



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, August 27, 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: 9:11am

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
|---|---|
| <input type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Dusty Martin | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Kalan Richards |
| <input type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, Vice Chair | <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, 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 checked="" 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, Chief Glenn Brown | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Ed Dwyer | <input type="checkbox"/> Mosquito Fire |
| <input type="checkbox"/> Pioneer Fire, Chief David Whitt | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input type="checkbox"/> Rescue Fire, Captain Joel Warman |

Guests:

Other Attendees:

Cristy Jorgensen, Executive Director EDC ESA
Hope Youngblood, EMS Manager EDC ESA
Legal Counsel Lindsay Moore, Kingsley Bogard, LLP
Division Chief Steve Adams, EDC Fire
Captain Matt Belleci, EDH Fire
Dr. David Duncan, EDC EMSA
Director Greg Durante, EDH Fire
EMS manager Kristine Guth, EDC EMSA
Director Debbie Manning, EDH Fire
Supervisor Brian Veerkamp, EDC
Director Mike Webb, GEO Fire

1. APPROVAL OF AGENDA

- *Chief Cordero motioned to approve the agenda. Chief Gallagher 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 55-58, 60, 62. FY 25-26: Claims 1-2

EMSOC Meeting Minutes: 05.21.25

JPA BOD Meeting Minutes: 06.25.2025

ACTION: *Chief Gallagher 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:*
 - *Working on IT to support Zoom meetings*
 - *Updated BOD on FY 22/23 Financial Audit.*
 - *Update on medic unit remounts and purchase of new rigs.*
 - *Update on CCT's out of MMC.*
 - *Supported MMC with RT In-Service TRNG.*
 - *Reviewed date of December BOD Meeting-scheduled for December 24th. Looking to reschedule.*

4.2. Response Stats June-July 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 June-July 2025. The report includes the previous layout of the reports and the proposed updated layout incorporating new requirements with new Master Contract.*

4.3. EMSOC Committee

4.3.1. Tiered Dispatch Workgroup

4.3.2. ImageTrend Workgroup

- *EMSOC did not meet in the month of August.*

4.4. Finance Committee

- *Finance Committee scheduled to meet on September 4th.*

4.5 JPA By-Laws Working Group

- *By-Laws Working Group will meet once more before October BOD meeting to prepare for BOD presentation on DRAFT Agreement.*

4.6 JPA Policy Working Group

- *Continues to review DRAFT policies.*

4.7 JPA Recruitment Working Group

- *Met on August 5th. Action item in this meeting to review proposed job descriptions that the group has been working on.*

4.8 JPA Strategic Plan Working Group

- *Met on August 19th. Reviewed the 2018 Strategic Plan and the 2023 Strategic Plan. Reviewed LEMSA Crosswalk document. Recommending SWAT surveys to be sent to internal and external stakeholders of the system. Staff would email survey links out and collect responses for one month. The Group would then review the responses and begin drafting goals to present to the BOD. The County has also assembled an EMS AdHOC that will meet in tandem with this group.*
- *Reviewed proposed list of external stakeholders.*
- *Board gave direction to staff to send out the survey links on September 1st and include email reminders as the deadline gets closer.*

4.9 Additional Admin Rate & Overages

- *GEO Fire Director Mike Webb presented information on contract overages related to Medic 61 for FY 24/25. Requesting the JPA Board give consideration for contract overages and additional Administrative expenses should there be unspent funds available. Reviewed cost control initiatives that the department is currently working on.*

4.10 Medic Unit Staffing

- *Discussion on developing a concept of the JPA direct hiring employees to work on the medic units for some point in the future. Direction to staff to develop initial preliminary report of the concept and bring to a future meeting.*

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

5. ACTION ITEMS

5.1. JPA Policy 2.1.2 Records Management

- *Staff presented proposed edits to the policy. Allows for electronic records storage. Staff will bring proposal for IT service for secondary record storage to a future meeting.*
- *Discussion on how long to store audio recordings. Draft has language on 30-days. Board suggests edit language to 90-days.*
- *Discussion on requirement to keep records pending any potential litigation or specific risk to the JPA.*
- *Staff will update review/revision date to this meeting's date.*

ACTION: *Chief Cordero motioned to approve and adopt edits to JPA Policy 2.1.2 Records Management with recommended edits to audio recording storage. Chief Gallagher seconded the motion which carried unanimously.*

5.2 JPA Policy 2.1.4 Designation of JPA Funded Employees

- *Staff presented proposed edits to policy.*
- *Staff will update review/revision date to this meeting's date.*

ACTION: *Chief Gallagher motioned to approve and adopt edits to JPA Policy 2.1.4 Designation of JPA Funded Employees. Chief Cordero seconded the motion which carried unanimously.*

5.3 JPA Policy 2.2.7 Budget Development & Approval

- *Staff presented proposed edits to policy.*
- *Staff will update review/revision date to this meeting's date.*

ACTION: *Chief Cordero motioned to approve and adopt edits to JPA Policy 2.2.7 Budget Development & Approval. Chief Gallagher seconded the motion which carried unanimously.*

5.4. JPA Policy 3.1.5 System Status Management

- *Staff presented proposed edits to policy based on feedback from LEMSA*
- *Staff will update review/revision date to this meeting's date.*

ACTION: *Chief Gallagher motioned to approve and adopt edits to JPA Policy 3.1.5 System Status Management. Chief Cordero seconded the motion which carried unanimously.*

5.5 JPA Policy 4.3 EMS Clinical Analyst

- *Staff presented policy language for proposed job description.*

ACTION: *Chief Cordero motioned to approve JPA Policy 4.3 EMS Clinical Analyst. Chief Gallagher seconded the motion which carried unanimously.*

