



**AGENDA**  
**Exeter District Ambulance**  
**Governing Board**  
**REGULAR MEETING**

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

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

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**

**CEREMONIAL PROCLAMATION**

Certificate of Recognition for service above and beyond the call of duty

**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: May 2018
- b. Profit and Loss Summary: May 2018

**B. Reports from the District Manager**

- a. Overview of District Operations
- b. Compliance Update
- c. Vehicle Status
- d. Three Rivers Update
- e. Certifix Resolution required for government OID
- f. Vacation and coverage

**C. District Elections:** Consider adoption of Resolution Ordering Even-Year Board of Directors Election, Consolidation of Election, and Specifications of the Election Order

**D. Bank Signatures:** Consider adoption of Resolution Authorizing Persons in Specified Positions to act as District Signatories on Bank Documents

**E. State and Federal Background Checks:** Consider adoption of Resolution Authorizing Exeter District Ambulance to access State and Federal criminal information for employment purposes

**F. Draft Board By-Laws:** Distribute draft by-laws to be considered for approval at next regular meeting

**G. Side Letter Agreement:** Consider approval of Side Letter Agreement with Teamster Local

#517 Regarding Shift Lead Differential Pay

- H. Annual Audit:** Consider approval of Engagement Letter, M Green and Company to conduct audit for FY ending June 30, 2018

## 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 May, 2018**

- B. Approval of Collections/Write Offs—May 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: July 23, 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.



## Exeter District Ambulance Governing Board

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

### PROCLAMATION

302 E. Palm St., Exeter, CA 93221

**WHEREAS** Anthony Huckins, Paramedic, and Cresencia Gray, Emergency Medical Technician, are full time employees of Exeter District Ambulance and were the crew of unit 817 posted to Lemon Cove;

**WHEREAS** unit 817 was dispatched into Sequoia National Forest on a Priority 1 call on April 28, 2018, beginning at 7:30pm and eventually concluding at 6:30am the next day;

**WHEREAS** the crew of unit 817 were confronted with, and overcame, multiple obstacles in attempting to render emergency service including poor radio communication in the wilderness area, extreme long distances, little to no support from other agencies, confusing and conflicting patient information, cold weather, snow, and lack of accurate location information;

**WHEREAS** the crew of unit 817, with assistance from a Forest Service Firefighter, did go above and beyond the call by hiking several miles uphill, in the snow, crossing two streams, in the dark, without adequate equipment or protection, and did finally locate the patient and render service;

**WHEREAS** this crew, in placing the welfare of the patient as their primary priority, did display all the best qualities of first responders in providing emergency services under extremely difficult conditions;

**BE IT RESOLVED** that the Board of Exeter District Ambulance, authorized by a unanimous vote,

**RECOGNIZES** Anthony Huckins and Cresencia Gray for their dedication to duty, tenacity in performance, and their physical and mental fortitude in rendering aid, and in so doing, representing the highest ideals of Exeter District Ambulance, and

**HONORS** Anthony Huckins and Cresencia Gray each with a Certificate of Recognition for service above and beyond the call of duty.

**Passed unanimously by the Governing Board of Exeter District Ambulance, this twenty-fifth day of June, 2018.**

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Adam Pfenning  
President

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Diana Mendez  
Director

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Tony Miller  
Director





06/14/18

## Balance Sheet

Accrual Basis

As of May 31, 2018

	May 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1004 · Bank of Sierra Checking	184,187.05
1006 · Bank of Sierra Money Market	100,990.25
1005 · LAIF	167,113.67
1030 · Petty Cash	150.00
Total Checking/Savings	452,440.97
Accounts Receivable	
1200 · Account Receivable	246,691.99
1210 · Allowance for Bad Debt	-60,000.00
Total Accounts Receivable	186,691.99
Other Current Assets	
1250 · Accrued Taxes Receivable	12,469.05
1260 · Other Receivables	14,934.34
1200-05 · Accrued Interest	941.56
1400 · Prepaid Expenses	12,755.35
Total Other Current Assets	41,100.30
Total Current Assets	680,233.26
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
<b>TOTAL ASSETS</b>	<b>1,357,366.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	33,989.79
Total Accounts Payable	33,989.79
Other Current Liabilities	
2160 · Accrued Expenses	14,239.14
2100 · Payroll Liabilities	
2100-10 · California PR Taxes	-4.71
2100-20 · Federal PR Taxes	69.20
2100-50 · Union Dues	-206.24
2100 · Payroll Liabilities - Other	732.25
Total 2100 · Payroll Liabilities	590.50
2111 · *Direct Deposit Liabilities	-26,219.75
2150 · Accrued Vacation, Sick Pay	29,696.35
Total Other Current Liabilities	18,306.24

**Balance Sheet**

As of May 31, 2018

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	May 31, 18
Total Current Liabilities	52,296.03
Long Term Liabilities	
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	699,500.99
Equity	
33000 · Reserve for Contingencies	52,500.00
32000 · Unrestricted Net Assets	528,933.66
Net Income	76,431.58
Total Equity	657,865.24
TOTAL LIABILITIES & EQUITY	1,357,366.23

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## EXETER DISTRICT AMBULANCE

06/14/18

## Profit &amp; Loss

Accrual Basis

May 2018

	May 18
Ordinary Income/Expense	
Income	
4010 · Services Revenue	
5030 · Other Charge Write-off	-24,904.36
5020 · Contractual Write-Off	-275,359.16
4010-10 · Revenue Adjustment	-138,114.42
4010 · Services Revenue - Other	566,697.70
Total 4010 · Services Revenue	128,319.76
4015 · Bad Debt Recovery	200.32
4020 · Miscellaneous Income	
4020-20 · Interest Income	6.86
4020-40 · Other Income	2,180.00
Total 4020 · Miscellaneous Income	2,186.86
4030 · Tax Revenue	21,740.22
4040 · Overpayments	-379.03
Total Income	152,068.13
Cost of Goods Sold	
5040 · Bad Debt Expense	17,775.29
Total COGS	17,775.29
Gross Profit	134,292.84
Expense	
5065 · Bank service charge	141.21
6200 · Communications	
6200-10 · Dispatch	5,478.00
6200-30 · Telephone	1,382.22
6200 · Communications - Other	439.06
Total 6200 · Communications	7,299.28
6270 · Fines and Assessments	500.00
6300 · Fuel & Oil	6,323.75
6400 · Insurance	
6400-10 · General Liability Insurance	11,196.25
6400-20 · Health Insurance	14,968.10
6400-40 · Worker's Compensation Insurance	4,709.42
6400-50 · AFLAC Insurance	186.70
Total 6400 · Insurance	31,060.47
6500 · Maintenance	
6500-10 · Buildings and Grounds	652.21
6500-20 · Computers and Equipment	1,181.30
6500-30 · Vehicle Maintenance	29,048.87
Total 6500 · Maintenance	30,882.38
6510 · Memberships	180.00
6530 · Office Expense	1,587.71
6600 · Professional Services	
6600-40 · Consulting Services	499.00
6600-10 · Accounting Services	3,000.00
6600-20 · Legal Services	4,328.50
6600 · Professional Services - Other	2,000.00
Total 6600 · Professional Services	9,827.50
6700 · Payroll Expenses	
6700-20 · Regular Wages	70,730.99
6700-30 · Payroll Taxes	3,350.11
6700-40 · PERS - Company Contribution	7,827.95

## Profit &amp; Loss

May 2018

	May 18
6700 · Payroll Expenses - Other	411.14
Total 6700 · Payroll Expenses	82,320.19
6810 · Service and Supplies	
6810-10 · Medical Supplies	4,908.67
6810 · Service and Supplies - Other	240.00
Total 6810 · Service and Supplies	5,148.67
6830 · Travel and Transportation	0.00
6850 · Uniform Allowance	580.41
6900 · Utilities	
6900-10 · Gas and Electric	470.03
6900-20 · Water and Sewer	110.22
Total 6900 · Utilities	580.25
Total Expense	176,431.82
Net Ordinary Income	-42,138.98
Net Income	-42,138.98

