



AGENDA
Exeter District Ambulance
Governing Board
REGULAR MEETING

302 E. Palm St., Exeter, CA 93221
 Monday, July 23rd, 2018, 5:30pm
 District Office Meeting Room

President	Adam Pfenning
Vice President	VACANT
Secretary	Diana Mendez
Board Member	Tony Miller
Board Member	VACANT

The Exeter District Ambulance Board of Director welcomes you to its meeting and encourages you to participate. This agenda contains a brief general description of each item that will be considered by the Board. All attendees are advised that pagers, cell phones, and any other communication devices should be powered off upon entering the Board meeting. The Board may consider and act on an agenda item in any order it deems appropriate. Actual timed items may be heard later but not before the time set on agenda. Persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure their presence when the item is called.

OPENING

- Welcome
- Call to Order
- Roll Call
- Pledge of Allegiance

AGENDA APPROVAL

ACTION ITEMS

Members of the public wishing to address the Board on these items should raise their hand when the Agenda item is called and the President will recognize you at that time. You will have three minutes to comment.

A. Reports from District Accountant (informational only)

- a. Monthly Income Statement: June 2018
- b. Profit and Loss Summary: June 2018
- c. Profit and Loss Summary FY 2017/2018

B. Reports from the District Manager

- a. Overview of District Operations
- b. Compliance Update
- c. Audit Schedule Update
- d. Vehicle Status
- e. Three Rivers Update

C. Draft Board By-Laws: Consider modification and approval of draft submitted at June meeting

CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. For any discussion of an item; it will be enacted at the request of any member of the Board and made a part of the regular agenda.

A. Approval of Meeting Minutes for Regular Meeting of June, 2018

B. Approval of Collections/Write Offs—June 2018

PUBLIC COMMENT/REQUEST TO ADDRESS TO BOARD (NON-AGENDA ITEMS)

This portion of the meeting is reserved for the members of the public to address the Board on items that are not on the Agenda and are within the subject matter jurisdiction of the board. Each person will be granted five (5) minutes to address the Board and overall public comments will be limited to thirty (30) minutes total. The Board is prohibited by law from taking any action on matters discussed that are not on the Agenda. When addressing the Board, speakers are requested to come forward, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board President.

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

PUBLIC COMMENT REGARDING CLOSED SESSION

This portion of the meeting is reserved for persons desiring to address the Board on an item to be considered in Closed Session. Speakers should limit their comments to five (5) minutes.

CLOSED SESSION

A. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9

Jennifer Rios v. Exeter District Ambulance

B. Conference with Labor Negotiator pursuant to Government Code Section 54957.6

Agency Negotiator: District Counsel and District Manager

Employee Organization: Teamsters Local 517

RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION, IF ANY

ADJOURNMENT

Next Regular Meeting: August 27, 2018 or TBD

Agenda packets are available for review 72 hours prior to the meeting at the District Office. Office hours are Monday to Friday 8 AM to 5 PM, excluding holidays.

Any documents/writings provided to a majority of the Board less than 72 hours before the Regular Meeting regarding an item on this agenda will be made available for public inspection during normal business hours at the District Office located at 302 E. Palm Street, Exeter, CA 9322.

In compliance with the American with Disabilities Act (ADA), if you need special assistance to participate at this meeting, please contact the District Office at (559) 594-5250 during normal business hours as listed above. Notification of 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

2:52 PM

EXETER DISTRICT AMBULANCE

07/19/18

Balance Sheet

Accrual Basis

As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1004 · Bank of Sierra Checking	123,144.96
1006 · Bank of Sierra Money Market	100,990.25
1005 · LAIF	168,700.09
1030 · Petty Cash	150.00
Total Checking/Savings	392,985.30
Accounts Receivable	
1200 · Account Receivable	325,490.32
1210 · Allowance for Bad Debt	-60,000.00
Total Accounts Receivable	265,490.32
Other Current Assets	
1250 · Accrued Taxes Receivable	13,714.06
1260 · Other Receivables	3,192.74
1200-05 · Accrued Interest	800.49
1400 · Prepaid Expenses	7,268.48
Total Other Current Assets	24,975.77
Total Current Assets	683,451.39
Fixed Assets	
1500 · Fixed Assets	
1450.0 · Other Asset - Grant Equipment	5,145.45
1500-05 · Land	141,820.00
1500-10 · Buildings and Improvements	505,359.66
1500-20 · Vehicles & Medical Equipment	738,304.01
1500-30 · Office Equipment & Fixtures	71,522.86
Total 1500 · Fixed Assets	1,462,151.98
1600 · Allowance for Depreciation	-1,011,336.71
Total Fixed Assets	450,815.27
Other Assets	
1700.0 · Deferred Outflows of Resources	226,317.70
Total Other Assets	226,317.70
TOTAL ASSETS	1,360,584.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	42,081.75
Total Accounts Payable	42,081.75
Other Current Liabilities	
2160 · Accrued Expenses	21,238.49
2100 · Payroll Liabilities	
2100-10 · California PR Taxes	1,675.62
2100-20 · Federal PR Taxes	6,155.98
Total 2100 · Payroll Liabilities	7,831.60
2150 · Accrued Vacation, Sick Pay	29,696.35
Total Other Current Liabilities	58,766.44
Total Current Liabilities	100,848.19
Long Term Liabilities	

2:52 PM

EXETER DISTRICT AMBULANCE

07/19/18

Balance Sheet

Accrual Basis

As of June 30, 2018

	Jun 30, 18
2211 · Net Pension Liability	569,451.96
2900.0 · Deferred inflows of Resources	77,753.00
Total Long Term Liabilities	647,204.96
Total Liabilities	748,053.15
Equity	
33000 · Reserve for Contingencies	52,500.00
32000 · Unrestricted Net Assets	528,933.66
Net Income	31,097.55
Total Equity	612,531.21
TOTAL LIABILITIES & EQUITY	1,360,584.36

BUDGET VS. ACTUAL 6/30/2018

Exeter District Ambulance

FYE 6/30/18

Approved
Budget

Actual

Cash Basis for 9 Months

Service Revenue	\$ 9,606,014	\$ 7,034,815
Less: Contractual Writedowns	\$ (7,737,247)	\$ (5,268,147)
Bad Debt Write Offs	\$ (80,000)	\$ (189,200)
Patient Refunds	\$ (19,709)	\$ (18,766)
Add: Bad Debt Recovery	\$ 20,000	\$ 14,805
Net Service Revenue	\$ 1,789,058	\$ 1,573,507
Interest Income	\$ 1,820	\$ 2,918
Tax Revenues	\$ 273,798	\$ 285,333
Miscellaneous Income	\$ 116,443	\$ 72,271
Total Income	\$ 2,181,119	\$ 1,934,029

Expenses:

Payroll:

Wages	\$ 1,247,586	\$ 1,005,970
Payroll Taxes	\$ 53,044	\$ 37,086
Health Insurance	\$ 113,322	\$ 85,088
Work Comp Insurance	\$ 56,513	\$ 55,673
Cal Pers Retirement	\$ 134,748	\$ 99,354
Other Employee Costs	\$ 6,668	\$ 9,245
Possible decreases	\$ -	\$ -
Total Employee Costs	\$ 1,611,881	\$ 1,292,416

Operations:

Medical Service & Supplies	\$ 33,240	\$ 70,607
Bank Charges	\$ 3,748	\$ 3,163
Communications	\$ 136,717	\$ 104,911
Fuel & Oil	\$ 60,259	\$ 63,422
Insurance	\$ 40,224	\$ 47,420
Vehicle Maintenance	\$ 124,000	\$ 137,036
Building Maintenance	\$ 8,346	\$ 7,700
Office Equipment Maint	\$ 21,000	\$ 18,673
Safety Program	\$ -	\$ -
Memberships	\$ 700	\$ 1,241
Office Expense	\$ 18,394	\$ 15,705
Professional Services	\$ 90,000	\$ 114,131
Rents & Leases	\$ 28,140	\$ 14,273
Special District Expense	\$ -	\$ 308
Travel & Training	\$ 951	\$ 800
Utilities	\$ 10,042	\$ 9,142
Miscellaneous	\$ -	\$ 698
Penalties & Fines	\$ -	\$ 1,285

