



## **SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY**

### **MEETING AGENDA Santee-Lakeside EMS Authority Commission**

### **Board of Chiefs**

**January 12, 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**
- 3. CONSENT CALENDAR –**
  - 3A. APPROVAL OF THE OCTOBER 12, 2022 SPECIAL BOARD MEETING MINUTES**
  - 3B. APPROVAL OF THE OCTOBER 27, 2022 SPECIAL BOARD MEETING MINUTES**
- 4. 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.
- 5. NEW BUSINESS**
  - 5A. ESTABLISHING LOGO SELECTION FOR THE JPA COMMISSION TO CONSIDER (Action Item)** - Two logos were designed for the Board of Chiefs to consider. Each design will have different uses. If approved the 2 logos be shown to the Commission at their next scheduled meeting.
  - 5B. OPERATIONAL OPTIONS FOR CONSIDERATION (Action Item)** – With the creation of the Santee-Lakeside Emergency Medical Services Authority (SLEMSA), staff recognizes some operational changes are necessary to maintain the delivery in a healthy condition with respect to fiscal responsibility, operational efficiency, and system enhancements for internal and external customer service.
- 6. FUTURE AGENDA ITEMS**
- 7. STAFF REPORTS**

## **8. 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](mailto: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**

**October 12, 2022 – 7:30 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 7:32 am.

**2. ROLL CALL**

Present: John Garlow, Justin Matsushita, Don Butz, Jon Jordan, & Janise Bocskovits.

**3. ELECTION OF ACTING CHAIR, VICE-CHAIR AND SECRETARY FOR PURPOSES OF THE SPECIAL MEETING (Action Item)**

***Motion to elect of Don Butz for Acting Chair and Janise Bocskovits for Acting Secretary for this meeting.***

Moved by John Garlow, seconded by Justin Matsushita

Ayes: John Garlow, Justin Matsushita, Don Butz, Jon Jordan

Noes: None.

Abstain: None.

Absent: None.

**4. ESTABLISH REGULAR MEETING TIME AND DATE (Action Item).**

It was discussed that the Board would meet 30 days prior to the commission better on a Thursday.

***Motion to schedule the Board of Chiefs meetings at 8:00 am 4 weeks prior to the regular Commission meetings.***

Moved by John Garlow, seconded by Don Butz

Ayes: John Garlow, Justin Matsushita, Don Butz, Jon Jordan

Noes: None.

Abstain: None.

Absent: None.

**5. AUTHORIZE CITY OF SANTEE TO ENTER INTO A SERVICES AGREEMENT WITH DIGITECH (Action Item) –** It was discussed that the JPA needs to enter into a bridge agreement with Digitech.

***Motion to authorize the Administrative Services Provider to enter into an agreement with Digitech on behalf of the Authority.***

Moved by John Garlow, seconded by Don Butz

Ayes: John Garlow, Justin Matsushita, Don Butz, Jon Jordan

Noes: None.

Abstain: None.

Absent: None.

**6. PUBLIC COMMENT -**

No members of the public requested to speak.

**7. ADJOURNMENT**

The meeting was adjourned at 7:45 a.m.

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*Board Secretary, Janise Bocskovits*

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*Date*

**SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY**  
**SPECIAL MEETING MINUTES**

**Board of Chiefs**

October 27, 2022 – 1:00 P.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 1:05 pm.

**2. ROLL CALL**

Present: John Garlow, Justin Matsushita, Don Butz, Jon Jordan, Heather Jennings, Karen Ashwill, and Pilar De la Cruz

**3. ELECTION OF ACTING CHAIR, VICE-CHAIR AND SECRETARY FOR PURPOSES OF THE SPECIAL MEETING (Action Item)**

***Motion to elect of John Garlow for Acting Chair and Pilar De la Cruz for Acting Secretary for this meeting.***

Moved by Don Butz, seconded by Justin Matsushita

Ayes: John Garlow, Justin Matsushita, Don Butz, Jon Jordan

Noes: None.

Abstain: None.

Absent: None.

**4. DISCUSSION LETTER OF INTENT (LOI) REGARDING PUBLIC PROVIDER GROUND EMERGENCY MEDICAL TRANSPORT (PP-GEMT) (Action Item) –**

The Authority had received a deadline of October 31, 2022 to send in their letter expressing their interest in participating in the the PP-GEMT IGT Program to DHCS. The authority was notified on the morning of Oct. 27, 2022 that the deadline was extended to November 14, 2022.

This new program is structured so that any paying member will billing and get reimbursed as the money comes in. As new information comes in about the program the Board will distribute information.

***Motion to Authorize the Acting Chair to sign the letter of intent and submit any related supporting documents.***

Moved by Don Butz, seconded by Jon Jordan

Ayes: John Garlow, Justin Matsushita, Don Butz, Jon Jordan

Noes: None.

Abstain: None.

Absent: None.

**5. PUBLIC COMMENT-**

No members of the public requested to speak.

**6. ADJOURNMENT**

The meeting was adjourned at 1:15 p.m.

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Board Secretary, Pilar De La Cruz

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Date



**SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY**

**Meeting Date: January 12, 2023**

**Item No: 5A**

**Agenda Item Title:** ESTABLISHING LOGO SELECTION FOR THE JPA COMMISSION TO CONSIDER

**Recommended Action:** Motion to approve the two attached designs as the official JPA logos and present the logos to the Commission at their next regular schedule meeting.

