



El Dorado County Emergency Services Authority

JPA Special Board of Directors Meeting Minutes

Wednesday, October 11, 2023 – 9:00 a.m.
El Dorado Hills Fire Department Station 85 Conference Room
1050 Wilson Blvd. El Dorado Hills, CA

CALL TO ORDER: 9:00 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 checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim, 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, Vacant |
| <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 | <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 checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt – Arrived 10:08 AM | <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 Joel Warman |

Guests:

Doug Alliston, Alliston Law Office

Other Attendees:

Cristy Jorgensen, El Dorado Hills FD
Sue Hennike, CAO, El Dorado County
Mickey Kaiserman, El Dorado County FD, Director
Paul Gilchrest, El Dorado County FD, Director
Brian Veerkamp
Chief Paul Dutch, El Dorado County FD
Chief Michael Lilienthal, El Dorado Hills FD
Stephen Johnson, PAO, El Dorado County FD
Brad Gates, PAO, El Dorado County FD

1. APPROVAL OF AGENDA

Executive Director request to move Item 6.2 Medic Staffing Proposals below 6.5 on the agenda. Motion from Chief Brown to approve requested change to agenda. Motion seconded by Chief Cordero. Motion carried unanimously.

2. PUBLIC COMMENTS

No public comments.

3. CONSENT CALENDAR

El Dorado County Approved Signature List

Cal Fire ECC Board Alternate: Deputy Chief Dave Wood

Cal Fire/Cameron Park Fire Board Alternate: Assistant Chief Nate Barcklay

Diamond Springs-El Dorado Fire Protection District Board Alternate: Battalion Chief Jack Daniels

Rescue Fire Protection District Board Alternate: Captain Brett Jones

Motion from Chief Johnson to approve consent calendar. Motion seconded by Chief Brown. Motion carries unanimously.

4. CLOSED SESSION

4.1. PURSUANT TO GOVERNMENT CODE SECTION (§54957.6) PUBLIC EMPLOYEE PERFORMANCE EVALUTION

Title: Executive Director

5. PUBLIC REPORT OF DECISION MADE DURING CLOSED SESSION

5.1. PURSUANT TO GOVERNMENT CODE SECTION (§54957.6) PUBLIC EMPLOYEE PERFORMANCE EVALUTION

Title: Executive Director

Based upon her most recent employee evaluation the board approved a 10% merit base step raise that would be retroactive for the months of July, August, and September of this year 2023.

6. ACTION ITEMS

6.1. FY 22/23 Undesignated Reserve Fund Allocations

ACTION: *Executive Director reviewed the JPA Finance Committee Recommendations for the FY 22/23 Undesignated Reserve Funds Allocations.*

JPA Attorney Doug Alliston discussed voting procedure as relevant to government code 1090. He recommends that all departments that could receive funding from any requested action item(s) should recuse themselves from voting on those items.

Director Lamm motioned to take action on each of the Finance Committee Recommendations for the FY 22/23 Undesignated Reserve Funds Allocations individually: Leave Balance Request, Administrative Support Request, Contract Overages Requests and Additional Recommendation for conducting and internal RFP process for the staffing of a 9th full time medic unit with a contract to not exceed the amount of \$1,000,000 to staff this 9th medic unit. Chief Blankenheim seconded the motion. Chief Cordero, Chief Gallagher, Chief Johnson and Chief Brown abstained from voting. Motion carries, Ayes 6, No 0, Abstain 4, Absent 1.

Chief Norman motioned to approve Leave Balance Requests, Administrative Support request with a modification from 8 Units to 7 Units, and Contract Overages Requests as recommended by the Finance Committee. Motions seconded by Chief Rosevear. Public comment questioned if the finance committee reviewed the Contract Overage Requests and were supplied all supporting documentation to validate the request. Past Executive Director Jorgenson, who attended the Finance Committee, meeting validated that only one Fire Department submitted a request for Contract Overages, and they did provide supporting documentation to support the request, thus receiving the recommendation for reimbursement. Chief Johnson, Chief Brown, Chief Cordero, and Chief Gallagher abstained from voting. Motion carried Ayes 6, No 0, 4 Abstain, Absent 1.

Chief Cordero motions to receive and file remaining Finance Committee recommendations. Motion seconded by Chief Blankenheim. Motion carried unanimously.

6.3. Staffing of 9th Medic Unit Proposals

ACTION: Authorize the Executive Director to conduct an internal RFP process for staffing of a 9th Medic Unit.

Board of Directors directs Executive Director to present a package of options to conduct the RFP process for the staffing of a 9th Medic Unit to the Board of Directors at a future meeting.

6.4. Administrative Coordinator Recruitment Process

ACTION: *Executive Director presented proposed job description and salary and benefit package for the position of Administrative Coordinator and requests authorization to recruit and hire for the position of Administrative Coordinator. Chief Johnson motioned to authorize the Executive Director to recruit and hire for the position of Administrative Coordinator with the proposed job description, salary, and benefit package. Motion Seconded by Chief Gallagher. Motion carried unanimously.*

6.5. Operations Chief Recruitment Process

ACTION: *The Executive Director requests approval of the proposed job description and salary and*

benefit package for the position of Operations Chief. Authorize Executive Director to recruit and hire for the position of Operations Chief.

