



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, October 22, 2025 – 9:00 a.m.

Diamond Springs – El Dorado Fire Protection District Firefighters Memorial Hall
501 Pleasant Valley Rd., Diamond Springs, CA 95619

CALL TO ORDER: 9:07am

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 Kalan Richards |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, Vice Chair | <input checked="" 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, Division Chief Jack Daniels |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Lohan |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Michael Lilienthal | <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dave Brady |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Wes Norman, Chair | <input type="checkbox"/> Garden Valley Fire, Battalion Chief Jon Michaelson |
| <input checked="" type="checkbox"/> Georgetown Fire, Director Mike Webb | <input type="checkbox"/> Georgetown Fire, Director Craig Davis |
| <input type="checkbox"/> Mosquito Fire, Chief Ed Dwyer | <input checked="" type="checkbox"/> Mosquito Fire, Assistant Chief Scott Bravo |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt: arrived @ 954 | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input type="checkbox"/> Rescue Fire, Captain Joel Warman |

Guests:

Other Attendees:

Cristy Jorgensen, Executive Director EDC ESA
Division Chief Steve Adams, EDC Fire-via Zoom
Director of Finance Jessica Braddock, EDH Fire
Dr. Dave Duncan, EDC EMSA
Director Greg Durante, EDH Fire
Division Chief Paul Dutch, EDC Fire
Director Jesse Estrada, GEO Fire
Director Paul Gilchrest, EDC Fire
Deputy Chief Dustin Hall, EDH Fire
Director Mickey Kaiserman, EDC Fire
Battalion Chief Chris Landry, EDH Fire
Director Debbie Manning, EDH Fire -via Zoom
Office Manager Julie Medsger, GEO Fire
RN Wendy Reagan, MMC
Captain Theresa Snoke, GEO Fire
Captain Brenton Warren, EDH Fire
RN Michele Williams, MMC
Hope Youngblood

1. APPROVAL OF AGENDA

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

2. PUBLIC COMMENTS

Public comments will be received on each agenda item as it is called. The public may address matters not on the agenda at this time. Please note that state law prohibits this Board of Directors from acting on matters not on the agenda. Matters raised by the public may be referred to staff or placed on the next meeting's agenda. Individual comments will be limited to three (3) minutes. The Board reserves the right to waive said rules by a majority vote.

- *None*

3. CONSENT CALENDAR

Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. Consent Calendar is acted upon as one unit unless a Board member requests separate discussion and/or action.

Claims Payables: FY 24/25 Claims: 59, 61, 63, 65, 66. FY 25/26 Claims 3-8

EMSOC Meeting Minutes: 07.16.25, 09.17.5

JPA BOD Meeting Minutes: 08.27.2025

Special JPA BOD Meeting Minutes: 09.16.25

GEO Fire EDC ESA Board Representative: Mike Webb & Board Alternate: Craig Davis

MOS Fire EDC ESA Board Alternates: Assistant Chief Scott Bravo, Battalion Chief Mark Foley, Battalion Chief Dave Bellerive

EDC ESA Authorize Signature List

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

4. REPORTS/DISCUSSION

4.1. Executive Director Report

- *Director Jorgensen reported on the following items:*
 - *9th Medic Unit RFP launched. Submission deadline December 12. No questions received on RFP.*
 - *EMS Manager's last day was September 19th.*
 - *Open recruitment for EMS Operations Officer. Information available on JPA website. Application deadline October 31st.*
 - *Assisting Vector Solutions with Administrator's workshop on November 7th.*
 - *2 remount vehicles were delivered. Waiting on receipt of titles to start registration process.*
 - *Seeking approval from BOD to surplus 3 units out using Bar None Auction. Arrow does not want to take those units.*
 - *Conducted Strategic Plan Survey which closed on September 30th. Internal Survey sent out to 18 individuals (JPA BOD & Alternates). Received 27 responses. External Survey sent to 69 individuals. Received 17 responses. Staff will schedule WG meeting to review responses and work on developing proposed strategic goals for the JPA.*
 - *DS FF Association has potential office space in the old dental office of the building next to station 49. Staff seeking support from BOD to investigate further. Assoc looking for long term lease. Building would need TI's.*
 - *Reminder to BOD-JPA does not currently have posted business hours with only one staff member. Requesting that crews text the ED when they need to restock supplies to ensure that there is someone at the office. There are 2 back-up controlled substance safe's in EDH and GEO that crews can restock from after hours, on holidays or on the weekends.*
- *BOD discussion on potential costs and long-term lease with new office space potential. Support for continuing conversation with DS FF Assoc.*
- *BOD discussion on local auction site for surplus units-support for staff to move forward with that option.*

