

THE BOARD OF DIRECTORS OF
THE ROSS VALLEY PARAMEDIC AUTHORITY
Held a meeting:
6:30 p.m. Thursday, May 5, 2016
Kentfield Fire District
1004 Sir Francis Drake Blvd., Kentfield, CA. 94904

1. Call to Order/Pledge of Allegiance by Chair Meagor at 6:30 p.m.
Board Member Attendance: Chair Meagor, Corbet, Finn, Hart, Lappert,
Przybylski, Reed Absent: Hillmer
Staff: Weber, Stasiaski, Shurtz, McTigue

Chair Meagor stated he would like to rearrange the order of the agenda- item #6a would be heard prior to item #5a. Agenda item #6b would be removed from the agenda.

2. Open Time for Public Input

There were no comments.

3. Review and/or approve Meeting Minutes: From April 7, 2016

M/s, Hart/Reed, to approve the minutes of April 7, 2016 as submitted.
Ayes: All Absent: Hillmer Abstain: Lappert

4. CQI Reports
 - a. Marin County: Heather Price-Fair
 - b. Town of Corte Madera: Liz Froneberger

Interim Executive Director Weber stated these reports would be presented to the Board on a quarterly basis and he would amend the agenda to reflect this change.

6. OLD BUSINESS
 - a. Report out from finance committee

Chief Meagor presented a report. In September, the Board formed an ad hoc committee to review the current financial position of the Authority. There has been a recent decrease in reserves. In December, the Board received a report regarding the need to replace the cardiac monitor/defibrillators and an ambulance in or around Fiscal Year 2019/10. Parcel Tax revenues will increase approximately \$137,000 each year through Fiscal Year 2019. He discussed the chart on page 2 of the staff report titled "Ross Valley Paramedic Authority- Revenue and Expense Projections".

Boardmember Hart asked if the increase in Parcel Tax Revenue reflected the annual stepped increase. Chief Meagor stated "yes". Boardmember Hart asked

if there was a recent large increase from the Rose Garden Project in Larkspur. Acting Chief Shurtz stated those revenues are starting to be collected.

Chair Meagor briefly discussed the following recommendations: 1) Cap Marin County Fire contract at 3%; 2) Eliminate Corte Madera quarterly standby and dry run fee; 3) Establish or update contracts with agencies providing services; 4) Develop/adopt budgetary policies. He discussed the next steps.

Boardmember Lappert asked about the Board stipend. Interim Executive Director Weber stated the budget was \$7,000 but this included preparation of the minutes, etc.

Boardmember Hart asked about the term of the County contract. Interim Executive Director Weber stated it extends through the life of the Parcel Tax- until July 2019. Boardmember Hart noted the County expenses are certainly going up more than 3% and that contract could have a “big bump” in 2019. Interim Executive Director Weber agreed and stated this process would help the Board in predicting actual costs and new assessments.

Acting Chief Shurtz noted Interim Executive Director Weber would be meeting with Fire Chiefs to discuss the Engine Medic Programs. He reminded everyone that ALS service delivery is the mission of this organization. The Engine Medic Program provides ALS service and consistent response times throughout the valley- it is a success story. The Board needs to figure out a way to sustain this program.

Interim Executive Director Weber discussed the contractual agreements, staffing issues, etc. related to the Engine Medic Programs and stated the Board should discuss these issues. Chair Meagor asked how many medics the Larkspur Fire Department employed. Chief Shurtz stated they just hired a fifth- they are approved for seven.

Boardmember Lappert stated the City of Larkspur and Town of Corte Madera are discussing shared fire services and perhaps a full on consolidation. He noted an individual has to be a paramedic to be hired as a firefighter in Corte Madera. There is no such requirement in Larkspur.

Chair Meagor reiterated the committee is on a fact finding mission- the goal is to maintain financial sustainability.

Boardmember Finn stated he was very encouraged by what he was hearing- it is a preview of the process they need to take. He thanked Interim Executive Director Weber and Chair Meagor for their hard work.

5. NEW BUSINESS

a. Presentation of Preliminary Budget for FY 2016-17

Interim Executive Director Weber presented a staff report. He briefly discussed some of the line items.

Boardmember Lappert stated he was concerned about the amount paid for financial/accounting services to the City of Larkspur. Boardmember Hart stated the committee was looking at creating a scope of services for each of the service contracts.

Boardmember Hart asked about the "Insurance" line item. Interim Executive Director Weber stated the RVPA has General Liability Insurance.

Interim Executive Director Weber referred to the Balance Sheet Report and stated he would bring back a resolution to adopt an Unassigned Fund Balance, an Apparatus Equipment Replacement Fund, and a General Fund Reserve concept with a goal of the industry best practices of 20% of expenses.

Boardmember Hart asked if the projected revenues might be a bit higher in this fiscal year than anticipated. Interim Executive Director Weber stated he does expect the Ambulance Transport Revenues to be higher. Chair Meagor stated the estimate for the Parcel Tax Revenue would probably be pretty accurate.

Interim Executive Director Weber stated he would bring the budget back for adoption next month.

b. Confirmation of Parcel Tax for FY 2016-17

Interim Executive Director Weber presented a staff report. He stated each agency must pass a resolution before the beginning of the new fiscal year. The tax was at \$57 per parcel last year and it will increase to \$63 this year. He stated he would send the information to each Boardmember so they could pass it along to his or her City Clerk.

6. OLD BUSINESS

b. Resolution recognizing Frank Berto founding member of RVPA

Chair Meagor noted this item has been continued. Boardmember Finn noted Mr. Berto would be able to attend next month's meeting. He would send a draft resolution to Interim Executive Director Weber.

7. Review RVPA Expense Sheet

Interim Executive Director Weber presented a staff report. He noted there was nothing out of the ordinary.

There were no questions or comments from the Board.

8. Transport Billing Data Review

Interim Executive Director Weber presented a staff report. He noted there was nothing out of the ordinary.

There were no questions or comments from the Board.

9. Announcements/Future Agenda Items/Adjournment

An individual asked about the date of former Chief Mike Giannini's Retirement Party. Interim Executive Director Weber stated it was set for May 27th at 5:00 p.m. He would forward the information to the Board.

10. Adjournment- Chair Meagor adjourned the meeting at 7:32 p.m. The next Board meeting would be Thursday, June 2, 2016.

Respectfully submitted,

Toni DeFrancis
Recording Secretary