



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

302 E. Palm St., Exeter, CA 93221  
 Tuesday, September 23, 2019, 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 August 27, 2019
- B. Approval of Collections/Write Offs – August 2019

### 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 September 2019 data

**NEW BUSINESS**

- A. Reports from District Accountant (informational only)**
  - 1. Monthly Income Statement: August 2019
  - 2. Profit and Loss Summary: August 2019
- B. District Election**
  - 1. Consideration of District Election for Filling Vacancy on Board
    - i. Adopt Resolution Calling a Special Election in March 2020 to Fill Vacancy OR
    - ii. Wait until the November 2020 Election to fill the vacancies when the election for open positions is held.
- C. Request Confirmation from Board on Pay-Out of Unused Vacation-Time for Employees downgrading from Full Time to Per Diem as Per Diem employees Do Not Earn Vacation**
- D. Consideration of Billing Options and Proposals to Provide Billing**
  - 1. Selection of Wittman Enterprises, LLC to provide Billing Services or other direction
- E. Update on offer of used Ambulances (informational only)**
  - 1. Informational only

**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 five (5) minutes.*

**CLOSED SESSION**

- A. Conference with Labor Negotiator pursuant to Government Code Section 54957.6**  
 Agency Designated Representatives: District Manager  
 Employee Organization: TEAMSTERS LOCAL #517
- B. 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:      October 28, 2019**

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**  
**SPECIAL MEETING**

District Office Meeting Room  
 302 E. Palm St., Exeter, CA 93221  
 Monday, August 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), District Counsel Hilda Montoy (HM) [Phone]

**OPENING**

- Call to Order – Mr. Pfenning at 5:30pm
- Roll Call – Mr. Pfenning
- Pledge of Allegiance – Mr. Pfenning

**AGENDA APPROVAL**

A motion was made (DM) and seconded (AP). 3-0-0.

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

1. Jackie Paull  
 Ms. Paull referenced the APATC meeting of August 15 at which performance issues were reviewed with the District Manager which involved long delays in moving to post and persistent units going out of service. The potential exists that Imperial Ambulance may take over Lindsay if these are not addressed. Furthermore, there was frustration that normal procedures were not followed when EDA introduced an additional unit into the system one day every other week.

**CONSENT CALENDAR**

A motion was made (DM) and seconded (AP). 3-0-0.

**PUBLIC HEARINGS**

- None

**UNFINISHED BUSINESS**

**A. TCCAD Report**

Doug Woods sent the report electronically to the board on Friday and brought hard-copies to this meeting. Mr. Woods noted that there were instances of crews failing to follow standard radio procedures, randomly going out of service, and at least one situation where a unit (817) lost a call in another coverage zone because they went out of service to return to Exeter to pick up a computer. This occurred on August 10<sup>th</sup>. These actions do not conform to the expectation and standard for field crews. Furthermore, the additional unit (812) was added to the system without notifying APATC or SSM of the intent, and caused concern that EDA was staffing a unit in Lindsay even though it was not EDA's assigned day. Moves to post are generally slow and there are situations where they are excessive. The Board and Manager have been notified of all these situations. Mr. Woods' feeling is that no real improvement has been seen.

## NEW BUSINESS

4

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

- a. Monthly Income Statement: July 2019
- b. Profit and Loss Summary: July 2019

Financial reports were presented in the absence of the District Accountant.

### B. District Election

- a. Discussion on filling Vacancy of Board Seat by Special Election
  - i. Adopt Resolution of the Board of Directors of Exeter District Ambulance calling for the holding of a Special Election to be Held on March 3, 2020, to fill vacancy on the Board of Directors and requesting the Board of Supervisors consolidate that Election with the Statewide Election held on March 3, 2020

HM will prepare a report for the next meeting. Item tabled until September 23<sup>rd</sup> Regular Meeting.

### C. Audit Proposal for Year Ended June 2019

- a. Approval of Audit Proposal

The proposal from Adair Evans was considered. After a little discussion, TM Moved to accept the proposal, DM 2<sup>nd</sup>. 3-0-0.

### D. Consideration of Billing options and proposals

- a. Selection of Billing proposal

PS is still in the process of gathering proposals and bids. TM recommended that a special meeting be called to consider these if they become available before the next regular meeting.

### E. Consideration of Offer of used Ambulance from LifeStar

- a. Approval of purchase of used ambulance from LifeStar

LifeStar offered to sell a medium-mileage (approximately 150,000 miles) Ford Transit ambulance to EDA for \$100 should it meet with EDA's requirements and the purchase makes sense. The Board determined this to be an operational decision and authorized the District Manager to pursue further investigation with LifeStar.

## BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

DM asked that the TCCAD reports stay on as a regular item in future agendas. It would be best if the District Manager can incorporate the report into the standard meeting packet.

## REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)

PS reported that the July Call Summary shows a slightly lower number of calls but a higher resulting number of Transports compared to last year. We also were able to maintain a higher number of transports per rig. However, we believe the average daily Transport number at 8.77 is still below the target of 9.2.

We adopted a new "Mixed Shift" schedule with units 811 and 810 running standard 2-on-4-off while 817 and 872 are fixed-day shifts. This was done to accommodate the days we start at Lindsay or Lemon Cove. So far it appears to be working. This was done with union agreement and without changing staffing levels.

We are still waiting for the results of the appeals for July 2019.

New AT&T FirstNet PTT "radios" have been distributed to the crews. These are actually push-to-talk cell phones on the AT&T FirstNet network but are set up like radios. Their coverage is much better than regular radios but is an "all or nothing" solution meaning that you hear all the traffic or none of the traffic. The FirstNet devices cannot be set to activate only on a specific unit's tone.

Met with Chief Norman to discuss an alternate solution for Three Rivers that uses Fire Medics. Chief Norman was open to the idea but could see many issues that he would need to go over with his staff.

Any follow-up meeting would include the APATC board.

