



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

302 E. Palm St., Exeter, CA 93221  
Thursday, April 2, 2020, 5:30 pm

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

The Exeter District Ambulance Board of Directors 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.

**NOTE: THE REGULAR BOARD OF DIRECTORS MEETING OF APRIL 2, 2020, WILL BE CONDUCTED BY TELECONFERENCE PER PROVISIONS OF EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S OFFICE**

To ensure that the District meets Executive Orders N-25-20 and N-29-20 and the Brown Act and to minimize the spread of the COVID-19 virus, Members of the Board of Directors and staff intend to participate in the meeting by telephone.

- Members of the public may participate in the meeting remotely by calling +1 (408) 650-3123 and entering Passcode 131-342-037 at the prompt. Comments may also be submitted by email prior to the meeting at [manager@edaems.com](mailto:manager@edaems.com).
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

Exeter District Ambulance thanks you in advance for taking all precautions to prevent the spreading the COVID-19 virus.

**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 February 20, 2020
- B. Approval of Collections/Write Offs – February 2020

## PUBLIC HEARINGS

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- 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 February 2020 data

## NEW BUSINESS

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

1. Monthly Income Statement: February 2020
2. Profit and Loss Summary: February 2020

### B. Request for use of LAIF Funding

1. Consider approval of up to \$50,000 to be moved to general fund

### C. Update on Transition to Wittman Enterprises billing

### D. Update on Tulare County Posting Plan/COVID-19 response

### E. Vehicle status report

1. Presentation of purchase options for vehicles (if available)

## 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 27, 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.

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

District Office Meeting Room  
 302 E. Palm St., Exeter, CA 93221  
 Thursday, February 20, 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)

**OPENING**

- Call to Order – Mr. Pfenning at 5:33pm
- 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**

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

**PUBLIC HEARINGS**

- None

**UNFINISHED BUSINESS**

**A. TCCAD Report**

The report for January was presented. Significantly, the number of post moves has dropped due to changes made to accommodate changes introduced by AAV in December. The SSM Post Plan is still in flux although is now based on posting only if a Metro zone is at level 0. The Association will continue to monitor this and make adjustments as necessary. EDA is working on staffing up a second unit for at least 2 days a week to cover Lindsay.

**NEW BUSINESS**

**A. Reports from District Accountant**

A simplified report was presented. Due to several issues, cash flow could become an issue shortly. See next item below.

**B. Update on Transition to Wittman Enterprises billing**

The transition of all December balances and accounts from Iris to Wittman will be completed shortly. Donna at AAV has helped to work out an export of patient billing data and balances for all accounts prior to January 1<sup>st</sup>, 2020. This will be the final portion of transitioning to Wittman. There will be a trickle of further activity as those “old” accounts are worked by Wittman and any issues are discovered and addressed. In the meantime, there has been only a slow trickle of actual revenue. We hope this will increase to the normal rate shortly.

**C. Update on Tulare County Posting Plan**

AAV's changes in December also had the effect of functionally removing AAV units from participating in the county-wide posting plan. As a result, existing units from EDA, IMP, and LST have been covering the county at large outside of Visalia. This has been based on the interim "post only at level 0" after the local rural unit has already been brought in. In general, this appears to be working relatively well. The concern is how coverage of the rural zones will pan out and these companies are keeping a close watch on responses. The SSM committee is being re-started without direct involvement of AAV.

**D. Funding Request**

The District Manager reviewed the mechanical issue with unit 211 and the quoted cost of repair at \$16,750. This is an already-discounted price and Monarch Ford is willing to split the cost into 4 payments. With the summer months approaching and the need to field an additional unit on two days at least, plus with plans to move into Woodlake, we need to have at least 6 viable vehicles to be stable. The crews also looked into options to purchase a new vehicle outright at approximately \$145,000, and a possibility to do a "remount" which is to remove the box unit (the actual ambulance portion) from the vehicle and mount that on a new chassis and cab. This will give us the equivalent of a new ambulance for about \$60,000. The board requested more detailed information before making a decision. The agenda item was tabled until the next meeting at which the District Manager is requested to bring a quote for the remount, a quote for a new unit, and an update of existing vehicle status.

**BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS**

Vehicle status report and quote for vehicle options.

**REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)**

No new information to report on Three Rivers.

Call volumes continue to be low. The only good news to that is there are fewer post moves so there's less wear on the vehicles. We are also beginning to see a rise in the number of cancels, mostly due to "No Patient" and "RMCT" as people grow concerned about COVID-19. If the situation worsens this could impact our revenue stream.

**PUBLIC COMMENT REGARDING CLOSED SESSION**

A. No public comments

**CLOSED SESSION – 6:25pm**

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

Title: District Manager

**RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION, IF ANY – 6:47pm**

No Reportable Actions

**ADJOURNMENT**

Motion to adjourn (TM) seconded (DM) at 6:48pm. 3-0-0.

**Next Regular Meeting: Thursday, April 2, 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: April 2, 2020

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Diana Mendez  
Board Secretary





## EXETER DISTRICT AMBULANCE

302 E. Palm  
Exeter, CA 93221

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

### DISTRICT MANAGER'S REPORT

District Board Meeting April 2<sup>nd</sup>, 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	373	357	349	325	93.57%	91.04%	264	222	75.64%	68.31%	3.14	3.34	3.00	2.29
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 is now in service. We do still need to change the plates on it but the DMV is closed.

#### OPERATIONAL PERFORMANCE

The rapid changes due to the COVID-19 pandemic have had a significant negative effect on operations. Most critical is the drop in transport activity – there has been an average of about a 20% reduction in Transports throughout the county. We are seeing a huge increase in cancels and RMCT by patients. Such a significant reduction is not sustainable over more than a month, and may result in EDA having to reduce the number of units in service.



## EXETER DISTRICT AMBULANCE

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

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### SCHEDULING

We have completed the new shift bids that are scheduled to begin on April 19. However, this may now have to be revised in light of significant revenue reductions.

### COMPLIANCE

We are awaiting data for the February and March compliance figures. As yet, the compliance review is not complete and CCEMSA has stated that they are suspending compliance tracking due to COVID-19.

	Zone 5 (Exeter) Metro, Priority 1 and 2 only								
Quarter	Q3 2019			Q4 2019			Q1 2020		
Month	July	August	September	October	November	December	January	February	March
Compliance	98.91%	100.00%	94.62%	97.84%	97.26%	98.90%	97.39%		

### 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.