

STAFF REPORT

CALTAHOE JPA Special Meeting

May 18th, 2016

To: JPA Board

From: Ryan Wagoner

Re: City of South Lake Tahoe proposal to CALTAHOE JPA to operate two JPA ambulances with JPA employees.

Recommendation:

Consider proposal presented by the JPA Executive Director to operate two ambulances with 12 JPA employees to be implemented on July 1st, 2016 and to operate through the end of the current JPA contract.

Background:

In December the City of South Lake Tahoe began operating two ambulances from Fire station #2 with temporary single role EMS personnel. These people were trained and accredited to work in El Dorado County. A manager was assigned to manage these employees. The city's human resources and payroll departments provided the personnel services for these employees. The daily logistics of supplies and staffing was performed by City Fire personnel. The system has met or exceeded all CALTAHOE JPA contract requirements.

On April 11th, 2016 the City of South Lake Tahoe presented a proposal to the JPA to operate the two ambulances and 12 employees utilizing the \$959,272 currently paid to the City of South Lake Tahoe for payroll and management of the above ambulances.

Issue and Discussion:

The contract between CALTAHOE and El Dorado County is a fixed rate contract. El Dorado County has repeatedly expressed that the JPA provide the services agreed to in the

contract within the means of the contract The County has been in ongoing discussions regarding additional funding since September 2014 with no resolution to date.

On May 5th the County presented a verbal option addressing the increase in IFT's. The discussion was to consider having the County pay for the next ambulance for Cal Tahoe and amending the Inter Facility Transfers of Psych patients. The JPA budgeted \$220,780 in reserve designation to purchase future capital expenses related to a new ambulance. The reduction in Psych transfers would decrease both IFT volume as well as the IFT distances that exceed 100 miles. The County expressed concern in the JPA Dispatch RFP as well as the responses. They requested the JPA consult with their legal counsel to obtain a more clear RFP response prior to them discussing funding the increase in dispatch cost.

In the fiscal year 2015/2016 budget the City received approximately \$959,272 for personnel costs which includes personnel costs and a management fee. The JPA could hire 12 employees and provide management of these employees within the monies currently allocated to the City (see operation plan). The operation plan includes the possibility of funding of a 40 hour a week IFT van as a way to increase the local availability of transporting EMS responses. The City has also stated they would provide the use of station 2 rent free with the JPA paying utilities.

The contract is set to expire in 2019 currently. This proposal would allow the JPA to operate within the contract for the remainder of said contract and allow Lake Valley to continue to operate M7 under their current staffing configuration. The JPA is currently eligible to request an additional year extension and will be eligible for another request in October to extend the contract to 2021.

The functions that allow the JPA model to function as an employer include Human resources, Payroll, Contract compliance, daily supervision, training and handling of supplies and equipment.

An additional benefit to this proposal would be training a potential future work force for both fire agencies. The cost of hiring and training firefighters is significant. The work that they do on the engines is still largely emergency medical service. The opportunity to evaluate these employees' skills and abilities prior to hiring them as firefighter paramedics is a value added benefit to this program.

Most of the current single role employees are local Fire Academy graduates and this provides them with the opportunity to have gainful employment while improving their skills as paramedics and EMTs.

Operational Plan:

See attached.

RESTRUCTURE OF JPA PROPOSAL

The JPA would become the employer and operator of 2 ambulances within the City of South Lake Tahoe CSA3 and operate under the terms of the current service contract with El Dorado County. The JPA would employ a minimum of 12 regular employees, 6 EMT 1's and 6 Paramedics. Lake Valley would continue to operate M7 with no impact to current funding to Lake Valley. This would also allow an update in the System Status Management Plan to consider using the two non-safety JPA operated ambulances as the IFT ambulances.

The JPA member agencies would continue to provide oversight through the JPA Board of Directors. The Executive Director would continue to provide a point of contact for the JPA between the County of El Dorado and the Member Agencies. JPA Director would have increased responsibilities in monitoring and approving of payroll, supervision of Operations Manager, in addition to current responsibilities.

Transition - Consider contracting a startup consultant to assist in the transition of City employees to JPA employees as well as the formation of the JPA as an employer for 3-6 months. This person will ensure the continuity of care is a smooth transition. This person would work in partnership with the Operations Manager. This person will ensure the JPA does what's necessary to be an employer in the State of California and be able to address the requirements of providing Emergency Medical Services.

Management - Contract or hire a full time Operations Manager who would provide the Human Resource and Payroll function of ambulance operations.

Daily Supervision- Designate a lead person for the 3 ambulances, this person would oversee scheduling and quality improvement. They could receive an hourly pay bump or guaranteed overtime hours (OT hours may be more manageable and done while off the ambulance). If ambulance personnel were assigned to a fire station that had a working fire crew, that daily supervision (maintenance, housekeeping) could fall to the Captain of that fire station. This is commonly done in ambulance companies that have private ambulances housed in public fire stations. In a scenario where the ambulance crew had its own quarters, it's really a component of the lead person ensuring that the station is maintained and cleaned as well as ambulances.

Training- The JPA could subcontract with the fire agencies within the JPA to provide EMS training. Agencies will need to do this to remain in County compliance. Each EMT or paramedic should have a task book to keep them focused on their specific EMS training requirements. The establishment of a minimum daily training requirement for the Paramedics and EMT to train could cover current contract compliance and CQI issues.

Human Resource functions of the JPA (Operations Manager)

Job posting and interviewing of employees

Hiring, terminations, and discipline of employees

Ensure compliance with state labor laws

Scheduling of employees
Supervising shift leaders

Payroll and associated responsibilities: (Operations Manager)

Workers compensation
State payroll tax periodic and quarterly filings
Unemployment insurance
Employment training tax
State disability insurance
State personal income tax
Obtain Federal EIN number
Federal Income Tax withholding
Social security and Medicare withholding (FICA)
Federal Unemployment Tax Act
Maintain payroll records
Provide paychecks to employees

Additional bookkeeping duties: (Director)

Keep records of JPA expenditures
Provide quarterly financial statements
Receive JPA revenue
Pay JPA vendors

Ensure Compliance with County contract and LEMSA: (Director & Operations Manager)

Assist in all HR functions
Ensure training meets state and LEMSA standards
Maintain certification records for all JPA employees
Keep training records for all JPA employees
Provide oversight to CQI process
Assist in integration of county ePCR program
Work with County Billing to ensure highest level of billing reimbursement possible

Apparatus and equipment: (Director)

Ensure maintenance of JPA equipment
Recommend appropriate replacement of JPA equipment
Audit supply costs
Oversee shift leaders logistics responsibilities

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