5

**PUBLIC COMMENT REGARDING CLOSED SESSION**

A. No public comments

**CLOSED SESSION – 6:35pm**

**A. Conference with Labor Negotiator pursuant to Government Code Section 54957.6**

Agency Designated Representatives: District Manager

Employee Organization: TEAMSTERS LOCAL #517

**B. Public Employee Performance Evaluation (Government Code Section 54957)**

Title: District Manager

**RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION, IF ANY – 7:28pm**

No Reportable Actions

**ADJOURNMENT**

Motion to adjourn (DM) seconded (TM) at 7:29pm. 3-0-0.

**Next Regular Meeting: September 23, 2019, 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: September 23, 2019

---

Diana Mendez  
Board Secretary



## EXETER DISTRICT AMBULANCE

09/18/19

## Balance Sheet

7

Accrual Basis

As of August 31, 2019

	Aug 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1004 · Bank of Sierra Checking	234,709.60
1006 · Bank of Sierra Money Market	60,974.03
1005 · LAIF	169,500.58
1030 · Petty Cash	150.00
Total Checking/Savings	465,334.21
Accounts Receivable	
1200 · Account Receivable	329,904.14
1210 · Allowance for Bad Debt	-100,000.00
Total Accounts Receivable	229,904.14
Other Current Assets	
1250 · Accrued Taxes Receivable	12,737.25
1400 · Prepaid Expenses	15,634.16
Total Other Current Assets	28,371.41
Total Current Assets	723,609.76
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	-1,095,575.48
Total Fixed Assets	366,576.50
Other Assets	
1700.0 · Deferred Outflows of Resources	294,803.70
Total Other Assets	294,803.70
<b>TOTAL ASSETS</b>	<b>1,384,989.96</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	64,523.89
Total Accounts Payable	64,523.89
Other Current Liabilities	
2160 · Accrued Expenses	19,930.65
2100 · Payroll Liabilities	
2100-10 · California PR Taxes	-4.71
2100-20 · Federal PR Taxes	535.88
2100-50 · Union Dues	78.00
2100 · Payroll Liabilities - Other	2,346.13
Total 2100 · Payroll Liabilities	2,955.30
2111 · *Direct Deposit Liabilities	317.05
2150 · Accrued Vacation, Sick Pay	33,059.03
Total Other Current Liabilities	56,262.03
Total Current Liabilities	120,785.92

EXETER DISTRICT AMBULANCE  
**Balance Sheet**  
As of August 31, 2019

	<u>Aug 31, 19</u>
Long Term Liabilities	
2211 · Net Pension Liability	488,738.96
2900.0 · Deferred inflows of Resources	6,626.00
Total Long Term Liabilities	<u>495,364.96</u>
Total Liabilities	616,150.88
Equity	
33000 · Reserve for Contingencies	52,500.00
32000 · Unrestricted Net Assets	705,575.41
Net Income	10,763.67
Total Equity	<u>768,839.08</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,384,989.96</u></b>

**EXETER DISTRICT AMBULANCE**  
**Profit & Loss Prev Year Comparison**  
**July through August 2019**

	Jul - Aug 19	Jul - Aug 18	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Services Revenue			
5030 · Other Charge Write-off	-84,622.31	-47,774.44	-36,847.87
5020 · Contractual Write-Off	-699,408.13	-926,753.19	227,345.06
4010-10 · Revenue Adjustment	-246,344.74	3,024.18	-249,368.92
4010 · Services Revenue - Other	1,408,707.54	1,308,411.80	100,295.74
<b>Total 4010 · Services Revenue</b>	378,332.36	336,908.35	41,424.01
4015 · Bad Debt Recovery	6,247.99	754.69	5,493.30
4020 · Miscellaneous Income			
4020-20 · Interest Income	9.63	14.16	-4.53
4020-40 · Other Income	6,167.19	6,469.80	-302.61
<b>Total 4020 · Miscellaneous Income</b>	6,176.82	6,483.96	-307.14
4030 · Tax Revenue	12,737.25	0.00	12,737.25
4040 · Overpayments	-4,208.15	-2,350.77	-1,857.38
<b>Total Income</b>	399,286.27	341,796.23	57,490.04
<b>Cost of Goods Sold</b>			
5040 · Bad Debt Expense	67,439.24	26,089.16	41,350.08
<b>Total COGS</b>	67,439.24	26,089.16	41,350.08
<b>Gross Profit</b>	331,847.03	315,707.07	16,139.96
<b>Expense</b>			
5065 · Bank service charge	637.55	645.05	-7.50
6200 · Communications			
6200-10 · Dispatch	15,019.00	15,400.00	-381.00
6200-30 · Telephone	1,290.79	1,722.95	-432.16
6200 · Communications - Other	493.28	374.60	118.68
<b>Total 6200 · Communications</b>	16,803.07	17,497.55	-694.48
6300 · Fuel & Oil	10,049.53	11,559.65	-1,510.12
6400 · Insurance			
6400-10 · General Liability Insurance	12,999.75	11,196.25	1,803.50
6400-20 · Health Insurance	10,701.75	25,865.77	-15,164.02
6400-40 · Worker's Compensation Insurance	8,639.58	2,249.66	6,389.92
6400-50 · AFLAC Insurance	575.96	0.00	575.96
<b>Total 6400 · Insurance</b>	32,917.04	39,311.68	-6,394.64
6500 · Maintenance			
6500-10 · Buildings and Grounds	763.42	1,208.33	-444.91
6500-20 · Computers and Equipment	1,391.25	2,818.89	-1,427.64
6500-30 · Vehicle Maintenance	22,845.10	39,879.12	-17,034.02
<b>Total 6500 · Maintenance</b>	24,999.77	43,906.34	-18,906.57
6510 · Memberships	0.00	10.00	-10.00
6520 · Miscellaneous	317.05	0.00	317.05
6530 · Office Expense	2,805.84	3,093.40	-287.56
6600 · Professional Services			
6600-40 · Consulting Services	499.00	998.00	-499.00
6600-10 · Accounting Services	3,700.00	3,000.00	700.00
6600-20 · Legal Services	1,440.00	3,990.00	-2,550.00
6600 · Professional Services - Other	2,049.61	2,000.00	49.61
<b>Total 6600 · Professional Services</b>	7,688.61	9,988.00	-2,299.39
6650 · Publications and Legal Notices	0.00	315.00	-315.00
6700 · Payroll Expenses			
6700-20 · Regular Wages	181,243.21	168,429.18	12,814.03
6700-30 · Payroll Taxes	4,013.84	4,931.62	-917.78
6700-40 · PERS - Company Contribution	24,948.88	19,135.98	5,812.90