Net Operating Expenses \$ 575,761 \$ 610,515

Total Expenses \$ 2,187,642 \$ 1,902,931

Net Profit (Loss) \$ (6,523) \$ 31,098

Profit & Loss

July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
4010 · Services Revenue	
5030 · Other Charge Write-off	-351,740.74
5020 · Contractual Write-Off	-5,224,295.44
4010-10 · Revenue Adjustment	307,888.90
4010 · Services Revenue - Other	7,034,814.71
Total 4010 · Services Revenue	1,766,667.43
4015 · Bad Debt Recovery	14,804.78
4020 · Miscellaneous Income	
4020-20 · Interest Income	2,917.95
4020-40 · Other Income	72,271.18
Total 4020 · Miscellaneous Income	75,189.13
4030 · Tax Revenue	285,333.43
4040 · Overpayments	-18,766.10
Total Income	2,123,228.67
Cost of Goods Sold	
5040 · Bad Debt Expense	189,199.83
Total COGS	189,199.83
Gross Profit	1,934,028.84
Expense	
5065 · Bank service charge	3,162.85
6200 · Communications	
6200-10 · Dispatch	92,004.00
6200-30 · Telephone	9,978.49
6200 · Communications - Other	2,928.89
Total 6200 · Communications	104,911.38
6270 · Fines and Assessments	1,285.00
6300 · Fuel & Oil	63,422.31
6400 · Insurance	
6400-10 · General Liability Insurance	47,420.42
6400-20 · Health Insurance	85,150.22
6400-40 · Worker's Compensation Insurance	55,672.53
6400-50 · AFLAC Insurance	-62.15
Total 6400 · Insurance	188,181.02
6450 · Interest Expense	0.00
6500 · Maintenance	
6500-10 · Buildings and Grounds	7,699.89
6500-20 · Computers and Equipment	18,673.34
6500-30 · Vehicle Maintenance	137,035.63
Total 6500 · Maintenance	163,408.86
6510 · Memberships	1,241.24
6520 · Miscellaneous	698.09
6530 · Office Expense	15,705.31
6600 · Professional Services	
6600-40 · Consulting Services	18,988.00
6600-10 · Accounting Services	31,881.75
6600-20 · Legal Services	51,261.00
6600 · Professional Services - Other	12,000.00
Total 6600 · Professional Services	114,130.75
6650 · Publications and Legal Notices	307.50
6700 · Payroll Expenses	
6700-20 · Regular Wages	1,005,969.63

3:50 PM

EXETER DISTRICT AMBULANCE

07/19/18

Profit & Loss

Accrual Basis

July 2017 through June 2018

	Jul '17 - Jun 18
6700-30 · Payroll Taxes	37,086.07
6700-40 · PERS - Company Contribution	99,353.89
6700 · Payroll Expenses - Other	1,009.70
Total 6700 · Payroll Expenses	1,143,419.29
6800 · Rents	14,273.35
6810 · Service and Supplies	
6810-10 · Medical Supplies	67,570.69
6810 · Service and Supplies - Other	3,035.99
Total 6810 · Service and Supplies	70,606.68
6820 · Training/Seminars and Supplies	756.00
6830 · Travel and Transportation	43.60
6850 · Uniform Allowance	8,235.85
6900 · Utilities	
6900-10 · Gas and Electric	7,038.94
6900-20 · Water and Sewer	1,303.32
6900 · Utilities - Other	799.95
Total 6900 · Utilities	9,142.21
Total Expense	1,902,931.29
Net Ordinary Income	31,097.55
Net Income	31,097.55

EXETER DISTRICT AMBULANCE

9

7/19/2018 2:53 PM

Register: 1004 · Bank of Sierra Checking

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/01/2018	EFT	CA Public Employee...	-split-	1894	2,374.36	X		181,812.69
06/01/2018	7808	Teamsters Local 517	2100 · Payroll Liabiliti...		1,348.00	X		180,464.69
06/01/2018	7809	CA State Disburseme...	-split-	ID#107007884...	580.83	X		179,883.86
06/01/2018	7810	Martinez, Yvette	-split-		217.69	X		179,666.17
06/01/2018	7811	Lindsey, Michael T	6400 · Insurance:6400-...	Health Insuran...	202.49	X		179,463.68
06/01/2018		QuickBooks Payroll ...	-split-	Created by Pay...	241.56	X		179,222.12
06/01/2018	DD	Blair, Paul B.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Garcia, Jesse C.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Garcia, Tony	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Gray, Cresencia M	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Huckins, Anthony L.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Hutchinson, Jillian R	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Johnson, Adam E.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Johnson, Travis J	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Lester, Savannah B	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Lindsey, Michael T	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Lopez, Linzi	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	McCoy, Brian R.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Miller, Linda M.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Ray, Allen D	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Ruiz Rodriguez, Mic...	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Stahl, Timothy B.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Sustaric, Bethany J	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Thomas, Jeremy J.	-split-	Direct Deposit		X		179,222.12
06/01/2018	DD	Sodhy, Peter K.	-split-	Direct Deposit		X		179,222.12
06/04/2018	EFT	United States Treasury	-split-	94-2484636	5,483.20	X		173,738.92
06/04/2018	EFT	EDD	-split-	499-0397-4	1,574.50	X		172,164.42
06/04/2018	EFT	United States Treasury	-split-	94-2484636	45.22	X		172,119.20
06/04/2018	EFT	EDD	-split-	499-0397-4	2.95	X		172,116.25
06/04/2018	EFT	CA Public Employee...	-split-		30.83	X		172,085.42
06/04/2018	7812	Lindsey, Michael T	6850 · Uniform Allowa...	Uniform Reimb...	278.99	X		171,806.43
06/04/2018	7813	Gray, Cresencia M	-split-		392.86	X		171,413.57
06/04/2018	7814	Handley, Misty B.	-split-		378.19	X		171,035.38
06/04/2018	7815	Huckins, Anthony L.	-split-		535.66	X		170,499.72
06/04/2018	7816	Johnson, Adam E.	-split-		11.95	X		170,487.77
06/04/2018	7817	Lester, Savannah B	-split-		17.17	X		170,470.60
06/04/2018	7818	McCoy, Brian R.	-split-		544.07	X		169,926.53
06/04/2018	7819	Stahl, Timothy B.	-split-		611.64	X		169,314.89
06/04/2018	7820	Sustaric, Bethany J	-split-		597.00	X		168,717.89

