



AGENDA
Exeter District Ambulance
Governing Board
REGULAR MEETING

302 E. Palm St., Exeter, CA 93221
Monday, April 27, 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 27, 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 (786) 535-3211 and entering Passcode 153-111-525 at the prompt. Comments may also be submitted by email prior to the meeting at 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 April 02, 2020
- B. Approval of Collections/Write Offs – March 2020

PUBLIC HEARINGS

- None

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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 (informational only)

1. Presentation of March 2020 data

NEW BUSINESS

A. Reports from District Accountant (informational only)

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

B. Update on Transition to Wittman Enterprises billing (informational only)

1. "Old" accounts prior to 01/01/2020

C. Update on Tulare County Posting Plan/COVID-19 response (informational only)

D. Vehicle status report (informational only)

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: May 25, 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
 Thursday, April 02, 2020, 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) - phone, Diana Mendez (DM) - phone,
Also Present District Manager Peter Sodhy (PS)

OPENING

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

AGENDA APPROVAL

The Collections/Write-Offs report was not available in time from Wittman. 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

Due to some reporting issues with the reports server, a summary TCCAD report was not available for the meeting.

NEW BUSINESS

A. Reports from District Accountant

District Accountant was not available for this meeting

B. Request for LAIF Funding

District Manager noted the cash-flow lag between billing and actual payments especially from Medicare and the larger providers that came about as part of the transition to Wittman. That and reduced traffic in November and December has resulted in a cash-flow issue that may require use of LAIF funds to temporarily bridge the cash gap until payments arrive. There is approximately \$700k realistically expected resulting from first quarter billing, of which only \$20k has arrived so far. We are also expecting about \$80k from Property Tax Revenue by mid-April. District Manager requested approval of up to \$50,000 to be moved into the general fund only if necessary. Motion made by AP, seconded by DM. 2-1-0. TM asked if this required a Board Resolution. District Manager will confirm.

C. Update on Transition to Wittman Enterprises billing

It was reported that for the most part, Wittman is fully managing all accounts after

January 1st, 2020. District Manager believes that the ending balances for accounts prior to January 1st, 2020 had been sent to Wittman and that they should now be able to update balances as payments come in for all accounts. Wittman also is now finally showing revenues beginning to come in from all the billing activity. The check scanner from Bank of the Sierra should be arriving soon for them to be able to deposit physical checks.

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

The county posting plan continues to be modified resulting from changes at AAV. However, for the most part, Imperial, LifeStar, and Exeter Ambulance have made accommodations to fully take up the coverage without relying on AAV except under very specific circumstances. Posting is generally now only at level 0 for Metro areas and has not led to an increase in post moves overall. So far, we all appear to be meeting our compliance requirements.

All Tulare County providers are taking extra precautions on all calls but are not yet requiring full PPE on every call. This is in part due to very limited supplies of PPEs, especially gowns. EDA was able to draw on Tulare County HHS's supply of N95 masks as we are good at least for the next few weeks. However, the current concern is the dwindling supply of gowns and the lack of resupply. We have made accommodations to use Tyvek suits instead if necessary. We have also introduced decon protocols to be used for every call, and have started to go through large quantities of disinfecting supplies, which are also in short supply.

E. Vehicle Status and new vehicles

Based on current low transport volumes, District Manager recommended we push discussion of this to a future meeting. TM moved to table, AP seconded. 3-0-0.

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)

No new information to report on Three Rivers.

Call volumes continue to be low. This is a national trend where most providers have reported a drop of between 30 to 50% in transport volume due to COVID-19. There are some grants and other sources of funding but so far none accommodate Special Districts. District Manager continues to examine every source that becomes available.

PUBLIC COMMENT REGARDING CLOSED SESSION

A. No public comments

CLOSED SESSION – not required

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

Title: District Manager

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

No Reportable Actions

ADJOURNMENT

Motion to adjourn (TM) seconded (DM) at 6:15pm. 3-0-0.

Next Regular Meeting: Thursday, April 27, 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 27. 2020

Diana Mendez
Board Secretary

INVOICE 20036577

TO: Exeter Ambulance
FROM: Wittman Enterprises, LLC
DATE: April 21, 2020
FOR: Billing Services performed in **March 2020**

Gross Collections	\$64,293.38
Less Refunds	\$0.00
Net Collections	\$64,293.38

Fee Based on 4.99% of Net Collections	\$3,208.24
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CURRENT MONTH BALANCE: \$3,208.24