Chief Cordero motioned for the Executive Director adjust job title from Operations Chief to Operations Manager, provide a further detailed job description, provide options for compensation, non – exempt (Hourly), exempt (Salary) and re – present to the Board of Directors for approval. Motioned seconded by Chief Blankenheim. Motion carried, Ayes 9, No 2

6.2. Medic Staffing Proposals

ACTION: The Executive Director requests approval to execute an ALS Ambulance Service Agreement with the Committee’s recommended provider agency for the staffing of the 8th Medic Unit.

The Executive Director informed the Board of Directors that a minor mathematical error of 0.05 was discovered on one (1) the of the evaluation forms in one of the criteria areas for the El Dorado County Fire Department RFP submission, which did not impact the current rankings. The El Dorado County Fire Department score was adjusted from 54.20 to 54.15.

Doug Alliston explained the use of the Rule of Necessity to the board of directors, if the board lacks enough members to take a valid office action solely due to board members being disqualified by conflicts of interest from participating in the requested Action at hand.

Executive Director Sugiyama provided that the Staff of the JPA are here to support and provide council to the Board of Directors so they can make an informed decision on how they wish to proceed when difficult issues or situations such as this arise.

Doug Alliston advised that a conflict of interest is present if a sitting Board Members Fire Agency would benefit financially from the outcome of this vote.

Chief Cordero expressed concerns with the RFP process.

The Regional Fire Authority and Diamond Spring Fire Department claimed no financial benefit to the outcome of this Action.

Director Lamm stated that she would like a to have a discussion pertaining to the “root causes” creating these voting issues with the JPA Board of Directors and address them rather than necessitating the use of options such as “the Rule of Necessity” for voting.

Chief Ransdell opted to rescind the Rescue Fire Department RFP submission, removing any conflict, allowing Rescue Fire Department to be eligible to vote on this action item.

Chief Brown stated that he would like additional training on the Brown Act and the government codes pertaining to conflicts of interest. Chief Brown also expressed concerns regarding the use of non – firefighting PAO medic units over firefighting medic units.

Public Comment: Captain Joel Warman stated that for future Medic Unit RFPs that we consider specifying the medic unit type, non – firefighting vs. firefighting capable staffing and adjust the scoring to allow equal measurements for agencies that currently provide and do not provide ambulance transport services.

Brad Gates PAO Paramedic with El Dorado County Fire Department expressed concerns regarding a possible conflict of interest with the outgoing Executive Director participating in the RFP process during the presentation and evaluation phases. He also requested that the board consider more diversification as it pertains to the evaluation panel and requested the Board of Directors consider vacating this process and starting over.

Mickey Kaiserman requested assurance from Chief Johnson that El Dorado Hills FD will meet the November 15, 2023, deadline. Chief Johnson confirmed that El Dorado Hills FD will meet the deadline.

Paul Gilchrest expressed concerns regarding the process and the lack of transparency pertaining to voting on this action without reviewing the submitted RFPs.

Captain Warman stated that the panel was selected due to their ability to provide a non – bias based recommendation and that’s what was presented to the Board of Directors.

An unknown public speaker recommended that we proceed forward with this vote pertaining to this action and that any delay would be detrimental.

Chief Martin requested a legal option from Doug Alliston pertaining to the voting structure for this action.

Doug Alliston stated that based upon the statements made here today the only two fire agencies that should recuse themselves from voting on this action item are the El Dorado County Fire Protection District and the El Dorado Hills Fire Department.

Motion from Chief Ransdell to authorize the Executive Director to execute an ALS Ambulance Service Agreement with the Committee's recommended provider agency for the staffing of the 8th Medic Unit. Motion seconded by Chief Martin. Motion carried, Ayes 8, No 1, Abstain 2.

7. Board of Director Questions & Comments

7.1. CAL FIRE ECC AEU: *No Report*

7.2. CAL FIRE Cameron Park: *Chief Martin reported that they will work with El Dorado Hills Fire Department pertaining to the transition of the medic unit.*

7.3. Diamond Springs / El Dorado Fire: *No Report*

7.4. El Dorado County Fire: *No Report*

7.5. El Dorado Hills Fire:

7.6. Garden Valley: *No Report*

7.7. Georgetown Fire: *No Report*

7.8. Marshall Medical: *Director Lamm shared that it was Emergency Nurse Week.*

7.9. Mosquito Fire: *No Report*

7.10. Pioneer Fire: *No Report*

7.11. Rescue Fire: *Chief Ransdell expressed his appreciation to outgoing Executive Director Jorgenson for all her work on the RFP process and congratulated her on her new position.*

8. Adjournment-11:43 a.m.