



# El Dorado County Emergency Services Authority

## JPA Board of Directors Meeting Minutes

Wednesday, April 28, 2021 - 9:00 a.m.  
Zoom Meeting ID: 945 5735 6550 Passcode: 208180

**CALL TO ORDER: 0910**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

### Board Attendees:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Sherry Moranz    | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Jed Gaines             |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim                  | <input type="checkbox"/> CAL FIRE ECC AEU, Assistant Chief Brian Newman via Zoom @0923 |
| <input type="checkbox"/> Diamond Springs Fire, <b>Vice Chair</b>                                   | <input checked="" type="checkbox"/> Diamond Springs Fire, Deputy Chief Ken Earle       |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero                       | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Dutch              |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson, <b>Chair</b> | <input type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall                |
| <input checked="" type="checkbox"/> Garden Valley Fire, Chief Linda Szczepanik via Zoom            | <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"/> Marshall Medical Center, Cynthia Rice via Zoom @0922           | <input type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams     |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Jack Rosevear via Zoom                    | <input type="checkbox"/> Mosquito Fire, Battalion Chief Dion Nugent                    |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief Mark Matthews via Zoom                     | <input type="checkbox"/> Pioneer Fire, Battalion Chief Mike Stutts                     |
| <input checked="" type="checkbox"/> Rescue Fire, Deputy Chief Mike Lilienthal                      | <input type="checkbox"/> Rescue Fire, Deputy Chief Dustin Hall                         |

**Guests: None**

### Other Attendees:

**Jessica Braddock, EDH Fire**  
**Director John Giraudo EDH Fire**  
**Director Mickey Kaiserman, EDC Fire**  
**Director Tim White, EDH Fire**  
**Executive Director Brian Veerkamp, EDC ESA**  
**Deputy Director Cristy Jorgensen, EDC ESA**

## 1. APPROVAL OF AGENDA

- *JPA Executive Director request the removal of the following from the agenda:*
  - *Agenda Item 10: Closed Session: Pursuant to Government Code Section (§54956.96)- Conference Involving a Joint Powers Agency-El Dorado County Emergency Services Authority. Discussion will concern: Diamond Springs/El Dorado Fire Protection District Fire Chief Employment. Name of local agency representative on joint powers agency board: Fire Chief Bryan Ransdell and Deputy Chief Ken Earle.*
  - *Agenda Item 11: Public Report of Decisions Made During a Closed Session-Pursuant to Government Code Section (§54956.96).*
- *Chief Cordero motioned to approve the agenda as amended. Chief Earle seconded the motion, which carried unanimously.*

## 2. PUBLIC COMMENT

None.

### 3. CONSENT CALENDAR

#### 3.1 Approval of Action Summaries

- JPA EMOSC Committee Meeting Minutes of February 17, 2021
- JPA EMSOC Committee Meeting Minutes of March 17, 2021
- JPA Board Meeting Minutes of February 24, 2021
- Approval of February-March 2021 Accounts Payable Claims

#### **ACTION: Motion to Approve Consent Calendar**

*Chief Brown motioned to approve the consent calendar. Chief Blankenheim seconded the motion, which carried unanimously.*

### 4. CORRESPONDENCE

None.

### 5. REPORTS

#### 5.1 Executive Director Report

- *Executive Director Veerkamp reported on current activities at the JPA.*
- *The JPA has focused on preparing the budget and discussing UAL and OPEB costs. Would like to thank Chief Moranz and Chief Dutch for their input and expertise in developing a new proposed budget calculation for UAL and OPEB.*
- *Tracking CSA-3 Ambulance Service RFP process. Intend to attend the Pre-Proposal Conference scheduled for April 30, 2021. Have been in communication with Executive Director Ryan Wagoner from the Cal Tahoe JPA. He has requested a letter of support from the EDC ESA. Proposals are due May 21, 2021. Scheduled to be presented to County BOS in June.*
- *Participated in PIO Fire public safety day. Will be assisting with another event on May 15<sup>th</sup>.*
- *Worked with Thompsons Auto on pricing for auto service. Still looking for mobile mechanic with the retirement of Jon Lyons.*
- *Thompsons Automotive sponsored a community support vehicle for the JPA.*
- *Completed virtual inspection on the two remounts back at Arrow Manufacturing. The units will be assigned to Medic 85 and Medic 28. Medic 89 has been back for repairs and should be completed soon.*
- *Attended the cardiac monitor demonstrations.*
- *Attended the ground-breaking ceremony for the new Community Health Center.*

