



AGENDA
Exeter District Ambulance
Governing Board
REGULAR MEETING

302 E. Palm St., Exeter, CA 93221
 Monday, July 12, 2021, 5:30 pm

President	Adam Pfenning
Vice President	VACANT
Secretary	Diana Mendez
Board Member	Bobby Martinez
Board Member	Marilyn Rankin

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.

NOTE: THE REGULAR BOARD OF DIRECTORS MEETING OF JULY 12, 2021, 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 (872) 240-3412 and entering Passcode 261-011-509 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 May 24, 2021
- B. Approval of Collections/Write Offs

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**
- B. Woodlake update**
- C. Update on Transition to Wittman Enterprises billing (informational only)**
 - 1. "Old" accounts prior to 01/01/2020
- D. Update on Tulare County Posting Plan/COVID-19 response**
 - 1. Progress report (information only)

NEW BUSINESS

- A. Reports from District Accountant (informational only)**
 - 1. Monthly Income Statement: May 2021
 - 2. Profit and Loss Summary: May 2021
- B. Vehicle status report (informational only)**
 - 1. Presentation of purchase options for vehicles (if available)
- C. Update to District Check Signers**
 - 1. New Bank-required procedure

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. 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: July 26, 2021**

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, May 24, 2021, 5:30pm

President	Adam Pfenning
Vice President	VACANT
Secretary	Diana Mendez
Board Member	Bobby Martinez
Board Member	Marilyn Rankin

Present Adam Pfenning (AP), Diana Mendez (DM) - phone, Marilyn Rankin (MR) - phone
Absent Bobby Martinez (BM)
Also Present District Manager Peter Sodhy (PS)

OPENING

- Call to Order – Mr. Pfenning at 5:45pm
- Roll Call – Mr. Pfenning

AGENDA APPROVAL

MR, DM 2nd. 3-0-1.

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

- Jackie Paull of LifeStar spoke on behalf of Doug Woods who was unable to attend. She noted that Mr. Woods would continue sending the TCCAD reports if the board wished it but would likely not be able to attend the meetings. If there are any questions, those should be emailed to Mr. Woods who will be happy to respond. The board was happy to continue to receive reports from Mr. Woods.

CONSENT CALENDAR

- A. Approval of Meetings Minutes April 26, 2021**
A motion was made (DR) which was seconded (MR). 3-0-1.
- B. Approval of Collections/Write-Offs**
Not available.

PUBLIC HEARINGS

- None

UNFINISHED BUSINESS

- A. TCCAD Report**
An abbreviated report was sent this time due to an issue with the system. Peter will ask Mr. Woods for the actual report and send it out if it can be generated.
- B. Woodlake update**
No update.
- C. Update on Transition to Wittman Enterprises billing (informational only)**
 - a. "Old" accounts prior to 01/01/2020**
We are working aggressively to have all old and non-viable accounts closed and/or sent to collections by June 30. At this point, most of the accounts have already been closed.



MINUTES

Exeter District Ambulance Governing Board

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

No update

NEW BUSINESS

A. Reports from District Accountant

a. Monthly Income State: April 2021

b. Profit and Loss Summary: April 2021

Ms. Hood was unable to attend the meeting. However, the financials still appear to be good although we are still showing comparatively reduced income over same period in prior years, which is a concern.

B. Report on American Recovery Plan potential access to funds (information only)

PS reported on a CSDA meeting he attended in which it was explained that Special Districts do have the ability and opportunity to access certain funds contained in the Plan to offset payroll expenses from April 2020 through the end of 2020. While details of the allocations are still sketchy and left to the discretion of county government, PS is making sure to stay in touch with the county and keep EDA on the list.

C. Memo on Redistricting per Census Results

PS distributed the memo as prepared by District Counsel to explain the need for the board to examine the census results and make a determination by August if there is a need to redraw District boundaries.

