



SANTÉE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY

COMMISSION MEETING AGENDA

August 10, 2023 – 4:00 P.M.

Meeting Information

Board Chambers
Lakeside Fire Protection District, Station 2
12216 Lakeside Avenue, Lakeside, CA 92040

Public Virtual Option

To join virtually click the link: <https://meet.google.com/mhu-fmnt-gut?authuser=0>
By phone call: 1-347-790-1341 A pin number will be required, please enter 417 659 958#

- 1. CALL TO ORDER**
- 2. ROLL CALL & DETERMINATION OF A QUORUM**
- 3. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 4. SWEARING IN OF ALTERNATE COMMISSIONER**
- 5. CONFIRMATION OF AGENDA**
- 6. CONSENT CALENDAR –**
 - 6A. APPROVAL OF THE MAY 11, 2023 COMMISSION MEETING MINUTES**
- 7. 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.
- 8. NEW BUSINESS**
 - 8A. OPERATING BUDGET FY 23/24**
Commission to review and approve the budget for FY 23/24
- 9. OLD BUSINESS**
- 10. FUTURE AGENDA ITEMS**

11. REPORTS

11A. COMMISSIONERS

11B. BOARD OF CHIEFS

11C. OPERATIONAL UPDATES

12. CLOSED SESSION

13. ADJOURNMENT

The next Commission will be held on November 9, 2023

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 Commission'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
REGULAR MEETING MINUTES

Commission

May 11, 2023 – 4:00 P.M.

Meeting Information

Board Chambers

Lakeside Fire Protection District, Station 2

12216 Lakeside Avenue, Lakeside, CA 92040

1. CALL MEETING TO ORDER

The meeting was called to order at 4:08 pm.

2. ROLL CALL

Present:

Mark Baker, Lakeside Fire Protection District

Laura Koval, City of Santee

Dustin Trotter, City of Santee

Steve Boehmer, Authority Attorney

Janise Bocskovits, Commission Secretary

Absent: Jim Bingham, Lakeside Fire Protection District

Also present:

Don Butz, Fire Chief of the Lakeside Fire District

3. AB-2449 APPROVE BOARD MEMBERS REQUEST

No requests were made.

4. PLEDGE OF ALLEGIANCE

Commissioner Koval lead the Pledge of Allegiance.

5. CONSENT CALENDAR

5A. FEBRUARY 09, 2023 COMMISSION MEETING MINUTES

Motion to approve the consent calendar.

Moved by Dustin Trotter, seconded by Mark Baker

Ayes: Mark Baker, Laura Koval, Dustin Trotter

Noes: None.

Abstain: None.

Absent: Jim Bingham

6. PUBLIC COMMENT

No public comments made.

7. NEW BUSINESS

7A. CONFLICT OF INTEREST CODE (COI) FOR THE JPA (ACTION) -

Review and consider adoption of the Conflict of Interest Code for SLEMSA.

Political Reform Act of 1974, as codified in Government Code Section 87100 et seq. is to require that local government agencies serve the needs and respond to the wishes of all citizens equally, without regard to their wealth. Another purpose of the Act is to assure that public officials and employees perform their duties in an impartial manner free from bias caused by their own financial interests or the financial interests of those who have supported them.

As a local government agency, the Santee-Lakeside Emergency Medical Services Authority is required to adopt and promulgate a Conflict of Interest Code. The Code must contain an enumeration of the positions within SLEMSA which involve the making or the participating in making of decisions which may be foreseeable and have a material effect on any financial interest.

Motion to adopt Resolution 23-001 RESOLUTION OF THE COMMISSION FOR THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY APPROVING ITS CONFLICT OF INTEREST CODE. Moved by Mark Baker, seconded by Dustin Trotter

Ayes: Mark Baker, Laura Koval, Dustin Trotter

Noes: None.

Abstain: None.

Absent: Jim Bingham

7B. SANTEE LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY INTERIM BUDGET (ACTION)

The Interim Budget is for initial review, discussion, and approval. The purpose of the Interim budget is to establish an approved budget in which to operate the SLEMSA through.

The purpose of the Preliminary Operating Budget is to establish an approved budget in which to operate the SLEMSA until the Final Operating Budget is developed. The Preliminary Operating Budget accounts for the revenues received and the expenditures necessary to support the JPA and its activities. The SLEMSA Preliminary Operating Budget totals \$1,928,890. A significant portion of this budget is the PP GEMT IGT payment of \$1,396,500. The remaining operating expenditures are \$532,390. Estimated revenue for Fiscal Year 2023-24 is \$11,757,200 with the PP GEMT IGT portion expected to be \$1,896,500. The JPA continues to receive distributions from the County of San Diego for collected CSA 69 revenues, such as older ambulance billings (prior to January 1, 2023), GEMT, property tax and special assessment taxes. The JPA will receive distributions from the County of San Diego of remaining funds in June 2023, February 2024 and a final distribution in June 2024.

