



## El Dorado County Emergency Services Authority

### JPA Board of Directors Meeting Minutes

Wednesday, October 23rd, 2024 – 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:** 9:04am

**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, <b>Vice Chair</b> | <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 Maurice "Mo" Johnson                 | <input checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Wes Norman, <b>Chair</b>               | <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 checked="" type="checkbox"/> Marshall Medical Center, Executive Director Nicole Lamm          | <input type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input checked="" type="checkbox"/> Mosquito Fire, Vacant  | <input type="checkbox"/> Mosquito Fire, Don Steever                                |
| <input type="checkbox"/> Pioneer Fire, Chief David Whitt   | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle                   |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell                                | <input type="checkbox"/> Rescue Fire, Captain Brett Jones                          |

#### Guests:

Christian Mello: George Peterson Insurance  
Pat Kernan, F3

#### Other Attendees:

Executive Director (Interim) Cristy Jorgensen, EDC ESA  
Administrative Coordinator Sarah David, EDC ESA  
EMS Manager Hope Youngblood, EDC ESA  
Division Chief Steve Adams, EDC Fire  
Doug Alliston, Legal Counsel  
Director Greg Durante, EDH Fire  
Kristine Guth, EDC LEMSA  
Director Mickey Kaiserman, EDC Fire  
Deputy Chief Mike Lilienthal, EDH Fire  
Director Lloyd Ogan, EDC Fire  
Captain Jacob Poganski, EDC Fire  
Director Tim White, EDH Fire  
Deputy Chief Dave Wood, CAL Fire AEU

## 1. APPROVAL OF AGENDA

- *Staff requested removal of Item 6.3 Dispatch Reimbursements: Mutual Aid Response.*
- *Chief Martin motioned to approve the agenda with the removal of Item 6.3 Dispatch Reimbursements: Mutual Aid Response. 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 23/24 Claims 43, 50, 59, 61, 63, 66, 68. FY 24/25 Claims: 3, 4, 6, 7, 8, 9, 11, 12, 13, 17, 18

**EDC ESA Special BOD Meeting Minutes:** 9.30.24

**Mosquito Fire Protection District EDC ESA Board Representative:** Interim Fire Chief Edward Dwyer & Alternates: Assistant Chief Todd Hern and Battalion Chief Chris Dillender

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

## 4. CLOSED SESSION

### 4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: (1 CASE)

### 4.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Administrative Coordinator

- *The Board recessed to Closed Session at 0910.*

## 5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

### 5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: (1 CASE)

### 5.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Administrative Coordinator

- *The Board returned from Closed Session at 0940.*
- *No reportable action taken.*

## 6. REPORTS/DISCUSSION

### 6.1. Executive Director Report

- *Submitted CMS labor and building report.*
- *Updated on 2017 OES Disaster Funding Request: 2017 Hacket submitted in for FEMA funding. OES is attempting to close out. 23k was requested about 75% was paid out immediately but they are trying to close out the rest. ED submitted the information needed to get the rest of the payment.*
- *Staff working on finalizing meeting minutes.*
- *Staff reviewing and updating annual projects like annual inventory audit. Staff will be reaching out to the agencies for any information needed to complete the inventory.*
- *Payments on the two new units delayed but have been submitted for payment to County.*
- *Staff update on FleetIO implementation.*

### 6.2. Work Group: EDC ESA /EL Dorado County Master Contract Update

- *Committee is continuing to meet. Some language in the contract is being changed and updated.*

### ~~6.3. Dispatch Reimbursements: Mutual Aid Response~~

### 6.4. Response Stats August-September 2024

#### 6.4.1. Incident Summary

#### 6.4.2. Mutual Aid

#### 6.4.3. IFT Responses

#### 6.4.4. APOT

#### 6.4.5. Response Stats

- *Staff presented Response Stats for August-September 2024*

- Clarification that the IFT pilot program. Some prior discussion on the IFT Pilot Project being finalized. Reminder to BOD that pilot program cannot be finalized until June of 2025 per the Agreement with the County when the Pilot was launched. There has been some confusion on which version of the program is being used at the dispatch level and at EMSOC. Staff will work with EMSOC on ensuring program is being followed as presented.
- In reviewing APOT Report Staff realized that M86 had not been added. Request made to LEMSA to add M86 to ImageTrend report for accurate reporting. In line with AB-40, LEMSA will also report on APOT > 30 min rather than APOT > 20 min.
- Discussion on exception reports. Only about 50% of exception reports are being submitted. While work is being done to integrate exception reports into ImageTrend crews still need to submit the written report for now. Staff request that Chiefs remind employees to complete and submit the exception reports.

