



AGENDA
Exeter District Ambulance
Governing Board
REGULAR MEETING

302 E. Palm St., Exeter, CA 93221
 Monday, February 20, 2020, 5:30 pm
 District Office Meeting Room

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

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

OPENING

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance

AGENDA APPROVAL

PUBLIC FORUM/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 three (3) 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.

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 January 27, 2020
- B. Approval of Collections/Write Offs – January 2020

PUBLIC HEARINGS

- None

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.

UNFINISHED BUSINESS

- A. TCCAD Report
 1. Presentation of January 2020 data

NEW BUSINESS

- A. Reports from District Accountant (informational only)**
 - 1. Monthly Income Statement: January 2020
 - 2. Profit and Loss Summary: January 2020
- B. Update on Transition to Wittman Enterprises billing**
- C. Update on Tulare County Posting Plan**
- D. Funding request**
 - 1. Consider approval of \$16,750 cost of new motor for unit 211

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)

- A. District Operations**
- B. Compliance Update**
- C. Three Rivers Update**

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 three (3) minutes.

CLOSED SESSION

- A. Public Employee Performance Evaluation (Government Code Section 54957)**
Title: District Manager

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

ADJOURNMENT

Next Regular Meeting: April 2, 2020

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.



MINUTES
Exeter District Ambulance
Governing Board
REGULAR MEETING

District Office Meeting Room
 302 E. Palm St., Exeter, CA 93221
 Monday, January 27, 2019, 5:30pm

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

Present Adam Pfenning (AP), Tony Miller (TM), Diana Mendez (DM),
Also Present District Manager Peter Sodhy (PS), Debbie Hood (DH)

OPENING

- Call to Order – Mr. Pfenning at 5:35pm
- Roll Call – Mr. Pfenning
- Pledge of Allegiance – Mr. Pfenning

AGENDA APPROVAL

A motion was made (DM) to accept the Agenda and seconded (TM). 3-0-0.

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

- None

CONSENT CALENDAR

No Write-Down/Write-Off was able to be presented at this meeting due to the cutover to Wittman taking longer than anticipated. A motion was made (DM) without the Write-Down/Write-Offs which was seconded (TM). 3-0-0.

PUBLIC HEARINGS

- None

UNFINISHED BUSINESS

A. TCCAD Report

The report for the full month December 2019 was presented to the board. It was noted that the chute time issues still exist, although most of the excessive delays have now been addressed. PS continues to work on reducing the frequency of chute delays for post moves. PS also noted that the frequency of post moves was exacerbated by bed delays, usually at Kaweah Delta, but now also including Sierra View, which effectively reduces available units in the field.

B. Transition to Delta Health

- a. Approval and signature of Subscriber Agreement
- b. Approval and signature of amendment to MOU

Motion was made to approve both these (AP) and seconded (DM). 3-0-0.

NEW BUSINESS

A. Presentation of Audit Report – Adair Evans

Mr. Garry Riezebos of Adair Evans presented the Audit Report, reviewing it page by page. He noted that M Green was asked by EDA to check the CalPERS estimate which they did and reported it to be acceptable and reasonable. He also commented on the reasons behind the note of going concern. This was in part due to the fact the M

Green had reported a similar note, and that the year end showed expenses exceeding revenues, although the deficit was notably smaller than the prior year. It is his hope that the present rate this note can be removed for the next year. DM asked for a clarification of what went into the note and Mr. Riesebo responded that it was primarily the net position, net income, and a close examination of cash flows. It also includes consideration on whether there was a similar note the prior year. For EDA, the major issue was the GASB number which will only grow larger over time. DH noted that this will grow as an issue for EDA. There was some brief discussion about options for another retirement plan that might be less of an ongoing issue, although such an idea would have to be included in future negotiations. DH noted that M Green's preliminary GASB estimate came within \$60k of Adair Evans'. Since it was so close, M Green may not bill us for the effort. A motion was made (DM) to accept the audit report as presented, and seconded (TM). 3-0-0.

B. Reports from District Accountant

DH was unable to produce an accurate Financial Report due to the absence of the detailed numbers from the revenue side which were caused by the transition to Wittman taking longer than anticipated. In reality, while deposits were recorded, the details were not fully posted for December so the production of an accurate financial statement was not possible.

C. Update on Transition to Wittman Enterprises billing

PS reported that after the initial hiccup of an extended set up period, Wittman has fully taken over "new" billing as of January 1, 2020. The issue is the we originally intended them to take over as of December 1, 2019 and therefore held off posting payment and billing detail for that month to avoid confusion. As a result, December only has summary information. This should be fully addressed by mid-February once American Ambulance Fresno works out the data export of historical data for Wittman to import. However, on the good side, basic billing has been sent for December.

D. Funding request

PS asked that the board consider approving up to \$8,500 for the purchase of a refurbished Stryker Power Pro XP gurney. There have been a rash of minor back injuries using the manual gurneys we currently have. With three full time ambulances in the field, we only have two power gurneys, forcing the third unit to use the manuals. With a third power gurney, the manuals will become back-ups only. TM moved to approve, giving the District Manager discretion on when to actually purchase it. Seconded (DM). 3-0-0.

