



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, August 28th, 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, 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 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, Chair | <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 checked="" type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input type="checkbox"/> Mosquito Fire, Vacant | <input type="checkbox"/> Mosquito Fire, Don Steever |
| <input checked="" 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 checked="" type="checkbox"/> Rescue Fire, Captain Brett Jones |

Guests:

Cristy Jorgensen, EDH Fire
Pat Kernan, F3 Law Firm

Other Attendees:

Executive Director Bill Sugiyama, EDC ESA
Administrative Coordinator Sarah David, EDC ESA
EMS Manager Hope Youngblood, EDC ESA
Jessica Braddock, EDH Fire
Kristine Guth, LEMSA
Deputy Chief Mike Lilienthal, EDH Fire

1. APPROVAL OF AGENDA

- Chief Blankenheim 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.

- Pat Kernan: Commented his appreciation on behalf of the Board of Education for all of the hard work with the Crozier Fire.

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.

EMSOC Meeting Minutes: 6.19.2024, 7.17.2024

JPA BOD Meeting Minutes: 4.24.2024, 5.22.2024, 6.26.2024

Claims Payables: Claim Batch FY 24/25: 2, 4, FY 23/24: 42, 52, 58, 60, 62, 64, 65

ACTION: Motion to approve Consent Calendar.

- Chief Cordero motioned to approve the content calendar. Chief Martin seconded the motion which carried unanimously.

4. CLOSED SESSION

4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: (3 CASES)

4.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

- The Board recessed to Closed Session at: 9:08am

5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: (3 CASES)

5.2 PURSUANT TO GOVERNMENT CODE SECTION (§54956.9)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

- The Board returned from Closed Session at: 9:54am
- No action taken on either item.

6. REPORTS/DISCUSSION

6.1. Executive Director Report

6.1.1. Introduction of Hope Youngblood, New EMS Manager

- Introduction of new EMS Manager Hope Youngblood.

6.1.2. RFQ General Legal Counsel Update

- Executive Director Sugiyama requested Chief Norman and Chief Blankenheim to assist in doing the scoring for this RFP. This RFP will have a recommendation by the next regularly scheduled JPA Board meeting.
- Chief Johnson would like RFP evaluation be brought to full Board when 3 firms are selected. Important for the Board to have a role in evaluating JPA Legal Counsel.

6.1.3. 2024 Ambulance Purchase RFP Update

- Bid packet opening held on August 20th. No public attendees. 2 bids received. Evaluation committee established consisting of Chief Adams, Chief Daniels, EMS Manager Youngblood and Executive Director Sugiyama. Anticipate bringing recommendation to October BOD meeting.

6.1.4. Arrow Manufacturing

6.1.4.1 Status of two new ambulances

- The new ambulances are being assessed to see what medic units will be replaced. New ambulances should be shipped out in September. There is an issue with ordering the front BK radios for the two new ambulances. Executive Director Sugiyama will work with the EMSOC Committee to resolve this issue and assign the new ambulances.

6.1.5. Registration status of two newly acquired ambulance remounts

- *Staff working on registration of new remounts.*

6.1.6. Ambulance Replacement Score Sheet

- *The JPA is creating an ambulance score sheet with feedback from the agency mechanics to see which ambulances can be moved out of the system and replaced with the new ambulances. Bringing recommendation to EMSOC for discussion.*
- *Chief Brown brought up an issue with the length of the new ambulances. It was discussed that the bid spec states a 26 ft ambulance but the drawing states a 24 ft ambulance. Placement of longer boxes will need to be part of decision process.*

6.1.7. FleetIO Update

- *The JPA is currently working with the agency mechanics to work out the notification issue in FleetIO. The goal is to implement FleetIO by the end of September or early October.*

6.1.8. Operative IQ Update

- *Life-Assist will be covering the cost of OperativeIQ with an implementation date of late December or early January.*

6.2. Work Group: JPA /EL Dorado County JPA Contract Update

- *Chief Johnson had a very positive update on how the contract negotiations are going. He feels that the negotiations are going smoothly and are being very productive on working towards our goals.*

6.3. Response Stats June - July 2024

6.3.1. Incident Summary

6.3.2. Mutual Aid

6.3.3. IFT Responses

6.3.4. APOT

6.3.5. Response Stats

- *Staff presented Response Reports for June-July 2024.*
- *JPA is working with the EMSOC committee and the LEMSA to integrate the exception reports into ImageTrend to gather more accurate data.*
- *Discussion on mutual aid stats with CSA3. Staff to review data for accuracy.*
- *Discussion on Response Statistics and UHU of units.*
- *Discussion on IFT Report. Questions on C3 In County-where is the destination?*
- *Discussion on APOT Report*