**EXETER DISTRICT AMBULANCE**  
**Profit & Loss Prev Year Comparison**  
**July through August 2019**

	Jul - Aug 19	Jul - Aug 18	\$ Change
6700 · Payroll Expenses - Other	213.05	192.20	20.85
<b>Total 6700 · Payroll Expenses</b>	<b>210,418.98</b>	<b>192,688.98</b>	<b>17,730.00</b>
6800 · Rents	3,992.64	3,348.54	644.10
6810 · Service and Supplies			
6810-10 · Medical Supplies	7,377.19	7,131.01	246.18
6810 · Service and Supplies - Other	90.00	0.00	90.00
<b>Total 6810 · Service and Supplies</b>	<b>7,467.19</b>	<b>7,131.01</b>	<b>336.18</b>
6820 · Training/Seminars and Supplies	515.00	200.00	315.00
6830 · Travel and Transportation	0.00	0.00	0.00
6850 · Uniform Allowance	97.64	977.46	-879.82
6900 · Utilities			
6900-10 · Gas and Electric	2,146.41	2,059.88	86.53
6900-20 · Water and Sewer	227.04	220.44	6.60
<b>Total 6900 · Utilities</b>	<b>2,373.45</b>	<b>2,280.32</b>	<b>93.13</b>
<b>Total Expense</b>	<b>321,083.36</b>	<b>332,952.98</b>	<b>-11,869.62</b>
<b>Net Ordinary Income</b>	<b>10,763.67</b>	<b>-17,245.91</b>	<b>28,009.58</b>
<b>Net Income</b>	<b>10,763.67</b>	<b>-17,245.91</b>	<b>28,009.58</b>

**EXETER DISTRICT AMBULANCE**  
**Profit & Loss Budget vs. Actual**  
 July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4010 · Services Revenue			
5030 · Other Charge Write-off	-84,622.31	-51,100.00	-33,522.31
5020 · Contractual Write-Off	-699,408.13	-1,113,250.00	413,841.87
4010-10 · Revenue Adjustment	-246,344.74	58,400.00	-304,744.74
4010 · Services Revenue - Other	1,408,707.54	1,462,750.00	-54,042.46
<b>Total 4010 · Services Revenue</b>	<b>378,332.36</b>	<b>356,800.00</b>	<b>21,532.36</b>
4015 · Bad Debt Recovery	6,247.99	1,000.00	5,247.99
4020 · Miscellaneous Income			
4020-20 · Interest Income	9.63	12.00	-2.37
4020-40 · Other Income	6,167.19	250.00	5,917.19
<b>Total 4020 · Miscellaneous Income</b>	<b>6,176.82</b>	<b>262.00</b>	<b>5,914.82</b>
4030 · Tax Revenue	12,737.25	13,306.00	-568.75
4040 · Overpayments	-4,208.15	-3,750.00	-458.15
<b>Total Income</b>	<b>399,286.27</b>	<b>367,618.00</b>	<b>31,668.27</b>
<b>Cost of Goods Sold</b>			
5040 · Bad Debt Expense	67,439.24	24,000.00	43,439.24
<b>Total COGS</b>	<b>67,439.24</b>	<b>24,000.00</b>	<b>43,439.24</b>
<b>Gross Profit</b>	<b>331,847.03</b>	<b>343,618.00</b>	<b>-11,770.97</b>
<b>Expense</b>			
5065 · Bank service charge	637.55	537.00	100.55
6200 · Communications			
6200-10 · Dispatch	15,019.00	22,379.00	-7,360.00
6200-30 · Telephone	1,290.79	1,276.00	14.79
6200 · Communications - Other	493.28	900.00	-406.72
<b>Total 6200 · Communications</b>	<b>16,803.07</b>	<b>24,555.00</b>	<b>-7,751.93</b>
6270 · Fines and Assessments	0.00	800.00	-800.00
6300 · Fuel & Oil	10,049.53	13,352.00	-3,302.47
6400 · Insurance			
6400-10 · General Liability Insurance	12,999.75	12,461.00	538.75
6400-20 · Health Insurance	10,701.75	24,330.00	-13,628.25
6400-40 · Worker's Compensation Insurance	8,639.58	9,550.00	-910.42
6400-50 · AFLAC Insurance	575.96		
<b>Total 6400 · Insurance</b>	<b>32,917.04</b>	<b>46,341.00</b>	<b>-13,423.96</b>
6500 · Maintenance			
6500-10 · Buildings and Grounds	763.42	1,440.00	-676.58
6500-20 · Computers and Equipment	1,391.25	2,200.00	-808.75
6500-30 · Vehicle Maintenance	22,845.10	17,500.00	5,345.10
<b>Total 6500 · Maintenance</b>	<b>24,999.77</b>	<b>21,140.00</b>	<b>3,859.77</b>
6510 · Memberships	0.00	600.00	-600.00
6520 · Miscellaneous	317.05		
6530 · Office Expense	2,805.84	3,500.00	-694.16
6600 · Professional Services			
6600-40 · Consulting Services	499.00	500.00	-1.00
6600-10 · Accounting Services	3,700.00	3,000.00	700.00
6600-20 · Legal Services	1,440.00	4,000.00	-2,560.00
6600 · Professional Services - Other	2,049.61	2,000.00	49.61
<b>Total 6600 · Professional Services</b>	<b>7,688.61</b>	<b>9,500.00</b>	<b>-1,811.39</b>
6650 · Publications and Legal Notices	0.00	200.00	-200.00
6700 · Payroll Expenses			
6700-20 · Regular Wages	181,243.21	190,988.00	-9,744.79
6700-30 · Payroll Taxes	4,013.84	10,504.00	-6,490.16