EXETER DISTRICT AMBULANCE

10

7/19/2018 2:53 PM

Register: 1004 · Bank of Sierra Checking

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/04/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		168,717.89
06/05/2018			12000 · *Undeposited ...	Deposit		X	18,305.11	187,023.00
06/05/2018			12000 · *Undeposited ...	Deposit		X	2,250.86	189,273.86
06/05/2018			12000 · *Undeposited ...	Deposit		X	25.00	189,298.86
06/05/2018			12000 · *Undeposited ...	Deposit		X	46.50	189,345.36
06/05/2018			12000 · *Undeposited ...	Deposit		X	25.00	189,370.36
06/05/2018	EFT	United States Treasury	-split-	94-2484636	342.40	X		189,027.96
06/05/2018	EFT	EDD	-split-	499-0397-4	46.49	X		188,981.47
06/07/2018			12000 · *Undeposited ...	Deposit		X	2,887.63	191,869.10
06/07/2018			12000 · *Undeposited ...	Deposit		X	3,322.00	195,191.10
06/07/2018			12000 · *Undeposited ...	Deposit		X	30.00	195,221.10
06/07/2018			12000 · *Undeposited ...	VOID: Deposit		X	0.00	195,221.10
06/08/2018			12000 · *Undeposited ...	Deposit		X	100.00	195,321.10
06/08/2018			12000 · *Undeposited ...	Deposit		X	100.00	195,421.10
06/08/2018			12000 · *Undeposited ...	Deposit		X	100.00	195,521.10
06/08/2018			12000 · *Undeposited ...	Deposit		X	11,250.81	206,771.91
06/08/2018	EFT	CalPERS	6700 · Payroll Expense...	Unfunded Accr...	7,341.01	X		199,430.90
06/08/2018	7821	CERT Services	-split-		420.00	X		199,010.90
06/08/2018	7822	CenCal Distributing I...	6530 · Office Expense	Monthly Water	76.40	X		198,934.50
06/08/2018	7823	Alberto Gomez	6500 · Maintenance:65...		120.00	X		198,814.50
06/08/2018	7824	Miller, Linda A.	6530 · Office Expense	Reimb. Binder ...	45.00	X		198,769.50
06/08/2018	7825	Fresno Oxygen	-split-	Account # 25295	437.56	X		198,331.94
06/08/2018	7826	Guardian EMS	-split-	Cust ID# 338738	5,635.00	X		192,696.94
06/08/2018	7827	Frontier Communicat...	6200 · Communication...	Acct# 559-594-...	297.48	X		192,399.46
06/08/2018	7828	Select Business Syste...	6530 · Office Expense	Customer No. ...	78.25	X		192,321.21
06/08/2018	7829	TF Tire & Service	-split-	Acct No. 5470	1,067.88	X		191,253.33
06/08/2018	7830	Exeter Mercantile	-split-	Customer No. ...	65.24	X		191,188.09
06/08/2018	7831	Tulare County Cons. ...	6200 · Communication...	Inv.# EDA-000...	7,282.00	X		183,906.09
06/08/2018	7832	County of Tulare- Ge...	6800 · Rents	Lemon Cove R...	1,116.18	X		182,789.91
06/08/2018	7833	City of Exeter	-split-	Acct.# 109-001...	110.22	X		182,679.69
06/08/2018	7834	SoCalGas	6900 · Utilities:6900-1...	Acct# 142 616 ...	40.23	X		182,639.46
06/08/2018	7835	Cortex EDI, Inc.	6530 · Office Expense	Acct.# 45231	70.00	X		182,569.46
06/08/2018	7836	Valley Pacific Petrol...	6300 · Fuel & Oil	Acct. 71166	2,830.95	X		179,738.51
06/08/2018	7837	Idea Printing & Grap...	6530 · Office Expense	Acct. #2095	455.70	X		179,282.81
06/08/2018	7838	Monarch Ford	-split-	Cust # 6085	873.72	X		178,409.09
06/08/2018	7839	Life-Assist, Inc.	-split-	Acct. No: 9322...	505.20	X		177,903.89
06/08/2018	7840	Montoy Law Corp.	6600 · Professional Ser...	Client# 9036	590.00	X		177,313.89
06/08/2018	7841	Jack Griggs, Inc.	6300 · Fuel & Oil	Acct. 01-32460	1,139.57	X		176,174.32
06/08/2018	7842	State Compensation I...	6400 · Insurance:6400-...	Policy # 91367...	4,709.38	X		171,464.94
06/08/2018	7843	AFLAC	6400 · Insurance:6400-...	VOID: Acct. # ...		X		171,464.94

EXETER DISTRICT AMBULANCE

11
7/19/2018 2:53 PM

Register: 1004 · Bank of Sierra Checking

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/08/2018	7844	Select Business Syste...	6530 · Office Expense	Customer No. ...	10.00	X		171,454.94
06/08/2018	7845	Charter Communicati...	6200 · Communications	Acct.# 8203 12...	103.38	X		171,351.56
06/11/2018			12000 · *Undeposited ...	Deposit		X	4,278.52	175,630.08
06/11/2018			12000 · *Undeposited ...	Deposit		X	75.00	175,705.08
06/13/2018			12000 · *Undeposited ...	Deposit		X	5,218.66	180,923.74
06/13/2018			12000 · *Undeposited ...	Deposit		X	25.00	180,948.74
06/13/2018			12000 · *Undeposited ...	Deposit		X	740.94	181,689.68
06/13/2018			12000 · *Undeposited ...	Deposit		X	138.75	181,828.43
06/13/2018			12000 · *Undeposited ...	Deposit			2,584.00	184,412.43
06/14/2018			4020 · Miscellaneous I...	Deposit		X	45.00	184,457.43
06/14/2018			12000 · *Undeposited ...	Deposit		X	5,618.14	190,075.57
06/14/2018			12000 · *Undeposited ...	Deposit		X	95.37	190,170.94
06/14/2018	7849	AFLAC	6400 · Insurance:6400-...	Acct. # HU631	281.62	X		189,889.32
06/14/2018		QuickBooks Payroll ...	-split-	Created by Pay...	30,896.08	X		158,993.24
06/15/2018			12000 · *Undeposited ...	Deposit		X	1,323.57	160,316.81
06/15/2018			12000 · *Undeposited ...	Deposit		X	200.00	160,516.81
06/15/2018			12000 · *Undeposited ...	Deposit		X	9,712.61	170,229.42
06/15/2018	7846	Martinez, Yvette	-split-		241.59	X		169,987.83
06/15/2018	DD	Blair, Paul B.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Garcia, Jesse C.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Garcia, Tony	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Gray, Cresencia M	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Huckins, Anthony L.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Hutchinson, Jillian R	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Johnson, Adam E.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Johnson, Travis J	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Lester, Savannah B	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Lindsey, Michael T	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Lopez, Linzi	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	McCoy, Brian R.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Miller, Linda M.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Ray, Allen D	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Ruiz Rodriguez, Mic...	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Stahl, Timothy B.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Sustaric, Bethany J	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Thomas, Jeremy J.	-split-	Direct Deposit		X		169,987.83
06/15/2018	DD	Sodhy, Peter K.	-split-	Direct Deposit		X		169,987.83
06/18/2018			4015 · Bad Debt Recov...	Deposit		X	276.50	170,264.33
06/18/2018			12000 · *Undeposited ...	Deposit		X	4,743.24	175,007.57

EXETER DISTRICT AMBULANCE

12
7/19/2018 2:53 PM

Register: 1004 · Bank of Sierra Checking

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/18/2018			12000 · *Undeposited ...	Deposit		X	80.00	175,087.57
06/18/2018			12000 · *Undeposited ...	Deposit		X	4,409.22	179,496.79
06/18/2018		Nsure Inc	6600 · Professional Ser...		499.00	X		178,997.79
06/18/2018	EFT	EDD	-split-	VOID: 499-03...		X		178,997.79
06/18/2018	EFT	United States Treasury	-split-	VOID: 94-248...		X		178,997.79
06/18/2018	EFT	EDD	-split-	499-0397-4	1,466.17	X		177,531.62
06/18/2018	EFT	United States Treasury	-split-	94-2484636	5,545.92	X		171,985.70
06/18/2018	EFT	CA Public Employee...	-split-		2,402.95	X		169,582.75
06/18/2018	7847	CA State Disburseme...	2100 · Payroll Liabiliti...	Remittance ID...	146.53	X		169,436.22
06/18/2018	7848	CA State Disburseme...	2100 · Payroll Liabiliti...	Remittance ID...	434.30	X		169,001.92
06/21/2018			12000 · *Undeposited ...	Deposit		X	1,913.85	170,915.77
06/21/2018			12000 · *Undeposited ...	Deposit		X	2,722.57	173,638.34
06/21/2018			12000 · *Undeposited ...	Deposit		X	2,567.34	176,205.68
06/25/2018			12000 · *Undeposited ...	Deposit		X	85.00	176,290.68
06/25/2018			12000 · *Undeposited ...	Deposit		X	1,832.00	178,122.68
06/25/2018	7850	Lady Bug Pest Control	6500 · Maintenance:65...	LB3066	30.00			178,092.68
06/25/2018	7851	Guardian EMS	-split-	Cust ID# 338738	884.48			177,208.20
06/25/2018	7852	Central Valley Towin...	6500 · Maintenance:65...	Inv. # 19274	105.00			177,103.20
06/25/2018	7853	Fresno Oxygen	-split-	Account # 25295	290.44			176,812.76
06/25/2018	7854	Beatwear	-split-	Inv. # 5293,52...	1,269.29			175,543.47
06/25/2018	7855	Guardian	-split-	Group ID: 00 4...	514.30			175,029.17
06/25/2018	7856	Blue Shield of Califo...	6400 · Insurance:6400-...	Acct.# W0032...	6,754.18			168,274.99
06/25/2018	7857	Valley Pacific Petrol...	6300 · Fuel & Oil	Acct. 71166	3,045.36			165,229.63
06/25/2018	7858	The Diesel Doctor	6500 · Maintenance:65...	Inv. # 41729	308.24			164,921.39
06/25/2018	7859	M. Green & Compan...	6600 · Professional Ser...	Inv. # 125856	14,400.00			150,521.39
06/25/2018	7860	Purchase Power	6530 · Office Expense	8000-9000-038...	48.36			150,473.03
06/25/2018	7861	Charter Communicati...	6200 · Communications	Acct.# 8203 12...	167.84			150,305.19
06/25/2018	7862	Southern California ...	6900 · Utilities:6900-1...	Cust Acct# 2-1...	286.22			150,018.97
06/25/2018	7863	Southern California ...	6900 · Utilities:6900-1...	Cust Acct# 2-0...	300.36			149,718.61
06/25/2018	7864	Debra Hood, CPA	6600 · Professional Ser...	May 2018 Acc...	1,500.00			148,218.61
06/25/2018	7865	Staples Credit Plan	-split-	Acct. No. 6011...	433.61			147,785.00
06/25/2018	7866	Idea Printing & Grap...	6530 · Office Expense	Acct. #2095	157.33			147,627.67
06/25/2018	7867	Miller, Linda A.	6530 · Office Expense	Reimb. for Pad...	18.21	X		147,609.46
06/25/2018	7868	Ruiz Rodriguez, Mic...	6830 · Travel and Tran...	Mileage reimb...	18.53			147,590.93
06/25/2018	7869	Department of Health...	4040 · Overpayments	Call # T 17080	179.86			147,411.07
06/25/2018	7870	Lopez, Linzi	6830 · Travel and Tran...	Mileage Reimb...	25.07			147,386.00
06/26/2018			12000 · *Undeposited ...	Deposit		X	2,935.42	150,321.42
06/26/2018			4020 · Miscellaneous I...	Deposit		X	15.00	150,336.42
06/27/2018			12000 · *Undeposited ...	Deposit		X	450.00	150,786.42
06/27/2018	7874	First Choice	6500 · Maintenance:65...	Inv.# 1208	3,182.15			147,604.27