## 6.5. EMSOC Committee

### 6.5.1. Tiered Dispatch Workgroup

- Chief Hall updated BOD on Tiered Dispatch Pilot Project. Trial period went well and the committee is confident that the system can be moved to the next phase. Group will be evaluating next phase of the project.

### 6.5.2. ImageTrend Workgroup

- Chief Hall reported that the group is researching the changes that need to be made.

## 6.6. Finance Committee

- No Report. Committee hasn't met recently.

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

## 7. ACTION ITEMS

### 7.1. JPA Resolution 2024-04: Marshall Medical Center JPA Membership Withdrawal

- Staff presented JPA Resolution 2024-04: Marshall Medical Center JPA Membership Withdrawal.
- Discussion on notification requirements in JPA By-Laws. Staff proposing that 90-day notice as stated in JPA By-Laws be waived upon mutual approval of JPA and MMC.
- This BOD made it known that MMC's commitment to the BOD is greatly appreciated.
- MMC made it known that they are actively looking at all boards and committees that they are involved with and no longer see the need to participate on this board since the working relationship between the JPA and MMC is strong.

**ACTION:** Chief Johnson motioned to approve Resolution 2024-04: Marshall Medical Center Withdrawal . Chief Blankenheim seconded the motion. A roll-call vote was taken. Ayes: 8. Nos: 0 PIO Fire: Absent. MMC: Abstain.

### 7.2 EDC Authorized Signature List

- Staff presented the updated EDC Authorized Signature List for discussion and approval.

**ACTION:** Chief Martin motioned to approve and adopt EDC Authorized Signature List. Chief Brown seconded the motion which carried unanimously.

### 7.2. Insurance Renewal Proposal

- Staff invited George Peterson Insurance Representative Christina Mello to present Insurance Renewal Proposal to BOD. Claims brought a 6.5% increase. 8% increase across the board with ESPI. The inclusion of adding 8 vehicles will also show an increase.
- BOD asked if there were any vehicles surplus. Staff clarified that no vehicles have been surplus at this time but that is being worked on as part of the annual inventory audit.
- Discussion on adding Cyber Coverage as a separate policy. Once proposal is received, bring to BOD for consideration.
- Training resources are available as part of the insurance program.
- Current FY budget allocated \$110k. This policy will come in over by \$1,300 not including the cyber coverage.
- Public Question on limits for the Directors and Officers coverage. This coverage is actually covered in the general liability coverage for 6mil.

**ACTION:** Chief Cordero motioned to authorize Executive Director to approve renewal of Insurance Policy with McNeill & Co. Chief Johnson seconded the motion which carried unanimously.

### 7.4 El Dorado Hills Fire Department EMT Student Field Experience Agreement

- Staff presented the EDH Fire EMT Student Field Experience Agreement.
- Program will likely not be active until next calendar year.

**ACTION:** Chief Martin motioned to authorize EDC ESA Board Chairperson to execute EMT Student Field Experience Agreement with El Dorado Hills Fire Department. Chief Cordero seconded the motion which carried unanimously. Chief Johnson abstained from the vote.

### 7.5. National Medical Education & Training Center Paramedic Field Practicum Agreement

- Staff presented the National Medical Education & Training Center Paramedic Field Practicum Agreement. This is an out of state program that meets all Title 22 requirements.
  - PIO Fire has employee attending program and is requesting this contract to complete field internship.
- ACTION:** Chief Blankenheim motioned to authorize Interim Executive Director to execute Paramedic Field Practicum Agreement with National Medical Education & Training Center. Chief Johnson seconded the motion which carried unanimously.

**7.6. EDC Fire Training Reimbursement Request**

- Staff presented Staff Report on EDC Fire Training Reimbursement Request for truck academy. Request was denied by JPA Executive Director for not meeting specific requirements in JPA Policy 2.1.8 Reimbursement for Educational Expenses. Per language in policy, staff is bringing to BOD for discussion and direction.
- Discussion on request and training activity.
- Chief Brown would like to see both the uniforms and training budget be switched to flat rate. Staff countered the request due to agencies not meeting the budget limit for prior years.
- Public Comment: Believes that the policy verbiage should be looked at and believes this should not have been brought to the BOD and should have been left to the ED to make the decision.