**EXETER DISTRICT AMBULANCE**  
**Profit & Loss Budget vs. Actual**  
**July through August 2019**

	Jul - Aug 19	Budget	\$ Over Budget
6700-40 · PERS - Company Contribution	24,948.88	10,792.00	14,156.88
6700 · Payroll Expenses - Other	213.05	1,432.00	-1,218.95
<b>Total 6700 · Payroll Expenses</b>	<b>210,418.98</b>	<b>213,716.00</b>	<b>-3,297.02</b>
6800 · Rents	3,992.64	4,200.00	-207.36
6810 · Service and Supplies			
6810-10 · Medical Supplies	7,377.19	12,400.00	-5,022.81
6810 · Service and Supplies - Other	90.00	200.00	-110.00
<b>Total 6810 · Service and Supplies</b>	<b>7,467.19</b>	<b>12,600.00</b>	<b>-5,132.81</b>
6820 · Training/Seminars and Supplies	515.00	1,200.00	-685.00
6830 · Travel and Transportation	0.00	500.00	-500.00
6850 · Uniform Allowance	97.64	3,000.00	-2,902.36
6900 · Utilities			
6900-10 · Gas and Electric	2,146.41	2,000.00	146.41
6900-20 · Water and Sewer	227.04	290.00	-62.96
6900-30 · Utilities - Lindsay	0.00	350.00	-350.00
<b>Total 6900 · Utilities</b>	<b>2,373.45</b>	<b>2,640.00</b>	<b>-266.55</b>
<b>Total Expense</b>	<b>321,083.36</b>	<b>358,381.00</b>	<b>-37,297.64</b>
<b>Net Ordinary Income</b>	<b>10,763.67</b>	<b>-14,763.00</b>	<b>25,526.67</b>
<b>Net Income</b>	<b>10,763.67</b>	<b>-14,763.00</b>	<b>25,526.67</b>

**MEMORANDUM**

**TO:** Board of Directors

**FROM:** Hilda Cantú Montoy, District Counsel

**DATE:** September 11, 2019

**RE:** Consideration of District Election for Filling Vacancy on Board

1. Adopt Resolution Calling a Special Election in March 2020 to Fill Vacancy  
OR
2. Wait until the November 2020 Election to fill the vacancies when the election for open positions is held.

The District Board has had perennial problems with not having all the seats on the Board filled. The Board sought assistance from the County by asking that the Board of Supervisors fill the vacancies. The Board of Supervisors declined as it believes it has lost the legal authority to do that. The Board of Supervisors did indicate that if the District Board calls an election under Government Code Section 1780 and if a single candidate files to run for such election, the District Board can request the Board of Supervisors at that time to appoint the one candidate. We assume that if no candidate files nomination papers, then the Board of Supervisors may also appoint someone.

Per the Board's direction at the last meeting, information regarding the cost for conducting the November 2020 election has been obtained from the County. Attached are (1) the County's estimate to conduct an election in March 2020 which ranges from \$7,364 to \$8,416 and (2) the County's estimate for conducting an election in November 2020 would range from \$3,720.50 to \$4,783.50.

It is noteworthy that if only one candidate decides to run or if no candidate decides to run then the election would be cancelled and the Board will appoint someone. Therefore, there would be no election costs.

**Attachments:**

1. Resolution Calling for the Holding of a Special Election to be Held on March 3, 2020, to Fill Vacancy on the Board of Directors for Area 3 and Requesting the Board of Supervisors TP Consolidate that Election with the Statewide Election Held on March 3, 2020
2. June 20, 2019 Letter from County Board of Supervisors
3. July 16, 2019 Letter from Registrar of Voters
4. September 11, 2019 Letter from Registrar of Voters



**RESOLUTION NO. 19 - \_\_****RESOLUTION OF THE BOARD OF DIRECTORS OF EXETER DISTRICT AMBULANCE CALLING FOR THE HOLDING OF A SPECIAL ELECTION TO BE HELD ON MARCH 3, 2020, TO FILL VACANCY ON THE BOARD OF DIRECTORS FOR AREA 3 AND REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THAT ELECTION WITH THE STATEWIDE ELECTION HELD ON MARCH 3, 2020**

WHEREAS, Exeter District Ambulance has a Board of Directors (“Board”) comprised of five members;

WHEREAS, the members of the Board are elected by Area (also called by District; and

WHEREAS, at the last election held on November 6, 2018, the Registrar of Voters advised the Board of Supervisors after the deadline for candidates to run that nobody ran for voting Exeter District Ambulance Area (District) 3; and

WHEREAS, the Board of Directors currently has three members on the Board; and

WHEREAS, having only three members on the Board of Directors makes it extremely difficult to ensure a quorum at every meeting; and

WHEREAS, the inability of the Board to meet creates operations issues for the District to provide ambulance services; and

WHEREAS, the Board wishes to call a special election as authorized by Government Code 1780; and

WHEREAS, under Government Code Section 1780 (e) (1), where an election is called to fill a vacancy, the election shall be held on the next established election date (commencing with Section 1000 of the Elections Code that is 130 or more days after the District Board calls the special election; and

WHEREAS, under Elections Code Section 1000 (d), the first Tuesday after the first Monday in March in each even-numbered year is March 3, 2020.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF EXETER DISTRICT AMBULANCE RESOLVES AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. Pursuant to the requirements of the laws of the State of California relating to Special Districts, there is hereby called and ordered to be held in Area 3 of the Exeter District Ambulance, on Tuesday, March 3, 2020, a Special Municipal Election for the purpose of filling the vacancy in Exeter District Ambulance Area 3.