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

There was a short discussion of future meeting dates. AP would be largely unavailable in March and would also be training in part of February. The Board agreed the next meeting would be moved to February 20, and the March meeting moved to April 2. Both are on Thursday.

REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)

No new information to report on Three Rivers.

While Call and Response volumes were very slightly higher in December, actual Transport volume was lower than same period last year. While there are a number of explanations for this, the reality is that EDA will need to refocus efforts to keep the Transport volume at or near 9 per day on average to balance the budget. Some of the reduced Transport volume can be attributed to the changes implemented by American Ambulance of Visalia, effectively keeping other providers out of Visalia. The net effect for Exeter is the reduction of 1 Transport per day over the month of November and December.

EDA purchased two 2-in-1 laptops as an alternative to using Surface Pros for Simon (PCR). These are about 1/3 the cost of a Surface Pro and have a sturdier built-in keyboard which they crews appear to like better. After a little more time in test, it is our intention to purchase two more.

We have fully transitioned to Aladtec as our Scheduling and TimeClock application, replacing Sling and TimeClockWizard. The savings in eliminating the two applications just about makes up for the cost of Aladtec, which now also provides many more features including certification tracking, online forms, and a more robust time-tracking system.

American Ambulance Visalia's changes continue to affect posting and the SSM plan. EDA will be meeting with Imperial Ambulance and LifeStar Ambulance soon to examine the situation and perhaps develop an alternate posting plan to accommodate these new changes.

PUBLIC COMMENT REGARDING CLOSED SESSION

A. No public comments

CLOSED SESSION – 6:46pm

A. Public Employee Performance Evaluation (Government Code Section 54957)

Title: District Manager

RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION, IF ANY – 7:12pm

No Reportable Actions

ADJOURNMENT

Motion to adjourn (DM) seconded (AP) at 7:19pm. 3-0-0.

Next Regular Meeting: February 20, 2020, 5:30pm

MINUTES CERTIFICATION

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

Date: February 20, 2020

Diana Mendez
Board Secretary



EXETER DISTRICT AMBULANCE

302 E. Palm
Exeter, CA 93221

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DISTRICT MANAGER'S REPORT

District Board Meeting February 20th, 2020

OPERATIONS

- Daily Call Summary through year-end 19/20
- January improved over December but still shows poorer numbers compared to same period last year. This seems to be largely due to changes affected by AAV.
- By comparison with last year:

	Calls		Response		Response Ratio		Transports		Trans/Resp Ratio		Units per day		Trans/Unit/Day	
	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20	18/19	19/20
July	458	391	350	347	76.42%	88.75%	257	272	73.43%	78.39%	3.26	3.20	2.54	2.74
August	433	427	400	379	92.38%	88.76%	272	300	68.00%	79.16%	3.23	3.26	2.72	2.97
September	392	374	363	327	92.60%	87.43%	268	249	73.83%	76.15%	3.13	3.13	2.85	2.65
October	371	347	340	317	91.64%	91.35%	255	255	75.00%	80.44%	3.13	3.23	2.63	2.63
November	350	306	326	280	93.14%	91.50%	239	205	73.31%	73.21%	3.20	3.17	2.49	2.16
December	334	349	311	318	93.11%	91.12%	239	216	76.85%	67.92%	3.06	3.13	2.52	2.23
January	353	387	327	336	92.63%	86.82%	253	240	77.37%	71.43%	3.10	3.32	2.63	2.33
February														
March														
April														
May														
June														

- Staffing
 - We still have one Medic out with a long term injury.
 - We are fully staffed for Full Time Medics and EMTs.
 - We have 5 Per Diem Medics, and 7 Per Diem EMTs.
- Vehicles and Communications Equipment
 - Unit 211 requires a new motor. All other units are operational and available.
 - Unit 410 (previously from LifeStar) has had radios installed and is awaiting wrapping and AVL installation before being able to be put in service.

OPERATIONAL PERFORMANCE

We have been working on improving post move performance as well as increasing our poor conversion rate of Transports to Responses. We have also been spending time on improving "customer relations" with patients and families. We are also working to revise and simplify our Narcotics procedures to



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eliminate the minor documentation errors we are experiencing today as well as to reduce the tracking workload on the Paramedics. We anticipate the new procedure to start in March.

The 2-in-1 laptops appear to be viable and we will be augmenting the existing two units with at two more. We have also purchased small utility bags to assist in smoothing the process of Shift Changes. This new procedure will be put in place by February.

SCHEDULING

We continue to enhance the usage of Aladtec. In late February or early March we will go live with online daily forms such as Vehicle Inspection, Resupply/Restock, and Incident Report.

COMPLIANCE

We are awaiting data for the January compliance figures. As yet, the compliance review is not complete.

	Zone 5 (Exeter) Metro, Priority 1 and 2 only					
Quarter	Q3 2019			Q4 2019		
Month	July	August	September	October	November	December
Compliance	98.91%	100.00%	94.62%	97.84%	97.26%	98.90%

THREE RIVERS COMMUNITY SOLUTION

No change

SYSTEM STATUS MANAGEMENT

The Posting and dispatch plans have changed significantly. However, after initial difficulties, it would appear that our revised plan is working to the extent that overall, all crews are posting less frequently but yet we are able to ensure proper response coverage. There is still quite a bit of work to be done, including staffing up to double cover Lindsay on the days we are responsible for it.