6.4. EMSOC Committee

6.4.1. Tiered Dispatch Workgroup

- *Committee is evaluating the numbers from 2021-2023 to present, looking at the Alpha and Omega calls that can be reduced from Code 3 to Code 2. Committee believes that the changes can be done safely in the system moving forward. The current process is that we are already downgrading these calls but this will be an official change. The pilot program will begin September 1st and will be reviewed over a 90-day period. These changes will continue to be reviewed and evolve over time. The goal is to help minimize UHU times and evaluate a tiered system.*
- *Discussion on potential UHU impact with these changes.*

6.4.2. ImageTrend Workgroup

- *Exception Reporting System. Chief Hall updated the Board of the steps that are being taken to integrate exception reports into ImageTrend.*

6.5. Finance Committee

6.5.1. Review and discuss contracting agency reimbursement requests

- *Jessica Braddock from EDH Fire brought the topic of non-EMS training. Chief Johnson stated that this topic was discussed at a prior JPA BOD Meeting and at that time it was agreed that non-EMS training would be paid by the JPA.*
- *Staff reported that meeting minutes indicate the topic was to go to Policy Review AdHOC.*
- *JPA has adopted Training Reimbursement Policy with specific language on types of training that would be reimbursed. The Board agreed that anything outside of the policy for training will be brought to the BOD for approval.*
- *Staff will review transport agency reimbursement requests and compare against policy wording for consideration.*

- *The topic of the JPA paying for pre-hire employment costs (background, medical, drug screen, etc.) and annual medical exams was also discussed.*
- *Discussion on the differences between each agency's practice and costs associated with hiring related expenses. Consideration should be given that if the JPA were to hire employees and have those related expenses, it should be a reimbursable cost back to the agencies.*
- *EDH Fire also brought up the expenses of OPEB Normal Costs. If an agency onboards an additional medic unit, the OPEB Normal Costs should be included as it relates to those employees currently working on the unit.*
- *The Board's recommendation is that these topics should be taken to the Finance Committee for discussion and recommendation. A Finance Committee meeting will be planned for late September.*

6.6. Consulting Contract with Cristy Jorgensen

- *Discussion on agenda item placement. Board directed since item is listed under action items, discussion should be moved to the action item, not discussion item.*

ACTION: *Chief Martin motioned to accept and file the reports with the removal of Item 6.6 Consulting Contract with Cristy Jorgensen. Chief Blankenheim seconded the motion which motioned carried unanimously.*

7. ACTION ITEMS

7.1. Consulting Contract with Cristy Jorgensen

- *Discussion on purpose of contract and scope of services. Contract was reviewed by JPA Legal.*
- *Discussion on proposed scope, hours and flat rate reimbursement.*
- *Discussion on current communication cadence with Ms. Jorgensen.*
- *Section 8 in the contract needs correction to 'null and void.'*
- *The Board did bring up concern with the flat rate of this contract and suggested reducing the contract to four months rather than 6 months.*

ACTION: *Chief Blankenheim motioned to authorize the Executive Director to implement the consulting contract with Cristy Jorgensen with the change of term from a 4-month contract to a 6-month contract. Chief Ransdell seconded the motion which carried unanimously.*

8. BOARD OF DIRECTORS QUESTIONS & COMMENTS

8.1. CAL FIRE ECC AEU: *No Report*

8.2. CAL FIRE Cameron Park: *No Report*

8.3. Diamond Springs / El Dorado Fire: *Request that a Special BOD meeting be scheduled to approve the Final Budget.*

8.4. El Dorado County Fire: *No Report*

8.5. El Dorado Hills Fire: *Started 5 new paramedics.*

8.6 Garden Valley Fire: *No Report*

8.7. Georgetown Fire: *In the process of hiring and training medics.*

8.8. Marshall Medical Center: *Changing process of how low acuity patients get treated to be able to open beds. Minor construction projects.*

8.9. Mosquito Fire: *No Report*

8.10. Pioneer Fire: *No Report*

8.11. Rescue Fire: *No Report*

9. GOOD AND WELFARE

- *Chief Norman: Legal RFP score sheets in packet for BOD review.*
- *Chief Johnson will replace Chief Rosevear's position on the policy review committee due to Chief Rosevear's recent retirement.*

9.1. EL DORADO COUNTY CAO OFFICE

- *No Report*

9.2. EL DORADO COUNTY LEMSA

9.2.1. One Dose

- *LEMSA is working on OneDose build out. Vendor is working on integration with ImageTrend.*
- *Working on secure dropbox for paperwork at LEMSA office.*
- *Fiscal team working on CMS audit.*

10. ADJOURNMENT 11:12am

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.