



# El Dorado County Emergency Services Authority

## JPA Finance Committee Meeting Minutes

Thursday, July 28, 2022 - 1:00 p.m.

DS/ED Fire Station #49, Downstairs Classroom, 501 Main Street, Diamond Springs, CA 95619

### PLEDGE OF ALLEGIANCE

#### 1. CALL TO ORDER/INTRODUCTIONS-1302

#### 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 Clint Siebert        |
| <input checked="" type="checkbox"/> Diamond Springs Fire, Chief Matt Gallagher                 | <input type="checkbox"/> Diamond Springs Fire, Battalion Chief Leah Yaws             |
| <input type="checkbox"/> El Dorado County Fire, Chief Tim Cordero                              | <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Paul Dutch |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice “Mo” Johnson           | <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall              |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown, <b>Chair</b>           | <input type="checkbox"/> Georgetown Fire, Assistant Chief Bob Bement                 |

Guests: N/A

##### Other Attendees:

Cristy Jorgensen, Deputy Director, EDC ESA

#### 2. APPROVAL OF AGENDA

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

#### 3. NEW BUSINESS

##### 3.1 FY 22/23 Actual Cost Reporting Criteria

- *Discussion on semi-annual cost report required as part of the contract extension. JPA Staff met with County CAO’s Office to get clarification on what specific information need to be incorporated into these cost reports. JPA Admin costs are covered between the County Finance Reports and the project reports that can be produced within QuickBooks. Discussion centered around what supporting documentation needs to be provided by transporting agencies when submitting invoices for reimbursement. Cost report will need to show rank and the Class 30 object code/categories being submitted for reimbursement. If paying Other Compensation, need to submit breakdown of what that includes. With regards to uniform reimbursement and training reimbursement, if MOU includes that allowance, then it gets tagged to Class 30 expenses, but if District is paying the cost or reimbursing direct cost back to the employee, that can be included in the Class 40 allocation. Example cost sheet is based on the EDH cost reporting spreadsheet. Staff to send blank spreadsheet to transport agencies.*
- *EDC brought up some of the Admin expenses associated with the agencies that are not directly listed in the reimbursement amounts such as IT related expenses. Discussion on how the specific reimbursement amounts were calculated and developed. Discussion on utility expenses associated with stations that are used for move-ups, but do not house a medic unit such as station 21 and station 74. No prior conversation occurred on those stations so no amount was budgeted for those expenses. Additional funding for those stations would need to go to the full Board for review and approval. Discussion on how staff would track the use of those stations to develop a*

cost calculation formula. Any additional costs will require additional budget updates to account for additional allocations.

- Discussion on employee leave accruals and where/who should track those and track the accruals of that time.
- Staff will take cost report to JPA Board Meeting for review and approval.

### **3.2 FY 22/23 Agency Invoice Schedule**

- Discussion on invoice cadence for transport agencies. Invoice cadence is up to each individual transport agency. JPA Staff will track all expenses submitted.

### **3.3 DS Fire Station 48 Expenses**

- Chief Gallagher requested discussion on reimbursement of expenses associated with M28 being housed at Station 48. There is no current agreement in place for reimbursement of these expenses. Discussion on whether JPA would reimburse for lease and utility expenses or DS to enter into agreement with EDC Fire for those expenses. Discussion on the use of other stations that are used as move up locations that may see associated expenses due to medic unit traffic. Discussed different cost calculation methods to develop an hourly rate for the use of the move up stations. Discussion on where that funding comes from within the balanced budget. Discussion on potential funds available with Medic 49, the 8<sup>th</sup> medic unit not running in the system or budget additional funds for the use of move up stations-and then where does the JPA pull that funding from. Have not previously tracked the use of stations during move ups. Would require staff to develop tracking report to determine time spent at the station. Proposed tracking during this FY to determine how many hours of standby at non medic unit stations for potential reimbursement.
- Request to DS Fire to bring statement of actual utility costs associated with Station 48. Finance Co. will then review those amounts and compare against funds allocated to the 8<sup>th</sup> medic unit.
- Discussion on previous legacy costs of the transport agencies.

### **3.4 JPA Policy 2.1.8 Reimbursement for Educational Expenses**

- Staff reviewed language in current policy. Seeking edits to the policy to define consistent approved list of training courses. Medic Unit Staffing AdHOC had discussion on policy, pushed to Finance for discussion. Discussion on agency job descriptions and requirements. Discussion on various training programs which support JPA assigned employees. Discussion on training requirements in a fire-based system and need for continuous staff development. Discussion on language in master contract with regards to staffing of the medic units. Discussion on language in transport agency contracts with regards to staffing of the medic units.
- Finance Co. directed staff to add item to a future Finance Co. Meeting agenda for further discussion and direction after determination of what “fire-based” is defined as.

### **3.5 Schedule Next Meeting**

- Scheduled for September 29<sup>th</sup> pending receipt of final year end numbers from the County.

## **4. ADJOURNMENT: 1455**