## EXETER DISTRICT AMBULANCE

06/14/18

## Profit &amp; Loss

Accrual Basis

July 2017 through May 2018

	Jul '17 - May 18
Ordinary Income/Expense	
Income	
4010 · Services Revenue	
5030 · Other Charge Write-off	-310,535.55
5020 · Contractual Write-Off	-4,945,264.34
4010-10 · Revenue Adjustment	342,243.96
4010 · Services Revenue - Other	6,491,973.61
Total 4010 · Services Revenue	1,578,417.68
4015 · Bad Debt Recovery	14,528.28
4020 · Miscellaneous Income	
4020-20 · Interest Income	774.51
4020-40 · Other Income	89,401.33
Total 4020 · Miscellaneous Income	90,175.84
4030 · Tax Revenue	284,088.42
4040 · Overpayments	-18,435.76
Total Income	1,948,774.46
Cost of Goods Sold	
5040 · Bad Debt Expense	182,289.50
Total COGS	182,289.50
Gross Profit	1,766,484.96
Expense	
5065 · Bank service charge	2,839.05
6200 · Communications	
6200-10 · Dispatch	84,722.00
6200-30 · Telephone	9,370.98
6200 · Communications - Other	2,657.67
Total 6200 · Communications	96,750.65
6270 · Fines and Assessments	1,285.00
6300 · Fuel & Oil	55,709.38
6400 · Insurance	
6400-10 · General Liability Insurance	44,059.75
6400-20 · Health Insurance	76,940.43
6400-40 · Worker's Compensation Insurance	51,803.62
6400-50 · AFLAC Insurance	93.35
Total 6400 · Insurance	172,897.15
6500 · Maintenance	
6500-10 · Buildings and Grounds	7,196.56
6500-20 · Computers and Equipment	19,247.09
6500-30 · Vehicle Maintenance	112,019.28
Total 6500 · Maintenance	138,462.93
6510 · Memberships	1,005.00
6520 · Miscellaneous	0.00
6530 · Office Expense	14,384.34
6600 · Professional Services	
6600-40 · Consulting Services	18,489.00
6600-10 · Accounting Services	31,231.75
6600-20 · Legal Services	47,901.00
6600 · Professional Services - Other	12,000.00
Total 6600 · Professional Services	109,621.75
6650 · Publications and Legal Notices	307.50
6700 · Payroll Expenses	
6700-20 · Regular Wages	877,598.64
6700-30 · Payroll Taxes	31,722.09



**Profit & Loss**

July 2017 through May 2018

	Jul '17 - May 18
6700-40 · PERS - Company Contribution	89,196.49
6700 · Payroll Expenses - Other	7,514.68
Total 6700 · Payroll Expenses	1,006,031.90
6800 · Rents	13,157.17
6810 · Service and Supplies	
6810-10 · Medical Supplies	59,165.88
6810 · Service and Supplies - Other	3,035.99
Total 6810 · Service and Supplies	62,201.87
6820 · Training/Seminars and Supplies	336.00
6830 · Travel and Transportation	0.00
6850 · Uniform Allowance	6,809.71
6900 · Utilities	
6900-10 · Gas and Electric	6,371.15
6900-20 · Water and Sewer	1,082.88
6900 · Utilities - Other	799.95
Total 6900 · Utilities	8,253.98
Total Expense	1,690,053.38
Net Ordinary Income	76,431.58
Net Income	76,431.58

# EXETER DISTRICT AMBULANCE

## Profit & Loss Prev Year Comparison

### July 2017 through May 2018

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Services Revenue	-310,535.55	-61,558.94	-248,976.61	-404.5%
5030 · Other Charge Write-off	-4,945,264.34	-3,702,427.80	-1,242,836.54	-33.6%
5020 · Contractual Write-Off	342,243.96	-156,713.81	498,957.77	318.4%
4010-10 · Revenue Adjustment	6,491,973.61	5,649,716.92	842,256.69	14.9%
4010 · Services Revenue - Other				
Total 4010 · Services Revenue	1,578,417.68	1,729,016.37	-150,598.69	-8.7%
4015 · Bad Debt Recovery	14,528.28	15,760.45	-1,232.17	-7.8%
4020 · Miscellaneous Income				
4020-20 · Interest Income	774.51	1,029.07	-254.56	-24.7%
4020-40 · Other Income	89,401.33	59,900.00	29,501.33	49.3%
4020 · Miscellaneous Income - Other	0.00	113,875.81	-113,875.81	-100.0%
Total 4020 · Miscellaneous Income	90,175.84	174,804.88	-84,629.04	-48.4%
4030 · Tax Revenue	284,088.42	273,798.61	10,289.81	3.8%
4040 · Overpayments	-18,435.76	-9,181.88	-9,253.88	-100.8%
Total Income	1,948,774.46	2,184,198.43	-235,423.97	-10.8%
<b>Cost of Goods Sold</b>				
5040 · Bad Debt Expense	182,289.50	60,184.06	122,105.44	202.9%
Total COGS	182,289.50	60,184.06	122,105.44	202.9%
<b>Gross Profit</b>	1,766,484.96	2,124,014.37	-357,529.41	-16.8%
<b>Expense</b>				
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
6805 · Special District Expenses	0.00	448.77	-448.77	-100.0%
5065 · Bank service charge	2,839.05	2,120.84	718.21	33.9%
6200 · Communications				
6200-10 · Dispatch	84,722.00	94,380.00	-9,658.00	-10.2%
6200-30 · Telephone	9,370.98	8,712.65	658.33	7.6%
6200 · Communications - Other	2,657.67	1,977.26	680.41	34.4%
Total 6200 · Communications	96,750.65	105,069.91	-8,319.26	-7.9%
6270 · Fines and Assessments	1,285.00	3,070.00	-1,785.00	-58.1%
6300 · Fuel & Oil	55,709.38	48,044.55	7,664.83	16.0%
6400 · Insurance				
6400-10 · General Liability Insurance	44,059.75	42,829.84	1,229.91	2.9%
6400-20 · Health Insurance	76,940.43	86,695.77	-9,755.34	-11.3%
6400-40 · Worker's Compensation Insurance	51,803.62	84,170.57	-32,366.95	-38.5%
6400-50 · AFLAC Insurance	93.35	388.75	-295.40	-76.0%

# EXETER DISTRICT AMBULANCE

## Profit & Loss Prev Year Comparison

### July 2017 through May 2018

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
Total 6400 · Insurance	172,897.15	214,084.93	-41,187.78	-19.2%
6450 · Interest Expense	0.00	90.79	-90.79	-100.0%
6500 · Maintenance	7,196.56	4,831.73	2,364.83	48.9%
6500-10 · Buildings and Grounds	19,247.09	13,511.84	5,735.25	42.5%
6500-20 · Computers and Equipment	112,019.28	41,401.29	70,617.99	170.6%
6500-30 · Vehicle Maintenance				
Total 6500 · Maintenance	138,462.93	59,744.86	78,718.07	131.8%
6510 · Memberships	1,005.00	1,820.00	-815.00	-44.8%
6520 · Miscellaneous	0.00	693.67	-693.67	-100.0%
6530 · Office Expense	14,384.34	15,709.35	-1,325.01	-8.4%
6600 · Professional Services	18,489.00	1,116.12	17,372.88	1,556.5%
6600-40 · Consulting Services	31,231.75	17,650.00	13,581.75	77.0%
6600-10 · Accounting Services	47,901.00	26,495.80	21,405.20	80.8%
6600-20 · Legal Services	12,000.00	11,000.00	1,000.00	9.1%
6600 · Professional Services - Other				
Total 6600 · Professional Services	109,621.75	56,261.92	53,359.83	94.8%
6650 · Publications and Legal Notices	307.50	133.60	173.90	130.2%
6700 · Payroll Expenses	877,598.64	1,044,544.47	-166,945.83	-16.0%
6700-20 · Regular Wages	31,722.09	47,222.02	-15,499.93	-32.8%
6700-30 · Payroll Taxes	89,196.49	121,938.23	-32,741.74	-26.9%
6700-40 · PERS - Company Contribution	7,514.68	1,418.51	6,096.17	429.8%
6700 · Payroll Expenses - Other				
Total 6700 · Payroll Expenses	1,006,031.90	1,215,123.23	-209,091.33	-17.2%
6800 · Rents	13,157.17	8,942.93	4,214.24	47.1%
6810 · Service and Supplies	59,165.88	57,482.07	1,683.81	2.9%
6810-10 · Medical Supplies	3,035.99	1,933.60	1,102.39	57.0%
6810 · Service and Supplies - Other				
Total 6810 · Service and Supplies	62,201.87	59,415.67	2,786.20	4.7%
6820 · Training/Seminars and Supplies	336.00	3,398.65	-3,062.65	-90.1%
6830 · Travel and Transportation	0.00	0.00	0.00	0.0%
6850 · Uniform Allowance	6,809.71	7,678.82	-869.11	-11.3%
6900 · Utilities	6,371.15	6,688.42	-317.27	-4.7%
6900-10 · Gas and Electric	1,082.88	1,298.67	-215.79	-16.6%
6900-20 · Water and Sewer	799.95	1,822.51	-1,022.56	-56.1%
6900 · Utilities - Other				
Total 6900 · Utilities	8,253.98	9,809.60	-1,555.62	-15.9%
Total Expense	1,690,053.38	1,811,662.09	-121,608.71	-6.7%



