



El Dorado County Emergency Services Authority

JPA Special Board of Directors Meeting Minutes

Friday, July 8, 2022 – 9:00 a.m.
El Dorado Hills Fire Department Station 85 Main Conference Room
1050 Wilson Blvd., El Dorado Hills, CA

CALL TO ORDER: 9:04 a.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Attendees:

- | | |
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| <input checked="" type="checkbox"/> CAL FIRE - Cameron Park Fire, Assistant Chief Dusty Martin | <input type="checkbox"/> CAL FIRE Cameron Park, Battalion Chief Josh Agustin |
| <input checked="" type="checkbox"/> CAL FIRE ECC AEU, Unit Chief Mike Blankenheim | <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, Battalion Chief Leah Yaws |
| <input checked="" type="checkbox"/> El Dorado County Fire, Chief Tim Cordero, Vice Chair | <input type="checkbox"/> El Dorado County Fire, Division Chief Paul Dutch |
| <input checked="" type="checkbox"/> El Dorado Hills Fire, Chief Maurice "Mo" Johnson, Chair | <input checked="" type="checkbox"/> El Dorado Hills Fire, Deputy Chief Dustin Hall |
| <input type="checkbox"/> Garden Valley Fire, Chief Wes Norman | <input checked="" 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, Nicole Lamm @ 0907 | <input type="checkbox"/> Marshall Medical Center, EMS Coordinator Michele Williams |
| <input checked="" type="checkbox"/> Mosquito Fire, Chief Jack Rosevear | <input type="checkbox"/> Mosquito Fire, Captain Morgan Lugo |
| <input checked="" type="checkbox"/> Pioneer Fire, Chief David Whitt @ 0915 | <input type="checkbox"/> Pioneer Fire, Battalion Chief Ken Earle |
| <input checked="" type="checkbox"/> Rescue Fire, Chief Bryan Ransdell | <input type="checkbox"/> Rescue Fire, Deputy Chief Mike Lilienthal |

Guests: None

Other Attendees:

Battalion Chief Mike Batham, Cal Fire AEU ECC
Director John Giraud, 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

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

2. PUBLIC COMMENT

- *None*

3. CONSENT CALENDAR

3.1 Rescue Fire Protection District Board Representative

ACTION: *Chief Blankenheim motioned to approve the Consent Calendar. Chief Cordero seconded the motion which carried unanimously.*

4. DISCUSSION/PRESENTATION ITEMS

4.1 IFT Pilot Project Report

- Executive Director Veerkamp presented the IFT Pilot Project Report.
- Requested of staff to provide feedback to a requesting agency when questioning an IFT request.

4.2 July 1-7 Response Statistics

- Deputy Director presented the Response Statistics for the week of July 1-7, the first week with Medic 49 out of the system. Included in the report were statistics for the week prior to provide a baseline for comparison purposes.
- Discussion at Board level of the statistics and impacts to the system.
- Direction to staff to continue to report the response statistics on a weekly basis.
- Chief Brown presented statistics that he analyzed over the week focusing on overall UHU and call volume. Presented a multi-step proposal of ideas on how to alleviate the impact on the units.
- Board discussion on proposal presented by Chief Brown. Discussion on various ways to calculate UHU. Review of Master Contract on UHU calculation language.
- Direction to staff to break down UHU reporting to overall response, emergency response, medical response.
- Discussion on "Fire-Based" ambulance system.
- Board direction to EMSOC to evaluate Move-Ups and System Status Management and recommend modifications to reduce Move-Ups in the system overall.
- Board direction to Medic Unit Staffing AdHOC to review items in Chief Brown's proposal. Direction to staff to schedule AdHOC mtg.

4.3 Medic Unit Staffing

- At Board direction, staff reached out to consultant for a proposal on providing assistance to JPA for establishing a single function system of EMTs and Paramedics. Staff received proposal yesterday and will bring to Medic Unit Staffing AdHOC for review.

5. ACTION ITEMS

5.1 Policy 4.1 Administrative Assistant/HR Specialist Job Description

- Deputy Director Jorgensen presented the updated Draft job description for Admin Asst. Legal did review and make recommendations. Proposed job title is for Administrative Assistant. Staff still working on pay scale and will bring to future BOD mtg.
- Discussion on the expanded duties under the HR related functions. Options discussed were to create a Admin Specialist JD or to add a I & II level to the proposed JD. Direction to edit title to I & II level.

ACTION: Chief Szczepanik motioned to approve and adopt JPA Policy 4.1 Administrative Assistant Job Description with suggested edits. Chief Martin seconded the motion which carried unanimously.

5.2 Policy 3.1.5 System Status Management

- Deputy Director Jorgensen presented the proposed edits to the System Status Management Policy Section 6. Edits are recommended based off of the Move-Up and Cover Pilot Project conducted several months ago which focused on the use of overnight Move-Ups. Staff submitted the proposed edits to LEMSA for review and received approval to move forward with adoption. Now being presented to the JPA BOD for adoption.

ACTION: Chief Cordero motioned to approve edits to Policy 3.1.5 System Status Management. Chief Szczepanik seconded the motion which carried unanimously.

6. Board of Director Questions & Comments

6.1 CAL FIRE ECC AEU: Busy with increased fire activity.

6.2 CAL FIRE Cameron Park: Recent promotions. Buena Vista medics are working through accreditation process for EDC.

6.3 Diamond Springs / El Dorado Fire: No Report.

6.4 El Dorado County Fire: Reported on recent passing of Chief Matthews. 5 new hires starting on the 20th. Promotion ceremony.

6.5 El Dorado Hills Fire: Employment offer to Chrishana Fields for Fire Marshal. Training Center continues construction. Working with new interim Fire Chief at RES Fire. FireScope working on staffing with a stressed mutual aid system. SB443.

6.6 Garden Valley: No Report.

- 6.7 Georgetown Fire: *Met with McClintock's Office.*
- 6.8 Marshall Medical Center: *Monitoring increase in APOT. 1/3 of team had COVID.*
- 6.9 Mosquito Fire: *No Report.*
- 6.10 Pioneer Fire: *Reported on passing of Chief Matthews. More discussion at Fire Chief's Assoc. mtg.*
- 6.11 Rescue Fire: *Chief Ransdell is the new interim Chief of the dept. Continue to receive good support from EDH Fire during the transition.*

The JPA Board of Directors held a moment of silence in honor of Chief Mark Matthews.

7. Adjournment-10:38 a.m.