**Discussion:**

With the newly formed JPA there several administrative tasks to be completed. One of those was to create and adopt a logo. The below logos were designed to be considered.

Logo "A" will be used for letterhead, agendas or smaller items where the detail will be lost.

Logo "B" will be used larger uses such as decals on the ambulances.

**Logo "A"**

**Logo "B"**





## **SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY**

**Meeting Date: January 12, 2023**

**Item No: 5B**

**Agenda Item Title: *OPERATONAL OPTIONS FOR CONSIDERATION***

**Recommended Action:** Staff recommends endorsing and forwarding to the Commission for approval the system improvements delineated by the Board of Chiefs.

**Discussion:**

With the creation of the Santee-Lakeside Emergency Medical Services Authority (SLEMSA), staff recognizes some operational changes are necessary to maintain the delivery in a healthy condition with respect to fiscal responsibility, operational efficiency, and system enhancements for internal and external customer service.

Staff has developed and is recommending the following improvements to be implemented in calendar year 2023. These enhancements are:

- 12-hour Basic Life Support (BLS) transport ambulance based and operated by Lakeside Fire. Timeline for implementation is February to May 2023.
- 12-hour BLS transport ambulance based and operated by Santee Fire. Timeline for implementation is July to October 2023.
- The creation of an EMS Nurse Coordinator (Nurse) position as soon as possible. The Nurse will be a Lakeside employee and the position will be funded by both member agencies of the SLEMSA.
- Continue the temporary position of Transition Manager by utilizing a Santee Captain as the roles and responsibilities.
- The development and creation of a Medical Director position for the SLEMSA. Staff will investigate the opportunities to leverage other Central Zone agencies and Heartland Fire Communications Authority needs into a comprehensive, consolidated positions.
- Assess the conversion of one or both 12-hour BLS unit(s) into 24-hour BLS units

**FISCAL IMPACT:**

The following are the fiscal impacts of above system improvements for calendar year 2023:

<b>Description</b>	<b>Expense</b>
12-hour BLS Unit (LKS)	\$300,000 (9-months)
12-hour BLS Unit (SNT)	\$200,000 (6-months)
EMS Nurse Coordinator	\$150,000 (9-months)
Temporary Transition Manager	\$80,000 (6-months)
Medical Director	\$75,000 (shared with Central Zone)
12-hour Uplift Cost (24-hour Unit)	Based upon implementation
<b>TOTAL</b>	<b>\$805,000</b>

**Attachment(s):**

PowerPoint Titled “Santee-Lakeside EMS Authority – System Improvements \_ January 4, 2023”





# SANTEE-LAKESIDE EMS AUTHORITY

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SYSTEM IMPROVEMENTS

JANUARY 4, 2023

# SEPTEMBER 2017 – MEDIC I PROPOSAL

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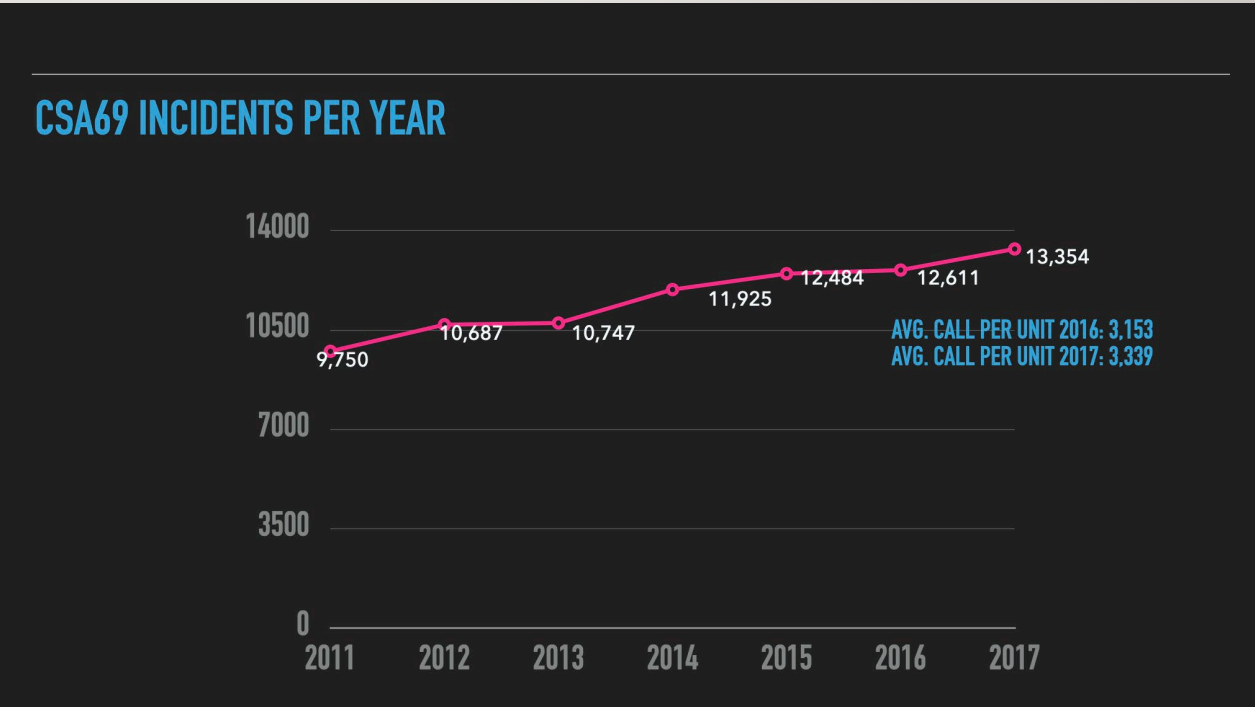
ADDITIONAL MEDIC UNIT FEASIBILITY