EXETER DISTRICT AMBULANCE

13
7/19/2018 2:53 PM

Register: 1004 · Bank of Sierra Checking

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/28/2018			12000 · *Undeposited ...	Deposit		X	6,734.04	154,338.31
06/28/2018			12000 · *Undeposited ...	Deposit			50.00	154,388.31
06/28/2018			12000 · *Undeposited ...	Deposit			25.00	154,413.31
06/28/2018			12000 · *Undeposited ...	Deposit				
06/28/2018		QuickBooks Payroll ...	-split-	Created by Pay...	31,464.94	X	177.75	154,591.06
06/29/2018			12000 · *Undeposited ...	Deposit		X	715.37	123,126.12
06/29/2018			12000 · *Undeposited ...	Deposit		X	4,616.82	123,841.49
06/29/2018			12000 · *Undeposited ...	Deposit				128,458.31
06/29/2018							105.00	128,563.31
06/29/2018	EFT	CA Public Employee...	-split-	1894	2,605.04			123,468.76
06/29/2018	7871	CA State Disburseme...	-split-	ID# 10700788...	580.83			125,958.27
06/29/2018	7872	Stockdale, Gabrielle F	-split-		544.05			125,377.44
06/29/2018	7873	Banuelos, Peter	-split-		1,364.63			124,833.39
06/29/2018	DD	Blair, Paul B.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Cendejas, Erick	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Garcia, Jesse C.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Garcia, Tony	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Gray, Cresencia M	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Huckins, Anthony L.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Hutchinson, Jillian R	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Johnson, Adam E.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Johnson, Travis J	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Lester, Savannah B	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Lindsey, Michael T	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Lopez, Linzi	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	McCoy, Brian R.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Miller, Linda M.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Ray, Allen D	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Rodgers, Dave	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Ruiz Rodriguez, Mic...	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Stahl, Timothy B.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Sustaric, Bethany J	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Thomas, Jeremy J.	-split-	Direct Deposit		X		123,468.76
06/29/2018	DD	Sodhy, Peter K.	-split-	Direct Deposit		X		123,468.76
06/30/2018			5065 · Bank service ch...	Service Charge	323.80	X		123,144.96



EXETER DISTRICT AMBULANCE

302 E. Palm
Exeter, CA 93221

Phone: 559-594-5250
Fax: 559-592-2301

15

DISTRICT MANAGER'S REPORT

District Board Meeting July 23rd, 2018

OPERATIONS

- Daily Call Summary for June
 - o June showed a total of 375 calls, or 12.5 per day against 411 or 13.26 per day in May
 - o June also showed a higher response rate of 95.47% or 11.93 per day against 91.24% or 12.1 per day in May.
 - o June almost matched May for average Transports per day at 7.2 as compared to 7.26 for May.
 - o June had 6 in-zone late calls, of which all but 2 were appealable. There were 4 other non EDA late calls in our zone, of which 3 were appealable. We do not yet know the status of those appeals.
- Staffing
 - o Three Shift Leads have been assigned, one for each shift. These are Paul Blair, Tim Stahl, and Brian McCoy.
- Staff Communication
 - o We continue to ensure proper and regular communication through Sling as well as our monthly All Hands Staff Meetings. Thus far, it all appears to be working well and staff are now contributing ideas and suggestions freely, as well as using both systems to assist each other.
- Human Resources
 - o We have begun the process of the first quarterly employee performance evaluation with a self-evaluation form. It is anticipated that the individual review meetings will require up to two weeks to complete.
- Vehicles and Communications Equipment
 - o We have one vehicle out of service pending repair (11)
 - o We have two vehicles (311 and 211) with very minor issues that will be scheduled for repair as time permits.
- Lindsay Service Report and Logo display
 - o The Lindsay Hospital District logo has been applied to EDA-02 and Mr. Starr Warson has been sent the following pictures. He has also been regularly updated with monthly performance reports.



EXETER DISTRICT AMBULANCE

302 E. Palm
Exeter, CA 93221

Phone: 559-594-5250

Fax: 559-592-2301



- Nsure
 - We are still trying to schedule start-up training with Nsure. This is largely due to the overwhelming number of CCEMSA and TCCAD meetings through end of June and the first half of July.
- Sun Gazette
 - EDA received favorable press coverage in the local newspaper in the second week of July. This included input from CCEMSA which was equally favorable.



EXETER DISTRICT AMBULANCE

**302 E. Palm
Exeter, CA 93221**

**Phone: 559-594-5250
Fax: 559-592-2301**

17

COMPLIANCE

We are back in compliance for the month of May. There is a good possibility that we will be also compliant for June, and at present, July is looking good.

SERVICE ENHANCEMENTS

Three Rivers community solution

I have spoken with CCEMSA about this proposal and they are supportive. I have communicated with selected people in Three Rivers who are equally supportive and excited. What remains is locating enough resident Paramedics and Board approval. I am currently in conversation with Park Superintendent Woody Smeck who might be able to help with off-duty Rangers who are also Paramedics.

CERTIFIX

The forms have been sent to the state for the OID. This could take anywhere from 4 to 6 weeks to process.