D. Vehicle status report (informational only)

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

All vehicles are back and available. Special effort has been made to prepare the van units for the expected extra strain of the hot summer days ahead.

E. Update to District Check Signers

a. New Bank-required procedure

PS reviewed the new requirements from Bank of Sierra to have a new list of authorized check signers. Paperwork will be sent to those who need to complete the new form. Thereafter, the bank will contact the individuals to come in and record their signatures.

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)

No new information to report on Three Rivers.

While Transport volumes still appear lower than similar periods in prior years, it is now showing some improvement in the right direction. The board will continue to watch this closely. In the meantime, the board approved a potential seasonal trial of an additional unit, either EBLs or ALS, for a few days each week in order to capture more calls in our area and to provide better coverage. This can only happen once our Full Time positions are fully staffed.

EDA made it's compliance requirements for the month of April 2021, the first month since last October that CCEMSA is enforcing compliance. PS thanked Doug Woods for his help in completing the appeals earlier than actually due.



MINUTES

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PUBLIC COMMENT REGARDING CLOSED SESSION

A. No public comments

CLOSED SESSION – 06:08pm

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 – 06:45pm

No Reportable Actions

ADJOURNMENT

Motion to adjourn (DM) seconded (AP) at 6:46pm. 3-0-1.

Next Regular Meeting: Thursday, June 28, 2021, 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: June 28, 2021

Diana Mendez
Board Secretary

2021-05	Calls						Response					
	American Ambulance of Visalia	Exeter District Ambulance	Imperial Ambulance	Lifestar Ambulance	Tulare City Fire	Dinuba Ambulance	American Ambulance of Visalia	Exeter District Ambulance	Imperial Ambulance	Lifestar Ambulance	Tulare City Fire	Dinuba Ambulance
DELANO	1	0	11	19	0	0	0	7	11	0	0	0
DINUBA	37	1	0	3	0	539	31	1	0	3	0	520
EXETER	102	306	5	0	0	0	86	274	3	0	0	0
FEDERAL L	0	0	2	0	0	0	0	0	0	0	0	0
FRESNO	6	0	2	0	0	54	2	0	1	0	0	44
KINGSBUR	3	0	0	0	0	22	3	0	0	0	0	18
LINDSAY	1	44	87	29	0	0	1	42	83	29	0	0
Other	7	0	3	33	0	1	7	0	3	33	0	1
PORTERVIL	0	5	1033	38	0	0	0	5	967	36	0	0
TULARE	40	1	34	1188	890	0	36	1	30	1100	719	0
VISALIA	2461	29	4	37	1	16	2331	26	4	36	1	14
	2658	386	1181	1347	891	632	2497	349	1098	1248	720	597

2021-05	Transport						RMCT					
	American Ambulance of Visalia	Exeter District Ambulance	Imperial Ambulance	Lifestar Ambulance	Tulare City Fire	Dinuba Ambulance	American Ambulance of Visalia	Exeter District Ambulance	Imperial Ambulance	Lifestar Ambulance	Tulare City Fire	Dinuba Ambulance
DELANO	0	0	2	4	0	0	0	0	0	0	0	0
DINUBA	31	1	0	2	0	400	0	0	0	1	0	97
EXETER	41	187	1	0	0	0	15	18	1	0	0	0
FEDERAL L	0	0	0	0	0	0	0	0	0	0	0	0
FRESNO	1	0	1	0	0	38	0	0	0	0	0	3
KINGSBUR	1	0	0	0	0	17	0	0	0	0	0	0
LINDSAY	0	31	57	22	0	0	0	2	7	3	0	0
Other	5	0	2	33	0	1	0	0	1	0	0	0
PORTERVIL	0	5	753	30	0	0	0	0	58	2	0	0
TULARE	29	0	22	867	3	0	1	0	5	61	5	0
VISALIA	1993	23	3	33	0	12	111	1	0	1	0	2
	2101	247	841	991	3	468	127	21	72	68	5	102