**CSA69 HEARTLAND PARAMEDICS**

# CALL VOLUME PER YEAR (2011-2017)

CALL VOLUME 2022 = 14,621

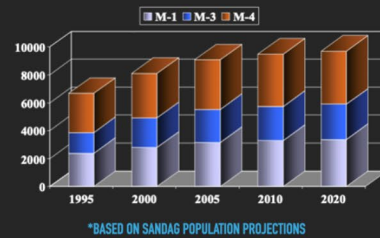
TRANSPORTS = 9,653



# HISTORICAL PROJECTIONS

## CSA69 INCIDENTS PER YEAR – HISTORICAL PROJECTIONS

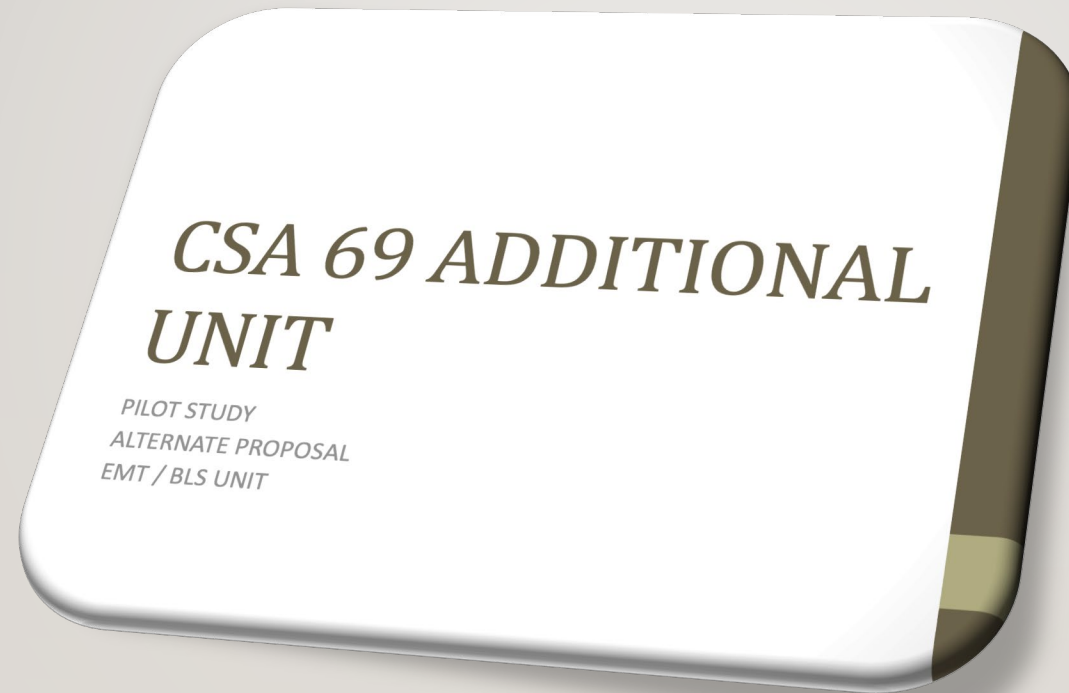
### CSA69 PROJECTED RUN VOLUME (2004)\*



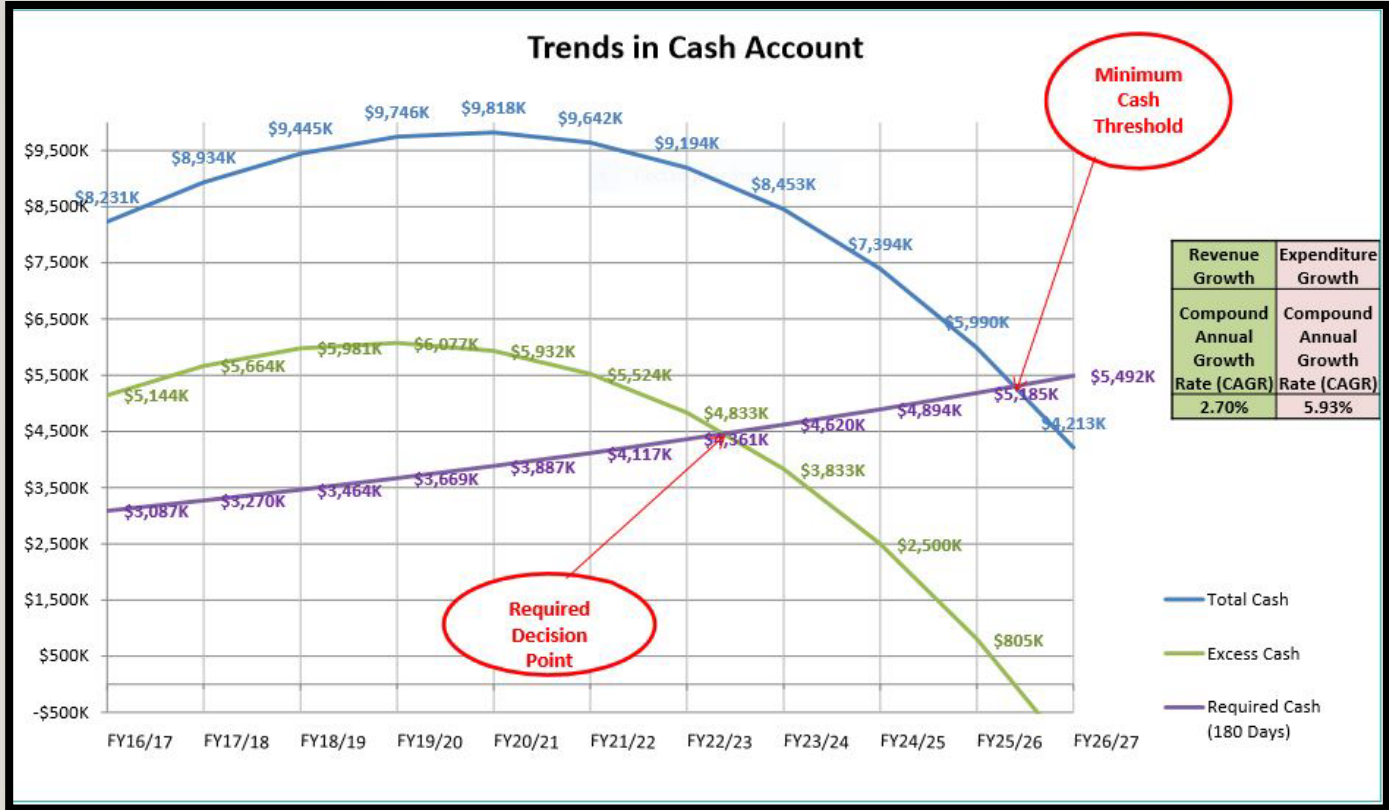