Prior month (February) balance: \$ 190.63

TOTAL AMOUNT: \$3,398.87

Exeter District Ambulance

	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET REVENUE	PAYMENTS	REFUNDS	NET RECEIPTS	BAD DEBT WRITE OFFS	WRITE OFFS	ADJUSTMENTS	NEW A/R BALANCE
JANUARY '20	\$ 569,715.80	\$ 126,871.76	\$ 157,752.29	\$ -	\$ 285,091.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$285,091.75
FEBRUARY '20	\$ 547,849.80	\$ 183,549.51	\$ 182,945.17	\$ -	\$ 181,355.12	\$ 3,820.29	\$ -	\$ 3,820.29	\$ -	\$ -	\$ -	\$462,626.58
MARCH '20	\$ 474,266.74	\$ 123,894.71	\$ 151,926.03	\$ -	\$ 198,446.00	\$ 64,293.38	\$ -	\$ 64,293.38	\$ -	\$ -	\$ 33.55	\$596,812.75
APRIL '20					\$ -			\$ -				
MAY '20					\$ -			\$ -				
JUNE '20					\$ -			\$ -				
JULY '20					\$ -			\$ -				
AUGUST '20					\$ -			\$ -				
SEPTEMBER '20					\$ -			\$ -				
OCTOBER '20					\$ -			\$ -				
NOVEMBER '20					\$ -			\$ -				
DECEMBER '20					\$ -			\$ -				
YEAR TO DATE TOTALS	\$ 1,591,832.34	\$ 434,315.98	\$ 492,623.49	\$ -	\$ 664,892.87	\$ 68,113.67	\$ -	\$ 68,113.67	\$ -	\$ -	\$ 33.55	
YTD PERCENTAGE OF REVENUE		27.28%	30.95%	0.00%	41.77%	4.28%	0.00%		0.00%	0.00%	0.00%	
YTD PERCENTAGE OF NET REVENUE								10.24%				
Average Charges per month	\$ 132,652.70											
Average Payments per month	\$ 5,676.14											

Management Summary Report
Monthly and Fiscal Year to Date
Exeter District Ambulance
March 2020

Financial Class	Number of Accounts	Percent of Total	Year to Date Total Accts.	Percent of Total YTD	Charges	Percent of Total	Year to Date Total Charges	Percent of Total YTD	Payments	Percent of Total	Year to Date Payments	Percent of Total YTD
Medicare	57	25.56%	190	26.28%	\$132,233.80	27.88%	\$433,149.70	27.21%	\$27,888.61	43.38%	\$31,309.93	45.97%
Medicare HMO	20	8.97%	56	7.75%	\$42,661.80	9.00%	\$124,411.60	7.82%	\$6,399.17	9.95%	\$6,399.17	9.39%
Medi-Cal	13	5.83%	36	4.98%	\$28,255.10	5.96%	\$74,889.70	4.70%	\$0.00	0.00%	\$0.00	0.00%
Medi-Cal HMO	64	28.70%	219	30.29%	\$127,489.50	26.88%	\$474,831.30	29.83%	\$7,973.81	12.40%	\$8,372.78	12.29%
Insurance	13	5.83%	39	5.39%	\$31,763.40	6.70%	\$91,212.30	5.73%	\$22,006.79	34.23%	\$22,006.79	32.31%
Private Pay	56	25.11%	183	25.31%	\$111,620.10	23.54%	\$391,235.10	24.58%	\$25.00	0.04%	\$25.00	0.04%
Kaiser	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Other	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Prior Sales					\$243.04	0.05%	\$2,102.64	0.13%				
Sub Total	223	100.00%	723	100.00%	\$474,266.74	100.00%	\$1,591,832.34	100.00%	\$64,293.38	100.00%	\$68,113.67	100.00%
Dry Runs	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Total	223	100.00%	723	100.00%	\$474,266.74	100.00%	\$1,591,832.34	100.00%	\$64,293.38	100.00%	\$68,113.67	100.00%



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 27th, 2020

OPERATIONS

- Daily Call Summary through year-end 19/20
- 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	435	364	394	317	90.57%	87.09%	307	196	77.92%	61.83%	3.23	3.32	3.07	1.90
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

We have seen a growing reluctance on the part of patients to be transported to a hospital. This has resulted in a significant drop in transport performance which could be a major issue in 75 days. We have received about \$39,000 in stimulus funding from Medicare with the promise of a little more in the near future as part of the same stimulus package. There is another package in the works that could all but make up the full difference should it be passed soon.



EXETER DISTRICT AMBULANCE

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

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

SCHEDULING

We have completed and are into the new 12-week shift. However, as a result of requests from many crews we are making a new attempt to adjust to a fully Fixed Day Shift Schedule. This will be especially important for crews with spouses and children.

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 for Three Rivers. We were asked by County Fire to find a way to not share Lemon Cove station. To that end, we completed our move to Woodlake over the weekend. There are some minor issues to be worked out but we believe this to be a better arrangement. In Lemon Cove, our rent was \$1,200 shared with AAV, and in Woodlake it is now \$750 shared with AAV. However, we are now going to be paying for Gas, Electric, and Internet. We still believe that it will work out cheaper in the long run.

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.