.2.7 APOT

- *Reviewed Response Statistics. November reports have not been presented to EMSOC as the November EMSOC meeting was cancelled.*
- *Discussion on Unit Hour Utilization report and calculation of costs.*
- *Discussion on IFTs, specifically psych related patients during the overnight hours.*

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

- *No Update. Will be part of the Strategic Plan discussion.*

#### 4.4 Ambulance Contract AdHOC

##### 4.4.1 Committee Membership

- *Has not met recently.*
- *Committee Members are Chief Johnson, Chief Brown, Chief Cordero and Chief Norman.*
- *Schedule meeting of AdHOC.*
- *Scheduling meeting with County.*

#### 4.5 Controlled Substance AdHOC

- *Committee met on November 22<sup>nd</sup>. Reviewed DRAFT Plan in depth. Additional edits requested and plan will get sent back to the AdHOC for review.*
- *Chief Johnson met with Dr. Duncan who shared that one of his first projects will be the Controlled Substance Program in the County.*

#### 4.6 Finance Committee

- *Met in November to discuss amending the current FY budget and reviewed proposed equipment purchases.*

#### 4.7 EMSOC Committee

- *Did not meet in November.*

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

### 5. PRESENTATION ITEMS

#### 5.1 JPA staff Vehicles

- *Chief Johnson brought this item forward for discussion. Evaluate staff vehicles. Currently JPA owns a Ford Expedition.*
- *Discussion on purchase vs. lease of staff vehicles.*
- *Staff to present cost options of purchase vs. lease of staff vehicles at future Board meeting.*

### 6. DISCUSSION ITEMS

## 6.1 Strategic Plan: Focused Meeting Schedule

- Discussion on Special Board Meeting schedule to discuss the focused topics that arose from the Strategic Plan Workshop. Desire to meet more frequently, initially every two weeks.
- Reviewed and prioritized list of topics from the Strategic Plan Workshop: Communications Infrastructure, Ambulance Deployment, Operations & Staffing, Behavioral Health, Medic Unit Staffing, IFT Review and Governance Structure.
- First meeting to focus on Ambulance Contract. Meeting scheduled for January 5, 2022 at 0900.
- Second priority is Governance Structure. Meeting scheduled for January 20, 2022 at 0900.
- Other topics will be prioritized through the System Analysis process.

## 6.2 MICN & EMT Ridealongs

- Was discussed at October EMSOC. Barton and Cal Tahoe have partnered on MICN ride-alongs. Sacramento units have opened MICN and EMT ride-along programs again. Interest from MMC to allow MICN ride-alongs on medic units. Next MMC MICN Course would be April 2022.
- Board would like item brought back to April meeting.

## 7. ACTION ITEMS

### 7.1 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."

- Chief Brown was the Finance Committee Chair and is willing to hold the position again.
- Discussion on Co-Chair position.
- Reviewed members of the Finance Committee.

**ACTION:** Chief Lilienthal motioned to appoint Chief Brown as the Finance Committee Chairperson and Chief Gallagher as the Co-Chairperson. Chief Norman seconded the recommendation which carried unanimously. JPA Board Chair appointed Chief Brown as the Chair of the Finance Committee and Chief Gallagher as the Co-Chair.

### 7.2 JPA Policy 2.2.1 Purchasing Procedures

- Staff reviewed draft policy changes with the Board.
- Public Comment: Director White recommended edit Article II.B. Definitions: Informal Bid. to include language which reads, "...solicited from a minimum of three vendors, for amounts in excess of \$5,000 and awarded by the JPA Board of Directors."

**ACTION:** Chief Lilienthal motioned to approve revisions to JPA Policy 2.2.1 Purchasing Procedures including modification to Article II.B. Chief Cordero seconded the motion which carried unanimously.

### 7.3 NCTI Paramedic Internship Agreement Renewal

- Staff presented the agreement renewal to the Board. JPA has had Paramedic Internship Agreement with NCTI which is now up for renewal. NCTI Internship coordinator is aware that the JPA is not currently accepting ride-along or intern students at this time. Contract does not obligate the JPA.

**ACTION:** Chief Cordero motioned to approve and authorize JPA Executive Director to execute the NCTI Paramedic Internship Agreement. Chief Brown seconded the motion which carried unanimously.

### 7.4 AHA Training Site Agreement with Marshall Medical Center

- Staff reviewed proposed staff report on an AHA Training Site Agreement with MMC. Extensive conversation at EMSOC on the concept and various ways to run the training site.
- Discussion on the concept, associated fees and different ways to provide the training under the agreement.

**ACTION:** Chief Johnson motioned to approve and authorize JPA Executive Director to execute the AHA Training Site Agreement with Marshall Medical Center for a 1-year trial. Chief Blankenheim seconded the motion which carried unanimously.

### 7.5 JPA Purchases

#### 7.5.1 Gurney & Powerload System: Cost Update

- Staff provided the Board with an updated cost proposal that included sales tax that had not been

factored into the cost calculation with the prior proposal.