- ▶ WHEN M5 WAS PUT IN SERVICE IT WAS PROJECTED THAT THE CSA69 WOULD NOT RUN 10,000 CALLS / YR UNTIL 2020
- ▶ WE PASSED THAT BENCHMARK IN 2012

# FEBRUARY & APRIL 2018 – BLS UNIT PROPOSAL

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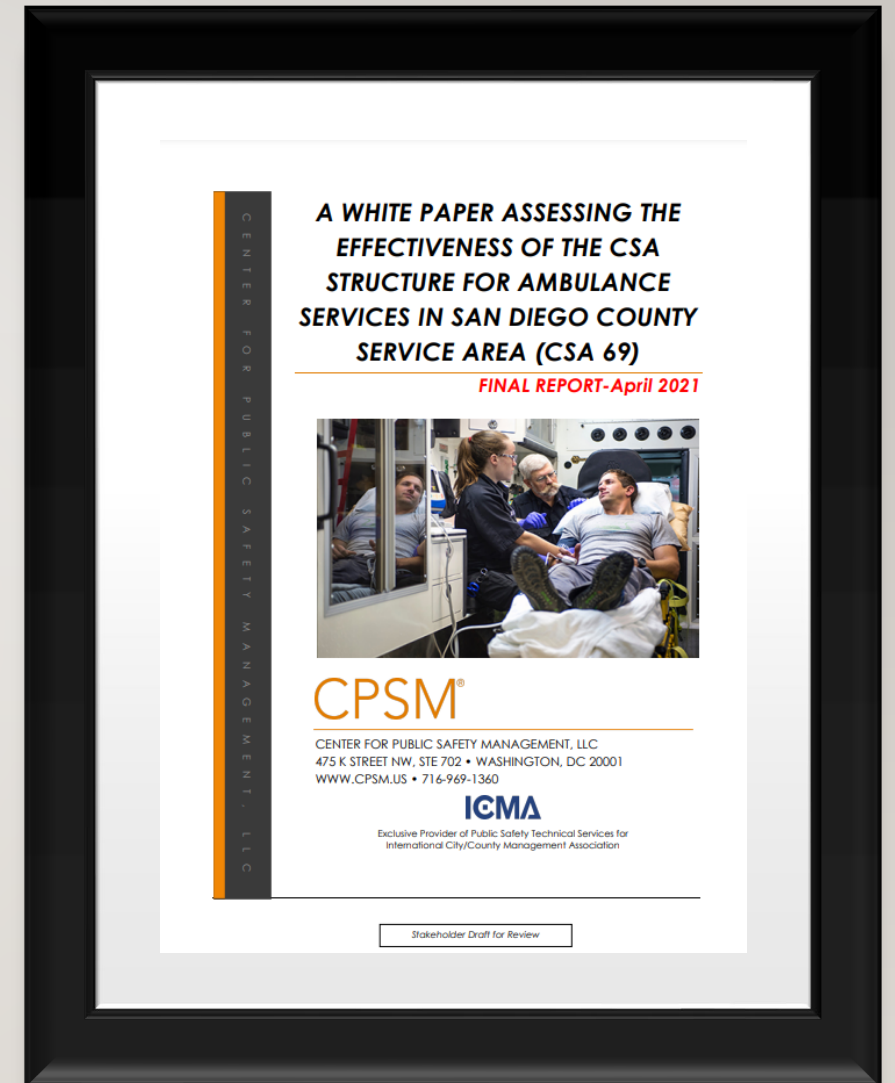