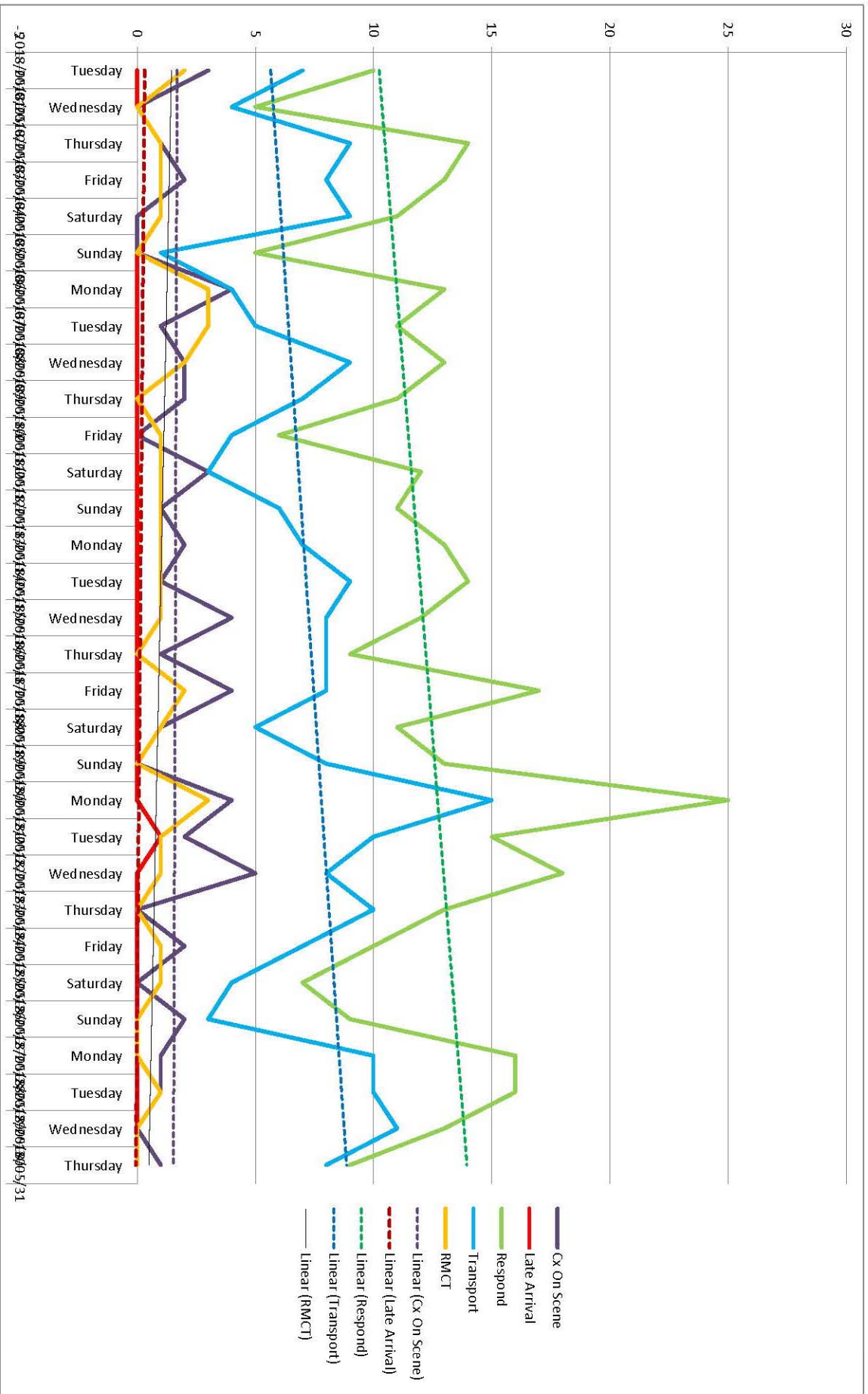


EXETER DISTRICT AMBULANCE

19
302 E Palm
Exeter, CA 93221
Phone: 559-594-5250
Fax: 559-592-2301

DAILY CALL SUMMARY April 2018

Date	Day	Calls	Cx Enroute	Cx On Scene	Out of Zone	Late Arrival	Respond	Transport	RMCT
2018/06/01	Friday	19	0	4	11	1	18	7	3
2018/06/02	Saturday	14	0	1	8	1	12	7	0
2018/06/03	Sunday	17	0	4	11	0	17	10	0
2018/06/04	Monday	11	0	2	6	0	10	7	0
2018/06/05	Tuesday	20	1	3	8	1	20	12	2
2018/06/06	Wednesday	14	2	3	6	0	12	6	2
2018/06/07	Thursday	9	1	2	4	0	9	6	2
2018/06/08	Friday	6	0	0	5	0	6	4	0
2018/06/09	Saturday	6	1	0	2	0	6	5	0
2018/06/10	Sunday	9	0	1	3	1	7	5	0
2018/06/11	Monday	13	2	3	3	0	11	6	0
2018/06/12	Tuesday	12	2	2	4	0	11	7	0
2018/06/13	Wednesday	12	0	1	5	0	12	9	0
2018/06/14	Thursday	20	0	4	11	0	18	12	0
2018/06/15	Friday	17	1	3	12	0	17	8	3
2018/06/16	Saturday	16	0	1	11	1	16	10	0
2018/06/17	Sunday	17	0	3	12	0	16	7	2
2018/06/18	Monday	9	0	2	6	0	9	7	1
2018/06/19	Tuesday	11	1	1	8	1	11	5	0
2018/06/20	Wednesday	11	0	0	11	0	11	5	0
2018/06/21	Thursday	11	0	2	7	0	11	7	1
2018/06/22	Friday	17	1	2	9	0	17	11	0
2018/06/23	Saturday	10	1	1	5	0	9	5	1
2018/06/24	Sunday	11	0	0	8	0	11	9	1
2018/06/25	Monday	11	1	1	7	0	11	5	1
2018/06/26	Tuesday	10	0	0	7	0	9	7	0
2018/06/27	Wednesday	8	0	2	4	0	8	5	0
2018/06/28	Thursday	9	1	0	4	0	9	6	1
2018/06/29	Friday	15	1	1	10	0	14	11	1
2018/06/30	Saturday	10	0	1	8	0	10	5	3
Total		375	16	50	216	6	358	216	24
Average		12.5	0.53	1.67	7.2	0.2	11.93	7.2	0.8
			4.27%	13.33%	57.60%	1.68%	95.47%	60.34%	6.70%
Average 3 units						Late/Respond		Trans/Respond	RCMT/Respond





**EXETER DISTRICT
AMBULANCE**

**BY-LAWS
of the
EXETER DISTRICT AMBULANCE**

APPROVED BY THE BOARD OF DIRECTORS

Adam Pfenning, President

Diana Mendez

Tony Miller

June 25, 2018

Resolution No. _____

Contents

Article 1: Preamble.....	4
Article 2: Purpose	4
Article 3: Name	4
Article 4: Principal Office and Subordinate Offices.....	4
Article 5: Board of Directors	4
Section 1: Term of Office.....	4
Section 2: Officers and Duties of Officers	5
Section 3: Vacancies	5
Section 4: Removal	5
Section 5: Actions of Board	5
Section 6: Authority to Bind the Board of Directors	6
Section 7: Board Compensation.....	6
Section 8: District Manager	6
Section 9: Powers.....	6
Section 10: Committees	6
Article 6: Fiduciary Obligations and Conflicts of Interest.....	7
Section 1: Requirements	7
Section 2: Application of this Article.....	7
Article 7: Board Meetings	7
Section 1: Time and Place.....	7
Section 2: Public Meetings	8
Section 3: Minutes	8
Section 4: District Manager	8
Section 5: District Counsel	8
Section 6: Presiding Officer	8
Section 7: Agendas	9
Subsection 7A: Order of Business	9
Subsection 7B: Preparation and Content of Meeting Agendas.	9
Subsection 7C: Placing Items on the Agenda.	10
Subsection 7D: Approval of Minutes.	10
Subsection 7E: Public Forum.....	11
Subsection 7F: Public Hearings	11
Subsection 7G: Consent Calendar	11
Subsection 7H: Action Limited to Posted Agenda.....	11
Section 8: Quorum	11
Section 9: Voting.....	11
Article 8: Public Participation	11
Section 1: Public Comment on Agenda Items	11
Section 2: Public Forum.....	12
Section 3: Addressing the Board of Directors	12
Section 4: Time Limit	12
Section 5: Conduct.....	12



Article 9: RESOLUTIONS AND CONTRACTS	13
Section 1: Document Approval	13
Section 2: Number of Votes Required.....	13
Section 3: Resolution Preservation	13
Article 10: Decision-Making Rules.....	13
Section 1: Participation	13
Section 2: Appeals	13
Section 3: Precedence of Motions.....	13
Subsection 3A: Motion to Amend	13
Subsection 3B: Motion to Postpone	13
Subsection 3C: Motion to Table	14
Article 11: By-Laws	14
Section 1: Inspection.....	14
Section 2: Amendment to By-Laws	14



ARTICLE 1: PREAMBLE

These By-Laws are adopted by the Board of Directors (“Board”) of the Exeter District Ambulance (“District”) in accordance with Division 23 of the Health and Safety Code, section 32000 et seq., “The Local Health Care District Law.” These By-Laws are established for the purposes of enabling the Board to exercise the authority necessary to carry out its powers and duties in accordance with applicable law.

ARTICLE 2: PURPOSE

The purpose of the District shall be to acquire, maintain, and operate ambulances or ambulance services within and without the District; to take any actions necessary to carry out the provisions of the Local Health Care District Law and these By-Laws.

These By-Laws shall govern the District, the Board, and all the District’s subordinate organizations.

ARTICLE 3: NAME

The name of the local Health Care District is Exeter District Ambulance.

ARTICLE 4: PRINCIPAL OFFICE AND SUBORDINATE OFFICES

The Principal Office for maintaining records and transacting the business of the District shall be 302 East Palm Street, Exeter, California 93221.