#### 5.2 Response Statistics for February-March 2021

- 5.2.1 Medical Response Times
- 5.2.2 Mutual Aid
- 5.2.3 Move Ups & Covers
- 5.2.4 IFTs
- 5.2.5 Response Comparison
- 5.2.6 Unit Hour Utilization

- *Reviewed Response Statistics Reports.*
- *Staff reviewing additional response statistics in the system.*
- *Reviewed new Move-Up Comparison Report. Evaluated move-ups between the hours of 2100-0700. Discussion at EMSOC on possible trial deployment changes such as eliminating move-ups between those hours unless the system draws down to a Level 2 or 3. Reduce mileage and wear and tear on the rigs and the employees during those times.*
- *Chief Johnson: Support the concepts of trial deployment changes but would like set parameters and measurables incorporated into the trial and focus on a single change at a time to fairly*

*evaluate the impact on the system. Direction to EMSOC: establish trial period, evaluation method and criteria and trigger point to stop the trial if it is having a negative impact on the system.*

- *At EMSOC Meeting, ECC is open to system status changes but would like very clear expectations and directions on how the response matrix will be affected.*
- *Cynthia Rice: Ensure that expectations are communicated to all partners in the system.*
- *Chief Earle: Response patterns vary depending on many factors such as time of day, day of week, week of the month, month of year. One month may not be enough time to provide overall view of data needed to make long term determination. Right now the system is working so must be careful about changes to the system. Data analysis is critically important.*
- *Executive Director Veerkamp: Calculated an estimated expense for the move ups looking at wear and tear on the rigs based on average salary for the crews and national average formula for fuel and wear and tear on the rig and average mileage. Working to supply the Board with the data for direction on maximizing the system.*

### **5.3 Code 2 and Code 3 IFTs Stats (Standing Board Item)**

- *No new report.*

### **5.4 Ambulance Deployment Model Review (Standing Board Item)**

- *Incorporated into the Response Statistics Reports.*

### **5.5 AVL Implementation**

- *Executive Director Veerkamp: Put together deployment guide. Looking for agencies to submit their request in to JPA for AVL program to implement the program. Anticipating a week timeline to activate the AVL program once the agency submits their request in to the JPA.*
- *Chief Johnson: This has been a long project with many people providing assistance. Special thank you to Chief Moranz, Chief Wood and Chief Newman. Glad the program is going live finally.*
- *Executive Director Veerkamp: JPA will also have an iPad at the office with the program loaded to monitor the medic units location.*

### **5.6 American Rescue Plan**

- *CAO's Office has reached out that the County is anticipating receipt of \$37 million. Waiting on more specific information and guidelines from the County on the requests. Staff will send out a formal request seeking feedback from the agencies on ideas for the JPA to submit in for under this funding opportunity. Will bring the items to the June Board Meeting for evaluation and discussion.*
- *Chief Lillenthal: Local fire districts can submit individual requests in for funding in addition to the JPA requests. Coordinating the fire district requests through the County Fire Chief's Association.*

### **5.7 Ambulance Contract Committee**

- *Chief Johnson: Had some good conversations at the AdHOC Committee Level. Looking to bring information to the Board and assigning some of the tasks to the Finance Committee. Talked about common expense methodology at prior meetings. Next step is to re-establish Finance Committee and then meet with the County to talk about expenses, cost methodology and contract terms.*

### **5.8 Controlled Substance Committee**

- *Another committee meeting scheduled for next week. Updating the Plan further is on pause until decisions are made on tracking of controlled substances in the field. Been in communication with the interim medical director at LEMSA to inform her on changes we are thinking about making to the process.*