# CSA PROJECTIONS (2018)



# CPSM REPORT

2019-2021



# RESERVE PROJECTIONS – 9/9/21 (CPSM)

## Reserve Analysis:

	2020-21	%	[2021-22]	%
Beginning Balance	\$ 8,831,178	0.1%	\$ 9,386,272	6.3%
Credit (Debit) Amount	\$ 555,094	4105.8%	\$ (22,798)	-104.1%
New Balance	\$ 9,386,272	6.3%	\$ 9,363,474	-0.2%
Required Reserve	\$ 4,157,770	6.3%	\$ 4,296,515	3.3%
Excess Reserve	\$ 5,228,501	6.3%	\$ 5,066,960	-3.1%
	[2022-23]	%	[2023-24]	%
Beginning Balance	\$ 9,363,474	-0.2%	\$ 9,153,954	-2.2%
Credit (Debit) Amount	\$ (209,520)	-819.0%	\$ (354,345)	-69.1%
New Balance	\$ 9,153,954	-2.2%	\$ 8,799,609	-3.9%
Required Reserve	\$ 4,469,017	4.0%	\$ 4,622,886	3.4%
Excess Reserve	\$ 4,684,937	-7.5%	\$ 4,176,723	-10.8%





# RESERVE PROJECTIONS - 9/8/22 (CPSM)

## Reserve Analysis:

	2021-22	%	[2022-23]	%
Beginning Balance	\$ 9,386,272	6.3%	\$ 10,127,363	7.9%
Credit (Debit) Amount	\$ 741,091	33.5%	\$ 439,005	-40.8%
New Balance	\$ 10,127,363	7.9%	\$ 10,566,368	4.3%
Required Reserve	\$ 4,291,794	3.2%	\$ 4,529,689	5.5%
Excess Reserve	\$ 5,835,569	11.6%	\$ 6,036,679	3.4%
	[2023-24]	%	[2024-25]	%
Beginning Balance	\$ 10,566,368	4.3%	\$ 10,832,485	2.5%
Credit (Debit) Amount	\$ 266,117	-3%	\$ 63,160	-76.3%
New Balance	\$ 10,832,485	2.5%	\$ 10,895,645	0.6%
Required Reserve	\$ 4,705,481	3.9%	\$ 4,898,898	4.1%
Excess Reserve	\$ 6,127,004	1.5%	\$ 5,996,747	-2.1%



CPSM  
Center for Public Safety Management, LLC

# RESERVE PROJECTIONS – 11/17/22 (CPSM)

## Reserve Analysis:

	[2022-23]	%	[2023-24]	%
Beginning Balance	\$ 10,127,363	7.9%	\$ 11,016,987	8.8%
Credit (Debit) Amount	\$ 889,624	20.0%	\$ 1,265,993	47.0%
New Balance	\$ 11,016,987	8.8%	\$ 12,282,980	11.5%
Required Reserve	\$ 4,489,940	4.6%	\$ 4,659,650	3.8%
Excess Reserve	\$ 6,527,047	11.8%	\$ 7,623,330	16.8%

	[2024-25]	%	[2025-26]	%
Beginning Balance	\$ 12,282,980	11.5%	\$ 13,857,144	12.8%
Credit (Debit) Amount	\$ 1,574,164	24.3%	\$ 1,511,815	20.0%
New Balance	\$ 13,857,144	12.8%	\$ 15,768,789	13.8%
Required Reserve	\$ 4,851,376	4.1%	\$ 5,059,475	4.3%
Excess Reserve	\$ 9,005,768	18.1%	\$ 10,709,314	18.9%