Branch or subordinate offices of the District may be established from time to time by resolution of the Board.

ARTICLE 5: BOARD OF DIRECTORS

A legislative body known as the Board of Directors (“Board”) is the governing board of the District. The Board will consist of up to five Board Members each of whom shall be elected by the voters of the District. The District is divided into five geographical areas called a “sub_district.” Each director must be a registered voter and reside in a sub_district as designated by Resolution No. The Board may have no fewer than three (3) Members. Each Director must be a registered voter within the District.

Section 1: Term of Office

Board Members shall each serve a four (4) year term or until his or her successor is elected and has qualified in accordance with Health and Safety Code section 32100 et seq., unless that term is terminated under the provisions of Government Code section 1770.



Section 2: Officers and Duties of Officers

The Board of Directors shall elect from among its Members a President, Vice-President, Secretary, and Treasurer by a majority vote in odd numbered years. Each officer will be elected at the first regular Board meeting in July and hold office for two years. Vacancies shall be filled by a majority vote of the Board.

The President shall conduct and preside over all Board meetings. The President shall serve as the spokesperson of the District, be the primary liaison with management, evaluate management in cooperation with the other Board Members, sign as President on behalf of the District when authorized by the Board, and perform all other executive functions as required by law and the Board.

The Vice-President shall assume the duties of the President in the President's absence and perform such other duties as directed by the President.

The Secretary shall direct that accurate agendas and minutes are prepared, kept, and made available and prepare correspondence of the Board.

The Treasurer shall direct that financial statements be made and shall report financial data to the Board as requested by the Board. The Treasurer shall also ensure that the annual audit required under Health and Safety Code section 32133 is performed.

Section 3: Vacancies

In the event of a vacancy on the Board, the vacancy shall be filled in accordance with Government Code section 1780.

In the event of a vacancy on the Board, the District shall notify the county elections official of the vacancy no later than 15 days after either the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining Members of the Board shall fill the vacancy by appointment within 60 days after either the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. At least 15 days before the Board makes the appointment, the District shall post a notice of the vacancy in three or more conspicuous places in the District. The District shall notify the county elections official of the appointment no later than 15 days after the appointment.

Section 4: Removal

Board Members may be removed from office in accordance with Government Code section 1770.

Members of the Board must notify the President at least two (2) hours in advance if the Board Members will be absent from a meeting. If a Board Member is absent from three (3) consecutive meetings or from three (3) of any five (5) meetings of the Board, the Board may declare by resolution that the position is vacant in accordance with Health and Safety Code section 32100.2.

Section 5: Actions of Board

The Board may only take action by ordinance, resolution, or motion and only on matters that are on a Board agenda as required by the Brown Act.

Section 6: Authority to Bind the Board of Directors

No Director, officer, employee, or consultant of the Board shall have any power or authority to bind the District or to bind the Board by any statement, writing, contract, or pledge except by express authority by a vote of the Board Members which vote shall require a majority of the quorum. Three members constitute a quorum.

Section 7: Board Compensation

The District does not compensate Board Members. The District may reimburse directors for actual and necessary expenses pursuant to a written policy of the Board of Directors.

Section 8: District Manager

The Board may hire a District Manager who will be responsible for: (i) the administration of the District, (ii) managing and organizing the District's services, facilities, budget, and (iii) hiring and supervising District employees. The hiring of employees by the District Manager is subject to the Board's prior approval of a position.

The District Manager is authorized the following in the normal operation of the District:

- Attend all Board meetings;
- Act as liaison between the Board Members, District employees, and the organizations and affiliates of the District;
- Implement the policies and resolutions of the Board;
- Hire, discharge, and discipline all District employees, as necessary for the purposes of carrying on the normal functioning of the District;
- Develop, amend, modify, and implement personnel policies for the District and its employees, subject to approval of the Board;
- Maintain District records and minutes of all Board meetings and actions taken;
- Submit reports to the Board, as directed by the Board;
- Perform any other duties, as directed by the Board.

Section 9: Powers

The Board shall exercise all of the powers of the District, as prescribed by the Local Health Care District Law and Health and Safety Code section 32121. However, the Board shall delegate such authority as it deems appropriate.

Section 10: Committees

The Board may establish ad hoc committees from time to time by a majority vote of the Board for the investigation, study, or review of specific matters. Committees shall consist solely of Board Members and shall not exceed two (2) Board Members. Ad hoc committees shall be advisory only and may be dissolved by a majority vote of the Board.

ARTICLE 6: FIDUCIARY OBLIGATIONS AND CONFLICTS OF INTEREST

Board Members shall exercise their powers and duties as fiduciaries for the District and owe the District a duty of loyalty. The District and Board Members are subject to California law regarding conflicts of interest. The Board Members shall comply with all conflict of interest laws including Government Code section 1090 et seq.; the Political Reform Act, Government Code section 87100 et seq.; Health and Safety Code section 32110; and the common law.

The Political Reform Act prohibits any public official from making, participating in making, or in any way attempting to use his or her official position to influence a governmental decision in which the public official knows or has reason to know he or she has a financial interest. As noted below, the Political Reform Act and the Fair Political Practices Commission (FPPC) allow recusal as long as specific requirements are met.

In addition, Government Code Section 1090 prohibits public officials and employees from having a financial interest in any contract made by them in their official capacity, or by any body or board of which they are members. Recusal and abstention are not enough. These contracts are forbidden and participation in such contracts will result in forfeiture of office and criminal penalties.

Section 1: Requirements

A public official who holds an office specified in Government Code Section 87200 and has a disqualifying financial interest in a decision shall identify the conflict of interest or potential conflict of interest, and immediately prior to the consideration of the matter, do all of the following:

- Publicly identify the financial interest that gives rise to the conflict of interest or potential conflict of interest in detail sufficient to be understood by the public.
- Recuse himself/herself from discussing, participating and voting on the matter, or otherwise acting in violation of Government Code Section 87100.
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

Section 2: Application of this Article.

Public officials who must comply with this Article include, but are not limited to, Directors, District Manager, District, and anyone else required to file a Form 700 annually with the FPPC.

ARTICLE 7: BOARD MEETINGS

Section 1: Time and Place

Regular meetings of the District Board shall be held at the District's Principal Office on the fourth Monday of every month at 5:30pm in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq. ("Brown Act").

A special meeting may be called at any time by the President of the Board or a majority of the



Members in accordance with Government Code section 54956.

Section 2: Public Meetings

All meetings of the Board shall be open to the public, except for authorized closed sessions as provided by the Brown Act or Health and Safety Code section 32106. Members of the public may address the Board on matters of interest to the public that are within the subject matter jurisdiction of the Board. The Board may adopt reasonable regulations that limit the amount of time allotted for public comment and the time for each individual speaker.

Section 3: Minutes

The Secretary of the Board shall be responsible for the taking of minutes or causing minutes to be taken. The minutes shall reflect the time of the meeting, the place of the meeting, whether the meeting is regular or special, the names of the Board Members present, and a record of the vote on all resolutions, motions or other action of the Board.

Section 4: District Manager

The District Manager shall attend all meetings of the Board unless excused. The District Manager may make recommendations and shall have an opportunity to take part in all discussions of the Board, but shall have no vote.

Section 5: District Counsel

The District Counsel shall attend all regular meetings of the Board unless excused and shall attend special meetings as requested by the Board or District Manager. The District Counsel shall give opinions, either written or oral, on questions of law and shall serve as the Board's parliamentarian but shall have no vote.

Section 6: Presiding Officer

The Board President shall preside at all Board meetings. In the Board President's absence, the Vice President shall preside. In the absence of both, the Board Members present shall select a Presiding Officer.

The Presiding Officer shall call the meeting to order at the hour appointed.

The Presiding Officer shall preserve order and decorum, and shall confine debate to the item under discussion.

The Presiding Officer shall determine all points of order, subject to the right of any Board Member to appeal the decision to the full Board. If an appeal is taken, the question to the Board shall be: "Shall the decision of the Presiding Officer be sustained?"

The Presiding Officer shall state any motion submitted for a vote and shall announce the result of all votes including the names of Board Members voting and how they voted. Alternatively, the Presiding Officer may ask the Secretary to announce the result of all votes including the names of Board Member and how they voted. A roll call vote shall be taken upon the request of any Board Member.