EXETER DISTRICT AMBULANCE
Balance Sheet Prev Year Comparison
As of May 31, 2021

	May 31, 21	May 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1004 · Bank of Sierra Checking	227,460.62	161,336.36
1006 · Bank of Sierra Money Market	6,005.85	6,003.54
1005 · LAIF	177,231.02	172,526.84
1030 · Petty Cash	150.00	150.00
Total Checking/Savings	410,847.49	340,016.74
Accounts Receivable		
1200 · Account Receivable	921,793.07	822,972.22
1210 · Allowance for Bad Debt	-117,000.00	-117,000.00
Total Accounts Receivable	804,793.07	705,972.22
Other Current Assets		
1250 · Accrued Taxes Receivable	0.00	-512.66
1200-05 · Accrued Interest	644.33	512.66
1400 · Prepaid Expenses	7,622.92	15,634.16
Total Other Current Assets	8,267.25	15,634.16
Total Current Assets	1,223,907.81	1,061,623.12
Fixed Assets		
1500 · Fixed Assets		
1450.0 · Other Asset - Grant Equipment	5,145.45	5,145.45
1500-05 · Land	141,820.00	141,820.00
1500-10 · Buildings and Improvements	505,359.66	505,359.66
1500-20 · Vehicles & Medical Equipment	738,404.01	738,404.01
1500-30 · Office Equipment & Fixtures	71,522.86	71,522.86
Total 1500 · Fixed Assets	1,462,251.98	1,462,251.98
1600 · Allowance for Depreciation	-1,165,289.43	-1,165,289.43
Total Fixed Assets	296,962.55	296,962.55
Other Assets		
1700.0 · Deferred Outflows of Resources	308,006.70	308,006.70
Total Other Assets	308,006.70	308,006.70
TOTAL ASSETS	1,828,877.06	1,666,592.37
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	37,484.85	86,009.16
Total Accounts Payable	37,484.85	86,009.16
Other Current Liabilities		
2160 · Accrued Expenses	21,270.16	19,930.65
2100 · Payroll Liabilities		
2100-10 · California PR Taxes	1,707.66	1,715.80
2100-20 · Federal PR Taxes	5,211.32	6,013.52
2100-30 · CalPERS	2,513.75	2,350.12
2100-50 · Union Dues	172.00	78.00
2100 · Payroll Liabilities - Other	-134.57	3,593.33
Total 2100 · Payroll Liabilities	9,470.16	13,750.77
2150 · Accrued Vacation, Sick Pay	33,913.37	31,435.41
Total Other Current Liabilities	64,653.69	65,116.83

EXETER DISTRICT AMBULANCE
Balance Sheet Prev Year Comparison
As of May 31, 2021

	May 31, 21	May 31, 20
Total Current Liabilities	102,138.54	151,125.99
Long Term Liabilities		
2211 · Net Pension Liability	505,066.96	505,066.96
2900.0 · Deferred inflows of Resources	103,766.00	103,766.00
Total Long Term Liabilities	608,832.96	608,832.96
Total Liabilities	710,971.50	759,958.95
Equity		
33000 · Reserve for Contingencies	52,500.00	52,500.00
32000 · Unrestricted Net Assets	922,073.98	557,444.07
Net Income	143,331.58	296,689.35
Total Equity	1,117,905.56	906,633.42
TOTAL LIABILITIES & EQUITY	1,828,877.06	1,666,592.37

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06/15/21

Accrual Basis

EXETER DISTRICT AMBULANCE
Profit & Loss Prev Year Comparison
 July 2020 through May 2021