4.2. Response Stats August-September 2025

4.2.1. Incident Summary

4.2.2. Mutual Aid

4.2.3. IFT Responses

4.2.4. APOT

4.2.5. Response Stats

- *Staff presented Response Statistics for August-September 2025.*

4.3. EMSOC Committee

4.3.1. Tiered Dispatch Workgroup

4.3.2. ImageTrend Workgroup

- *EMSOC met last month. Lite agenda. November meeting scheduled. December meeting cancelled.*
- *County EMS Working Group viewing data from Tiered Dispatch Pilot Project.*

4.4. Finance Committee

- *Finance Committee met earlier this month and in September. Reviewed policies and final budget to present to BOD.*

4.5 JPA By-Laws Working Group

4.5.1 DRAFT JPA Agreement

- JPA legal counsel presented DRAFT JPA Agreement. Discussion on reason why the agreement needs to be updated and the proposed edits. Discussion on EMSOC running more of the daily medic unit operations and Board running contracts and finances and major issues. BOD could meet less frequently in that model.
- Chief Martin recommended an language update to definition of EMSOC under Item 5.
- Staff to send DRAFT out to JPA Directors. Needs to be reviewed by each Member Agency's BOD before JPA BOD can review and approve. Request for feedback for December meeting.
- EMSOC discussion on DRAFT Agreement at next meeting.

4.6 JPA Policy Working Group

- No Report.

4.7 JPA Recruitment Working Group

- Worked on the launch of the Operations Officer recruitment.

4.8 JPA Strategic Plan Working Group

- Survey was sent out. Staff will schedule meeting with WG to review the survey results

4.9 FY 24/25 Q4 CQI Data Report

- Staff presented Q4 FY 24/25 CQI Data Report.

4.10 Medic Unit Staffing

- JPA Legal Counsel updated BOD opinion on potential conflict if JPA direct hires employees at some point in the future. No conflict to Master Contract would exist.

4.11 LEMSA Patient Destination Policy Presentation

- Dr. Duncan reviewed LEMSA Patient Destination Policy with BOD and importance of following policy for critical trauma patients.

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

5. ACTION ITEMS

5.1. JPA Policy 2.2.5 Other Post-Employment Retiree Health Benefits & Retirement Unfunded Accrued Liability Cost Calculation for JPA Funded Employees

- Staff presented edits to JPA Policy 2.2.5. Chief Dutch and Jessica Braddock reviewed policy edits and reason behind policy draft. Establishes calculation model for each Transport Agency to follow when calculating UAL and OPEB.
- Discussion on editing effective date in Section III Policy Subsection 1.a.
- Discussion on language in policy which establishes a UAL Contingency Fund.
- Thank you from the BOD to Finance Co Member, especially Chief Dutch and Jessica Braddock for their work on editing this policy.
- Clarification from JPA Legal Counsel on appropriate voting structure for action item.

ACTION: Chief Blankenheim motioned to approve and adopt edits to JPA Policy 2.1.5 Other Post-Employment Retiree health Benefits & Retirement Unfunded Accrued Liability Cost Calculation for JPA Funded Employees with recommended edits to historical staffing effective date for calculation of OPEB. Chief Bravo seconded the motion. Roll Call Vote: Ayes: 7. Nos: 0. Abstain: EDC Fire, EDH Fire and GEO Fire.