Section 7: Agendas

All meetings shall be conducted in accordance with standard parliamentary procedure including any additional procedures as adopted by the Board.

Subsection 7A: Order of Business

The following shall be the general order of business. The Board retains authority to change the order of a meeting during the Approval of the Agenda to ensure urgent matters are heard timely or to accommodate schedules of Board Members. The District Manager may also prepare an agenda with a different order to meet needs of Board Members or consultants.

1. Call to Order and Roll Call.
2. Pledge of Allegiance
3. Approval of Agenda
4. Ceremonial Matters: Proclamations, Presentations, Awards, Guest Introductions, Ceremonial Resolutions. (No action may be taken on such matters.)
5. Public Forum
6. Consent Calendar
7. Public Hearings
8. Unfinished Business
9. New Business
10. Director Communications/Agenda Items.
 - a. (This portion of the meeting is reserved for Directors (i) to make brief reports on boards, committees, and other public agencies, and at public events, (ii) to request information, (iii) and to initiate new agenda items. Under this section the Board may take action only on items specifically agendized and which meet other requirements for action.)
11. District Manager Report.
12. Closed Session.
13. Reconvene Public Session and Provide Report from Closed Session if required.
14. Adjournment.

Subsection 7B: Preparation and Content of Meeting Agendas.

1. The Agenda is prepared by the District Manager who coordinates with the District Counsel to ensure that items are worded correctly and meet legal requirements and to ensure that required notices, publication, and hearing requirements have been met prior to placement of items on the agenda.
2. The Agenda shall specify the time, date, and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting, including closed

sessions items.

3. For Special Meetings, only those matters specified on the Special Meeting Agenda may be discussed at the meeting. The Special Meeting Agenda shall provide an opportunity for members of the public to address the Board on that item before action is taken. No Public Forum section is required for Special Meetings.

Subsection 7C: Placing Items on the Agenda.

1. The District Manager in collaboration with the Board President shall determine items for placement on the agenda except for Closed Session litigation matters at the request of the District Counsel.
2. A majority of the Board may direct that items be placed on a future meeting agenda.
3. Any Director may call the District Manager to place an item on a regular meeting agenda at least six days before the beginning of the regular meeting.
4. Posting of Regular Meeting Agendas and Special Meeting Notices. Per the Brown Act, the District Manager shall post the Agenda for regular meetings at the front entrance of the District Office and the District website at least 72 hours before any regular meeting. The same process shall be followed for the posting of special meeting notices except that the posting is to be done at least 24 hours prior to the meeting as required by the Brown Act. The special meeting notice is referred to as Special Meeting Agenda interchangeably.
5. Availability of Agenda Documents. The documents and materials regarding the Agenda which are provided to Directors within the 72 hours prior to a regular meeting shall be posted to the District's website. A binder with the documents and materials regarding the agenda will be made available at the District Office as soon as they are available.
6. Legal Limitations for Additions to Agenda. At a regular meeting, the Board may add items of business to the Agenda under the following circumstances, after the Board Chair publicly identifies the item if the following requirements are met:
 - a. Upon a majority vote that an "emergency situation" as defined in Government Code Section 54956.5 exists; or
 - b. Upon a determination by a two-thirds vote (4 votes) or, if less than two-thirds of the Board Members are present, a unanimous vote of those Board Members present, that there is a need to take immediate action and that the need for action came to the attention of the District after the Agenda was posted; or
 - c. The item was posted for a prior regular meeting of the Board not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

Subsection 7D: Approval of Minutes.

Unless requested by any Member of the Board, the minutes may be approved without reading if the Secretary previously furnished a copy to each Board Member.



Subsection 7E: Public Forum

During the Public Forum portion of a regular meeting, any person may address the Board provided that the item is within the subject matter jurisdiction of the Board and is not otherwise on the Agenda. No action may be taken by the Board on any item not on the Agenda.

Subsection 7F: Public Hearings

Items requiring a public hearing will be noticed as required by law.

Subsection 7G: Consent Calendar

Items listed under the Consent Calendar are those items staff believes will not require Board discussion and are routine in content. The Consent Calendar may be approved by one motion. Also listed under the Consent Calendar are resolutions confirming action from previous meetings which are brought back for approval of form rather than approval of action or for minor correction and ratification. Items may be pulled from the Consent Calendar for separate discussion and action upon the request of any Board Member or member of the public.

Subsection 7H: Action Limited to Posted Agenda

No action or discussion may be taken on any item not appearing on the posted Agenda, except that Board Members or the District Manager may “briefly respond” (no more than 3 minutes) to statements made or questions posed by persons exercising their public testimony rights under the Public Forum. In addition, on their own initiative, or in response to questions posed by the public, Board Members may ask questions for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting concerning any matter, or direct staff to place a matter of business on a future agenda.

Section 8: Quorum

Three (3) Board Members shall constitute a quorum for the purposes of conducting the business of the District and exercising the powers of the Board.

Section 9: Voting

Each Board Member shall have one (1) vote. There shall be no voting by proxy.

ARTICLE 8: PUBLIC PARTICIPATION

Section 1: Public Comment on Agenda Items

Pursuant to the Brown Act, public testimony is permitted on all agenda items on the Agenda. Members of the public shall be afforded an opportunity to comment before a motion is made on an agenda item. However, members of the public do not have the right to give testimony outside the scope of or unrelated to the agenda item under consideration. Additionally, members of the public should strive to avoid unduly reiterating their own or others’ testimony.

Section 2: Public Forum

Members of the public shall have an opportunity to comment on any matter which is not on the Agenda but is within the Board's jurisdiction under the Public Forum part of the Agenda. Members of the public may not be prohibited from criticism of the policies, procedures, programs, or services of the District or acts or omissions of the Board. The Board of Directors may not take action on any matter raised during the Public Forum.

Section 3: Addressing the Board of Directors

Before being permitted to speak, the individual must be recognized by the Presiding Officer and then proceed to the podium. Each member of the public is encouraged, but not required, to state his or her name and address. All remarks shall be addressed to the Board of Directors as a whole and not to any individual member thereof. After public comment has been closed, no member of the public shall address the Board of Directors on the matter under consideration without first securing Board approval.

Section 4: Time Limit

Members of the public shall limit their remarks to three minutes per agenda item and three minutes under the Public Forum part of the agenda. If a speaker is being repetitious or discussing matters that are not relevant to the issue under consideration, the Presiding Officer may limit the speaker's comments. The Presiding Officer, with the Board's consent, may shorten or lengthen the time limit to accommodate the agenda or the complexity of the matter being discussed. The Secretary shall monitor the time for each speaker and the Presiding Officer shall be responsible for enforcing the time limit.

Section 5: Conduct

1. All remarks shall be directed to the Presiding Officer and the Board as a body and not to any particular Board Member or member of staff.
2. Only the recognized individual and Members of the Board shall be permitted to speak.
3. Any questions, either to individual Board Members or staff, must be directed through the Presiding Officer.
4. Board Members will allow the individual to complete his or her comments before asking a question or making any comments, and only after the Presiding Officer invites the Board Members to speak.

While the Board of Directors is in session, all persons must preserve order and decorum. A person who addresses the Board of Directors under public comment for a specific agenda item or under the Public Forum section of the agenda may not engage in speech or conduct which is likely to provoke others to violent or riotous behavior, which disturbs the peace of the meeting by loud and unreasonable noise, which is irrelevant or repetitive, or which disrupts, disturbs, or otherwise impedes the orderly conduct of any Board of Directors meeting.

The Board President or Presiding Officer shall request that a person who is breaching the Meeting rules of Conduct cease such conduct. If after receiving such a warning, the person persists in breaching the Meeting rules of Conduct, the Board President or Presiding Officer may order the person to leave the Board of Directors meeting. If such person does not leave, the Board President or Presiding Officer may



direct the District Manager to contact law enforcement.

ARTICLE 9: RESOLUTIONS AND CONTRACTS

Section 1: Document Approval

All resolutions, and contracts shall be approved as to form and legality by the District Counsel and as to content by the District Manager before submission to the Board and before execution.

Section 2: Number of Votes Required

An affirmative vote of a majority of a quorum of the Board shall be necessary to adopt any resolution, or motion.

Section 3: Resolution Preservation

Following adoption of a resolution, the Secretary or his or her designee will assign a number to the resolution, and publish and post it or a summary thereof as required by law. The resolution shall be filed and preserved in the District Office.