SECTION 3. The Board of Directors requests the Tulare County Board of Supervisors that the special election for filling the vacancy in Area 3 be consolidated with the statewide election also held on March 3, 2020.

SECTION 4. The Board of Directors requests that the Tulare County Clerk/Registrar of Voters conduct the election and canvass the returns, and the District consents to reimburse the Registrar of Voters for all costs incurred by said services.

SECTION 5. The District Manager is authorized, instructed, and directed to coordinate with the County of Tulare Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 6. In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding district elections; the Registrar of Voters is authorized, instructed, and directed to give notice of the election in time, form, and manner as required by law.

SECTION 7. The Board President and District Counsel are authorized to make non-substantive corrections to this Resolution as required by the County Registrar of Voters and authorized to execute and submit documents to the County Registrar of Voters as necessary to carry out this Resolution.

THE FOREGOING RESOLUTION WAS ADOPTED ON \_\_\_\_\_, 2019, 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 \_\_\_\_\_, 2019.

In witness thereof, I have set my hand the \_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Diana Mendez, Secretary of the Board of Directors

**TULARE COUNTY  
REGISTRAR OF VOTERS**

5951 South Mooney Blvd., Visalia, CA 93277  
TEL: (559) 624-7300 FAX: (559) 737-4498  
[www.tularecoelections.org](http://www.tularecoelections.org)



**MICHELLE BALDWIN**  
Registrar of Voters

Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
Friday 8:00 a.m. to 12:00 p.m.

**VIA E-MAIL**

July 16, 2019

Exeter District Ambulance  
ATTN: Peter  
302 E Palm  
Exeter, CA 93221  
[manager@edaems.com](mailto:manager@edaems.com)

Dear Peter,

We are in receipt of your request for estimates for the March election in 2020. Based on prior election history, below is a cost estimate for our services to conduct the election. However, the final cost of the election may change from this estimate due to actual printing costs and other various factors such as the number of registered voters in the in the district and the number of consolidated districts in the election. Our estimate for the city is as follows:

Registration: 1,052 voters as of July 16, 2019

<u>Election Date</u>	<u>Per Voter</u>	<u>Total Estimate</u>
March 3, 2020	\$7.00 to \$8.00	\$7,364 to 8,416

If you have any questions, please do not hesitate to contact me at (559) 624-7310.

Sincerely,

Chantele Tactacan  
Accountant

**TULARE COUNTY  
REGISTRAR OF VOTERS**



**MICHELLE BALDWIN  
Registrar of Voters**

5951 South Mooney Blvd., Visalia, CA 93277  
TEL: (559) 624-7300 FAX: (559) 737-4498  
[www.tularecoelections.org](http://www.tularecoelections.org)

Office Hours: Monday – Thursday 7:30 a.m. to 5:30 p.m.  
Friday 8:00 a.m. to 12:00 p.m.

**VIA E-MAIL**

September 11, 2019

Exeter District Ambulance  
ATTN: Peter  
302 E Palm  
Exeter, CA 93221  
[manager@edaems.com](mailto:manager@edaems.com)

Dear Peter,

We are in receipt of your request for estimates for the November election in 2020. Based on prior election history, below is a cost estimate for our services to conduct the election. However, the final cost of the election may change from this estimate due to actual printing costs and other various factors such as the number of registered voters in the in the district and the number of consolidated districts in the election. Our estimate for the city is as follows:

Registration: 1,063 voters as of September 11, 2019

Election Date	Per Voter	Total Estimate
November 3, 2020	\$3.50 to \$4.50	\$3,720.50 to \$4,783.50

If you have any questions, please do not hesitate to contact me at (559) 624-7310.

Sincerely,

Chantele Tactacan  
Accountant

**Accrued unusable vacation hours  
Former Full Time Employees**

	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Aversa, Linda	157.72	\$ 20.00	<b>\$ 3,154.40</b>
Caezza, Anthony	102.06	\$ 18.00	<b>\$ 1,837.08</b>
Jones, Steven	56.03	\$ 13.00	<b>\$ 728.39</b>
Lindsay, Michael	19.94	\$ 13.00	<b>\$ 259.22</b>
Lopez, Linzi	2.77	\$ 13.00	<b>\$ 36.01</b>
Riportella, Gina	47.41	\$ 13.00	<b>\$ 616.33</b>
			<b>\$ 6,631.43</b>



Below please find our projections for your program based on the information you have provided. You will notice that we have broken your total calls into the more compliant 65% to 35% ALS v BLSE instead of 100% ALS (based on documented medical necessity). For our services we propose a 3-year contract with a fee of 4.99% of net collections **OR** \$25/processed incident (with a 3% annual increase to adjust for inflation, postage increases, etc.).

- 1) The District can chose which cost structure they (you) prefer either 4.99% of net collections **OR** \$25 per processed incident (plus 3% annual increase to per-incident fee)
- 2) Regarding the importation of work, we would establish the interface between your ePCR system (what is your ePCR system?) and our billing system. The mapped data would either be electronically pushed to us from your ePCR to our FTP site, or possibly we can log into your ePCR remotely and access data/incidents that way.

Hopefully the attached Company Profile/RFI will help you to answer any other questions you may have already raised or may have on your mind.