	Jul '20 - May 21	Jul '19 - May 20
Ordinary Income/Expense		
Income		
4010 · Services Revenue		
5030 · Other Charge Write-off	-2,126,535.32	-1,570,902.83
5020 · Contractual Write-Off	-2,258,441.09	-2,388,719.21
4010-10 · Revenue Adjustment	34,064.36	-240,002.93
4010 · Services Revenue - Other	6,499,875.89	6,187,205.58
Total 4010 · Services Revenue	2,148,963.84	1,987,580.61
4015 · Bad Debt Recovery	9.10	7,472.28
4020 · Miscellaneous Income		
4020-20 · Interest Income	2.06	141.75
4020-40 · Other Income	321,450.83	15,775.92
4020 · Miscellaneous Income - Other	0.00	151,541.52
Total 4020 · Miscellaneous Income	321,452.89	167,459.19
4030 · Tax Revenue	303,525.54	288,730.38
4040 · Overpayments	-5,449.78	-11,570.57
Total Income	2,768,501.59	2,439,671.89
Cost of Goods Sold		
5040 · Bad Debt Expense	429,011.27	131,175.83
Total COGS	429,011.27	131,175.83
Gross Profit	2,339,490.32	2,308,496.06
Expense		
5050 · Refunds	10,935.21	30.00
6805 · Special District Expenses	91,009.80	98,194.12
5065 · Bank service charge	5,418.46	3,648.62
6200 · Communications		
6200-10 · Dispatch	88,470.93	84,975.81
6200-30 · Telephone	9,415.48	9,392.91
6200 · Communications - Other	5,748.67	3,908.28
Total 6200 · Communications	103,635.08	98,277.00
6270 · Fines and Assessments	0.00	1,425.00
6300 · Fuel & Oil	45,318.16	54,645.49
6400 · Insurance		
6400-10 · General Liability Insurance	49,522.30	41,727.75
6400-20 · Health Insurance	175,086.24	120,951.87
6400-40 · Worker's Compensation Insurance	89,659.27	37,607.83
6400-50 · AFLAC Insurance	543.32	1,379.59
Total 6400 · Insurance	314,811.13	201,667.04
6500 · Maintenance		
6500-10 · Buildings and Grounds	8,684.13	7,111.36
6500-20 · Computers and Equipment	10,148.51	11,470.14
6500-30 · Vehicle Maintenance	67,247.19	87,806.07
Total 6500 · Maintenance	86,079.83	106,387.57
6510 · Memberships	794.00	970.00
6520 · Miscellaneous	0.00	0.00
6530 · Office Expense	21,324.62	23,996.71
6580 · Other Direct Employee Costs	212.86	0.00
6600 · Professional Services		
6600-50 · Billing Service	76,325.61	16,725.15
6600-40 · Consulting Services	0.00	499.00
6600-10 · Accounting Services	38,321.76	36,943.75
6600-20 · Legal Services	30,502.50	9,040.00
6600 · Professional Services - Other	12,000.00	11,000.00

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06/15/21

Accrual Basis

EXETER DISTRICT AMBULANCE
Profit & Loss Prev Year Comparison
July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Jul '19 - May 20</u>
Total 6600 · Professional Services	157,149.87	74,207.90
6650 · Publications and Legal Notices	467.50	341.00
6700 · Payroll Expenses		
6700-50 · Pension Expense-GASB 68	700.00	700.00
6700-20 · Regular Wages	1,099,462.36	1,104,175.54
6700-30 · Payroll Taxes	31,378.96	31,185.78
6700-40 · PERS - Company Contribution	129,376.75	123,486.77
6700 · Payroll Expenses - Other	1,068.90	1,244.87
Total 6700 · Payroll Expenses	<u>1,261,986.97</u>	<u>1,260,792.96</u>
6800 · Rents	16,373.83	20,864.88
6810 · Service and Supplies		
6810-10 · Medical Supplies	54,037.24	40,311.48
6810 · Service and Supplies - Other	140.00	685.00
Total 6810 · Service and Supplies	<u>54,177.24</u>	<u>40,996.48</u>
6820 · Training/Seminars and Supplies	4,118.95	3,195.56
6830 · Travel and Transportation	0.00	0.00
6850 · Uniform Allowance	6,437.11	8,936.71
6900 · Utilities		
6900-10 · Gas and Electric	14,328.12	11,855.91
6900-20 · Water and Sewer	1,580.00	1,373.76
Total 6900 · Utilities	<u>15,908.12</u>	<u>13,229.67</u>
Total Expense	<u>2,196,158.74</u>	<u>2,011,806.71</u>
Net Ordinary Income	<u>143,331.58</u>	<u>296,689.35</u>
Net Income	<u><u>143,331.58</u></u>	<u><u>296,689.35</u></u>