CPSM  
Center for Public Safety Management, LLC

6 // EXCLUSIVE PROVIDER OF TECHNICAL ASSISTANCE TO ICMA

# ADDITIONAL REVENUE & SAVINGS SOURCES

2023 CALENDAR YEAR

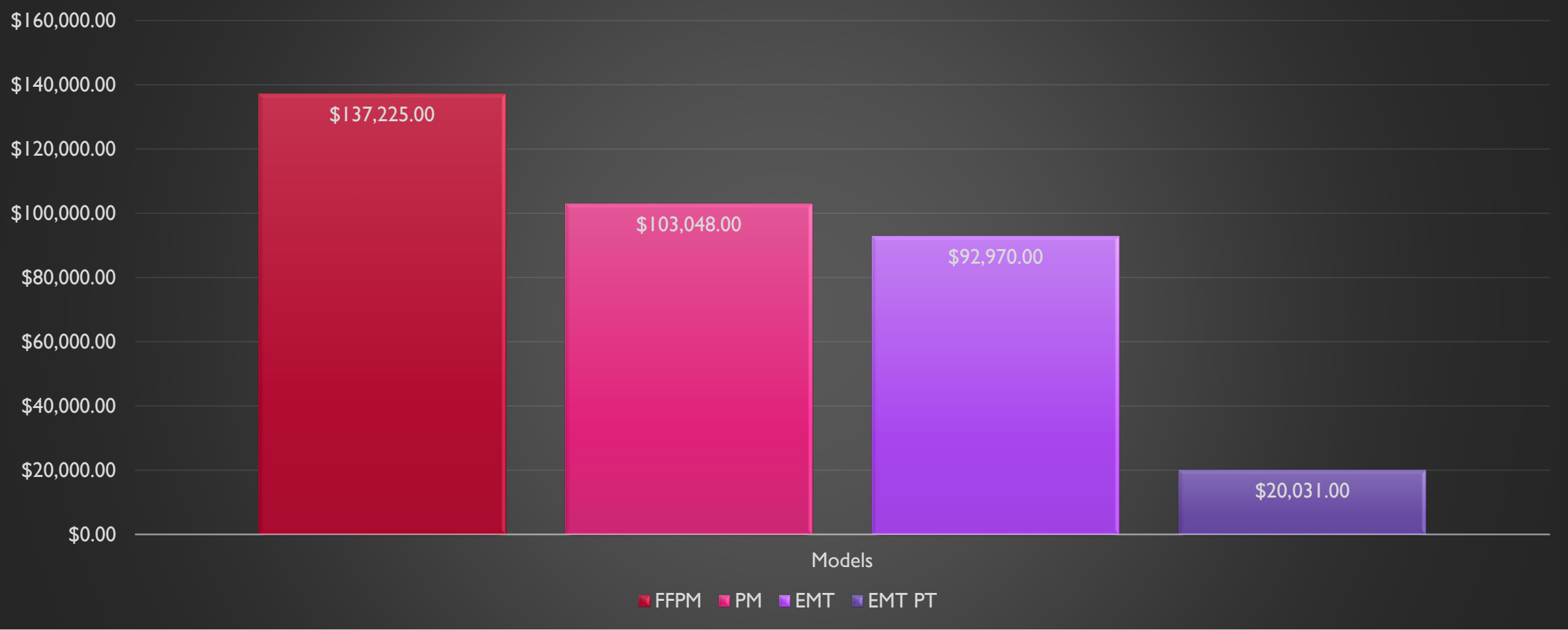
Revenue Source	Amount
WESTON / LKS – BOUNDARY ADJUST	\$30,000
NON-RES TRANSPORT FEE	\$420,000
MILEAGE INCREASE	\$180,000
PP GEMT IGT	*\$500,000
4% PAYGO (DELAYED TO 2025)	\$100,000
CoSD ADMIN FEE	\$48,000
<b>TOTAL</b>	<b>\$1,278,000</b>

