



Conference Room

Southern Cascades Operations Base and Training Center

205 Ash Valley Road, Adin, CA 96006

February 8, 2021 5:30 pm

Regular Board Meeting Minutes

5:00 P.M. Call to Order by Chairman Davis

Present: Chairman Davis, Director Fisher, Director Joiner, Director Peterson

Absent: Director Endicott

Also Present: Staff: Dan Bouse- District Manager, Sara Edson- CFO, EMS
Division Manager- Megan Wright , EMS Education Manager-Gonzo Solorio,
Administrative Assistant-Kelly St. John

Chairman Davis called the meeting to order and led the Pledge of Allegiance

Approval of Agenda:

Director Joiner moved and Director Peterson seconded to approve the
posted Agenda.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: Director Endicott

Public Comment: None

Board Chair Appointment of Standing Committees:

Planning and Community Relations Committee

Finance Committee

Personnel Committee

Policy Development and Review Committee

Audit Committee

Presentation of the Emergency Medical Technician Class of 2020

EMS Education Manager gave a speech congratulating students for the hard work and dedication in passing the class. District Manager handed out to students that were present Certificates of Completion. District Manager along with Chairman Davis both offered congratulations and encouragement to the students. These nine students will now have to sit for the National Exam.

Consideration / Action:

Director Fisher moved and Director Peterson seconded to approve the minutes of the December 14, 2020 Regular Board Meeting.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: Endicott

Director Joiner moved and Director Fisher seconded to approve the minutes of the January 11, 2021 Regular Board Meeting.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: Endicott

Director Endicott arrives at meeting at 5:36 p.m.

Director Joiner moved and Director Fisher seconded to move the Regular Board Meetings to the third Monday of each month.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: None

Director Fisher moved and Director Peterson moved to approve a tax refund of \$65.00 to David House for an undivided parcel.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: None

District General Manager gave a presentation showing the proposed reorganization and establishment of three new positions and the restructuring of two established positions.

Ryan Harper is requesting to reduce hours to 20 hours per week

Ryan Harper- Manager Fleet and Facilities (currently 15 vehicles to maintain) - 20 hours per week

Create a new position combining: Accounting Technician-20 hours per week
Administrative Assistant-20 hours per week

Restructuring of two HTS Technician jobs to HTS Supervisors- one for the South zone and one for the North zone. This would look something like driving three days a week and supervising two days a week. The South zone includes Adin, Susanville, Fall River and Burney. The North zone includes Dorris and Alturas.

Director Endicott moved and Director Joiner seconded to approve the District staff reorganization and establishment of three new positions and the restructuring of two established positions.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: None

District General Manager proposed the new wage rate schedule for the positions of HTS Supervisors (2) and the Accounting Technician / Administrative Assistant.

HTS Supervisors: \$16.05 per hour

Accounting Technician / Administrative Assistant: \$17.50 per hour- with 5 steps

Director Endicott moved and Director Peterson seconded to approve the new wage rate schedule for the positions of HTS Supervisors (2) and the Accounting Technician / Administrative Assistant.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: None

Director Fisher moved and Director Peterson seconded to approve the Mid-Year Revised 2020-2021 Budget.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson

ABSTAIN: None

ABSENT: None

CFO Report:

CFO gave presentation to propose offering Health Reimbursement Arrangement Plans for employees of the District. This would replace the Group Insurance offering. The problem with the Group Insurance is not enough current employees have a need for insurance so we don't have enough to obtain a Group Insurance Plan.

Last year the Board had approved a contribution of:

\$650.00 per individual

\$1085.00 per individual plus one

\$1349.00 per Family

CFO proposed using People Keep to be the intermediary handling paperwork and administration of the Health Reimbursement Arrangement. Since we have between 1- 49 employees we would qualify for the HRA called QSEHRA. The QSEHRA is an employer-funded, tax free health benefit used to reimburse employees for personal health care expenses. It is an arrangement between an employer and employee.

