|  |  |  |  |
| --- | --- | --- | --- |
|  | **MINUTES**  **Exeter District Ambulance**  **Governing Board**  REGULAR MEETING  Meeting Room  302 E. Palm, Exeter California 93221  March 7, 2023  9:30 AM | President Adam Pfenning  Vice President Vacant  Secretary Marilyn Rankin  Board Member Rachel Orosco  Board Member Vacant |  |

|  |
| --- |
| **The Exeter District Ambulance Board of Directors welcomes you to its meeting and encourages you to participate. The agenda contains a brief general description of each item that will be considered by the Board** |

**THE REGULAR BOARD OF DIRETORS MEETING OF March 7, 2023 WILL BE CONDUCTED IN THE DISTRICT OFFICE AND VIA TELECONFERENCE.**

**TELECONFERENCE INFORMATION**

This meeting will be held in person and via teleconference. Members of the public may participate via Zoom, including listening to the meeting and providing public comment, by following the instructions below.

Topic: March 2023 EDA Board Meeting

Time: Mar 7, 2023 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

https://us06web.zoom.us/j/87906294654?pwd=dllDV2Z3aEI4NjN1UjZuVWMyTXBHQT09

Meeting ID: 879 0629 4654

Passcode: 782063

One tap mobile

+16694449171,,87906294654#,,,,\*782063# US

+16699006833,,87906294654#,,,,\*782063# US (San Jose)

1. **OPENING**
2. **Call to Order**

**MEETING CALLED TO ORDER AT 0931.**

1. **Roll Call**

**A. PFENNING, M. RANKIN, R. OROSCO PRESENT IN PERSON.**

1. **Pledge of Allegiance**
2. **AGENDA APPROVAL**

**MOTION MADE BY M. RANKIN, 2ND BY R. OROSCO, PASSED 3-0-0**

1. **CLOSED SESSION**
2. **PUBLIC COMMENT REGARDING CLOSED SESSION**

**NO PUBLIC COMMENT REGARDING CLOSED SESSION.**

This portion of the meeting is reserved for persons desiring to address the Board on an item to be considered in Closed Session. Speakers should limit their comments to three (3) minutes.

**CLOSED SESSION**

1. **Anticipated litigation (Significant exposure to litigation) pursuant to Government Code Section 54956.9 (d)(2). Agency representative: District Counsel Tom Degn.**

RECONVENE TO OPEN SESSION; REPORT FROM CLOSED, IF ANY

**NO REPORT FROM CLOSED SESSION**

1. **PUBLIC COMMENT**

The portion of the meeting is reserved for the members of the public to address the Board on items that are not on the agenda and are within the subject matter jurisdiction of the Board. Each person will be granted three (3) minutes to address the Board and overall public comments will be limited to (30) minutes total. The Board is prohibited by law from taking any action on matters discussed that are not on the agenda. When addressing the Board, speakers are requested to come forward, state your name and address, and then proceed with your comments. All speakers are requested to wait until recognized by the Board President.

**NO PUBLIC COMMENT**

1. **CONSENT CALENDAR**

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. For any discussion of an item, it will be enacted at the request of any member of the Board and made a part of the regular agenda.

* + Approval of meeting minutes for November 28, 2022
  + Approval of moving meetings to Bi – Monthly on the fourth Wednesday of every other month at 09:30 hrs.

**MOTION MADE BY M. RANKIN WITH CORRECTIONS TO GRAMMER AND DATE**

**TO REFLECT THE ACCURATE MEETING DATE OF FEBRUARY 06, 2023,**

**2ND BY R. OROSCO, PASSED 3-0-0.**

1. **PUBLIC HEARINGS**
   * None

Member of the public wishing to address the Board on these items should raise their hand when the Agenda item is called, and the President will recognize you at that time. You will have three minutes to comment.

1. **NEW OR CONTINUING BUSINESS**
2. Report from M. Green and Co. on Fiscal Year 21-22 audit.

**THIS AGENDA ITEM WAS POSTPOND UNTIL THE NEXT MEETING AT THE REQUEST OF M. GREEN AND CO.**

1. Discussion and approval of payment to M. Green and Co for fiscal year 21-22 audit.

**THIS AGENDA ITEM WAS POSTPOND UNTIL THE NEXT MEETING AT THE REQUEST OF M. GREEN AND CO.**

1. Report from District Manager on state of the District to include personnel, finance, operations, equipment, and response time compliance.

