



SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY

MEETING AGENDA

Board of Chiefs

August 1, 2023 – 8:00 A.M.

Meeting Information

Board Chambers

Lakeside Fire Protection District, Station 2

12216 Lakeside Avenue, Lakeside, A 92040

- 1. CALL TO ORDER**
- 2. ROLL CALL & DETERMINATION OF A QUORUM**
- 3. PLEDGE OF ALLEGIANCE**
- 4. CONFIRMATION OF AGENDA**
- 5. CONSENT CALENDAR –**
 - 5A. APPROVAL OF THE June 13, 2023 SPECIAL BOARD MEETING MINUTES**
- 6. PUBLIC COMMENT** - Any person may address the Commission upon any subject not appearing on the posted agenda, which is within the subject matter jurisdiction of the Authority. Any person may also address the Commission on any items on the posted agenda at the time that matter is discussed, prior to Commission action. Speakers are asked to submit a Speaker Slip form and submit it to the Commission Secretary at the beginning of the Commission meeting or no later than five minutes before the item is to be heard. Speakers are asked to state their name and address and observe a time limit of three (3) minutes.
- 7. NEW BUSINESS**
 - 7A. OPERATING BUDGET FY 23/24**

Board of Chiefs to review and approve the budget to be placed on the next Commission meeting agenda.
- 8. OLD BUSINESS**
- 9. FUTURE AGENDA ITEMS**
- 10. STAFF REPORTS**
 - 10A.) REVENUE UPDATE & PROJECTION**
 - 10B.) OPERATIONAL UPDATES/SYSTEM UPDATES**
- 11. CLOSED SESSION**

12. ADJOURNMENT

Government Code Section 54953.2 Compliance with ADA – All meetings are open and public and meet the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) and the federal rules and regulations adopted in implementation thereof. If you need special assistance to participate in this meeting, please contact the Board's Secretary at info@santeelakesideemsa.org. Please contact the office 48 hours prior to the meeting to allow the Authority time to make reasonable accommodations to ensure accessibility to this meeting.

SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY
SPECIAL MEETING MINUTES

Board of Chiefs

6/13/23 – 9:00 A.M.

Meeting Information

Board Chambers

Lakeside Fire Protection District, Station 2

12216 Lakeside Avenue, Lakeside, A 92040

1. CALL MEETING TO ORDER

The meeting was called to order at 9:03 a.m.

2. ROLL CALL

Present: Justin Matsushita, Don Butz, Jon Jordan, Aaron Bagley, and Janise Bocskovits (Secretary of the Board)

3. CONSENT CALENDAR –

4A. APPROVAL OF THE APRIL 20, 2023 BOARD MEETING MINUTES

Motion to approve the Consent Calendar.

Moved by Jon Jordan seconded by Aaron Bagley

Ayes: Justin Matsushita, Don Butz, Jon Jordan, Aaron Bagley

Noes: None.

Abstain: None.

Absent: None.

4. PUBLIC COMMENT –

No members of the public requested to speak.

5. NEW BUSINESS

5A. SLEMSA RECORDS RETENTION POLICY VENDOR PROPOSAL (Action Item) - Review proposal and if approved direct staff to proceed with working with the consultant to prepare a records retention policy for the JPA.

The JPA currently does not have an adopted retention schedule. The records retention schedule spells out the normal course of business for how the JPA handles and disposes of its records. Gladwell Governmental has given a scope of work and quote for the work required to get the JPA a legally compliant retention schedule.

Motion to approve the quote from Gladwell Governmental and direct staff to begin the process with Gladwell Government to create a records retention schedule for the JPA.

Moved by Justin Matsushita seconded by Jon Jordan

Ayes: Justin Matsushita, Don Butz, Jon Jordan, Aaron Bagley

Noes: None.

Abstain: None.

Absent: None.

5B. REVIEW OF RESOLUTION FOR JPA TO DECLARING INTENT TO CONTINUE CSA 69 SERVICE AREA CHARGE FOR FY 23/24 (ACTION)

Review and approve proposed commission meeting staff report and resolution for the Special Commission Meeting being held on June 15, 2023.

The SLEMSA Attorney found that this item needs to be approved by each member agency's governing body. This item will not be taken to the commission for review at this time. Each governing body needs to approve the item before August 10th.

6. FUTURE AGENDA ITEMS

The member agencies have decided not to incorporate of the SLEMSA Fee Schedule into their own since the agencies are not collecting the fees on behalf of SLEMSA.

7. STAFF REPORTS

7A.) REVENUE UPDATE & PROJECTION-

Both Fire Chief will be meeting with Digitech on 6/14/23 to hear financial projections based on information collected for the last 5 months.

7B.) OPERATIONAL UPDATES/SYSTEM UPDATES-

BS1 one has begun running calls.

8. ADJOURNMENT

The meeting was adjourned at 9:18 a.m.

Board Secretary, Janise Bocskovits

Date



SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY

Meeting Date: August 1, 2023

Item No: 7A

Agenda Item Title: SLEMSA FY 2023-24 Proposed Operating Budget -Board of Chiefs Presentation

Recommended Action: Approve SLEMSA FY 2023-24 Proposed Operating Budget

Discussion:

The FY 2023-24 Proposed Operating Budget is presented to the SLEMSA Commission and public for review, discussion, and adoption.