**ACTION:** Chief Cordero motioned to approve and authorize JPA Executive Director to execute Stryker Gurney & Powerload 5-Year Purchase Plan Agreement. Chief Norman seconded the motion which carried unanimously.

#### **7.5.2 Medic Unit Cradlepoint Devices**

- Upgrade of Cradlepoints was approved by Finance Committee. Current devices are no longer supported. Staff followed Informal Bid process.
- Discussion on whether the Fire District's can utilize the same pricing to upgrade their devices.
- Discussion on the three different quotes that were provided.

**ACTION:** Chief Johnson motioned to approve and authorize JPA Executive Director to purchase Cradlepoint Devices from FirstNet. Chief Cordero seconded the motion which carried unanimously.

#### **7.5.3 Medic Unit Remounts**

- Staff presented updated pricing on remount proposal from Arrow. Presented recommendation for 2 medic unit remounts. Purchase was approved by Finance Committee.

**ACTION:** Chief Cordero motioned to approve and authorize JPA Executive Director to purchase two (2) medic unit remounts. Chief Lilienthal seconded the motion which carried unanimously.

#### **7.5.4 Strategic Plan Consultant**

- Staff presented Strategic Plan Proposals. Sought proposals from five consultants. Two consultants submitted proposals prior to the requested submission date. Proposals include system analysis as part of design of strategic plan.
- Discussion on potential conflict of interest in partnering with a consultant who may be currently doing work with a JPA member agency.
- Discussion and comparison on the two submitted proposals.
- Staff directed to research proposals further and present recommendation to next Board meeting.

**ACTION:** No Action Taken.

#### **7.5.5 Life Assist Purchasing Agreement**

- Staff updated Board on current Life Assist purchasing agreement which is set to expire at the end of the month and proposed purchasing agreement.

**ACTION:** Chief Brown motioned to approve and authorize JPA Executive Director to execute Life Assist Purchasing Agreement. Chief Cordero seconded the motion which carried unanimously.

### **7.6 Advanced Life Support Ambulance Agreement Amendment**

- Staff has drafted three contract language amendments to address the request from three of the transport agencies on item 47 of the ALS Agreements between Transport Agency and JPA. Item did go to EMSOC who directed staff to draft language options for presentation to the Board.
- Discussion on fire ground operations impact of request.
- Discussion on operational need from the requesting agencies. Discussion on recruitment/retention challenges for the JPA member agencies.
- Staff directed to bring agenda item to next Board Meeting to allow for discussion with all requesting agencies.
- Board recommended a 90-day emergency provision to Georgetown Fire to allow for qualified Volunteer Firefighter personnel to staff the medic unit.

**ACTION:** Chief Norman motioned to approve a 90-day emergency provision to Georgetown Fire to allow for qualified Volunteer Firefighter personnel to staff the medic unit. Chief Johnson seconded the motion which carried unanimously.

## **8. FISCAL ITEMS**

### **8.1FY 21/22 Budget Update**

- Staff provided an update on the FY 21/22 budget.

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

### **8.2FY 21/22 Budget Amendment Resolution**

- Staff presented amended budget which was approved by Finance Committee. Additional object codes were incorporated for tracking of reserve funds and purchase of fixed asset equipment.

**ACTION:** Chief Lilienthal motioned to approve Resolution 2021-04: Budget Amendment Resolution for

*Fiscal Year with additional fund transfer of \$60,000 from Object 350 to Object 4300 to fund the Strategic Plan. Chief Blankenheim seconded the motion which carried unanimously.*

**9. Board of Director Questions & Comments**

**9.1 CAL FIRE ECC AEU:** *Fire season has been officially declared over.*

**9.2 CAL FIRE Cameron Park:** *Hired position and fully staffed.*

**9.3 Diamond Springs / El Dorado Fire:** *Absent.*

**9.4 El Dorado County Fire:** *Recruiting for positions. Participated in local holiday events.*

**9.5 El Dorado Hills Fire:** *Selected mechanic. Thank you to Cal Fire for assistance of Fleet Manger in the recruitment process. Training Center went to a community meeting. Presenting RFP to Board tomorrow night for Phase 1. Anticipate Inspector I recruitment. 2 Type 1 Engines in service. Changes to EDC security to provide ease of access and remote access for instructors.*

**9.6 Garden Valley:** *No Report*

**9.7 Georgetown Fire:** *Currently 3 out of the 6 personnel are out on various leave. Working through a hiring process.*

**9.8 Marshall Medical Center:** *No Report*

**9.9 Mosquito Fire:** *Absent*

**9.10 Pioneer Fire:** *Absent*

**9.11 Rescue Fire:** *5 year development fee updates approved by the Board.*

**10. Good and Welfare**

**10.1 El Dorado County CAO-** *Absent*

**10.2 El Dorado County LEMSA-** *Absent*

- *Executive Director Veerkamp reported that Karen Gardner is the new Planning Director at the County. LAFCo hosting strategic planning session. Working through the work plan and MSR's. LAFCo still recruiting for new Executive Director. Open Board position at LAFCo. Taking over as Chair of LAFCo Board.*

**11. Adjournment:** 11:48 a.m.