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06/14/18

Accrual Basis

**EXETER DISTRICT AMBULANCE**  
**Profit & Loss Prev Year Comparison**

July 2017 through May 2018

	Jul '17 - May 18	Jul '16 - May 17	\$ Change	% Change
13 Net Ordinary Income	76,431.58	312,352.28	-235,920.70	-75.5%
Net Income	76,431.58	312,352.28	-235,920.70	-75.5%

## EXETER DISTRICT AMBULANCE

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Register: 1004 · Bank of Sierra Checking

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/01/2018		ADT Security Service	6500 · Maintenance:65...		124.31	X		265,105.26
05/01/2018	EFT	EDD	-split-		301.19	X		264,804.07
05/01/2018	7724	Liebert Cassidy Whit...	6600 · Professional Ser...	Client # EX030...	2,271.00	X		262,533.07
05/01/2018	7725	Beatwear	-split-	Inv 3159/5220	580.41	X		261,952.66
05/01/2018	7726	Debra Hood, CPA	6600 · Professional Ser...	March 2018 Ac...	1,500.00	X		260,452.66
05/01/2018	7727	Guardian EMS	-split-	Cust ID# 338738	1,650.24	X		258,802.42
05/01/2018	7728	Monarch Ford	-split-	Cust # 6085	26,248.94	X		232,553.48
05/01/2018	7729	eCore Software Inc.	6500 · Maintenance:65...	Cust # 156202	210.00	X		232,343.48
05/01/2018	7730	Alberto Gomez	6500 · Maintenance:65...		120.00	X		232,223.48
05/01/2018	7731	Verizon Wireless	6200 · Communication...	Acct. # 370499...	522.37	X		231,701.11
05/01/2018	7732	TF Tire & Service	6500 · Maintenance:65...	Acct No. 5470	714.32	X		230,986.79
05/01/2018	7733	McNeil & Company	-split-	Policy MEUM...	11,196.25	X		219,790.54
05/01/2018	7734	Oasis Security System	6500 · Maintenance:65...	Cust. # 1028	105.00	X		219,685.54
05/01/2018	7735	Fresno Oxygen	-split-	Account # 25295	192.78	X		219,492.76
05/01/2018	7736	Charter Communicati...	6200 · Communications	Acct.# 8203 12...	167.84	X		219,324.92
05/01/2018	7737	Exeter Plumbing Co.	6500 · Maintenance:65...	Inv.# 4192018	141.79	X		219,183.13
05/01/2018	7738	Air Mobile Commun...	6500 · Maintenance:65...	Inv.# 31822	83.87	X		219,099.26
05/01/2018	7739	Valley Pacific Petrol...	6300 · Fuel & Oil	Acct. 71166	2,024.28	X		217,074.98
05/01/2018	7740	Guardian	6400 · Insurance:6400-...	Group ID: 00 4...	349.99	X		216,724.99
05/01/2018	7741	Blue Shield of Califo...	6400 · Insurance:6400-...	Acct.# W0032...	6,635.61	X		210,089.38
05/01/2018	7742	AFLAC	6400 · Insurance:6400-...	Acct. # HU631	186.70	X		209,902.68
05/01/2018	7743	Cortex EDI, Inc.	6530 · Office Expense	Acct.# 45231	70.00	X		209,832.68
05/01/2018	7744	City of Exeter	-split-	Acct.# 109-001...	110.22	X		209,722.46
05/01/2018	7745	Jorgensen & Co.	6810 · Service and Sup...	Cust. ID# 1459...	164.00	X		209,558.46
05/02/2018		QuickBooks Payroll ...	6700 · Payroll Expenses	Created by Dir...	1.60	X		209,556.86
05/02/2018	EFT	United States Treasury	-split-	94-2484636	3,789.44	X		205,767.42
05/02/2018	EFT	EDD	-split-	499-0397-4	249.15	X		205,518.27
05/02/2018	EFT	EDD	-split-	499-0397-4	791.37	X		204,726.90
05/03/2018	DD	Chadi Kahwaji Incor...	6600 · Professional Ser...	Inv.# 37	1,000.00	X		203,726.90
05/03/2018		QuickBooks Payroll ...	-split-	Created by Pay...	19,868.17	X		183,858.73
05/04/2018	EFT	CA Public Employee...	-split-	1894	1,940.39	X		181,918.34
05/04/2018	EFT	CalPERS	6700 · Payroll Expense...	Unfunded Accr...	7,341.01	X		174,577.33
05/04/2018	EFT	CalPERS	6700 · Payroll Expense...	Pay Period 4/1...	239.74	X		174,337.59
05/04/2018	EFT	EDD	-split-	499-0397-4	26.77	X		174,310.82
05/04/2018	EFT	EDD	-split-	499-0397-4	6.09	X		174,304.73
05/04/2018	EFT	United States Treasury	-split-	94-2484636	93.10	X		174,211.63
05/04/2018	7746	Ashley, Shayan J.	-split-		378.92	X		173,832.71
05/04/2018	7747	Martinez, Yvette	-split-		20.39	X		173,812.32
05/04/2018	7748	Teamsters Local 517	2100 · Payroll Liabiliti...		1,413.00	X		172,399.32
05/04/2018	7749	CA State Disburseme...	-split-	TIMOTHY ST...	580.83	X		171,818.49

## EXETER DISTRICT AMBULANCE

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Register: 1004 · Bank of Sierra Checking

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/04/2018	7750	Ruiz Rodriguez, Mic...	-split-		555.71	X		171,262.78
05/04/2018	DD	Blair, Paul B.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Garcia, Jesse C.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Garcia, Tony	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Gray, Cresencia M	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Hobbs, Rebecca D	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Huckins, Anthony L.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Johnson, Adam E.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Johnson, Travis J	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Lester, Savannah B	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Lindsey, Michael T	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Lopez, Linzi	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	McCoy, Brian R.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Miller, Linda M.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Ray, Allen D	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Stahl, Timothy B.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Sustaric, Bethany J	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Thomas, Curtis R	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Thomas, Jeremy J.	-split-	Direct Deposit		X		171,262.78
05/04/2018	DD	Ruiz Rodriguez, Mic...	-split-	Direct Deposit		X		171,262.78
05/08/2018			-split-	Deposit		X	9,150.83	180,413.61
05/08/2018			4020 · Miscellaneous I...	Deposit		X	15.00	180,428.61
05/10/2018			-split-	Deposit		X	10,964.01	191,392.62
05/11/2018			-split-	Deposit		X	2,724.76	194,117.38
05/11/2018		QuickBooks Payroll ...	-split-	Created by Pay...	2,213.45	X		191,903.93
05/14/2018			-split-	Deposit		X	13,633.76	205,537.69
05/14/2018			12000 · *Undeposited ...	Deposit		X	15.00	205,552.69
05/14/2018	EFT	United States Treasury	-split-	94-2484636	609.94	X		204,942.75
05/14/2018	EFT	EDD	-split-	499-0397-4	195.10	X		204,747.65
05/14/2018	7751	Stahl, Timothy B.	-split-		963.80	X		203,783.85
05/14/2018	DD	Sodhy, Peter K.	-split-	Direct Deposit		X		203,783.85
05/16/2018			12000 · *Undeposited ...	Deposit		X	2,584.00	206,367.85
05/16/2018		Nsure Inc	6600 · Professional Ser...		499.00	X		205,868.85
05/16/2018	7754	Lady Bug Pest Control	6500 · Maintenance:65...	LB3066	30.00			205,838.85
05/16/2018	7755	Jorgensen & Co.	6810 · Service and Sup...	Cust. ID# 1459...	66.86	X		205,771.99
05/16/2018	7756	Chad's Auto Glass	6500 · Maintenance:65...	Inv.# 62442	224.77			205,547.22
05/16/2018	7757	Exeter Mercantile	-split-	Customer No. ...	70.06	X		205,477.16
05/16/2018	7758	Fresno Oxygen	-split-	Account # 25295	393.34	X		205,083.82
05/16/2018	7759	Air Mobile Commun...	6500 · Maintenance:65...	Inv.# 31887	147.00	X		204,936.82