Best,  
Russ

		Total Runs	3,124	<b>Exeter Ambulance Projection</b>								
ALS 65% of Total Runs		2,031		ALS		BLSE		ALS		BLSE		% of Charges
BLSE 35% of Total Runs		1,093										
Average ALS Run Charge		\$2,069.00										
Average BLSE Run Charge		\$2,069.00										
PaySource		Run Percentage	ALS	BLSE	Charges				Payments		% of Charges	
Insurance		9.00%	183	98	\$378,118.03	\$203,602.01	\$344,087.40	\$185,277.83			91%	
Private		5.00%	102	55	\$210,065.57	\$113,112.23	\$12,603.93	\$6,786.73			6%	
Medicare		44.00%	893	481	\$1,848,577.02	\$995,387.62	\$443,658.48	\$209,031.40			22%	
MediCal/MediCalid		42.00%	853	459	\$1,764,550.79	\$950,142.73	\$335,264.65	\$161,524.26			18%	
		100.00%	<b>Sub-Total</b>		<b>\$4,201,311.40</b>	<b>\$2,262,244.60</b>	<b>\$1,135,614.47</b>	<b>\$562,620.23</b>				
			<b>Grand Total</b>		<b>\$6,463,556.00</b>			<b>\$1,698,234.70</b>				
											<b>26.27%</b>	
From Nov 13 - Oct 2014		Charges	Receipts		ALS		Medicare		MediCal			
2019 (Jan-August)		\$5,223,393.00	\$957,070.00									
2018		\$6,465,249.00	\$1,461,813.00		ALS		\$468.65		\$339.00			
2017		\$8,095,376.00	\$1,897,448.00		BLSE		\$394.65		\$339.00			
2016		\$4,178,564.00	\$1,235,527.00		Mileage		\$7.55		\$3.19			
					Oxygen		\$-		\$8.89			
					Night		\$-		\$8.89			
					EKG		\$-		\$14.46			
Average Mileage 12.11												



FROM DONNA HASKINS  
American Ambulance Fresno

We at this time do not provide billing services for other agencies—we only have the option for the software to self bill.

I'd be more than happy to talk with you more about this on the phone to explain the nuances but I'd recommend checking to see if AAV would be able to fit your needs. You might even be able to create a hybrid system if I you want continue with Linda (i.e. AAV could research and bill while Linda could post payments and do follow up work with insurances to utilize her experience most expeditiously).

I've put a detailed explanation below of how the billing system could work.

Please give me a call at 559-443-5991 if I can provide more insight into this situation.

Donna

—

I would recommend you contact American Ambulance of Visalia (AAV) to determine if they would be able to help you. AAV provides a billing service for Imperial Ambulance already. They are in Tulare county and use our software for billing so they would have a lot of familiarity with your system and be a better fit for your needs. In addition, I believe their tech company support is your tech company support so the IT support will be more streamlined in a transition phase.

We can work with you and AAV to move your entire database onto their database (so they could follow up on old work) or we could create a system to start with only "new data" (ie start date of Jan 1) so Linda could clean up any "old tickets". In most instances, it is a cost per claim fee (ie they charge you \$20 per claim to process including billing, posting payments, follow up to payment closed or to collections). Some agencies have a commission based system and I'm not sure of AAV's price scheme.

Some things to highlight: You would still need a "clerk" in your office to handle a patient who walk ins and paperwork but that does not have to be a seasoned biller.

That clerk could also be assigned to scan paperwork, perform the bank deposit and be the liaison between the billing office and your company.

Because that clerk's role is mostly walk in patients and paperwork the clerk can be assigned other duties (but if you want an office open regular working hours you will need a full time clerk).

Here is a break down of how utilizing a billing system works:

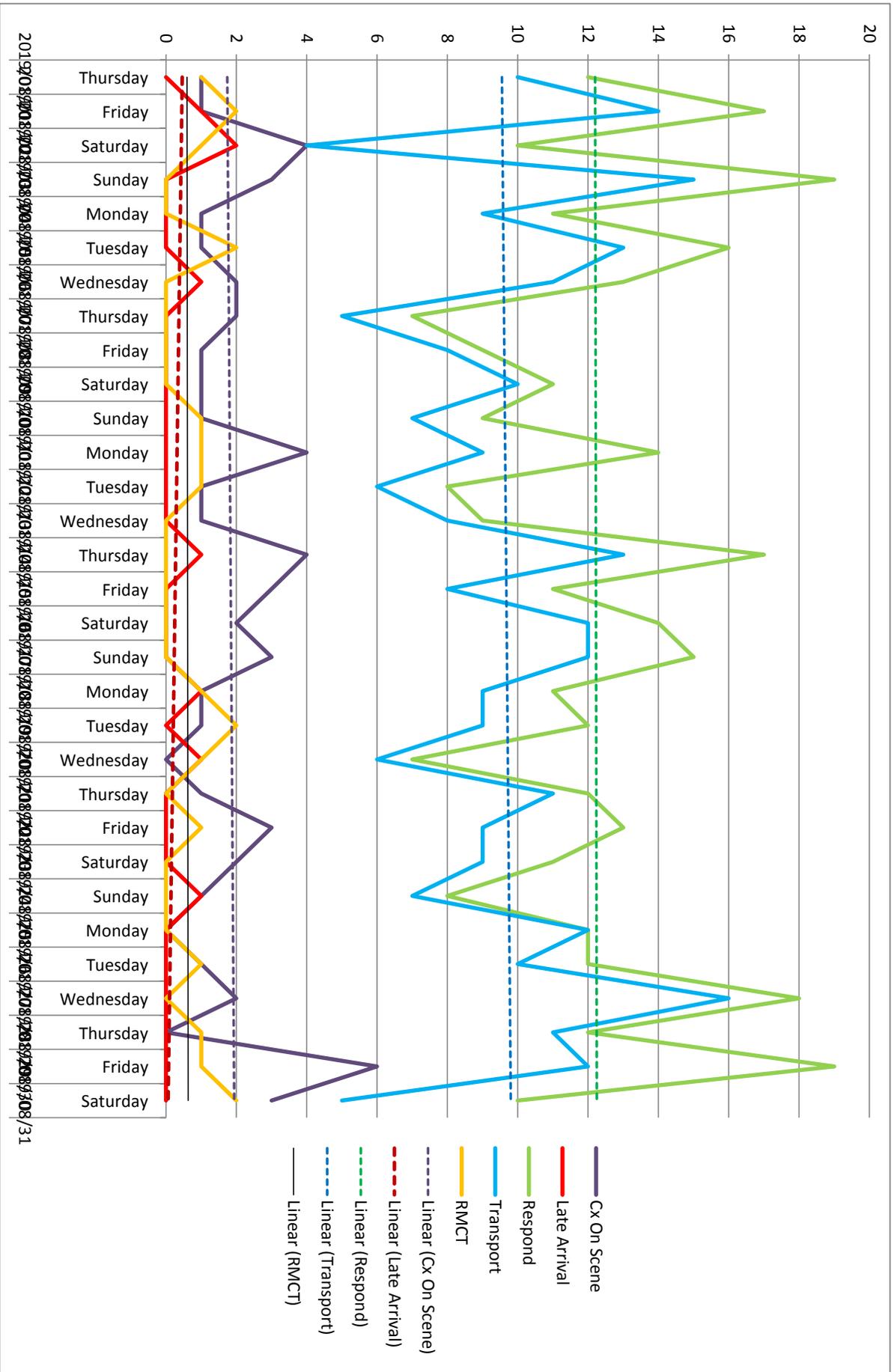
- 1) Your crew document the call in Simon and upload the call to the Billing office's server (Iris)
- 2) Your crew turn in paperwork and your office clerk scans the paperwork to the billing office's server
- 3) Your claims are researched, printed and billed by the billing service. Mail is addressed as your location and sent to your office.
- 4) Your clerk processes the mail, puts the deposit together and can either scan paperwork copies or you can setup a delivery system.
- 5) Walk in patients can pay bills, get questions answered, get copy of PCR at your office. (your clerk has ability to review iris)