**ACTION:** Chief Johnson motioned to provide direction to Executive Director to approve EDC Fire Training Reimbursement Request. Chief Blankenheim seconded the motion. Ayes: 8 Nos: 1. Abstain: EDC Fire

**7.7 Medic Unit Replacement Plan**

- Staff presented information on a Medic Unit Replacement Plan. Staff, mechanics and EMSOC members reviewed and evaluated which medic units should be replaced and placement of the new units coming in to the system. At the EMSOC meeting in September a recommendation was made on which units would get the new rigs based on a partial evaluation. It was noted that the EMSOC Chair was absent at this meeting and represents 2 of the units in the system. With the on-boarding of a new ED and review of the evaluation information, not all of the data had been collected from all of the agencies. Staff presented an updated plan at the October EMSOC with the additional information.
- Discussion on recommendation of replacement plan. BOD approved placement of 2 of the new units. Placement of the remaining 2 units to be brought to future meeting.

**ACTION:** Chief Martin motioned to approve Medic Unit Replacement Plan. Chief Brown seconded the motion which carried unanimously.

**7.8. Informal RFP: Radio Purchase**

- Staff presented the Informal RFP: Radio Purchase to BOD. The JPA does have outdated BK-radios that can be moved into the new units. Outdated radios will eventually be un-serviceable and JPA should have new radios ready to go.
- Silverado Avionics was the recommended vendor from the Informal RFP.

**ACTION:** Chief Cordero motioned to approve Informal RFP for Radio Purchase. Chief Johnson seconded the motion which carried unanimously.

**7.9. ITB: Ambulance Purchase**

- Staff presented the Staff Report on ITB: Ambulance Purchase.
- Arrow Manufacturing was the recommended vendor from the ITB.

**ACTION:** Chief Brown motioned to approve award of ITB to recommended vendor and authorize Executive Director to execute Service Agreement. Chief Cordero seconded the motion which carried unanimously.

**8. FINANCE UPDATE**

**8.1 FY 24/25 Revenue vs. Expense**

- Staff presented the FY 24/25 Revenue vs. Expense Report.
- Staff has a request in to the Auditor's Office to see if all agencies be moved to check payments rather than journal entries. Staff working with Auditor's office to correct Journal Transfer entries that have been allocated to incorrect Object Codes.
- Public Comment: Support the request to the County to move to check payments rather than journal transfer entries.

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

**9. BOARD OF DIRECTORS QUESTIONS & COMMENTS**

**9.1 CAL FIRE ECC AEU: No Report**

**9.2 CAL FIRE Cameron Park: No Report**

**9.3. Diamond Springs-El Dorado Fire: SB passed on annexation. LAFCo resolution is next step.**

**9.4. El Dorado County Fire: No Report**

**9.5. El Dorado Hills Fire: No Report**

**9.6 Garden Valley Fire: No Report**

**9.7. Georgetown Fire:** *Notified JPRMA of [policy cancellation. Hired 2 new FAE. New extra help medic.*

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

**9.9. Mosquito Fire:** *No Report*

**9.10. Pioneer Fire:** *Absent*

**9.11. Rescue Fire:** *No Report*

**10 GOOD AND WELFARE**

**10.1 JPA BOD December Meeting Date**

- *December BOD meeting is currently scheduled for Christmas day. It will be moved to a different date and classified as a Special BOD mtg. Staff to send out calendar invite for 1pm on December 18<sup>th</sup>.*

**10.2 JPA Special BOD Meeting: ITB: General Legal Services**

- *Staff to schedule Special BOD meeting to review ITB: General Legal Services.*

**10.3 EL DORADO COUNTY CAO OFFICE**

- *No Report*

**10.4 EL DORADO COUNTY LEMSA**

- *One Dose is being tested and hoping to go live within the next few months. Appreciated collaboration with JPA & EMSOC.*

**11 ADJOURNMENT 11:00am**

Next Board meeting: 9:00 a.m. on Wednesday, **October 23, 2024- 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.