### **5.9 EMSOC Committee**

- *Discussion on training with IEC ISA. Through direction at EMSOC, JPA entered into Instructional Services Agreement. Hosting college is South Lake Tahoe Community College. Agencies can track training hours in Target and submit for reimbursement of those hours. The funds go right back to the training budgets of the participating agencies. Not required to participate. College credit available for participation. Opportunity to have staff sign up as Adjunct Instructors with the college and can use as resume builder. Intended as a way to provide college credit for the required training*

that crews are already doing and infuse training money back into budgets. First semester scheduled to start in July as trial period to evaluate the program, see how it all works, see how many hours participating agencies are logging and compare amount of hours logged versus cost of college credit to ensure those balance out and then re-evaluate at the end of the Fall semester for movement forward.

- Chief Johnson: Any action or recommendations discussed at EMSOC should come back to the full Board for presentation, discussion and action. EMSOC is committee of the full Board and should come back to full Board for direction.
- Discussion on EMT and MICN ride-alongs. Discussion on COVID-19 guidelines in the fire stations. Consensus is to wait on ride-alongs until updated Cal OSHA guidelines have been announced then re-evaluate at that time.

#### 5.9.1 EMSOC Committee Representation

- Staff received a request to research when EMSOC was restructured which occurred at the June 3, 2020 Board Meeting. According to the minutes the Board made a decision to change committee structure and membership to be the five transporting agencies. In reviewing different Brown Act handouts on a standing committee it was determined that a standing committee needs to be less than a quorum of the Board. If a quorum attends and actively participate then the standing committee meeting is considered a regular Board Meeting. Other member agency representatives can attend the meetings but should not actively participate in the discussion. Staff also reviewed JPA Policy on JPA Board and Committee Meetings which includes language under Item 3 Procedure Subsection B JPA Standing Committees states "A standing committee has continuing subject matter responsibility and is comprised solely of less than a quorum of the Board." Discussion on whether ECC should have a seat at EMSOC as they are a critical operational component of the system.
- Define out the role of EMSOC. This is not a decision-making committee. It's an advisory level committee. Actual vote on action comes to the full Board. Add an "Alternate" header to the minutes to clearly separate out the members and the alternate members. Add "Subject Matter Expert" area on the agenda/minutes with Batham listed to identify his active participation in the meetings.

#### **ACTION: Receive and file all reports.**

Chief Lilienthal motioned to receive and file all reports. Chief Brown seconded the motion, which carried unanimously.

## 6. ACTION ITEMS

### 6.1 Annual Inventory Update

#### 6.1.1 Surplus Items

- Staff presented the updated Report on Annual Inventory Update. Seeking approval to surplus out the identified items.

#### **ACTION: Authorize staff to surplus identified inventory items in compliance with Policy: Inventory Control (Fixed Asset and Essential Equipment)**

Chief Lilienthal motioned to authorize staff to surplus inventory items in compliance with Policy: Inventory Control (Fixed Asset and Essential Equipment. Chief Cordero seconded the motion, which carried unanimously.

### 6.2 Website Redesign

- This topic was originally presented at the February 2021 Board Meeting. Direction was given by the Board to verify the JPA Purchasing Policy and verify if another quote was needed per policy. Staff reviewed policy and verified that 3 quotes were needed to be compliant with the purchasing policy. Staff compiled three proposal as part of Staff Report.
- Chief Johnson: Request to pause this discussion and move to Item 6.3 to allow Cal Fire to participate in that conversation and then leave the meeting early.

## 6.3 Finance Committee

### 6.3.1 Reinstitute Finance Committee

#### **\*Taken out of Order**

- *Discussion on reinstating the Finance Committee. Move discussions from Ambulance Contract Workgroup over to the Finance Committee for evaluation, analysis and recommendation to take to the full Board. Looking for motion to re-establish the Finance Committee and then engage in discussion on membership of committee.*

#### **ACTION: Reinstitute JPA Finance Committee.**

*Chief Brown motioned to re-establish the Finance Committee. Chief Lilienthal seconded the motion, which carried unanimously.*

- *Discussion on committee membership, committee chair and co-chair.*

#### **ACTION: Establish Finance Committee Membership to consist of the five transporting agencies.**

*Chief Cordero motioned to appoint the 5 transport agencies onto the Finance Committee with the Committee Chair as Chief Brown and the Co-Chair as Chief Moranz. Chief Lilienthal seconded the motion which carried unanimously.*