## EXETER DISTRICT AMBULANCE

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Register: 1004 · Bank of Sierra Checking

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/16/2018	7760	TF Tire & Service	-split-	Acct No. 5470	903.30	X		204,033.52
05/16/2018	7761	County of Tulare He...	6270 · Fines and Asses...		500.00			203,533.52
05/16/2018	7762	Eddye Farrar	4040 · Overpayments		105.50	X		203,428.02
05/16/2018	7763	Medicare Part B/ Nor...	4040 · Overpayments	Lynn Furman ...	86.83	X		203,341.19
05/16/2018	7764	State Compensation I...	6400 · Insurance:6400-...	Policy # 91367...	4,709.42	X		198,631.77
05/16/2018	7765	HealthWise Services	6810 · Service and Sup...	Cust# 000025	85.00	X		198,546.77
05/16/2018	7766	Tulare County Cons. ...	6200 · Communication...	Inv.# EDA-000...	5,478.00	X		193,068.77
05/16/2018	7767	Valley Pacific Petrol...	6300 · Fuel & Oil	Acct. 71166	1,731.32	X		191,337.45
05/16/2018	7768	Jack Griggs, Inc.	6300 · Fuel & Oil	Acct. 01-32460	590.56	X		190,746.89
05/16/2018	7769	Guardian EMS	-split-	Cust ID# 338738	1,279.40	X		189,467.49
05/16/2018	7770	Select Business Syste...	6530 · Office Expense	Customer No. ...	78.25	X		189,389.24
05/16/2018	7771	Palm Occupational ...	6810 · Service and Sup...	Inv.# 142727	240.00	X		189,149.24
05/16/2018	7772	Montoy Law Corp.	6600 · Professional Ser...	Client# 9036	2,057.50	X		187,091.74
05/16/2018	7773	bg origin group	-split-	Acct.# E-1003...	467.50	X		186,624.24
05/16/2018	7774	Frontier Communicat...	6200 · Communication...	Acct# 559-594-...	297.48	X		186,326.76
05/16/2018	7775	Pitney Bowes Global...	6530 · Office Expense	Lease Acct. # 0...	186.84	X		186,139.92
05/16/2018	7776	Charter Communicati...	6200 · Communications	Acct.# 8203 12...	103.38	X		186,036.54
05/16/2018	7777	Staples Credit Plan	-split-	Acct. No. 6011...	234.56	X		185,801.98
05/16/2018	7778	CenCal Distributing I...	6530 · Office Expense	Monthly Water	69.41	X		185,732.57
05/16/2018	7779	SoCalGas	6900 · Utilities:6900-1...	Acct# 146 816 ...	10.66	X		185,721.91
05/16/2018	7780	SoCalGas	6900 · Utilities:6900-1...	Acct# 142 616 ...	44.99	X		185,676.92
05/16/2018	7781	Southern California ...	6900 · Utilities:6900-1...	Cust Acct# 2-0...	226.57	X		185,450.35
05/16/2018	7782	Southern California ...	6900 · Utilities:6900-1...	Cust Acct# 2-1...	187.81	X		185,262.54
05/17/2018		QuickBooks Payroll ...	-split-	Created by Pay...	29,226.17	X		156,036.37
05/18/2018	EFT	CA Public Employee...	-split-	VOID: 1894		X		156,036.37
05/18/2018	7752	Martinez, Yvette	-split-		243.59	X		155,792.78
05/18/2018	7753	CA State Disburseme...	-split-	ID#107007884...	580.83	X		155,211.95
05/18/2018	DD	Blair, Paul B.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Garcia, Jesse C.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Garcia, Tony	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Gray, Cresencia M	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Handley, Misty B.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Huckins, Anthony L.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Hutchinson, Jillian R	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Johnson, Adam E.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Johnson, Travis J	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Lester, Savannah B	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Lindsey, Michael T	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Lopez, Linzi	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	McCoy, Brian R.	-split-	Direct Deposit		X		155,211.95

## EXETER DISTRICT AMBULANCE

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Register: 1004 · Bank of Sierra Checking

From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/18/2018	DD	Miller, Linda M.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Ray, Allen D	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Ruiz Rodriguez, Mic...	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Stahl, Timothy B.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Sustaric, Bethany J	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Thomas, Jeremy J.	-split-	Direct Deposit		X		155,211.95
05/18/2018	DD	Sodhy, Peter K.	-split-	Direct Deposit		X		155,211.95
05/21/2018			12000 · *Undeposited ...	Deposit		X	12,753.46	167,965.41
05/21/2018			12000 · *Undeposited ...	Deposit		X	282.69	168,248.10
05/21/2018			12000 · *Undeposited ...	Deposit		X	7,627.23	175,875.33
05/21/2018	EFT	United States Treasury	-split-	94-2484636	28.64	X		175,846.69
05/21/2018	EFT	EDD	-split-	499-0397-4	9.88	X		175,836.81
05/21/2018	EFT	United States Treasury	-split-	94-2484636	5,612.34	X		170,224.47
05/21/2018	EFT	EDD	-split-	499-0397-4	1,720.49	X		168,503.98
05/21/2018	EFT	CA Public Employee...	-split-	1894	2,325.93	X		166,178.05
05/22/2018			12000 · *Undeposited ...	Deposit		X	100.00	166,278.05
05/22/2018			12000 · *Undeposited ...	Deposit		X	100.00	166,378.05
05/22/2018			12000 · *Undeposited ...	Deposit		X	40.00	166,418.05
05/22/2018			4020 · Miscellaneous I...	Deposit		X	1,280.00	167,698.05
05/22/2018			4015 · Bad Debt Recov...	Deposit		X	200.32	167,898.37
05/22/2018			4030 · Tax Revenue	Deposit		X	21,740.22	189,638.59
05/24/2018			12000 · *Undeposited ...	Deposit		X	50.00	189,688.59
05/24/2018			12000 · *Undeposited ...	Deposit		X	8,294.44	197,983.03
05/24/2018	7803	Guardian	6400 · Insurance:6400-...	Group ID: 00 4...	806.95			197,176.08
05/29/2018			12000 · *Undeposited ...	Deposit		X	19,749.13	216,925.21
05/29/2018			12000 · *Undeposited ...	Deposit		X	767.25	217,692.46
05/29/2018			12000 · *Undeposited ...	Deposit		X	6,895.71	224,588.17
05/29/2018	VOID	Dr. Chad Kahwaji	6600 · Professional Ser...	VOID: Inv. # 38		X		224,588.17
05/29/2018	7783	Mia Neunzig	6530 · Office Expense		500.00			224,088.17
05/29/2018	7784	Petty Cash	-split-		102.97			223,985.20
05/29/2018	7785	Fresno Oxygen	-split-	Account # 25295	171.94			223,813.26
05/29/2018	7786	Jorgensen & Co.	6810 · Service and Sup...	Cust. ID# 1459...	73.58			223,739.68
05/29/2018	7787	Debra Hood, CPA	6600 · Professional Ser...	April 2018 Acc...	1,500.00			222,239.68
05/29/2018	7788	eCore Software Inc.	6500 · Maintenance:65...	Cust # 156202	210.00			222,029.68
05/29/2018	7789	Verizon Wireless	6200 · Communication...	Acct. # 370499...	522.37			221,507.31
05/29/2018	7790	Charter Communicati...	6200 · Communications	Acct.# 8203 12...	167.84			221,339.47
05/29/2018	7791	Guardian EMS	-split-	Cust ID# 338738	756.15			220,583.32
05/29/2018	7792	Sam Davis Towing	6500 · Maintenance:65...	Inv.# 133077	85.00			220,498.32
05/29/2018	7793	Air Mobile Commun...	6500 · Maintenance:65...	Inv.# 31906	62.93			220,435.39
05/29/2018	7795	Guardian	6400 · Insurance:6400-...	VOID: Group I...		X		220,435.39

