



# El Dorado County Emergency Services Authority

## JPA Finance Committee Meeting Minutes

Thursday, March 15, 2023 - 9:00 a.m.  
El Dorado County Fire Protection District Fire Station 28 Conference Room  
3860 Ponderosa Dr. Shingle Springs, CA

### PLEDGE OF ALLEGIANCE

#### 1. CALL TO ORDER/INTRODUCTIONS-0900

### ROLL CALL

#### Board Attendees:

<input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Jeff Reyes
<input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Paul Dutch, <b>Chair</b>
<input checked="" type="checkbox"/> El Dorado Hills Fire, Director of Finance Jessica Braddock
<input checked="" type="checkbox"/> Georgetown Fire, Office Assistant Julie Medsger
<input checked="" type="checkbox"/> Mosquito Fire, Fire Chief Jack Rosevear

Guests: N/A

#### Other Attendees:

Fire Chief Tim Cordero, El Dorado County Fire  
Battalion Chief Kalan Richards, Cal Fire/Cameron Park Fire  
Cristy Jorgensen, Deputy Director, EDC ESA

#### 2. APPROVAL OF AGENDA

#### 3. NEW BUSINESS

##### 3.1 Proposed Admin Fee Calculation

- *Staff updated committee on County CMS Audit and impact on how all of the agencies-not just transport agencies will calculate admin support for the ground transport ambulance system. Will be using FY 2023/24. Mandatory requirement. County staff developed spreadsheet for tracking. Important for the system to use consistent formula when tracking the percentages for the worksheets. Staff recommends using overall call volume as a percentage for the calculation.*
- *Recommend the JPA Finance Co. monitor the tracking forms for all of the agencies and provide assistance to agencies throughout the process to ensure information is being collected and submitted.*
- *Committee recommends separate language for current draft contracts for the Admin Fee calculation. Discussion on admin fee calculation formula.*

##### 3.2 Unfunded employee benefit liability calculations

- *Discussion on off balance sheet liabilities for transport agencies centered around sick leave and vacation leave unused balances. How to best track these hours and maintain an available balance for the agencies. Some agencies have an allowance for a cash out of unused hours at the end of the year. How long would the JPA hold those funds, how to best track those hours on the books, how an agency can request access to those funds. JPA could hold the funds in a reserve fund. At end of FY agencies would run report of unused hours and submit in to the JPA. JPA would set those funds aside off the top of remaining Class 30 balance and before any funds are allocated to*

*additional Admin fees or Class 30 overages. County Fire to draft proposed language on item and send to staff for review.*

### **3.3 DRAFT ALS Ambulance Agreement Appendix B**

- *Committee drafted language for Appendix B of the ambulance agreements including Class 30 overages, and Admin fee calculations.*
- *Staff to schedule one-on-one review meetings with agency to review draft contract language prior to April 26, 2023 JPA BOD meeting.*

### **3.5 Schedule Next Meeting**

- *Staff to schedule next meeting in July after the start of FY 2023/24 and October after close of FY 22/23.*

## **4. ADJOURNMENT: 1041**