The Board would set an allowance to contribute to each full time employee (30 hours per week), and the employee could choose whether or not to use the allowance to go toward health care expenses including premiums and or out of pocket healthcare expenses. People Keep would handle all necessary paperwork obtaining receipts from employees for how they choose to spend the allowance such as for premiums or out of pocket health care expenses. Then if approved People Keep would convey this information to CFO and the amount would be put on for instance a paycheck but the money would be payroll tax free. The approximate cost of People Keep is \$29.00 per month and \$15.00 per employee.

The Board has discussion and decides on the following:

\$500.00 per individual (single)
\$1000.00 per individual plus one
\$1250.00 per Family of two or more

The Board would like a 6 month look back on these amounts.
This would be for any employee that is working 30 hours per week with a 6 month look back.
Also to include new employees that are working 30 hours per week or more.

Director Endicott moved and Director Peterson seconded to approve that the set allowance be set as follows:

\$500.00 per individual (single)
\$1000.00 per individual plus one
\$1250.00 per Family of two or more

The Board would like a 6 month look back on these amounts.
This would be for any employee that is working 30 hours per week with a 6 month look back.
Also to include new employees that are working 30 hours per week or more.
In addition that we will use People Keep as the intermediary to handle a Health Reimbursement Account a QSEHRA to manage the paperwork for employees to submit receipts for healthcare expenses.

RESULT: APPROVED, UNANIMOUS

AYES: Davis, Endicott, Fisher, Joiner, Peterson
ABSTAIN: None
ABSENT: None

EMS Education Manager gave report:

The first EMT class is finished. We ended up with 9 students completing the class who will now sit for the National Exam.

After talking with students of this first EMT Class we are considering change up switching the class to two different nights a week for the online portion. This would give 2 hours for each night which would be easier for students who are working and also parents. There would still be the hands in person classes on Saturdays.

Tom has taught a couple classes using our facility for ASA.

We have a lot of interest in American Heart Association CPR classes. We will have a rate schedule out soon on this.

EMS Manager gave report:

January 2021 there were 27 or 28 calls

2- QRV

16- transports by ambulance (these are billable trips)

Trying to focus on more cross training where some EMS side are doing the long transports on the HTS side.

Correspondence: None

District General Manager Report:

- Enclosure fence for compound- will have intermountain camp inmates do demolition- will write a check to contractor in a couple of days so they can order supplies and be ready to start the project
- Phone system- consultant is coming Wednesday to look into a new security and phone system- they will review also a camera system- voice over IP and increase the bandwidth with Compare would be needed
- Proposing to move Administration into the Kindergarten room so there is more room and leaving the current middle room for more of EMS
- We have spare parts now for the boiler on hand if it goes down again
- EMS side had a great month in January 2021
- HTS side was a bit slower for MTM trips for January 2021- we are getting more calls now from Dignity Health for long transports.- we had the longest gurney transport this month to San Diego
- 2978 AWD wheelchair van is getting the fit up in Chico
- 77196 is 4WD ambulance we made a trade with Modoc Medical Center- this needs to be badged and set up
- FEMA grant- Sacramento Valley Med Share Project- integrates software programs that talk to each other- so EMS can pull up medical records for patients in the field- this grant would hopefully get us the hardware to do it (3 laptops and hardware)- \$9000.00

- \$10,000 grant- Nor Cal and Sierra Sacramento Valley would be writing the grant and we would be included

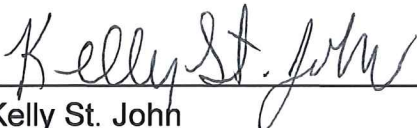
- January 1, 2022 the minimum wage in California is bumping up to \$15.00 per hour

Board Reports:

None

Chairman Davis adjourns the meeting at 7:45 p.m.

ATTEST:



Kelly St. John

Administrative Assistant

4-19-2021

Date



Robert Fisher

Board Secretary

10-5-2021

Date