5.2 JPA Policy 3.3.2 Emergency Vehicle Driver Operator Guidelines

- Staff presented proposed edits to policy 3.3.2. Policy has been reviewed by Policy AdHOC & EMSOC.
- Discussion on Driver Selection Criteria, specifically the language on drivers being medically cleared.
- Discussion on training requirements. JPA can facilitate EVOC TTT Program for all agencies.
- Discussion on Section 4: Vehicle Accident Investigation Program specifically the JPA's involvement in the investigation process of any accidents involving JPA owned vehicles.

ACTION: No action taken. Direction to staff to return DRAFT to Policy Working Group.

5.3 Vehicle Accident Investigation Training

- Staff presented proposal on Vehicle Accident Investigation Training.
- Support for the program but Board direction to wait on scheduling any training until Policy 3.3.2 has been finalized and adopted.

ACTION: Chief Martin motioned to authorize Executive Director to facilitate the Vehicle Accident Investigation Training with Vehicle Accident Reporting Solutions, LLC upon adoption of JPA Policy 3.3.2. Chief Gallagher seconded the motion which carried unanimously.

5.4. EDH Fire Tablet Command Service Agreement

- Chief Hall updated the Board on the Tablet Command Service Agreement.

ACTION: Chief Martin motioned to authorize Executive Director to execute the EDH Fire Tablet Command Service Agreement. Chief Cordero seconded the motion which carried unanimously.

5.5 Informal RFP: Stryker Gurney & Auto-loader Purchase

- Staff presented the Informal RFP for Stryker Gurney & Auto-loader Purchase to outfit the 2 new units with the necessary equipment to function in the system. Purchase is budgeted. Leveraging a cooperative purchasing agreement as identified in the staff report.

ACTION: Chief Cordero motioned to authorize Executive Director to purchase 2 Stryker Gurneys/Cots and 2 Stryker Auto-loaders. Chief Lilienthal seconded the motion which carried unanimously.

5.6 Insurance Renewal Proposal: McNeill & Associates

- Staff presented policy renewal package for insurance coverage from McNeill & Associates.
- Public question on differences between JPA Insurance and Transport Agency Insurance coverage to ensure no gaps in coverage.

ACTION: Chief Martin motioned to authorize Executive Director to execute Insurance Renewal Package with McNeill & Associates. Chief Blankenheim seconded the motion which carried unanimously.

5.7 Year-end FY 24/25 Financials

5.7.1 FY 24/25 Year End Financial Report

- Staff presented the FY 24/25 Year End Financial Report.

5.7.2 FY 24/25 Year-end Budget Requests

- Staff presented the FY 24/25 Year-end Budget Requests received by the Transport Agencies. Requests were divided into 4 categories; Unused Leave Balances, Additional Administration Expenses, Contract Coverage Payment and UAL Contingency Fund. JPA Finance Committee reviewed all requests and budgets.
- Discussion on action item voting.
- Public Comment: GEO Fire Director Jesse Estrada read a prepared statement to the BOD regarding their request of additional funds for Admin and Contract Coverage.
- Public question on how to fund the UAL Contingency to be fully funded per policy language.
- **ACTION:** Chief Blankenheim motioned to approve the Unused Leave Balance request from El Dorado County Fire Protection District for Fiscal Year 2024/25. Chief Lilienthal seconded the motion. Roll Call Vote: Ayes: 9. Nos: 0. Abstain: EDC Fire.
- **ACTION:** Chief Blankenheim motioned to approve the Unused Leave Balance request from El Dorado Hills Fire Department for Fiscal Year 2024/25. Chief Cordero seconded the motion. Roll Call Vote: Ayes: 9. Nos: 0. Abstain: EDH Fire.
- **ACTION:** Chief Blankenheim motioned to approved the Unused Leave Balance request from Georgetown Fire Protection District for Fiscal Year 2024/25. Chief Lilienthal seconded the motion. Roll Call Vote: Ayes: 9. Nos: 0. Abstain: GEO Fire.
- **ACTION:** Chief Blankenheim motioned to not approve the Georgetown Fire request for additional administrative fees. Chief Cordero seconded the motion. Roll Call Vote: Ayes: 7. Nos: 0. Abstain: GV Fire, GEO Fire, MOS Fire.
- **ACTION:** Chief Blankenheim motioned to not approve the Georgetown Fire request for contract coverage fees. Chief Cordero seconded the motion. Roll Call Vote: Ayes: 7. Nos: 0. Abstain: GV Fire, GEO Fire, MOS Fire.
- **ACTION:** Chief Blankenheim motioned to allocate the remaining unspent funds from Object 4324 for Fiscal Year 2024/25 to fund the UAL Contingency Fund. Chief Lilienthal seconded the motion which carried unanimously.