**EXETER DISTRICT
AMBULANCE**

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

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

DISTRICT MANAGER'S REPORT

District Board Meeting July 12th, 2021

OPERATIONS

- Daily Call Summary through year-end 20/21
- By comparison with last year:

	Calls		Response		Response Ratio		Transports		Trans/Resp Ratio		Units per day		Trans/Unit/Day	
	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21	19/20	20/21
July	391	374	347	339	88.75%	90.64%	272	236	78.39%	69.62%	3.20	2.93	2.74	2.60
August	427	417	379	380	88.76%	91.13%	300	271	79.16%	71.32%	3.26	3.19	2.97	2.74
September	374	446	327	405	87.43%	90.81%	249	260	76.15%	64.20%	3.13	3.36	2.65	2.58
October	347	376	317	336	91.35%	89.36%	255	235	80.44%	69.94%	3.23	3.06	2.63	2.48
November	306	426	280	379	91.50%	88.97%	205	273	73.21%	72.03%	3.17	3.07	2.16	2.96
December	349	461	318	422	91.12%	91.54%	216	294	67.92%	69.67%	3.13	3.10	2.23	3.06
January	387	399	336	358	86.82%	89.72%	240	214	71.43%	59.78%	3.32	3.23	2.33	2.14
February	357	300	325	271	91.04%	90.33%	222	184	68.31%	67.90%	3.34	3.04	2.29	2.16
March	364	306	317	266	87.09%	86.93%	196	197	61.83%	74.06%	3.32	3.16	1.90	2.01
April	324	364	291	325	89.81%	89.29%	175	231	60.14%	71.08%	2.79	3.10	2.09	2.48
May	339	362	303	323	89.38%	89.23%	197	230	65.02%	71.21%	3.00	3.10	2.12	2.39
June	376		343		91.22%		218		63.56%		3.30		2.20	

- Staffing
 - We are down one Full Time Paramedic position but have 2 active candidates in the system which should be able to fill this position by mid-July.
 - We have 4 Per Diem Medics, and 5 Per Diem EMTs.
- Vehicles and Communications Equipment
 - Unit 211 requires a new motor. All other units are operational and available.

OPERATIONAL PERFORMANCE

April showed improved in call and transport volumes. While not at the levels we would want for sustainability, they are at least encouraging. It also appears that efforts to address chute times and late arrivals are improving matters. We do continue to have staffing issues, although not to the extent as in March.

SCHEDULING

We continue to have some issues filling our 3rd rig largely due to not having our final full time Paramedic on staff yet. Several other medics have been picking up the slack but with the inclusion of illness and personal issues, we have had to run with only 2 units on several occasions.



EXETER DISTRICT AMBULANCE

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

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

COMPLIANCE

EDA met the compliance requirement for the month of May 2021 with 95.37% on-time arrival for P1/P2 calls. We also met the requirement for P3 calls at 98.76%.

THREE RIVERS COMMUNITY SOLUTION

No change for Three Rivers.

We continue to use Woodlake as our primary rural station, shared with AAV. We are looking into the possible issue of extended arrivals to parts of Three Rivers as a result of dispatching from Woodlake.

SYSTEM STATUS MANAGEMENT

We are watching our response performance as a result of our change in posting. There are some issues with call volume and still a little confusion about when calls are assigned in border areas. These are all being addressed. It is clear we will need to vastly improve our conversion ratio of transports to responses to remain viable.