5.6 JPA Policy 4.10 EMS Operations Officer

- *Staff presented policy language for proposed job description.*

ACTION: *Chief Dwyer motioned to approve JPA Policy 4.10 EMS Operations Officer. Chief Lilienthal seconded the motion which carried unanimously.*

5.7 JPA Staff Recruitment

- *Staff presented report on proposed recruitment process for the EMS Operations Officer and EMS Clinical Analyst.*
- *Discussion on hiring evaluation committee. Board would like 2 seats on the hiring evaluation committee as long as those Board Members had no internal candidate applicant.*
- *Board direction to add language on a one-year probation period into either the Employment Agreement or the Agency Reimbursement Agreement.*
- *Board direction to staff to work with Recruitment Working Group on developing the recruitment flyer and finalizing the recruitment process.*

ACTION: *Chief Gallagher motioned to authorize the Executive Director to conduct staff recruitment process for EMS Clinical Analyst and EMS Operations Officer. Chief Brown seconded the motion which carried unanimously.*

5.8 Peraton/CAD ImageTrend Interface Service Agreement

- *Staff presented the agreement. Has been discussed at EMSOC multiple times. Will update county population data between CAD and ImageTrend which will help with exception tracking for the calls that fall into the 11-19 minute range.*

ACTION: *Chief Brown motioned to authorize the Executive Director to execute the Service Agreement with Peraton for CAD/ImageTrend Interface update. Chief Dwyer seconded the motion which carried unanimously.*

5.9 RFP: Medic Unit Staffing

- *Staff presented the report on proposal for Medic Unit Staffing RFP.*
- *JPA Legal Counsel briefed the Board on the concept of the JPA hiring the personnel for the 9th medic unit. Recommends discussing the concept further before issuing the RFP. JPA would not be submitting a response to RFP-it would be a Board decision for the JPA to hire the personnel rather than conduct an RFP process. Recommends schedule a Special BOD meeting to provide direction on the process after evaluating both ideas.*

- Board discussion on moving forward with the RFP process while staff prepare information on direct hires.
- Direction to staff to schedule a Special JPA BOD meeting in September.

ACTION: Chief Cordero motioned to authorize the Executive Director to conduct the RFP: Medic Unit Staffing and concurrently develop a JPA hiring model. Chief Gallagher seconded the motion which carried unanimously.

5.10 Formal RFP: Vehicle Maintenance Services

- Staff presented information on the Formal RFP process for Vehicle Maintenance Services. One submission was received. Vendor who submitted and is being recommended is StretchFab Works.
- Discussion on turn-around time for service work.

ACTION: Chief Gallagher motioned to authorize the Executive Director to award and execute Vehicle Maintenance Services contract with StretchFab Works. Chief Cordero seconded the motion which carried unanimously.

5.11 CAL Fire Priority Dispatch EFD Agreement

- Staff presented Priority Dispatch EDF Agreement. Was discussed a County Fire Chief's Assoc. last month with full support.

ACTION: Chief Cordero motioned to authorize the Executive Director to execute the EFD Agreement with Priority Dispatch for fire-based tiered dispatch. Chief Gallagher seconded the motion which carried unanimously.

6. FINANCE UPDATE

6.1 FY 24/25 Revenue vs. Expense

- Staff presented the FY 24/25 Revenue vs. Expense Report. Still waiting on year end information from the County. Report being presented is estimated. Staff will be re-instituting the expense project reporting for individual medic units.

ACTION: Chief Cordero motioned to review and file FY 24/25 Revenue vs. Expense Report. Chief Gallagher seconded the motion which carried unanimously.

6.2 FY 25/26 Revenue vs. Expense

- Staff presented the FY 25/26 Revenue vs. Expense Report. No current monthly report provided from County while they work on closing out last FY.

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

7. BOARD OF DIRECTORS QUESTIONS & COMMENTS

9.1 CAL FIRE ECC AEU: Absent

9.2 CAL FIRE Cameron Park: Absent

9.3. Diamond Springs-El Dorado Fire: No Report

9.4. El Dorado County Fire: 6 new employees

9.5. El Dorado Hills Fire: 5 SRPs just graduated. Almost fully staffed. 2 new FFs. Hiring for Oct. Academy

9.6 Garden Valley Fire: Back to 2-0 staffing. Application deadline is Friday.

9.7. Georgetown Fire: Interviewing for opening on medic unit. Board approved moving forward with a tax measure in 2026. Chief Brown retiring-unsure of timeframe. Discussed PTSD workshop available to first responders.

9.8. Mosquito Fire: Chief Dwyer reported back injury. BC Mark Foley has helped on board 2 additional Chief Officer to the department. Working on initiatives at the agency.

9.9. Pioneer Fire: Absent

9.10. Rescue Fire: Absent

10 GOOD AND WELFARE

10.1.EL DORADO COUNTY CAO OFFICE- No Report.

10.2. EL DORADO COUNTY LEMSA-

- Working with agencies on the updated ALS Non-transport Agreements.
- CAEMSA has released APOT audit tool. Working on updating ImageTrend to meet the requirements.
- Guy Valente took a position with Contra Costa County. Office is re-evaluating roles and responsibilities.
- MAC meeting scheduled for September 10th, but CQI meeting is cancelled for that day.

8. CLOSED SESSION

4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

4.2 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EMS Manager

9. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director

5.2 PURSUANT TO GOVERNMENT CODE SECTION (§54957) PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EMS Manager

- No reportable action taken. Direction given to the Executive Director.

11 ADJOURNMENT *12:00 p.m.*

Next Board meeting: 9:00 a.m. on Wednesday, **October 22, 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.