



El Dorado County Emergency Services Authority

JPA Board of Directors Meeting Minutes

Wednesday, October 25, 2023 – 9:00 a.m.
El Dorado Hills Fire Department Station 85 Conference Room
1050 Wilson Blvd. El Dorado Hills, CA

CALL TO ORDER: 9:09 a.m.

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 Clint Siebert |
| <input type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, 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, Vacant |
| <input type="checkbox"/> El Dorado County Fire, Chief Tim Cordero, | <input checked="" type="checkbox"/> El Dorado County Fire, Division Chief Paul Lohan |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson, | <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input type="checkbox"/> Garden Valley Fire, Chief Wes Norman | <input type="checkbox"/> Garden Valley Fire, Assistant Chief Linda Szczepanik |
| <input checked="" type="checkbox"/> Georgetown Fire, Chief Glenn Brown , Vice Chair | <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, Chief Jack Rosevear | <input type="checkbox"/> Mosquito Fire, James Young |
| <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: None

Other Attendees:

Director Bobbi Bennett, El Dorado Hills Fire Department Board
Deputy Chief Mike Lilienthal, El Dorado Hills Fire Department
Director Tim White, El Dorado Hills Fire Department Board
Director John Girando, El Dorado Hills Fire Department Board

1. APPROVAL OF AGENDA

Chief Johnson motioned to approve the agenda. Chief Gallagher seconded the motion. Motion 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.

No public comments

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 7.19.2023

EMSOC Meeting Minutes 9.20.2023

Finance Committee Meeting Minutes 7.6.2023

Finance Committee Meeting Minutes 9.28.2023

BOD Meeting Minutes 4.26.2023

Special BOD Meeting Minutes 10.11.2023

Claims Payables July – September 2023

ACTION: Motion to approve Consent Calendar.

Chief Martin motioned to approve the Consent Calendar. Chief Johnson seconded the motion. Motion carried unanimously.

4. CLOSED SESSION

4.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957.6)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

Entered Closed Session at 9:11 AM

Re-entered Closed Session at 11:26 AM

5. PUBLIC REPORT OF DECISIONS MADE DURING CLOSED SESSION

5.1 PURSUANT TO GOVERNMENT CODE SECTION (§54957.6)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

Returned at 9:16 AM No decisions to report.

Returned from second Closed Session at 11:31 AM. Decision to compensate Past Executive Director Jorgenson 5% retroactive pay increase from January 2023 – June 2023 and 10% retractive pay increase from July 2023 – October 2023.

6. REPORTS

a. Executive Director Report

The transition process is moving along very well. Cristy Jorgensen has been extremely helpful and continues to assist as we seek to hire an Administration Coordinator. I am continuing to meet with partners, stakeholders, and vendors to ensure I have a deep understanding of current services, structures, and with our vendor's procurement and invoicing. We have begun recruiting the week for the Administration Coordinator and interviews are planned to occur either on the week of November 6th and or 13th. We have a Special Board of Director Meeting scheduled for November 8th with Fitch and Associates to review their recommendations and findings. I am also considering and seeking solutions to increase engagement and participation with our Supply and CQI Committees. Attendance has been very poor to zero.

b. FY 22/23 Q3 CQI Data Report

c. FY 22/23 Q4 CQI Data Report

Core Quality Indicators show significant improvement with Stroke Assessment. Improvement was from Q3 51% to Q4 100% compliance. This change can be attributed to modifications to some fields within the ImageTrend ePCR program. Staff will seek to work with CQI Committee to review other areas of deficiency i.e. AMA documentation, specifically patient reason.

d. Response Stats August – Sept. 2023

i. Incident Summary

ii. Mutual Aid

iii. IFT Pilot Program

iv. APOT

v. Response Stats

Reports were presented and reviewed by the Board of Directors.

e. EMSOC Committee

Chief Hall provided the October meeting was canceled at the request of ED Sugiyama

and will reconvene in November. Biohazard Waste Disposal RFP and EDCEMSA Patient Care Destination Protocol Language Update recommendations have been forwarded to the Board of Director for review. Next meeting is scheduled for November 15, 2023.

f. Finance Committee

No report

g. Policy Review Adhoc

No report

h. Executive Director Recruit Adhoc

ED Sugiyama requested to sunset this committee since the goal has been accomplished. No board action necessary. Committee was sunset.

7. ACTION ITEMS

7.1. 4.3 Operations Manager Job Description

ACTION: Approve proposed job description and salary and benefit package for the position of Operations Manager.