## EXETER DISTRICT AMBULANCE

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From 05/01/2018 through 05/31/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/29/2018	7795	Purchase Power	6530 · Office Expense	8000-9000-038...	420.99			220,014.40
05/29/2018	7796	Valley Pacific Petrol...	6300 · Fuel & Oil	Acct. 71166	1,977.59			218,036.81
05/29/2018	7797	Life-Assist, Inc.	6810 · Service and Sup...	Acct. No: 9322...	75.38			217,961.43
05/29/2018	7798	AFLAC	6400 · Insurance:6400-...	Acct. # HU631	186.70			217,774.73
05/29/2018	7799	Patricio Reyna	4040 · Overpayments		86.70			217,688.03
05/29/2018	7800	TF Tire & Service	6500 · Maintenance:65...	Acct No. 5470	662.17			217,025.86
05/29/2018	7802	Blue Shield of Califo...	6400 · Insurance:6400-...	Acct.# W0032...	7,924.14			209,101.72
05/29/2018	7804	Wayne Moore	4040 · Overpayments		100.00			209,001.72
05/29/2018	7805	Central Valley Towin...	6500 · Maintenance:65...		65.00			208,936.72
05/29/2018	7806	Pacific Employers	6510 · Memberships	Inv.# 00052720	180.00			208,756.72
05/29/2018	7807	Employment Develo...	6700 · Payroll Expenses	VOID: Acct# 4...		X		208,756.72
05/30/2018		QuickBooks Payroll ...	6700 · Payroll Expenses	Created by Dir...	1.60	X		208,755.12
05/31/2018			12000 · *Undeposited ...	Deposit		X	120.00	208,875.12
05/31/2018			12000 · *Undeposited ...	Deposit		X	1,969.00	210,844.12
05/31/2018			4020 · Miscellaneous I...	Deposit		X	120.00	210,964.12
05/31/2018			4020 · Miscellaneous I...	Deposit		X	750.00	211,714.12
05/31/2018		ADT Security Service	6500 · Maintenance:65...		131.11	X		211,583.01
05/31/2018			5065 · Bank service ch...	Service Charge	141.21	X		211,441.80
05/31/2018	DD	Chadi Kahwaji Incor...	6600 · Professional Ser...	Inv.# 38	1,000.00	X		210,441.80
05/31/2018		QuickBooks Payroll ...	-split-	Created by Pay...	26,254.75	X		184,187.05



## EXETER DISTRICT AMBULANCE

302 E. Palm  
Exeter, CA 93221

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

### DISTRICT MANAGER'S REPORT

**District Board Meeting June 25th, 2018**

#### **OPERATIONS**

- Daily Call Summary for May
  - o May showed a total of 411 calls, or 13.2 per day against 327 or 10.9 per day in April
  - o May also showed a higher response rate of 91.24% or 12.1 responses per day against 89.91% or 9.8 per day in April
  - o Significantly, May averaged 7.26 transports per day against April's 5.33 per day.
  - o While we had the same number of Late Arrivals in May as in April, the higher Zone 5 call volume allowed us to be in compliance for the first time since January.
- Staffing
  - o We have 9 FT Paramedics and 9 FT EMTs. We brought on Peter Banuelos who will convert to FT as of June 25<sup>th</sup>.
  - o We have also brought back several former Per Diem EMT staff as well as added one more new Per Diem EMT. We now have a waiting list of 4 EMTs for Per Diem, and 2 Paramedics for Per Diem positions.
  - o We have adopted a policy of required Observational Ride-Along shifts for new employees - 2 full 48 hour shifts for potential Full Time, and 1 full 48 for potential Per Diem. This allows existing staff to watch their performance and alert HR of potential performance or other issues early on.
  - o The Shift Lead positions have been provisionally approved by the union. We will be implementing this new position this week.
- 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.
- Employee Handbook
  - o A preliminary "final draft" of the unified Employee Handbook is complete. I am awaiting the outcome of the union negotiations before wrapping up the final version.
  - o The Handbook will then become the basis of an Operational Procedures binder to be kept at the station as well as in each operational ambulance.
- Forms and Procedures
  - o The new Narcotics Control Procedure is now in regular use. It includes all new forms, binders, and the use of secondary locking tags. This procedure will become the key step in a new Shift Change procedure to be implemented next month.



## EXETER DISTRICT AMBULANCE

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

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

- The following HR-related forms have been designed and adopted. Samples have been included in this packet.
  - Onboarding Checklist
  - Termination Checklist
  - A quarterly availability/status check for all Per Diem staff
- Human Resources
  - Creation of proper HR procedures and standardizing active and inactive HR files is in progress.
  - We have signed with Certifix to perform California certified government district background checks. The final step is to designate the District Manager as the custodian of record by Board Resolution (see attached).
- Vehicles and Communications Equipment
  - MDTs are installed and functioning for all operational vehicles
  - There are currently 4 operational vehicles.
  - One vehicle (11) was involved in a hit-and-run accident in Woodlake which will be 100% covered by insurance. It will be back in service on Tuesday, 06/26/2018.
  - One vehicle (311) is having some major coolant leak traced to the heater coil. This should be ready by Wednesday, 06/27/2018.
  - One vehicle (10) is having a new motor installed. It is expected to be ready by Thursday, 06/28/2018.
- GEMT Audit
  - The audit of 2013/2014 is complete and no anomalies were found. We had a debrief with the auditor and his manager who indicated that while some corrections were made, the net result is that we may be receiving up to an additional \$2,500 in payments, depending on their accounts payable department.
- Lindsay Service Report and Logo display
  - I am awaiting a quote for the approved logo and text to be applied to EDA-02.

**This Ambulance sponsored by**



- Nsure
  - Am working with Nsure to start up the program. There will be a training for us sometime in the week 06/25/2018 – 06/29/2018.





## EXETER DISTRICT AMBULANCE

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

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

### COMPLIANCE

We have been notified of our Major Breach of compliance as of April 2018 for failing to meet compliance requirements three months consecutively. I have responded in detail and that response has been fully accepted by CCEMSA, along with an acknowledgement giving EDA through August to make remediation. In May, we made the compliance requirement and I was visited by Dale Dotson who was very happy with our progress. The major issue is the low in-zone response volume, which makes even four non-appealable late arrivals enough to push us out of compliance. Generally, though the summer months have a higher call volume, which might be enough to help us. Other causes are mechanical and technical issues, as well as procedural issues that are being addressed.

### SERVICE ENHANCEMENTS

#### Satellite Phone

There are two classes of phone currently being examined – the first is strictly a phone but hardened for EMS usage. This begins at around \$1,400 with monthly service at about \$75 for limited minutes. The second is a portable base-station that links to existing smartphones. It begins at \$500 for the station and \$40 per month for limited minutes. For purposes of Three Rivers coverage, the second might be better. For coverage in the Parks the first option might be better. We are still examining the possibilities.



#### Iridium Extreme Satellite Phone

- Hardened for EMS usage
- \$1,325 plus tax
- Postpaid plan \$59 monthly plus \$1.17 per minute per call.
- Stronger signal in cluttered areas (trees, buildings, etc)
- Limited SMS texting



## EXETER DISTRICT AMBULANCE

302 E. Palm  
Exeter, CA 93221

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



### Globestar Sat-Fi2

- Acts as base-station
- Smartphone link to it for voice and data
- \$499 plus tax and base plan at \$40 per month for 40 minutes talk time
- Includes ability to browse, text, call in and out, and supports up to 8 concurrent smartphones
- Requires wide open areas to assure good sat connection
- Very new

### 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

As requested, we have signed with Certifix to perform background checks. Since we are also a government special district, we are required to have a board resolution to approve the application for, and gaining of, and OID which will allow us to have access to the results of criminal background investigations. This process might take as long as 6 weeks after the resolution. We must also name a custodian of records who will have to undergo a modified background check first. The resolution is included in today's agenda.

### VACATION

As agreed to in my offer letter, I will be on vacation from June 29<sup>th</sup> through July 8<sup>th</sup>. Although I will be away, I will remain available to all staff and TCCAD during that period. I will also be accessible through Sling and email. If possible, we might be able to have one or more Shift Leads in place by the time I leave in order to assure resupply and Narcotics Control.