- 6) Payments information is give to AAV who “posts” the payments and schedules next action (including to your collection agency).
- 7) Patient phone calls are handled mostly by your billing office (invoices print the number to the billing office not your HQ).
- 8) Your accounting dept has ability to review reports and your GM (you) has the ability to see the reports.

Mileage as of 09/20/2019  
179,285

Vehicle Cost History						
Vehicle 825						
Current Mileage 175979						
From 9/12/2015 to 9/19/2019						
Maintenance Ticket Summary						
Ticket	Description	Closed Date	Labor	Parts	Tax	Total
2289	10 Point Inspection	11/13/2018	\$13.60	\$66.28	\$5.47	\$85.35
2293	Lube	1/8/2018	\$0.00	\$125.82	\$0.00	\$125.82
2376	Repair	2/15/2018	\$0.00	\$354.98	\$0.00	\$354.98
2420	Brakes	4/26/2018	\$0.00	\$340.00	\$0.00	\$340.00
2421	Parts	5/3/2018	\$0.00	\$11.14	\$0.00	\$11.14
2422	Lube	5/3/2018	\$0.00	\$79.83	\$0.00	\$79.83
2424	Tow	5/18/2018	\$0.00	\$300.00	\$0.00	\$300.00
2428	Parts	6/4/2018	\$0.00	\$14.60	\$0.00	\$14.60
2430	Tires	6/6/2018	\$0.00	\$214.11	\$0.00	\$214.11
2465	Service	8/24/2018	\$0.00	\$1,844.97	\$0.00	\$1,844.97
2407	Repair	4/3/2018	\$0.00	\$157.50	\$0.00	\$157.50
2411	Parts	4/6/2018	\$0.00	\$25.33	\$0.00	\$25.33
2412	Parts	4/6/2018	\$0.00	\$75.95	\$0.00	\$75.95
2413	Parts	4/6/2018	\$0.00	\$291.65	\$0.00	\$291.65
2468	Parts	9/10/2018	\$0.00	\$531.27	\$0.00	\$531.27
2477	Repair	10/25/2018	\$0.00	\$486.03	\$0.00	\$486.03
2489	Tire	7/12/2018	\$0.00	\$203.38	\$0.00	\$203.38
2491	Hub Repair	9/10/2018	\$0.00	\$136.00	\$0.00	\$136.00
2531	Parts	2/13/2019	\$0.00	\$26.43	\$2.18	\$28.61
2530	Parts	2/13/2019	\$0.00	\$63.99	\$5.28	\$69.27
2581	Wiper Blades	3/4/2019	\$0.00	\$20.14	\$1.71	\$21.85
2582	Wiper blade	3/4/2019	\$0.00	\$10.07	\$0.86	\$10.93
2586	Return	3/4/2019	\$0.00	(\$10.07)	(\$0.86)	(\$10.93)
2604	Lube	4/10/2019	\$13.60	\$66.28	\$5.47	\$85.35
2432	Lube	6/12/2018	\$0.00	\$79.83	\$0.00	\$79.83
2449	Repair	7/6/2018	\$0.00	\$542.16	\$0.00	\$542.16
2509	10 Point Inspection	1/4/2019	\$13.60	\$87.52	\$7.22	\$108.34
2577	Switch	3/4/2019	\$0.00	\$14.49	\$1.20	\$15.69
2591	Repair	3/12/2019	\$106.84	\$0.00	\$0.00	\$106.84
2627	Windshield	5/30/2019	\$65.00	\$0.00	\$0.00	\$65.00
2455	Tow	8/3/2018	\$0.00	\$75.00	\$0.00	\$75.00
2481	Tire	4/26/2018	\$0.00	\$149.92	\$0.00	\$149.92
2520	Molding Clips	8/16/2018	\$0.00	\$3.16	\$0.00	\$3.16
2527	Repair	2/13/2019	\$460.00	\$88.31	\$7.29	\$555.60
2665	Lube	8/16/2019	\$13.60	\$66.28	\$5.47	\$85.35
2380	Lube	2/16/2018	\$0.00	\$79.83	\$0.00	\$79.83
2391	Lube	3/16/2018	\$0.00	\$79.83	\$0.00	\$79.83
2313	Tires x 2	1/26/2018	\$0.00	\$368.04	\$0.00	\$368.04
2385	Tire	3/5/2018	\$0.00	\$146.58	\$0.00	\$146.58
2396	Repair	4/3/2018	\$0.00	\$1,356.37	\$0.00	\$1,356.37
2603	Tire/ Brakes	4/10/2019	\$106.01	\$145.99	\$12.04	\$264.04
2462	Parts	8/16/2018	\$0.00	\$14.29	\$0.00	\$14.29
2463	Parts	8/16/2018	\$0.00	\$139.35	\$0.00	\$139.35
2464	Parts	8/24/2018	\$0.00	\$438.24	\$0.00	\$438.24
2482	Brakes	5/6/2018	\$0.00	\$80.00	\$0.00	\$80.00
2500	Part	6/20/2018	\$0.00	\$5.50	\$0.00	\$5.50
2483	Tire	6/6/2018	\$0.00	\$149.94	\$0.00	\$149.94
2297	Tow	1/9/2018	\$85.00	\$0.00	\$0.00	\$85.00
2506	Tow	12/18/2018	\$0.00	\$120.00	\$0.00	\$120.00
2534	Tire	1/4/2019	\$0.00	\$158.88	\$0.00	\$158.88
<b>Total</b>			<b>\$877.25</b>	<b>\$9,825.19</b>	<b>\$53.33</b>	<b>\$10,755.77</b>
Refuel Summary						
Date	Gallons	Price	Total	Logged By	Logged On	
<b>Total</b>			<b>\$0.00</b>			