*\*Chief Moranz and Chief Blankenheim leave the meeting.*

## 6.2 Website Redesign-Continued.

- *Staff also looked into CSDA membership as a shared resource for the JPA member agencies.*
- *Staff's recommendation is to select Streamline as the website redesign vendor.*

#### **ACTION: Authorize JPA to select vendor and execute service agreement for website redesign compliance project.**

*Chief Lilienthal motioned the JPA to select vendor and execute service agreement for website redesign compliance project. Chief Johnson seconded the motion, which carried unanimously.*

#### **ACTION: Approve JPA Associate Membership Application with the California Special District's Association (CSDA)**

*Chief Lilienthal motioned the approval of the JPA Associate Membership Application with the California Special District's Association (CSDA). Chief Johnson seconded the motion, which carried unanimously.*

## 6.3 Strategic Plan

- *Staff is seeking approval to facilitate a Special Board Workshop to review and update the existing strategic plan.*

#### **ACTION: Approve staff to schedule Strategic Plan Update Session.**

*Chief Lilienthal motioned to approve staff to schedule a Strategic Plan Update Session. Chief Cordero seconded the motion, which carried unanimously.*

## 7 Fiscal Items

### 7.2 FY 20/21 Budget Update

### 7.3 FY 21/22 Budget Planning

- *Reviewed current FY 20/21 Budget Update Report.*
- *Staff is working on development of FY 21/22 Preliminary Budget.*

#### **ACTION: Receive and file FY 20/21 and FY 21/22 Budget Process.**

*Chief Lilienthal motioned to receive and file FY 20/21 and FY 21/22 Budget Process Reports. Chief Earle seconded the motion, which carried unanimously.*

## 8 Board of Director Questions & Comments

8.1 CAL FIRE ECC AEU: N/A

8.2 CAL FIRE Cameron Park: N/A

- 8.3 Diamond Springs / El Dorado Fire: *Will be updating Board and Committee Membership.*
- 8.4 El Dorado County Fire: *Going through a hiring process. Looking for recruitment and retention plan that may combine resources in CSA-7.*
- 8.5 El Dorado Hills Fire: *Recognition and thank you for Chief Ransdell at next Board Meeting on retirement. FPB nearly fully staffed. Hiring FF/P due to start early to mid-June. Moving forward on Training Center. Offering training courses and looking for input on the training needs of the area agencies.*
- 8.6 Garden Valley: *No Report*
- 8.7 Georgetown Fire: *Joint Academy between GEO Fire, GV Fire and MOS Fire due to graduate June 4<sup>th</sup>. Watch timelines on FEMA Equipment grants for purchasing and receiving items.*
- 8.8 Marshall Medical Center: *IFTs seem to be going well. Trauma Coordinator is back to work.*
- 8.9 Mosquito Fire: *Going through review process for ALS Equipment. Equipment has been ordered and scheduling inspection with Dr. Freeman. 3 part-time Medics. Hosted vaccination clinic with two more scheduled.*
- 8.10 Pioneer Fire: *N/A*
- 8.11 Rescue Fire: *Board approved purchase of new SCBAs.*

## **9 Good and Welfare**

- 9.1 El Dorado County CAO: *No Report*
- 9.2 El Dorado County LEMSA: *No Report*
- *EMS Week in May. Staff has recognitions to present at Board of Supervisor Meeting for several providers. Partnered with Marshall Foundation to provide crews with a utility knife. Board of Supervisor presentation scheduled for May 11<sup>th</sup>.*
  - *Chief Earle: Any surplus items and equipment can be donated to medical cause in South America.*
  - *Tim White: Remember to pay attention to amendments in the State Legislature. Some have to do with Brown Act and meeting requirements. Follow LAFCo agenda for legislative update if looking for a way to stay in touch with those changes.*

## **10 Closed Session: Removed from Agenda**

## **11 Public Report of Decisions Made During Closed Session: Removed from Agenda**

## **12 Adjournment-11:36 a.m.**