# EXETER DISTRICT AMBULANCE

302 E. Palm  
Exeter, CA 93221

Phone: 559-594-5250

Fax: 559-592-2301

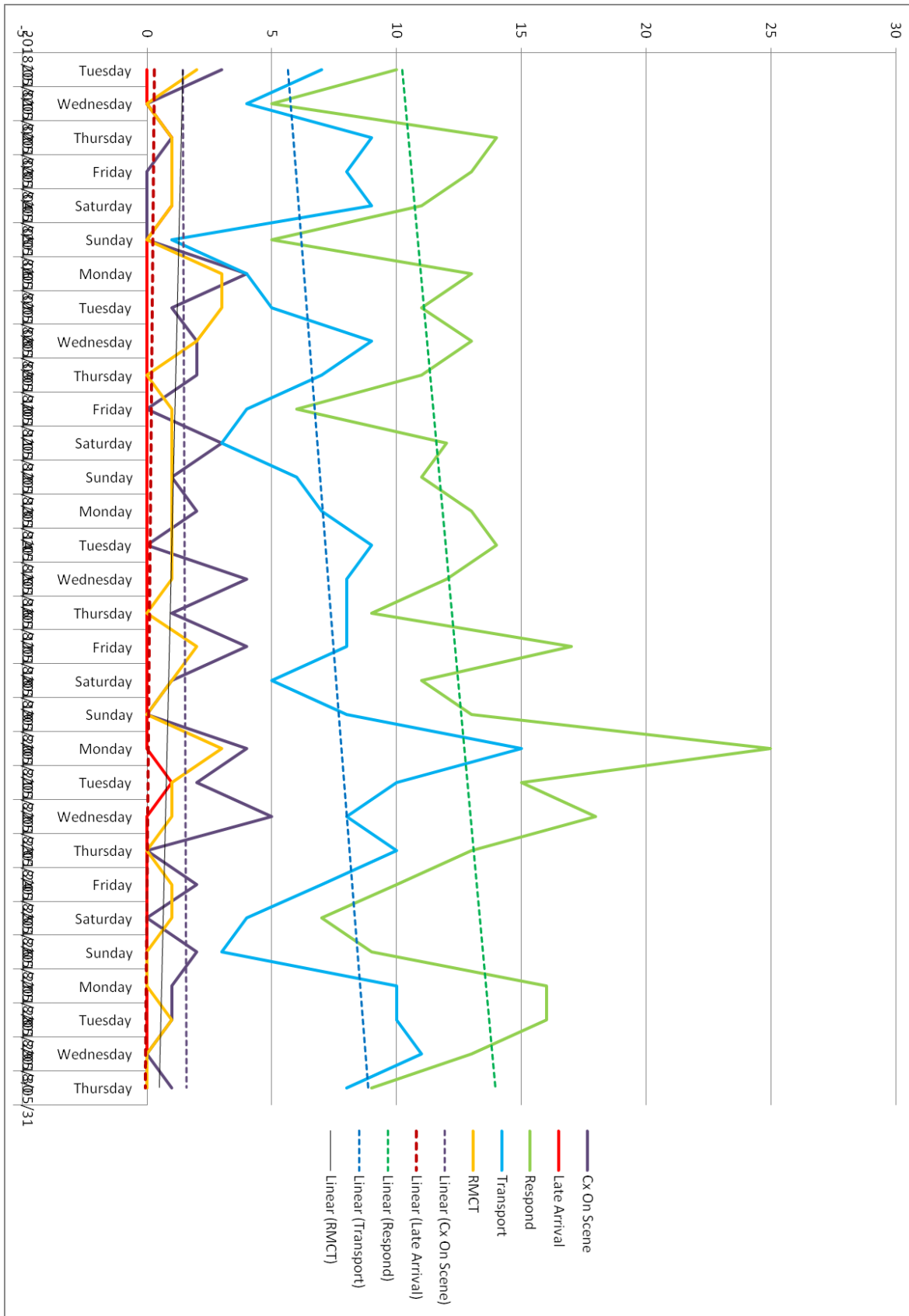
Date	Day	Calls	Cx Enroute	Cx On Scene	Out of Zone 5	Late Arrival	Respond	Transport	RMCT
2018/05/01	Tuesday	10	0	3	4	0	10	7	2
2018/05/02	Wednesday	5	1	0	0	0	5	4	0
2018/05/03	Thursday	16	3	1	8	1	14	9	1
2018/05/04	Friday	13	2	0	9	1	13	8	1
2018/05/05	Saturday	14	3	0	6	1	11	9	1
2018/05/06	Sunday	5	0	0	4	0	5	1	0
2018/05/07	Monday	13	0	4	7	0	13	4	3
2018/05/08	Tuesday	11	0	1	7	0	11	5	3
2018/05/09	Wednesday	13	0	2	8	0	13	9	2
2018/05/10	Thursday	12	1	2	5	0	11	7	0
2018/05/11	Friday	6	0	0	5	0	6	4	1
2018/05/12	Saturday	14	0	3	10	0	12	3	1
2018/05/13	Sunday	13	0	1	10	0	11	6	1
2018/05/14	Monday	13	2	2	7	0	13	7	1
2018/05/15	Tuesday	17	0	0	15	0	14	9	1
2018/05/16	Wednesday	12	0	4	3	0	12	8	1
2018/05/17	Thursday	9	0	1	5	0	9	8	0
2018/05/18	Friday	19	1	4	11	0	17	8	2
2018/05/19	Saturday	13	1	1	9	0	11	5	1
2018/05/20	Sunday	14	0	0	12	0	13	8	0
2018/05/21	Monday	26	1	4	18	0	25	15	3
2018/05/22	Tuesday	17	1	2	8	1	15	10	1
2018/05/23	Wednesday	19	1	5	12	0	18	8	1
2018/05/24	Thursday	14	3	0	6	0	13	10	0
2018/05/25	Friday	14	3	2	6	0	10	7	1
2018/05/26	Saturday	8	0	0	5	0	7	4	1
2018/05/27	Sunday	10	1	2	6	0	9	3	0
2018/05/28	Monday	17	1	1	13	0	16	10	0
2018/05/29	Tuesday	19	3	1	9	0	16	10	1
2018/05/30	Wednesday	16	2	0	9	0	13	11	0
2018/05/31	Thursday	9	0	1	7	0	9	8	0
Total		411	30	47	244	4	375	225	30
Average		13.26	0.97	1.52	7.87	0.13	12.1	7.26	0.97
			7.30%	11.44%	59.37%	1.07%	91.24%	60.00%	8.00%
Average 3 units						Late/Respond		Trans/Respond	RCMT/Respond



# EXETER DISTRICT AMBULANCE

24  
302 E. Palm  
Exeter, CA 93221

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





# EXETER DISTRICT AMBULANCE

As of 06/21/2018  
9am

302 E Palm St  
Exeter, CA 93221  
Phone: 559-594-5254  
Fax: 559-592-2301

Vehicle Inventory - Exeter District Ambulance					
Name	Type	Lic #	VIN	Status	Mileage
EDA 01	International 2006	1414527	1HTMNAAL17H459623	Non Operational A/C issue in rear cabin - at Diesel Doctor NOT TO BE USED AT LEMON COVE	46,740
EDA 02	International 2007	1414528	1HTMNAAM78H644413	Operational Pneumatic guage issue NOT TO BE USED AT LEMON COVE	77,000
211	Ford E450 2005	1235153	1FDXF46P24ED25263	Operational	164,018
210	Ford E350 1996	988483	1FDJS34F9VHA97220	Non operational / age	
310	Ford E350 2009	133948	1FDSS34P88DB61076	Operational	278,180
311	Ford E350 2009	1339417	1FDSS34PX8DB61080	Non Operational Heater Coil leak, at Future Ford, \$8,200 Due available Friday 06/29/2018	
10	Ford E350 2010	1338616	1FDSS3EP1LADA37090	Non operational At Monarch for engine replacement, \$26,000 Due available Tuesday 06/26/2018	
11	Ford E350 2010	1338615	1FDSS3EP3ADA37091	Non Operational Vehicle accident, \$3,200 repair at First Choice Due available Tuesday 06/26/2018	269,003

## BEFORE THE BOARD OF DIRECTORS OF THE

## Exeter District Ambulance

**Resolution Ordering Even-Year Board of Directors)  
Election; Consolidation of Elections; and ) Resolution  
Specifications of the Election Order ) No. 2018-\_\_**

WHEREAS, California Elections Code requires a general district election to be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and is to the advantage of the district to consolidate pursuant to Election Code 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307(3c) requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost, and state the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this District on the 6<sup>th</sup> day of November 2018, for the purpose of electing members to the Board of Directors of said District and in accordance with the following specifications:

## SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 6<sup>th</sup> day of November 2018**. The purpose of the election is to choose members of the board of directors for the

following seats:

Director for District 2

Four-year term to expire 12/2022

Director for District 3

Four-year term to expire 12/2022

2. This governing board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to the Elections Code 10400.

3. The District will reimburse the County for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due is determined by the elections official.

4. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 200 words.

5. The District directs that the County Registrar of Voters of the County of Tulare publish the Notice of Election in the following newspaper which is a newspaper of general circulation that is regularly circulated in the territory: The Sun Gazette.

6. The Secretary of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters.

7. The Secretary of this Board is authorized to make any clerical or technical corrections to this resolution as may be requested by the county elections official.

8. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, at a regular meeting on this day of June \_\_, 2018, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
DISTRICT SECRETARY

## RESOLUTION NO. 2018-\_\_

### A RESOLUTION OF THE BOARD OF DIRECTORS OF EXETER AMBULANCE DISTRICT AUTHORIZING PERSONS IN SPECIFIED POSITIONS TO ACT AS DISTRICT SIGNATORIES ON BANK DOCUMENTS.

**WHEREAS**, the District needs to update the list of signatories on bank documents;  
and

**WHEREAS**, the District determines that it is necessary for the efficient  
administration of the fiscal affairs of the District that this resolution be passed and  
adopted.

**NOW, THEREFORE**, the Board of Directors hereby resolves as follows:

Section 1. The foregoing recitals are incorporated herein by reference.

Section 2. Each bank doing business with the District is hereby authorized to  
honor checks, warrants, or other orders for the payment of money drawn in the name  
of the District on all its accounts when bearing the signature of at least two of the  
following signatures:

- |               |                            |
|---------------|----------------------------|
| (a) Director: | Adam Pfenning, President   |
| (b) Director: | Diana L. Mendez, Secretary |
| (c) Director: | Tony Miller                |

Section 3. Staff is directed to cause the completion and submission of necessary  
documents regarding this resolution as required by any banks doing business with  
the District.

Section 4. This resolution shall become effective immediately upon its passage  
and adoption. All previous resolutions and approvals authorizing the honoring of  
signatures of District officials other than those set forth in this resolution are hereby  
rescinded.

///

///



### CERTIFICATION

The foregoing resolution was adopted on June 25, 2018, by the Board of Directors of Exeter District Ambulance by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting thereof held on January 29, 2018.

In witness thereof, I have set my hand the \_\_\_\_ day of \_\_\_\_\_ 2018.

---

Secretary of the Board of Directors



## EXETER DISTRICT AMBULANCE

302 E. PALM, EXETER, CALIFORNIA 93221

Phone (559) 594-5250 Fax (559) 592-2301

June 25, 2018

To: Bank of the Sierra

Re: Account 422149470 BUSINESS MONEY MARKET

0422011070 BUSINESS CHECKING ACCOUNT

To Whom It May Concern:

This letter is to inform you that we will be deleting/adding signers on the above mentioned account.

Please remove Darinda Kunkel, Board Director as a signer.

Please add Diana L Mendez, Board Director/Secretary as a signer.

Signers to remain on the account are named below.

Adam Pfenning, Board Director/President

Tony Miller, Board Director

Sincerely,

Adam Pfenning

Exeter District Ambulance, Board President



**RESOLUTION NO. 2018-\_\_****A RESOLUTION OF THE BOARD OF DIRECTORS OF EXETER  
AMBULANCE DISTRICT AUTHORIZING THE DISTRICT TO  
ACCESS STATE SUMMARY CRIMINAL HISTORY INFORMATION  
FOR EMPLOYMENT**

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, or governing body of a city, county, district or joint powers authorities to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

**NOW THEREFORE, BE IT RESOLVED**, that the Exeter Ambulance District is hereby authorized to access state summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes and may not disseminate the information to a private entity.

## CERTIFICATION

33

The foregoing resolution was adopted on June 25, 2018, by the Board of Directors of Exeter District Ambulance by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting thereof held on June 25, 2018.

In witness thereof, I have set my hand the \_\_\_\_ day of \_\_\_\_\_ 2018.

---

Secretary of the Board of Directors

**RESOLUTION NO. 2018-\_\_****A RESOLUTION OF THE BOARD OF DIRECTORS OF EXETER  
AMBULANCE DISTRICT AUTHORIZING THE DISTRICT TO  
ACCESS STATE AND FEDERAL LEVEL SUMMARY CRIMINAL  
HISTORY INFORMATION FOR EMPLOYMENT**

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

**WHEREAS**, Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

**WHEREAS**, Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

**NOW THEREFORE, BE IT RESOLVED**, that the Exeter Ambulance District is hereby authorized to access state and federal level summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity.

## CERTIFICATION

35

The foregoing resolution was adopted on June 25, 2018, by the Board of Directors of Exeter District Ambulance by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting thereof held on June 25, 2018.

In witness thereof, I have set my hand the \_\_\_\_ day of \_\_\_\_\_ 2018.

---

Secretary of the Board of Directors



**EXETER DISTRICT  
AMBULANCE**

36

**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. \_\_\_\_\_





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## **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 direct 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.

**SIDE LETTER AGREEMENT BETWEEN EXETER DISTRICT AMBULANCE  
AND TEAMSTERS LOCAL #517 REGARDING SHIFT LEAD DIFFERENTIAL PAY**

This Side Letter Agreement is made and entered between Exeter District Ambulance ("District") and Teamsters Local #517 ("Union"). The parties have met and conferred in good faith regarding employment terms and conditions of the employees in the District and have reached agreement as set forth in this Memorandum of Understanding ("MOU").

**RECITALS**

WHEREAS, the parties entered "Agreement Between Exeter District Ambulance and Teamsters Local #517" which is referenced as Memorandum of Understanding ("MOU") effective July 1, 2017 through June 30, 2018; and

WHEREAS, the District and Union have commenced the meet and confer process for a Successor MOU; and

WHEREAS, the parties agree that there is an immediate need for Shift Lead duties to be performed by a permanent full time Paramedic employed by District; and

WHEREAS, the performance of such duties is in the best interest of District and Union; and

WHEREAS, authorized representatives of the District and Union have met and conferred regarding such Shift Differential duties; and

WHEREAS, by executing this Side Letter Agreement, the District and Union agree to amend the MOU as follows:

**AGREEMENT**

The provisions in the MOU effective July 1, 2016, through May 31, 2017, is amended as set forth below:

Section 1. Effective May \_\_, 2018, Article XXVII - WAGES is amended by adding the following to read as follows:

Shift Differential Paramedic Positions and Pay

- A. There are 3 available "Shift Lead" Paramedic positions at EDA. All 3 Shift Leads MUST be scheduled for non-coincident or overlapping shifts with other Shift Leads. The Shift Lead position is considered "additional responsibility" to the existing Full Time Paramedic position and as such is entitled to extra pay.
- B. Paramedics designated as Shift Leads shall receive an additional \$1.00 per hour. Shift Leads will also be provided with key access to Administrative Office, Supply Room,

Narcotics Room; Alarm Code for Administrative Office; and a Shift Lead shared smartphone.

C. Responsibilities for Shift Leads are as follows:

1. The Shift Lead will have a shared office in the Administrative Office, including a shared desktop computer. The Shift Lead will be provided with a single key that will unlock the Administrative Office, the main Supply Room, and the Narcotics Supply Room. This key is not to be duplicated or shared with any other employee or non-employee.
2. The Shift Lead is a non-supervisory position responsible for the following shift-based duties:
  - Supply replenishment of on-shift vehicles
  - Narcotics replenishment of on-shift vehicles
  - Review of Start-of-shift and End-of-shift vehicle inspection forms
  - Review of Start-of-shift and End-of-shift vehicle supply forms
  - Maintenance of security of the Administrative Building, Supply Room, and Narcotics Supply Room
  - Backfilling field crew positions in case of short-notice unavailability, based on standard procedure
  - 
  - Notifying District Manager in case of personnel, mechanical, supply, or security issues that affect service availability
  - Responding to TCCAD issues and escalating to District Manager as necessary.
3. Paramedics interested in being considered for Shift Lead Duties may submit a letter of interest to the District Manager on or before \_\_\_\_\_. An applicant must be a current Full Time Paramedic in good standing at Exeter District Ambulance with a minimum of 6 months continuous Full Time Paramedic experience with the District. The District Manager will consider the following in making selections:
  - Good written and verbal communication
  - Office skills including filing, typing, review of standardized paperwork
  - Organization and attention to detail
  - Record keeping
  - Experience with EDA office procedures

Section 2. The parties expressly represent that the terms of this Side Letter Agreement will be part of the Successor MOU currently under negotiation.

Section 3. Except as expressly modified in this Side Letter Agreement, the terms and conditions of the MOU and the rights, duties, and obligations of the parties thereunder are unchanged and remain in full force and effect.

The parties hereby execute this Side Letter Agreement to Memorandum of Understanding.

DISTRICT

TEAMSTERS LOCAL #517

\_\_\_\_\_  
Adam Pfenning  
Board President

\_\_\_\_\_  
Greg Landers  
Secretary-Treasurer

Date: \_\_\_\_\_

Date: 5/23/16







June 22, 2018

REBECCA AGREDANO, C.P.A.