ARTICLE 10: DECISION-MAKING RULES

Section 1: Participation

Only Members of the Board may move, second, debate, and vote on items. The Presiding Officer may also exercise these same rights from the chair.

Section 2: Appeals

Any ruling of the Board President or Presiding Officer may be appealed at the request of any Board Member. The Presiding Officer shall call for a roll call vote to determine if the ruling is upheld.

Section 3: Precedence of Motions

When a motion is before the Board, no motion shall be entertained except:

Subsection 3A: Motion to Amend

Amendments which modify a motion on the floor are in order and may be debated only if the modification does not significantly alter the substance of the original motion. The proposed amendment is voted on first; the main motion is voted on last (as amended or in its original form if the amendment is defeated). A motion may be amended more than once with each amendment being voted on separately. There shall be only one amending motion on the floor at any time. As with any motion, the motion to amend must be duly seconded before it may be debated and voted on.

Subsection 3B: Motion to Postpone

A motion to postpone indefinitely is always in order and is subject to debate. If such a motion is adopted, the principal question is lost. A motion to postpone to a definite time is always in order, but is



not subject to debate except as to the proposed continued date. If such a motion is adopted, the principal question is not lost. As with any motion, the motion to amend must be duly seconded before it may be debated and voted on.

Subsection 3C: Motion to Table

A motion to table is always in order. It is not subject to debate or to amendment. The purpose of a motion to table is to temporarily bypass the item. If a motion to table is adopted, the item may be taken from the table at any time prior to adjournment of the next regular meeting. Items which are tabled shall automatically be set on the agenda for the next regular meeting. If the item is not taken from the table within the time specified, the principal question is lost.

ARTICLE 11: BY-LAWS

Section 1: Inspection

These By-Laws shall be open for public inspection at the District's Principal Office during business hours.

Section 2: Amendment to By-Laws

These By-Laws may be added to, repealed, or modified by a majority vote of the Board. However, all Board Members must receive written notice at least ten (10) days in advance of any proposed action to add, repeal, or modify provisions of these By-Laws. The notice must include the articles and sections to be modified.



MINUTES
Exeter District Ambulance
Governing Board
REGULAR MEETING

District Office Meeting Room
 302 E. Palm St., Exeter, CA 93221
 Monday, June 25th, 2018
 5:30pm

President	Adam Pfenning
Vice President	VACANT
Secretary	Diana Mendez
Board Member	Tony Miller
Board Member	VACANT

Present: Adam Pfenning (AP), Tony Miller (TM), Diana Mendez (DM),
Also Present: District Counsel Hilda Montoy (HM), District Manager Peter Sodhy (PS)

OPENING

- Welcome – Mr. Pfenning
- Call to Order – Mr. Pfenning at 5:34pm
- Roll Call – Mr. Pfenning
- Pledge of Allegiance – Mr. Pfenning

PUBLIC COMMENT

1. No comments from the public

AGENDA APPROVAL

CEREMONIAL PROCLAMATION

A proclamation resolution was presented to recognize service above and beyond the call of duty of Paramedic Anthony Huckins and EMT Cresencia Gray on a call in the National Forest in May. Motion to approve by DM, seconded by TM. Motion passed 3-0-2. Mr. Huckins was present to accept the associated certificate. Mr. Huckins made a point to also thank the Forest Service Firefighter who assisted them during the course of the 11 hour call.

A. Reports from District Accountant (*informational only*)

In the absence of the District Accountant, PS presented the May financials. There was limited discussion. It was noted that the accountant was expecting EDA to finish out the year in the black.

B. Reports from the District Manager

PS presented an overview of current District Operations. The most important news was that EDA was in compliance for the month of May, coming in at 95.36%. This also prompted a visit to PS by Dale Dotson of CCEMSA who expressed that agency's continued support of our remediation plan. In addition, the average number of transports rose to 7.26 per day as compared with April's 5.33. June's numbers could potentially represent a compliance issue, but this will be dependent on the outcome of individual appeals.

The addition of the Lindsay Hospital District logo on the donated ambulance was under way and should be applied in early July pending receipt of a higher resolution version of the logo from Mr. Warson.

PS noted that EDA was currently running with 4 functional vehicles after one was involved in a hit and run. That repair will be covered by insurance. PS expects to be back to 7 functioning vehicles by the beginning on July. There was a brief discussion of the mileage on each vehicle. It was noted that engine wear was more important than mileage since there is a good deal of idling involved which is very hard on the engines. However, Mr. Huckins noted that it is not unusual for a vehicle to cover 500 or more miles in a single 48 hours shift.

PS continues to work on a plan to address the service levels in Three Rivers. The plan is

being supported by CCEMSA as well as APATC, and is now hinging on locating enough resident Paramedics in that community.

PS is working on setting up training to finally use Nsure's services.

The GEMT audit of the 13/14 year was completed successfully with no negative findings. In fact, there might be the chance of a small additional payment to EDA, dependent on their payables department.

PS presented two options of satellite phones for use in the Lemon Cove/Three Rivers/Sequoia National Park area. At this time, PS was not prepared to ask the board for a vote as he was still investigating the options between satellite phone and hybrid digital/analog radios.

PS reminded the board that he would be away on vacation from Friday, June 29th, through the following Friday, July 6th, and would be back at work on Monday, July 9th.

PS was asked by DM if EDA had received a letter from Tulare County regarding the major breach of contract. EDA has not received any such letter as yet. PS felt that it was unlikely that Tulare County would be sending such a letter since he had been told by CCEMSA that they would not be recommending any action by the County as they were fully satisfied by our remediation plans.

C. **District Elections**

District Counsel informed the board that the resolution presented was required by the County Elections Office and is based on a form sent by the county which she customized. This might also be put on the website. DM moved to adopt the resolution as presented, TM seconded. Carried 3-0-2.

D. **Bank Signatures**

District Counsel recommended that the signature authorization be formalized by a resolution in order to avoid confusion. DM moved to accept the resolution as presented, TM seconded. Carried 3-0-2.

E. **State and Federal Background Checks**

PS reported that in order for EDA as a Special District to receive confidential criminal background information, it has to obtain an OID from the State. However, first EDA had to decide if we needed state-only or full federal background checks. The board agreed, based on PS's recommendation, that state-only was adequate for our purposes. PS then presented the resolution for state-only information. DM moved to accept the resolution as presented, TM seconded. Carried 3-0-2.

F. **Draft Board By-Laws**

District Counsel had suggested that District Manager merge the existing draft versions of the EDA by-laws along with a sample provided by District Counsel of similar organizations. That merged version was presented to the board to review and discuss at the next board meeting.

G. **Site Letter Agreement**

District Counsel presented the agreement which was approved during union negotiations. This was for 3 non-supervisory support positions that are considered "additional responsibility" roles for a slight differential pay. DM moved to approve the agreement as presented, TM seconded. Carried 3-0-2.

H. **Annual Audit**

PS presented the quote for audit by M. Green and Company for the year ending June 30, 2018. He reported that the lead auditor, Elaine Ruele, had said that government Special Districts require GASB 34 reporting which is more expensive, hence the higher cost of the audit. TM moved to accept the quote, DM seconded. Carried 3-0-2.

CONSENT CALENDAR

A motion was made (DM) and seconded (TM) to approve the consent calendar. 3-0-2.

PUBLIC COMMENT/REQUEST TO ADDRESS TO BOARD (NON-AGENDA ITEMS)

No public comments

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

None

PUBLIC COMMENT REGARDING CLOSED SESSION

1. No public comments

CLOSED SESSION – 6:23pm

A. Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9

Jennifer Rios v. Exeter District Ambulance

B. Conference with Labor Negotiator pursuant to Government Code Section 54957.6

Agency Negotiator: District Counsel and District Manager

Employee Organization: Teamsters Local 517

RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION - 7:43pm

No reportable actions

ORGANIZATIONAL BUSINESS

ADJOURNMENT

Motion to adjourn (DM) seconded (TM) at 7:44pm. 3-0-2.

Next Regular Meeting: July 23, 2018

MINUTES CERTIFICATION

I, Diana Mendez, Board Secretary, Exeter District Ambulance, do hereby declare under penalty of perjury that the above minutes are a true depiction of all actions taken at the Board meeting held on the first date above at Meeting Room 302 E. Palm Street, Exeter, CA.

Date: June 25th, 2018

Diana Mendez
Board Secretary