



AGENDA
Exeter District Ambulance
Governing Board
REGULAR MEETING

302 E. Palm St., Exeter, CA 93221
 Monday, March 22, 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 MARCH 22, 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 (571) 317-3112 and entering Passcode 947-513-925 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 February 22, 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. Board Member summary biographic information
- C. Form 700
- D. Woodlake update
- E. Update on Transition to Wittman Enterprises billing (informational only)
 - 1. "Old" accounts prior to 01/01/2020
- F. Update on Tulare County Posting Plan/COVID-19 response
 - 1. Progress report (information only)

NEW BUSINESS

- A. Introduction of District 1 Supervisor Larry Micari
- B. Reports from District Accountant (informational only)
 - 1. Monthly Income Statement: February 2021
 - 2. Profit and Loss Summary: February 2021
- C. 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. 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: April 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, February 22, 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, Bobby Martinez (BM), Marilyn Rankin (MR) - phone

Also Present District Manager Peter Sodhy (PS), District Accountant Debbie Hood (DH) - phone

OPENING

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

AGENDA APPROVAL

MR moved, BM 2nd. 4-0-0.

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

- None

CONSENT CALENDAR

A. Approval of Meetings Minutes January 25, 2021

A motion was made (BM) which was seconded (DM). 4-0-0.

B. Approval of Collections/Write-Offs

Not available.

PUBLIC HEARINGS

- None

UNFINISHED BUSINESS

A. TCCAD Report

a. Presentation of county-wide posting 6-month data report if available.

Doug Woods presented a report of calls to determine if calls retained vs calls lost as a result of the new posting plan were a wash. Per the report, projected lost calls would be 648 calls for the year. Mr. Woods noted that he could have this report automatically generated in the current format. DM requested that Mr. Woods include the District Manager when sending out reports in the future.

B. Board Member summary biographic information

PS quickly reviewed the outline of the biographic information requested. Board members were requested to send their information to PS for collection.

C. Woodlake update

PS noted that bridge construction on Road 216 was still ongoing but should finally be wrapped up by end of February.

D. Update on Transition to Wittman Enterprises billing (informational only)**a. "Old" accounts prior to 01/01/2020**

Some issues have been discovered with Medicare payments not being updated on old accounts. Many of these can be closed provided those payments are correctly recorded. Linda will work with Wittman to review all Medicare payments for the year and close as many old accounts as possible.

E. Update on Tulare County Posting Plan/COVID-19 response (informational only)**a. Progress report (information only)**

Covered under TCCAD report

NEW BUSINESS**A. Introduction of District 1 Supervisor Larry Micari**

Mr. Micari unable to attend meeting. Postponed to March meeting.

B. Presentation of Audit Report – Adair Evans

Garry Riezebos reviewed the draft reports presented. He noted that the management report was essentially clean, the statement of going concern was still included, that there were positive improvements in cash and assets, that there was an operating loss of about \$250k which was still better than the prior year, that the pension liability was still a concern, that the writeoff amounts will need to be revisited based on discussion with the bookkeeper, and that the budget appeared to be off by approximately \$133k. BM moved to accept the Audit report as presented. DM 2nd. 4-0-0.

C. Reports from District Accountant**a. Monthly Income State: January 2021****b. Profit and Loss Summary: January 2021**

Ms. Hood noted that there has not been much change from the prior month. We continue to have lots of cash in the bank. She also reported that this year's audit was very strange due to COVID restrictions and the very disconnected nature of the subsequent process. She also noted that the Wittman A/R and balance appears to be higher than she is comfortable with, largely due to their different view of return rate.

D. Vehicle status report (informational only)**a. Presentation of purchase options for vehicles (if available)**

PS reported that all four of the current E350 van units had electrical work done to address a long-standing issue with the AVL and WiFi. Now fixed, these allow the vehicles to begin tracking almost immediately instead of the former 2 to 6 minute delay on each start up, causing issues with the measurement of chute delays.

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS**REPORTS FROM THE DISTRICT MANAGER (INFORMATIONAL ONLY)**

No new information to report on Three Rivers.

In general, January was not a good month with respect to transport numbers, largely due to the Assess and Refer policy. This policy was rescinded in February, and we hope this will allow for better

transport numbers. We continue to address the minor issues that have arisen as a result of the change in posting plan. PS also reported that OSHA has sent a notice of intent to cite us for two related issues regarding Heat Illness Prevention. PS will send a response and appeal to hopefully mitigate any financial penalties.

PUBLIC COMMENT REGARDING CLOSED SESSION

A. No public comments

CLOSED SESSION – 06:22pm

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 –

06:34pm

No Reportable Actions

ADJOURNMENT

Motion to adjourn (MR) seconded (DM) at 6:40pm. 4-0-0.

Next Regular Meeting: Thursday, March 22, 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: March 22, 2021

Diana Mendez
Board Secretary



**EXETER DISTRICT
AMBULANCE**

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

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

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Generic biographical data EDA Board Member

Name:	Peter Sodhy
Education:	MS Technology Management, BS Mechanical Engineering
Birthplace:	Taiping, Perak, Malaysia
Family:	Wife and two adult children
Employment highlights:	Managed Children's Museum, Operations Director of ProYouth/HEART, Director of Service for IT integrator, Data Center Services Director, Global Network Systems Manager, IT Infrastructure Manager, Manager of Administrative Computer of a College, Financial Analyst, Staff Accountant, College Instructor
Other experience or hobbies:	Played, performed, classical guitar, professional musician, music teacher Recreational ice hockey, serious soccer fan. Educational content provider focusing on experiential history curriculum Volunteer for non-profit groups focusing on education



EXETER DISTRICT AMBULANCE

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Fax: 559-592-2301

DISTRICT MANAGER'S REPORT

District Board Meeting March 22nd, 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		317		87.09%		196		61.83%		3.32		1.90	
April	324		291		89.81%		175		60.14%		2.79		2.09	
May	339		303		89.38%		197		65.02%		3.00		2.12	
June	376		343		91.22%		218		63.56%		3.30		2.20	

- Staffing
 - One Medic out with a long-term injury.
 - We are down one Full Time Paramedic position.
 - We have 3 Per Diem Medics, and 4 Per Diem EMTs.
- Vehicles and Communications Equipment
 - Unit 210 is out of service and will be decommissioned.
 - Unit 211 requires a new motor. All other units are operational and available.

OPERATIONAL PERFORMANCE

February was an equally poor month for transport volume. This was due to a drop in overall volume, especially compared with the prior month. However, there has been an improvement in our conversion ratio and that is being carried over into March.

SCHEDULING

We continue to operate at a 56-hour average workweek with 3 full time rigs scheduled.

COMPLIANCE

In November we received notification that CCEMSA is once again suspending compliance tracking until the immediate emergency is resolved.



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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.

GENERAL

I met with Supervisor Larry Micari on Friday January 29th. This was just an introduction for the incoming District 1 Supervisor to EDA operations.