With the dissolution of CSA 69, SLEMSA is now managing the ambulance billing, collecting and distributing billing revenue, reconciling Ambulance Benefit Fee and Property Tax revenues, and allocating all revenues to the City of Santee and the Lakeside Fire Protection District on an equal basis. The Proposed Operating Budget accounts for the revenues received and the expenditures necessary to support the JPA and its activities.

The JPA's expenditures are primarily tied to the costs associated with collecting, distributing, and reconciling the Authority's revenues. The JPA is responsible for the following expenditures; billing contractor, Administrative Service Provider (ASP) fee, SLEMSA attorney fees, bank fees, audit fees, special tax consultant, and other necessary items. The Proposed Operating Budget includes a payment amount for participation in the Public Provider Ground Emergency Transport Intergovernmental Transfer (PP GEMT IGT) program. This program has been set up to assist ambulance carriers in collecting an add-on increase to the fee-for-services fee schedule. The program requires an upfront payment.

Fiscal Impact:

Estimated revenue for the Fiscal Year 2023-24 Proposed Budget is \$11.4 million. This is \$394,280 less than what was presented during the Preliminary Budget. The decrease is mainly due to a more conservative approach when projecting ambulance billing. The JPA is still in its transition phase and billing data has not yet become normalized so it is therefore harder to project revenue from the data available. Ambulance billing is projected to be \$5.5 million. This is the largest revenue source representing 48.1% of total revenue.

PP GEMT IGT (GEMT) is projected to be \$100,000 less than what was presented in the Preliminary Budget. This decrease is the result of GEMT payments being tied to ambulance billings and because of the newness of the program, estimates remain conservative. The current GEMT projection is \$1.8 million and when combined with the buy-in payment of \$1.4 million, the JPA will potentially net \$400,000.

The second largest revenue source, the Ambulance Benefit Fee, is projected to be \$3.2 million. This is a 7.1% increase over last year and represents 28.2% of total revenue. Property tax is projected to be \$876,720 which is a 4.0% increase over the prior year and represents 7.7% of total revenue.

The SLEMSA Proposed Operating Budget totals \$1.9 million. A significant portion of this budget is the GEMT payment of \$1.4 million. The remaining operating expenditures total \$515,970. Of this amount, \$345,400 is budgeted for the ambulance billing contractor, \$101,530 for the Administrative Service Provider (ASP), and the remaining amount for other administrative items. The Proposed Operating Budget has decreased in total, when compared to the Preliminary Budget, by \$16,420 primarily due to a decrease in the amount paid to the billing contractor. The billing contractor is paid a percentage of billing revenue. In addition to the operating budget, \$478,000, or 25% of total expenditures, is set aside as a cash flow reserve for the JPA.

The total estimated net revenue available for distribution is \$9.3 million. This represents \$4.6 million for each agency. The JPA will continue to receive distributions from the County of San Diego for collected CSA 69 revenues, such as older ambulance billings (prior to January 1, 2023), property tax, and special assessment taxes. The JPA will receive distributions from the County of San Diego of remaining funds in February 2024 and a final distribution in June 2024

Attachments:

Exhibit "A" - SLEMSA FY 2023-24 Proposed Budget

Santee-Lakeside Emergency Medical Services Authority
Fiscal Year 2023-24 Preliminary Budget
August 10, 2023

	FY 2022-23	FY 2023-24	FY 2023-24	FY 2023-24
	Interim Budget Estimated Actuals	Preliminary Budget	Proposed Budget	Difference between Preliminary and Proposed
BEGINNING BALANCE	\$ -	\$ 316,800	\$ 316,800	\$ -
OPERATING REVENUE				
Ambulance Fees	2,132,550	5,819,800	5,475,000	(344,800)
PP GEMT IGT	450,000	1,896,500	1,796,500	(100,000)
Ambulance Benefit Fee	1,499,850	3,186,000	3,214,700	28,700
Property Tax	421,500	854,900	876,720	21,820
GEMT (old program)	533,720	-	-	-
Revenue Totals	5,037,620	11,757,200	11,362,920	(394,280)
OPERATING EXPENDITURES				
Billing Contractor	122,673	366,520	345,400	(21,120)
Administrative Service Provider (ASP)	101,530	101,530	101,530	-
Attorney Fees	75,000	25,000	25,000	-
Special Tax Consultant	12,500	7,140	7,140	-
Bank Fees	1,800	7,200	6,000	(1,200)
Audit Fees	5,000	5,000	5,000	-
Insurance	5,000	5,000	6,050	1,050
Records Retention	-	-	3,350	3,350
Other As-Needed Professional Services	-	15,000	15,000	-
PP GEMT IGT Buy In	399,000	1,396,500	1,396,500	-
Postage	200	-	1,500	1,500
Transition Manager	41,430	-	-	-
Expenditure Totals	764,133	1,928,890	1,912,470	(16,420)
JPA Reserve (25% of total expenditures)	316,800	482,200	478,100	(4,100)
Total Net Revenue (available for distribution)	\$ 3,956,687	\$ 9,662,910	\$ 9,289,150	\$ (373,760)
DISTRIBUTION				
City of Santee	\$ 1,978,343	\$ 4,831,455	\$ 4,644,575	\$ (186,880)
Lakeside Fire Protection District	\$ 1,978,343	\$ 4,831,455	\$ 4,644,575	\$ (186,880)