Staff presented the updated job description which included all requested modifications and addressed concerns presented on October 11, 2023, Special JPD BOD Meeting. The Board of Directors selected to pause this recruitment until the hiring and orientation of the Administration Coordinator has been completed to acquire a better assessment of updated needs for the JPA Office. The Board of Directors is open to reviewing this request once the Executive Director has completed the before mentioned assessment. Chief Wood motioned to create an Adhoc Committee to review the development of the Operation Manager Job Description and Recruitment. The motion was seconded by Chief Johnson. Motion passes unanimously.

7.2. Operations Manager Recruitment

ACTION: Authorize Executive Director to recruit and hire for the position of Operations Manager.

No action was taken.

7.3. Insurance Renewal Package

ACTION: Authorize the Executive Director to execute the Insurance Renewal Package. Executive Director Sugiyama spoke with Christian Mello regarding the Emergency Services Program (ESIP), and it continues to be the best priced option within the marketplace. Other carriers are currently 35% - 65% higher. There are no changes to the General Aggregate of \$10,000,000. Cyber Security coverage has been split out and is given its own aggregate that does not affect the General Aggregate. This package is a 9% increase from last year totaling \$90,785. This increase was planned and is budgeted for.

Chief Martin motioned to authorize the Executive Director to execute the Insurance Renewal Package. Chief Gallagher seconded the motion. The motion passed unanimously.

7.4. Biohazard Waste Disposal Informal RFP Recommendation

ACTION: Approve EMSOC Committee recommendation for Biohazard Waste Disposal Contract. Med Pro Disposal.

Staff requested proposals from three (3) companies: Stericycle, Med Pro Disposal, and Med Waste Management. These options were presented to the EMSOC Committee, and they recommend the Board of Directors approve the Med Pro Disposal proposals. Chief Martin motioned to approve the EMSOC Committee recommendation to contract with Med Pro Disposal for Biohazard Waste Disposal. Chief Wood seconded the motion. The motion passes unanimously.

7.5. Draft Audit Report for FY 21/22

ACTION: Review and Approve Draft Management Rep Letter to the Draft Audit Report for FY 21/22

Staff reports that "No instances of noncompliance or other matters that are required to be reported under the Government Auditing Standards."

Public comment, Tim White recommends a review of the "Management Statement of Affairs" in the future.

Chief Gallagher motioned to approve the draft management Rep Letter to the Draft Audit Report for FY 21/22. Motion seconded by Chief Johnson. Motion passes unanimously.

7.6. EDCEMSA Patient Care Destination Protocol Language Update

ACTION: Authorize the Executive Director to submit proposed edits to LEMSA for consideration.

EMSOC Committee recommends the JPA Board of Directors authorize the Executive Director to submit the proposed edits to the EDCEMSA Patient Care Destination Protocol Language. These edits update the protocol to be in-line with the current Sacramento County EMSA Patient Destination Policy.

Chief Martin motions to authorize the Executive Director to submit the proposed edits to the EDCEMSA Patient Care Destination Protocol Language to the LEMSA for consideration. Chief Gallagher seconded the motion. Motion carries unanimously.

8. FISCAL ITEMS

a. FY 23/24 BUDGET UPDATE

ACTION: Receive and file budget report.

Staff reports the next step is to schedule a meeting with the Finance Committee and begin discussing the Mid – Year budget allocations.

Director Lamm motions to Receive and File the Budget Report. Motion seconded by Chief Martin. Motion passes unanimously.

9. BOARD OF DIRECTORS QUESTIONS & COMMENTS

9.1 CAL FIRE ECC AEU

9.2 CAL FIRE Cameron Park

Working with El Dorado Hill FD to transition M89 to their control by the November 15, 2023, start date. M89 will become M86.

9.3 Diamond Springs / El Dorado Fire

9.4 El Dorado County Fire

9.5 El Dorado Hills Fire

Attended the California Special Districts Academy last week. Very good conference to attend with great topics and highly recommend if you can attend to attend. All JPA Membership Agencies are members of the California Special Districts Association.

9.6 Garden Valley Fire

9.7 Georgetown Fire

9.8 Marshall Medical Center

Patient volume is increasing. Increase in Flu and COVID patients almost double patient census. Marshall Medical Center would also like to offer all EMS personnel the option to attend any debriefing post critical incident.

9.9 Mosquito Fire

9.10 Pioneer Fire

9.11 Rescue Fire

10. GOOD AND WELFARE

a. EL DORADO COUNTY CAO OFFICE

b. EL DORADO COUNTY LEMSA

Staff presented that the December JPA BOD meeting is scheduled to occur on the 27th. Chief Brown recommended placing an agenda item on the November 8, 2023, Special JPA BOD Meeting to discuss the cancellation of this meeting.

Chief Brown also wanted it to be noted that he is requesting training on the Brown Act. Staff stated that tentative scheduling of Brown Act training should take place sometime in mid to late January after any new legislation is implemented.

11. ADJOURNMENT

Meeting adjourned at 11:32 AM