MINUTES
Exeter District Ambulance
Governing Board
REGULAR MEETING

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

District Office Meeting Room
302 E. Palm St., Exeter, CA 93221
Monday, April 23rd, 2018
5:30pm

Present: Adam Pfenning (AP), Tony Miller (TM), Diana Mendez (DM),
Also Present: District Counsel Hilda Montoy (HM), District Manager Peter Sodhy (PS)

OPENING

- Welcome – Mr. Pfenning
- Call to Order – Mr. Pfenning at 5:37pm
- Roll Call – Mr. Pfenning
- Pledge of Allegiance – Mr. Pfenning

PUBLIC COMMENT

1. No comments from the public

AGENDA APPROVAL

1. Item A is tabled as District Accountant was not present and the financial statements were not available.

A. **Reports from District Accountant *(informational only)***
Tabled

B. **Presentation of 2016-2017 Audit Report by M Green and Co.**
Elaine Ruele from the auditing firm of M Green and Company presented the completed audit of the 2016/2017 year. This does not include a comparative because the prior year was done by a different auditor. The Management section has also been omitted. However, this is compliant with GAAP rules. Ms. Ruele noted that the opinion is Clean. There is a recommendation that the District try to keep the Accounts Payable number lower. Ms. Ruele also noted that if M Green is to do the audit again, the earliest start date would be in August. District Counsel Montoy asked if the District should create a trust account to cover the pension to keep it from growing. Ms. Ruele agreed saying that a solution would have to be worked out with PERS.
TM moved to accept the audit, DM seconded. 3-0-2.
Mr. Pfenning thanked Linda Aversa for her work in assisting with the audit.

C. **Reports from the District Manager**
Mr. Sodhy presented an overview of current District Operations and highlighted as series of issues to be addressed immediately. Staff scheduling is being addressed in two phases, the first of which was to introduce a 6 week, 7 shift schedule providing for coverage of 3 running ambulances which was put in place on April 22nd. It included the introduction of a smartphone app to ease scheduling issues. The second phase will be to introduce a year-long schedule sometime in May to allow staff to make adjustments prior to the schedule being frozen. The system will allow for shift trades and coverage in case of sudden emergency. Staff morale is high on the list to be addressed. This was initiated at the first of ongoing monthly meetings held on Friday, April 20th, at which the state of the organization, short term plans, and performance criteria were explained. Mr. Sodhy shared samples of simplified daily performance measures that will be used in evaluations of organization and staff performance. The measures used by the county and state were also

covered with the staff.

The website went live on Friday April 20th. However, without an overhead projector available, it was not possible to provide a demonstration at this meeting. District Counsel Montoy noted that the domain name "ExeterDistrictAmbulance.com" does not currently bring up the site. Mr. Sodhy responded that this was known and being resolved that day.

Mr. Sodhy presented a list of short-term goals through June 30 2018 as well as mid-term goals through June 2019.

Mr. Sodhy suggested that a draft budget for 2018/2019 be presented to the Board by the May meeting in order for a full budget to be accepted before the start of that year. He will have the draft budget prepared and ready for that meeting.

Mr. Sodhy presented the compliance update for March 2018. EDA, for the 2nd consecutive month, fell below the 95% compliance requirement. This is a "minor violation" which will result in fines and a letter from CCEMSA. We must not have 3 consecutive months, or 4 non-consecutive months, of non-compliance within a year. Mr. Sodhy is working with CCEMSA and TCCAD on addressing issues causing non-compliance.

CONSENT CALENDAR

A motion was made (DM) and seconded (TM) to approve the consent calendar. 3-0-2.

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

No public comments

BOARD MEMBER REPORTS AND REQUESTS FOR AGENDA ITEMS

1. Discussion of adding new board members. A new member resigned at the March 6th meeting. Applications may be reopened with a May 4th deadline of getting a new Director.

PUBLIC COMMENT REGARDING CLOSED SESSION

1. No public comments

CLOSED SESSION – 6:42pm

A. Conference with Labor Negotiator pursuant to Government Code Section 54957.6
Agency Negotiator: District Counsel and District Manager
Employee Organization: Teamsters Local 517

RECONVENE TO OPEN SESSION; REPORT FROM CLOSED SESSION – 7:23pm

No reportable actions

ORGANIZATIONAL BUSINESS

1. Mr. Pfenning asked if the next meeting should be moved since it falls on Memorial Day. It was agreed to move the meeting to May 21st at 5:30pm.

ADJOURNMENT

Motion to adjourn (DM) seconded (TM) at 7:26pm. 3-0-2.

Next Regular Meeting: May 21, 2018

MINUTES CERTIFICATION

I, Adam Pfenning, 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 23rd, 2018

____

Adam Pfenning
Board Secretary