LARRY W. AYERS, C.P.A.

MARLA D. BORGES, C.P.A.

NICOLE A. CENTOFANTI, C.P.A.

WM. KENT JENSEN, C.P.A.

KATHLEEN M. LAMPE, C.P.A.

LYNN M. LAMPE, C.P.A., C.F.E.

ALAN S. MOORE, C.P.A.

R. IAN PARKER, C.P.A.

ELAINE D. REULE, C.P.A., C.F.E.

GIUSEPPE SCALIA, C.P.A.

NATALIE H. SIEGEL, C.P.A.

JAMES G. DWYER, C.P.A.

KEVIN M. GREEN, C.P.A.

GREG GROEN, C.P.A.

D. CHRIS NEESE, E.A.

KENNETH B. NUNES, C.P.A.

KEITH M. SPRAGUE, C.P.A.

KENNETH W. WHITE, JR., C.P.A.

NORIKO A. AWBREY, C.P.A.

BRENDA A. DADDINO, C.P.A.

JASON A. FRY, C.P.A., M.S.A.

TRACY L. MCINTYRE, C.P.A.

KRYSTAL PARREIRA, C.P.A., M.S.A.

MARY L. QUILLIN, C.P.A.

RACHEL L. SCHROEDER, C.P.A.

GINILU VANDERWALL, C.P.A.

KRISTI WEAVER, C.P.A.

ROSALIND WONG, C.P.A.

To Management and  
Board of Directors  
Exeter District Ambulance  
302 East Palm  
Exeter, California 93221

Re: Audit Proposal for  
June 30, 2018

It is again time to begin planning for your annual audit. Please see below our proposed audit fee for the year ended June 30, 2018.

In summary, our proposal includes:

1. performing your annual audit
2. preparing your financial statements under the GASB 34 reporting model
3. filing your annual reports with the State Controller
4. preparing management letters and delivering your reports for discussion at Board of Directors' meetings

Our base fee for the audit is \$17,000. This proposal does not include procedures required under the Single Audit Act Amendments of 1996. If you receive any federal funding, you may be subject to Single Audit. If during your audits we discover that you are subject to Single Audit, we will notify you in advance of our fee to perform the additional audit procedures and will ask you to sign a new contract.

This proposal does not include procedures required under GASB 68. Any procedures related to the recalculation of the Net Pension Liability, Deferred Outflows and Deferred Inflows to ensure the presentation for the June 30, 2018 financial statements will be billed additionally based on the hours incurred at our standard audit rates.

Our proposal also assumes that your books and records will be substantially adjusted and ready for audit when we arrive. Because new audit standards have imposed so many procedural and documentation requirements, we find ourselves in need of staying within the scope of the audit and the procedures the proposed fee is intended to cover. If when we arrive we find that you need additional services beyond those specified in the audit contract, we will discuss the situation with you and will let you know the amount of any additional fee.

*Dinuba  
Hanford  
Lindsay  
Tulare  
Visalia*

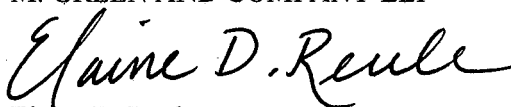
Board of Directors  
Exeter District Ambulance  
June 22, 2018  
Page 2

We appreciate the opportunity to be of service to your District and I am confident that we can continue to provide the level of service you desire in a professional and timely manner. If you agree with these terms, please advise us and we will prepare an engagement agreement that will need to be signed and returned to us.

Should you have any questions regarding this proposal, our services or any other related matter, please do not hesitate to call.

Regards,

M. GREEN AND COMPANY LLP

A handwritten signature in black ink that reads "Elaine D. Reule". The signature is fluid and cursive, with the first name "Elaine" being more prominent than the last name "Reule".

Elaine D. Reule  
Certified Public Accountant

EDR/edr  
Enclosures



**MINUTES**  
**Exeter District Ambulance**  
**Governing Board**  
**REGULAR MEETING**

District Office Meeting Room  
 302 E. Palm St., Exeter, CA 93221  
 Monday, May 21<sup>st</sup>, 2018  
 5:30pm

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

**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 5:35pm
- Roll Call – Mr. Pfenning
- Pledge of Allegiance – Mr. Pfenning

**PUBLIC COMMENT**

1. No comments from the public

**AGENDA APPROVAL**

1. Item A is tabled as District Accountant was not present and the financial statements were not available.

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

Debbie Hood presented the combined April and May financials noting that revenues were slightly down from projections and that overall receivables were less than half of the same time last year. However, all that aside, EDA managed to keep within the budget.

GEMT revenue dropped because of the unavailability of an audit in time. We anticipate a \$35k loss for May and a \$45k loss for June. In spite of that, we should finish the year within budget.

DM moved to accept the financials as presented, AP seconded. 3-0-2.

**B. Reports from the District Manager**

Mr. Sodhy presented an overview of current District Operations. The significant issue was the failure to meet response compliance for the month of April, thus putting EDA into major breach of contract since that was the third consecutive month. Mr. Sodhy has already responded to CCEMSA for the minor breach the month before and will respond to the major breach in writing. In talks with CCEMSA, Mr. Sodhy has been assured that the organization is willing to work with EDA on remediation without resorting to harsh penalties outside of the mandatory fines. On a related note, it appears that May is looking better and there is a possibility that we may have turned around our performance.

Mr. Sodhy is working with TCCAD on the posting plan and ways to address long bed delays at KDH.

It was also reported that we are under a two year agreement with Nsure, at \$499 per month. A buyout of the contract would be over \$6,000. After some discussion, Mr. Sodhy was asked to request a HIPAA contract from Nsure in order to share patient data. Mr. Sodhy will also investigate what it will take to use Nsure services going forward.

Mr. Sodhy was contacted by Mr. Starr Warson from Lindsay about quarterly reports related to the agreement with the Lindsay Health District. Mr. Sodhy was able to provide data going back a year which appears to have satisfied the request.

Mr. Sodhy outlined a plan on how to address the service level for the Three Rivers community. In essence this will use resident Paramedics as Paid Call employees to deliver

ALS service with the transport still provided from Lemon Cove. The idea has been favorably received by CCEMSA. The Board requested that Mr. Sodhy prepare a more detailed cost analysis as it affects EDA.

The draft budget was presented to the Board, and it was recommended that to be conservative, the budget should be based on running 3 rigs regularly for the year. If at some point EDA can run the full complement of 4 rigs, that can be handled as an amendment to the budget.

A brief discussion of Ambulance unit 10 followed the report that after unit 310 was repaired, EDA paid the bill in full although we had an agreement to split the payments into four. TM moved that the agreement should now be applied to the repair of unit 10. DM seconded. 3-0-2.

Mr. Sodhy also reported that there are many discussions on a new state GEMT program that appears to be a mandated program for ambulance services. Very little detail is known at present although there is an expectation that each service must "buy" into the program and that an invoice for the amount might arrive in August.

There was a suggestion to use the available money market funds to reimburse the LAIF fund back to full. However, after consideration of the possible GEMT invoice, the suggestion was retracted.

The Board asked if EDA is eligible for a tax break on fuel. The District Manager will look into this.

The Board asked the District Manager to request an Engagement Letter from M Green to perform an audit as soon as possible.

#### **CONSENT CALENDAR**

A motion was made (DM) and seconded (AP) 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**

1. The Board requested that the District Manager prepare a list of vehicles that includes mileage, age, type and condition for the next meeting.
2. A motion was made (AP) and seconded (DM) to create a resolution to commend the Paramedic and EMT who were on the 11-hour call into the National Forest in April. The District Manager will create and present the commendation at the next meeting.
3. The Board requested that District Elections be added to the next agenda and the appointment of a new Board Director.
4. The Board requested that an update on the Lawsuit be added to the next agenda.

#### **PUBLIC COMMENT REGARDING CLOSED SESSION**

1. No public comments

#### **CLOSED SESSION – 6:42pm**

- A. District Counsel was absent for the meeting. Closed session was not required as there was no report.

#### **RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION**

No closed session

#### **ORGANIZATIONAL BUSINESS**

#### **ADJOURNMENT**

Motion to adjourn (DM) seconded (TM) at 7:31pm. 3-0-2.

**Next Regular Meeting: July 23, 2018**

**MINUTES CERTIFICATION**

I, Adam Pfenning, 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 25<sup>th</sup>, 2018

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Adam Pfenning  
Board Secretary