Motion to adopt Resolution 23-002 RESOLUTION OF THE COMMISSION FOR THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY ADOPTING PRELIMINARY BUDGET FOR FISCAL YEAR 2023/2024. Moved by Dustin Trotter seconded by Laura Koval.

Ayes: Mark Baker, Laura Koval, Dustin Trotter

Noes: None.

Abstain: None.

Absent: Jim Bingham

7C. THE FIRST AMENDMENT TO THE SANTEE – LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY JOINT EXERCISE OF POWER AGREEMENT (ACTION)

The First Amendment addresses and clarifies indemnification and insurance coverage related to Authority's administration and governance.

The Agreement may be amended by a majority vote of the Commission only after approval of two-thirds vote of the member agencies.

Motion to adopt Resolution 23-003 RESOLUTION OF THE COMMISSION FOR THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY TO APPROVE FIRST AMENDMENT TO SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY JOINT EXERCISE OF POWERS AGREEMENT. Moved by Dustin Trotter seconded by Mark Baker.

Ayes: Mark Baker, Laura Koval, Dustin Trotter

Noes: None.

Abstain: None.

Absent: Jim Bingham

8. OLD BUSINESS

It was discussed that the formal LAFCO recording of SLEMSA as a JPA is January 27, 2023. The operational control started on January 1, 2023.

9. FUTURE AGENDA ITEMS

No future agenda items to discuss.

10. COMMISSION AND STAFF REPORTS

10A. COMMISSIONERS – No reports were given.

10B. BOARD OF CHIEFS – Chief Butz reported that the SLEMSA website has been created and is live for the public.

10C. OPERATIONAL UPDATES- The new Medical Director started on May 1st. The cost is shared by all the agencies in the zone. The Nurse Coordinator has started working and both agencies are reporting that they are pleased with her work. Lakeside has hired 7 EMTs to staff the BLS ambulance going into service in Lakeside. Santee will soon hire EMTs and place a BLS ambulance in service.

11. ADJOURNMENT

Meeting adjourned at 4:32 PM

Commission Secretary, Janise Bocskovits

Date



SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY

Meeting Date: August 10, 2023

Item No: 8A

Agenda Item Title: SLEMSA FY 2023-24 Final Operating Budget

Recommended Action: Adopt Resolution 23-005 approving the 23/24 Final Operating Budget

Discussion:

The FY 2023-24 Final 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 Final 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 Final 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 Final 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 Final 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 Final 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:

Resolution 23-005 with Exhibit "A" - SLEMSA FY 2023-24 Final Budget

RESOLUTION NO. 23-005

RESOLUTION OF THE COMMISSION FOR THE SANTEE-LAKESIDE EMERGENCY MEDICAL SERVICES AUTHORITY ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2023/2024

WHEREAS, the Santee-Lakeside Emergency Medical Services Authority (hereinafter referred to as “SLEMSA”) is required to adopt a final budget, on or before October 1 of each year, as required by section 13895 of the Health & Safety Code; and

WHEREAS, SLEMSA has made recommendations and submitted the proposed final budget, attached hereto as Exhibit “A,” for review and adoption at a publicly noticed meeting; and

WHEREAS, SLEMSA has determined that there will be enough revenue and fund balance to adequately meet total expenditures for Fiscal Year 2023/2024.

NOW, THEREFORE, BE IT RESOLVED, the Commission for the Santee-Lakeside Emergency Medical Services Authority does hereby adopt the Final Budget for the Fiscal Year 2023/2024 with a total expenditure and operating fund transfer requirement of \$10,884,820, attached hereto as Exhibit “A,”; and

BE IT FURTHER RESOLVED by the Commission for the Santee-Lakeside Emergency Medical Services Authority that the means of financing the expenditure requirement will be by monies derived from all revenue sources, available fund balance, and designated reserve fund balances; and

***PASSED and ADOPTED** by the Commission of the Santee-Lakeside Emergency Medical Services Authority, County of San Diego, State of California, on the 10th Day of August 2023, by the following vote:*

AYES:

NOES:

ABSTAIN:

ABSENT:

Laura Koval
Chairperson

Janise Bocskovits
Clerk of the Commission

**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)