*\*CMS and Digitech estimates = \$500,000 - \$1,150,000*

# TENTATIVE TIMELINE



# STAFFING COST COMPARISONS

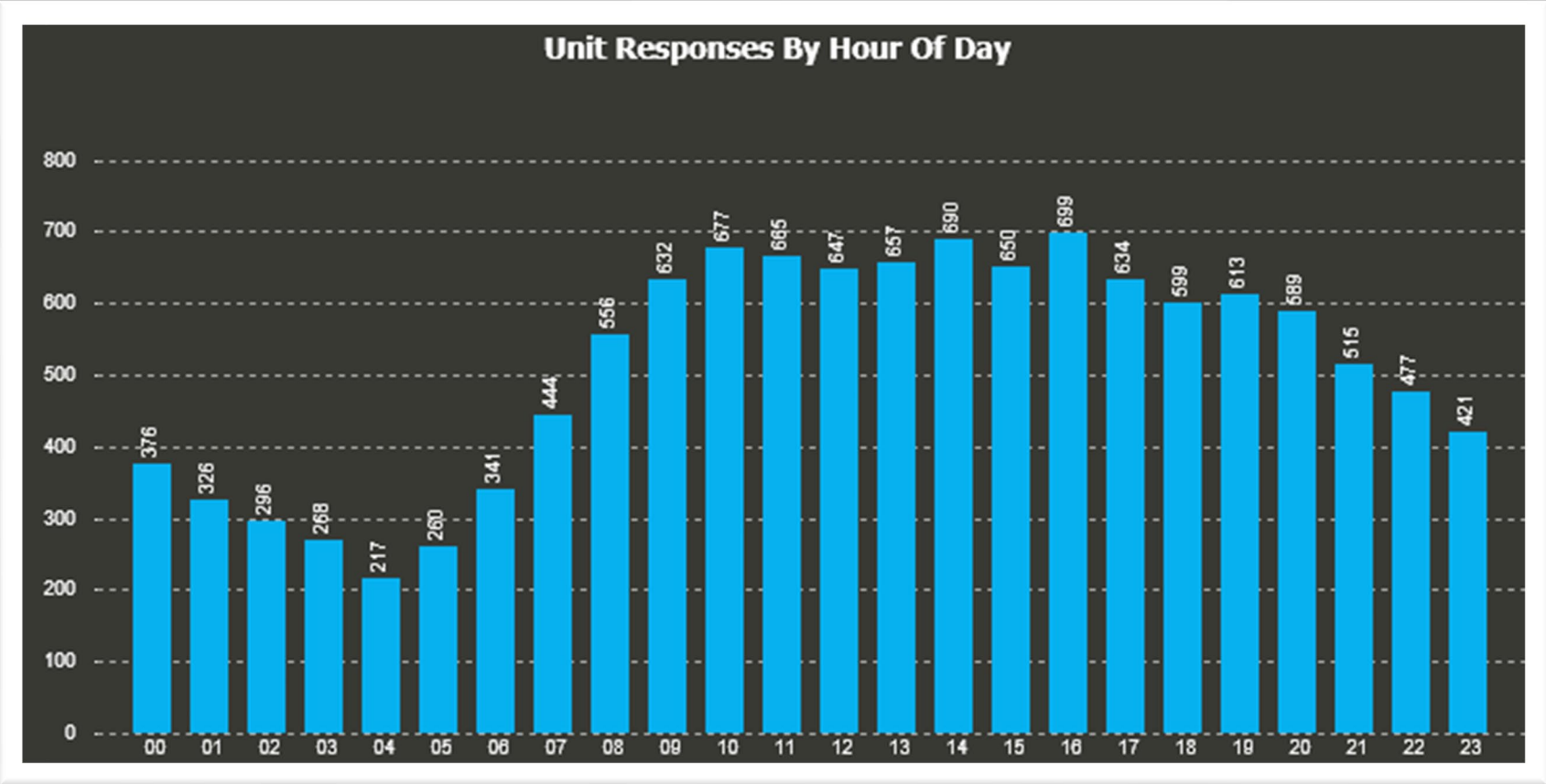


# SANTEE-LAKESIDE BLS STUDY

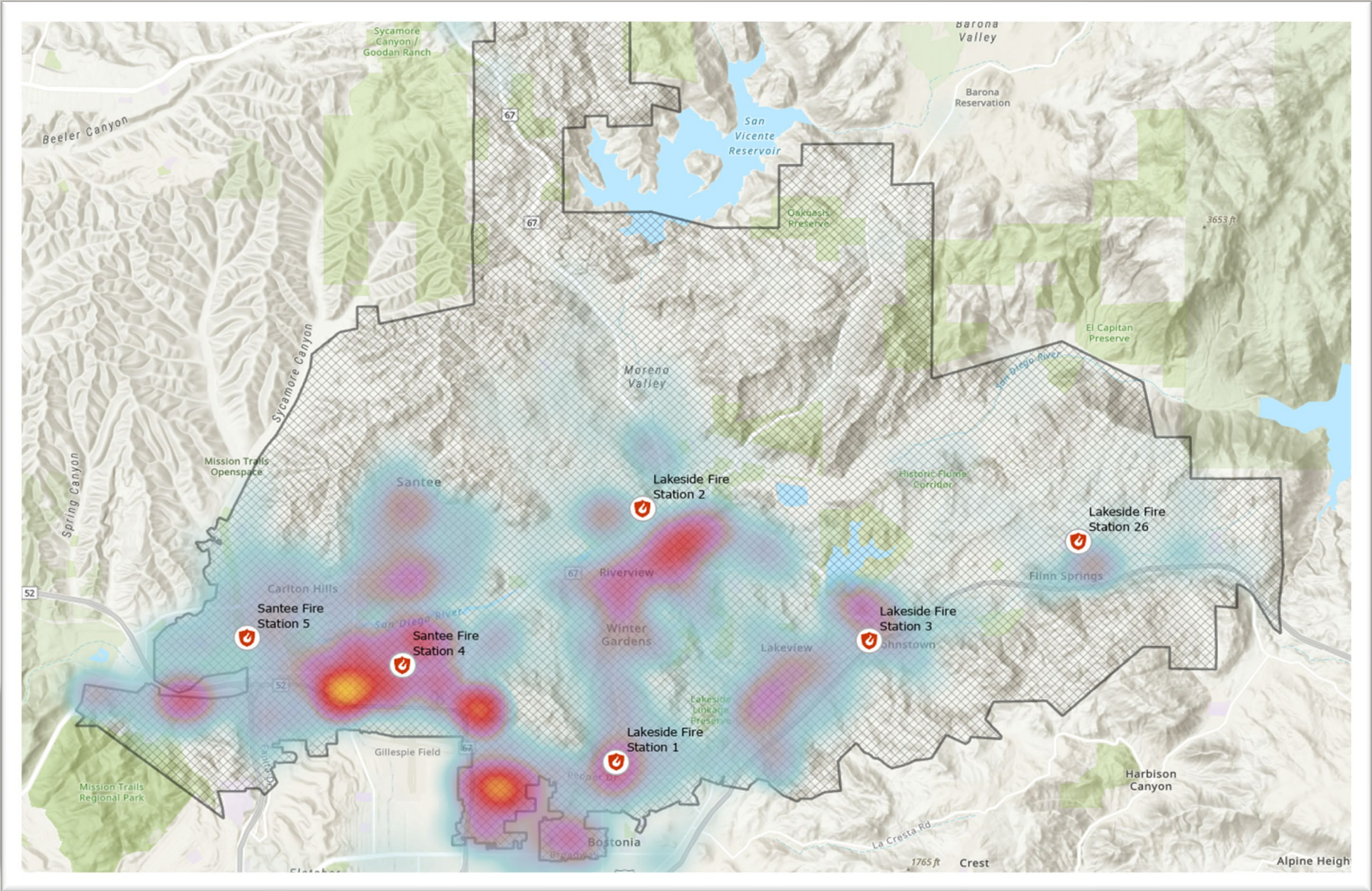
Summary of BLS Transport Option

	Lakeside	Santee	Average
September	37%*	50%	43.5%
October	47%	52%	49.5%
November	50%	53%	51.5%
December	54%	54.5%	54.25%
<b>4 month average</b>	<b>47%</b>	<b>52.375%</b>	<b>49.69%</b>