**DISTRICT MANAGER'S REPORT**

**District Board Meeting September 23<sup>rd</sup>, 2019**

**OPERATIONS**

- Daily Call Summary through year-end 19/20
- The efforts by the crews to increase daily transports continue to show positive results.
- 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
<b>July</b>	458	391	350	347	76.42%	88.75%	257	272	73.43%	78.39%	3.26	3.20	2.54	2.74
<b>August</b>	433	427	400	379	92.38%	88.76%	272	300	68.00%	79.16%	3.23	3.26	2.72	2.97
<b>September</b>														
<b>October</b>														
<b>November</b>														
<b>December</b>														
<b>January</b>														
<b>February</b>														
<b>March</b>														
<b>April</b>														
<b>May</b>														
<b>June</b>														

- Staffing
  - We still have one Medic out with a long term injury and one EMT out on leave, scheduled to return in October.
  - 1 FT Medic resigned as of 09/23/2019 to move out of state. One FT EMT has opted to convert to Per Diem after being offered a nursing position. This open position has been filled with a Per Diem converting to FT as of 09/23/2019.
  - We have 4 Per Diem Medics, and 5 Per Diem EMTs.
- Vehicles and Communications Equipment
  - All vehicles are operational and available
  - We have purchased and are installing a booster antenna for our pager at the crew quarters in Exeter. This is to alleviate some issues we've been experiencing of pager failure on dispatches.



## EXETER DISTRICT AMBULANCE

302 E. Palm 28  
Exeter, CA 93221

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

### OPERATIONAL PERFORMANCE

Specific procedures have been put in place to handle compliance with Post Move chute times, Radio Etiquette, In service vs Out of Service, Restock, and various other issues brought up by APATC last month. While there was an improvement in the first couple of weeks, post move chute times are beginning to see a slide in the wrong direction. Part of the problem is that we were unable to obtain Fleeteyes IDs for the 3 Shift Leads until Friday 09/13/2019. This meant that only I was able to watch movement or non-movement online of our vehicles, and then only during the hours I was in the office. With the Shift Leads now able to see things, monitoring of chute times should improve. However, at the same time, we appear to have resolved the start ups of Lindsay and Lemon Cove and have had no reported issues. We have also addressed the unit status with anything but in-service being controlled through the Shift Leads or District Manager.

There have been several glitches with the computer systems at TCCAD, which have resulted in long delays in EDA being able to even generate daily reports. While this has not been fully fixed, we now have a workaround that provides most of the data necessary, although this takes almost twice as long every morning to produce correctly. We have also experienced a sudden inability to save radio logs which were finally addressed over a week later.

### SCHEDULING

The "Mixed Shift" schedule was implemented in late August and was successful to the extent that it addressed the startup of Lindsay and Lemon Cove on a regular basis. However, the two different shift types have been creating havoc on our ability to backfill open shifts, causing some problems with availability and shift changes. Combined with vacations, injury, and illness, we have seen overtime hours rise somewhat. We are experimenting with converting to all Fixed Shifts and so far it appears that the crews are happier with this idea. It still needs to be reviewed with the union.

### COMPLIANCE

We have met our compliance requirement for July 2019 with a few appeals still left to be reviewed. We are still waiting for August to be reviewed.

### SERVICE ENHANCEMENTS

#### Communications

We continue to test and use the AT&T FirstNet PTT hand-helds. While some issues still exist, the increased coverage and range are a useful plus. However, there are still areas where even these units are not able to connect, and recently it caused a problem with the quality of our response due to an inability to adequately communicate with dispatch. It may be that some areas will still need us to consider satellite phones.



## **EXETER DISTRICT AMBULANCE**

**302 E. Palm** 29  
**Exeter, CA 93221**

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

We are adding a booster antenna for the pager at station 11 as a test. There have been times that pagers have failed to activate which results in a long chute time. This system might be enough to alleviate that issue.

### **Three Rivers community solution**

We have received a verbal commitment from CCEMSA to work on and publish a revised policy governing the handling of the compliance clock on arrival of ALS service. In the meantime, APATC requested that EDA pursue a modified solution through County Fire as another possibility. To that end, I met with Chief Norman and we talked over the possibility of County Fire crews at rural stations including a qualified Paramedic to respond to local calls. While he was open to the concept, he will have to spend some time thinking about the details and see if he can work it into their staffing and funding plan. We will likely meet up in a couple of weeks to see how this can be carried forward.

### **FINANCIAL**

#### **GEMT QAF**

We have received the bills for Q1 and Q2 2019, totaling approximately \$41,000.

#### **INSURANCE**

NSE is shopping the Business Package in advance of the November renewal date.