5.8 JPA Resolution 2025-03 FY 25/26 Final Budget Approval

- Staff presented the proposed FY 25/26 Final Budget and Resolution for adopting the final budget.

ACTION: Chief Lilienthal motioned to approve JPA Resolution 2025-03 FY 25/26 Final Budget. Chief Martin seconded the motion which carried unanimously.

5.9 Appointment of EMSOC Vice-Chairperson

- Staff presented the EMOSC recommendation for Vice-Chairperson-Chief Chris Landry.
- Chief Martin motioned support of the EMSOC recommendation. Chief Cordero seconded the motion.

ACTION: Chief Norman approved appointment of Chief Landry as EMSOC Vice Chairperson for Calendar Year 2025.

6. FINANCE UPDATE

6.1 FY 25/26 Revenue vs. Expense

- Staff presented the FY 25/26 Revenue vs. Expense Report.

ACTION: Chief Martin motioned to review and file FY 25/26 Revenue vs. Expense Report. Chief Cordero seconded the motion which carried unanimously.

7. BOARD OF DIRECTORS QUESTIONS & COMMENTS

9.1 CAL FIRE ECC AEU: No Report

9.2 CAL FIRE Cameron Park: Discussion with Dr. Duncan on Paramedic Internships for internal candidates with regards to local accreditation requirements. Recent incident with a doctor on scene at a surgery center and who has medical authority for a patient under care outside scope of paramedic. Working with LEMSA on clarification.

9.3. Diamond Springs-El Dorado Fire: Chief Gallagher announced his is retiring at the end of the year effective December 26th. He will send an email to the JPA appointing the new JPA Primary and Alternate for the BOD. Chief Cordero will be acting Chief for DS Fire after that.

9.4. El Dorado County Fire: Department completed Deputy Chief testing and have promoted Andrew Lemos and Ben Anderson. November will transition to a single battalion.

9.5. El Dorado Hills Fire: No Report

9.6 Garden Valley Fire: Hiring 3 positions and will soon be 2-0 staffed.

9.7. Georgetown Fire: Chief Brown resigned. Captain Snoke is the primary Operations contact. Julie Medsger is the primary administration contact. Onboarding a single role position in November and should be fully staffed.

9.8. Mosquito Fire: Introduction of Assistant Chief Scott Bravo. Chief Dwyer is still out.

- 9.9. Pioneer Fire: *No Report*
- 9.10. Rescue Fire: *No Report*
- 8. GOOD AND WELFARE
 - 10.1. EL DORADO COUNTY CAO OFFICE- *No Report.*
 - 10.2. EL DORADO COUNTY LEMSA- *No Report.*
- 9. CLOSED SESSION
 - 4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director
- 10. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION
 - 5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director
 - *No reportable action taken.*
- 11. ADJOURNMENT 12:07 p.m.

Next Board meeting: 9:00 a.m. on Wednesday, December 17, 2025- JPA BOD Meeting

All Board Meetings are recorded. The Board Packet may be reviewed at the JPA Office located at 480 Locust Road, Diamond Springs, CA 95619. Note: The Board of Directors may elect to take action on any item included on this agenda.