# CALL VOLUME / TIME OF DAY



# CSA 69 HEAT MAP (2021)





# 2023 SYSTEM IMPROVEMENTS

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- 12-HOUR BLS UNIT – LAKESIDE (FEBRUARY - MAY TIMELINE)
- 12-HOUR BLS UNIT – SANTEE (JULY)
- NURSE COORDINATOR – SLEMSA
- TEMPORARY TRANSITION MANAGER– SANTEE CAPTAIN
- MEDICAL DIRECTOR – SLEMSA OR CENTRAL ZONE
- ASSESS CONVERSION OF ONE 12-HOUR UNIT(S) TO 24-HOUR UNIT(S)

# 2023 SYSTEM IMPROVEMENTS COSTS

2023 CALENDAR YEAR

Description	Expense
12-hour BLS (LKS)	\$300,000 (9-months)
12-hour BLS (SNT)	\$200,000 (6-months)
Nurse Coordinator	\$150,000 (9-months)
Temporary Transition Manager	\$80,000 (6-months)
Medical Director	\$75,000 (Shared with CZ)
12-hour Uplift Cost (24-hour Unit)	<i>Based upon implementation</i>
<b>TOTAL</b>	<b>\$805,000</b>

# 2024 SYSTEM IMPROVEMENTS

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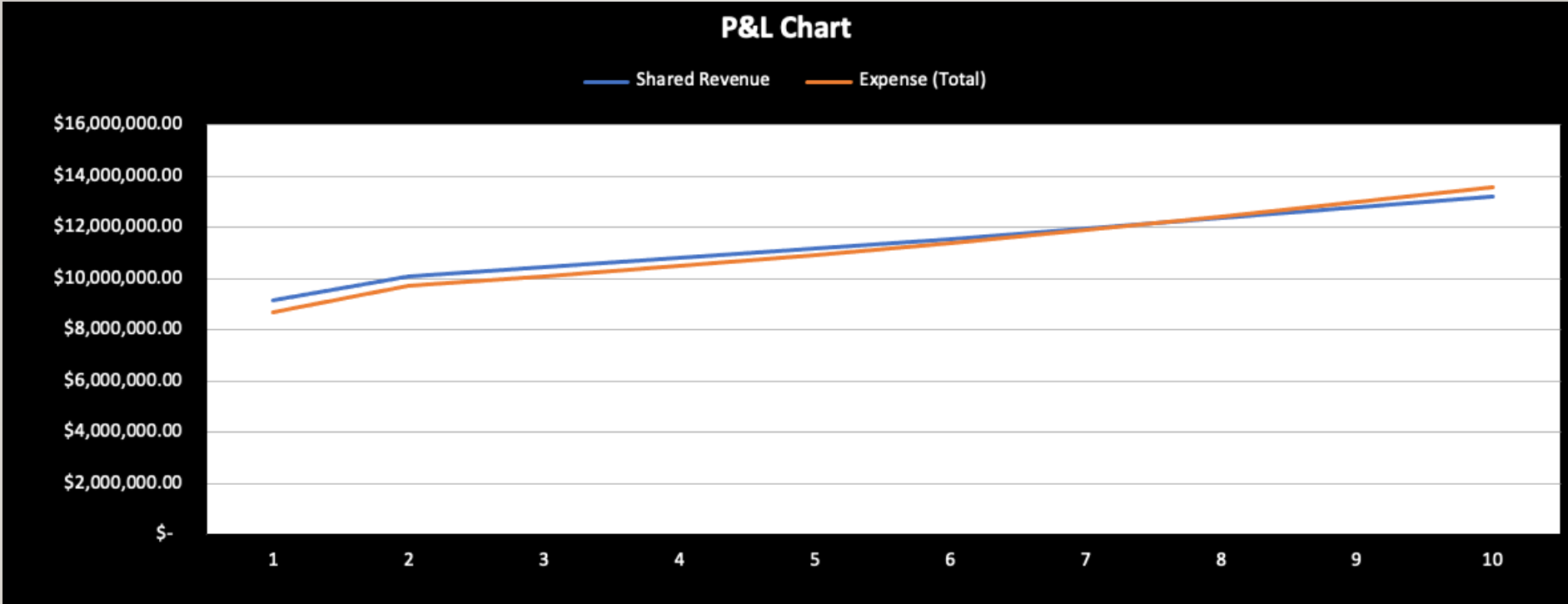
- IMPLEMENT CALL TRIAGING - SLEMSA
- SQUAD 4 STAFFING – SANTEE (SAFER)
- EMS ADMIN CAPTAIN - SANTEE

# 2025-2030 SYSTEM IMPROVEMENTS

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- SYSTEM ASSESSMENT - CONTINUOUS
  - STAFFING
  - DELIVERY SYSTEM
  - SUPPORT
  - REVENUE STREAM(S)

# REVENUE / EXPENDITURES PROJECTIONS



# RESERVE SUSTAINABILITY

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