**DISTRICT MANAGER NICKELS REORTED THAT THE DISTRICT MET OR EXCEEDED THE COMPLIANCE STANDARDS SET BY THE COUNTY OF TULARE AND THE CCEMSA FOR THE MONTHS OF JANUARY AND FEBRUARY 2023.**

**NICKELS ALSO REPORTED THAT OPERATIONS CONTIINUE TO BE IMPROVED, THE FLEET CONTINUES TO BE A GOING CONCERN, PERSONNEL AND STAFFING CONTINUE TO BE STABLE WITH NO SIGNIFICANT INTERUPTIONS IN SERVICE. THERE WAS NO FINANCIAL REPORT FOR THIS MEETING DUE TO DISTRICT MANAGER STILL LEARNING THE QUICKBOOKS PROGRAM.**

1. Report from District Manager on revenue receipts from Wittman Enterprises.

**THIS AGENDA ITEM WAS MOVED TO THE NEXT MEETING AT THE REQUEST OF**

**THE DISTRICT MANAGER FOR THE PURPOSE OF PROVIDING AN ACCURATE REPORT ONE THE QUICKBOOKS PROGRAM IS UNDERSTOOD.**

1. Report from District Manager on fuel theft prevention and monitoring.

**DISTRICT MANAGER NICKELS REPORTED THAT CREWS INMPUTING THE CORRECT MILEAGE WHEN FUELING THE AMBULANCES CONTINUES TO BE AN ONGOING CORRECTION OF PAST HABITS. NICKELS FURTHER REPORTED THAT MILEAGE ALONE IS NOT THE ONLY INDICATOR OF THEFT AND IS NOT THE ONLY ITEM ON THE FUEL BILLS THAT HE USES. NICKELS STATED THAT HE LOOKS AT THE DATES AND TIMES, LOCATION, FUEL TYPE, ANF GALLONAGE OF USE. HE COMPARES THIS TO CALL LOGS AND GPS TRAVEL DATA TO OBSERVE WETHER THERE IS POTENTIAL THEFT OR NOT. HOWEVER, THIS IS NOT A FULL PROOF SYSTEM AND OUTSIDE OF HAVING A FUEL VAULT AT THE STATION WITH A CAMERA ON IT AT ALL TIMS THERE WILL NEVER BE A DEFINITIVE WAY YO PREVENT FUEL THEFT. HOWEVER, NICKELS STATED THAT THERE IS NO INDICATION OF CURRENT OR PAST FUEL THEFT. AND DESPITE PAST BOARD MEMBERS AND CONTRACTED ACCOUNTANTS ADEMENTLY STATING THAT THERE WAS FUEL THEFT OCCURRING THESE WERE UNSUBSTANTIATED CLAIMS WITH NO EVIDENCE PRESENTED**

1. Discussion and Approval of resolutions to adopt the Tulare County Auditor and Controllers office for District bookkeeping and accounting services.

**THIS AGENDA ITEM WAS POSTPOND UNTIL THE NEXT MEETING AT THE REQUEST OF THE TULARE COUNTY AUDITOS AND CONTROLLERS OFFICE DUE TO CONTRACT NOT BEING READY**

1. Discussion and approval to pass resolution to remove past Board member John McGill and current District Manager Stuart Nickels from the Bank of Sierra checking account signers list and add Board member Rachel Orosco.

**MOTION MADE BY M. RANKIN TO REMOVE PAST BOARD MEMBER JOHN MCGILL AND CURRENT DISTRICT MANAGER STUART NICKELS FROM THE SIGNERS ON THE DISTRICT BANK OF SIERRA CHECKING ACCOUNT AND ADD NEW BOARD MEMBER RACHAEL OROSCO, 2ND BY A. PFENNING, PASSED 3-0-0**

1. Discussion and approval of a split payment to United Auto Repair for services rendered to repair ambulance transmission.

**MOTION MADE BY M. RANKIN, 2ND BY R. OROSCO, PASSED 3-0-0**

1. **ORGANIZATIONAL BUSINESS**

Consideration of any item a member of the Board wishes to have on the agenda for the next meeting.

1. **ADJOURNMENT**

The next Regular Board Meeting: Wednesday April 26, 2023

|  |
| --- |
| **Agenda packets are available for review 72 hours prior to the meeting at the District Office.**  **Office hours are Monday, Tuesday, Thursday, Friday 9 AM to 2:00 PM, excluding holidays. Agenda can also be found online at: https://www.edaems.com**  **In compliance with the American with Disabilities Act (ADA), if you need special assistance to participate at this meeting, please contact the District Office at (559) 594-5250 during business hours as listed above, if no one is available please leave a message with your name and phone number. Notification of 48 hours prior to the meeting will enable the district to make reasonable arrangements to ensure accessibility to this meeting.** |