

# Ebbetts Pass Fire District



## BOARD OF DIRECTORS NOTICE OF REGULAR MEETING

**Tuesday, May 15, 2018  
1037 Blagen Road, Arnold  
9:00 A.M.**

### MEMBERS OF THE BOARD

**J. Scott McKinney, President   Daniel Leary, Secretary  
Denny Clemens   Jon Dashner   Thomas Sullivan**

### **Concerning Public Comment**

Please Note: The Board of Directors offers the opportunity for the public to speak to specific agenda items during the time that agenda item is discussed by the Board. The Board also allows an opportunity for the public to speak on non-agenda items during "public comments" prior to the conclusion of the meeting. The Board may not make any decision related to non-agendized items until the next Board meeting.

### **AGENDA**

1. **Call to Order, Flag Salute, Roll Call**
2. **Public Appearances/Comment:** The Board will hear public comment on any agendized or non-agendized item. The Board may discuss public comment but may not take action.
3. **Consent Items:** Board action limited to discussion and approval of:
  - 3.1. Minutes: 4/30/18
  - 3.2. Acceptance of April 18 Checks Listing and Authorize to File for Audit
    - 3.2.1. Monthly Budget Report
4. **Committee Reports:** The Board will discuss the status of the following matters. The Board may take action on recommendations and/or give direction to staff or committee members related to follow-up on specific matters addressed by the committee.
  - 4.1. **Finance Committee** (Directors Dashner & Leary)
  - 4.2. **Personnel Committee** (Directors Leary & Sullivan)
  - 4.3. **Fire Prevention Committee** (Directors Clemens & Sullivan)
  - 4.4. **Apparatus/Equipment Committee** (Directors Clemens & Sullivan)
5. **Scheduled Items:** The Board will discuss and take action on the specific items listed below.
  - 5.1. Ambulance Billing Services: Quotes for Ambulance Billing Services
  - 5.2. Calaveras Local Agency Formation Commission (LAFCO): Proposed Fiscal Year 2018-19 Budget

## NOTICE OF REGULAR MEETING – continued

May 15, 2018

- 5.3. Calaveras Public Power Agency: Power Rates Fiscal Year 2018/19
- 5.4. Notification of General District Election: Ebbetts Pass Fire District
  - 5.4.1. Resolution 2018-2: Resolution Calling General District Election for Ebbetts Pass Fire District

6. **Reports:** The Board will hear reports on the following matters. The Board may discuss information contained in these reports.

- 6.1. Administrative Report
- 6.2. Legislative Report.
- 6.3. Fire Prevention
- 6.4. Administrative - EMS

7. **Comments, Questions, and Consideration:** The Board will entertain comments and questions from the following individuals or representatives. The Board may discuss these comments or questions on these items but may not take action.

- 7.1. Board Members
- 7.2. Firefighters' Association
- 7.3. Employees' Group
- 7.4. Public Comments

8. **Adjournment of Regular Meeting**

**ADMINISTRATIVE STAFF:**

Michael Johnson, Fire Chief

Cheryl Howard, Secretary

# Ebbetts Pass Fire District



## **MINUTES** Board of Directors April 30, 2018

### **SUBJECT TO APPROVAL**

1. The meeting was called to order at 8:57 A.M. by President J. Scott McKinney and the Pledge of Allegiance was recited. Directors present: Denny Clemens, Jon Dashner, Dan Leary, Thomas Sullivan, and Scott McKinney.

District personnel present: Fire Chief Mike Johnson, Intern Paxton Fassbender  
Aaron Downing, Shea Buhler, Glenn Verkerk  
Eric Griffiths, Sean Bitner, Bryn Buhler

Others present: Michael Oliveira

Media present: none

2. **PUBLIC APPEARANCES/COMMENT** – Michael Oliveira

3. **CONSENT ITEMS**

3.1. Mr. Sullivan made a motion to approve Consent items 3.1 and 3.2. Mr. Clemens seconded. The motion passed 5-0 (AYES: McKinney, Leary, Clemens, Dashner, and Sullivan).

4. **COMMITTEE REPORTS**

- 4.1. **Finance Committee (Directors Dashner & Leary)**

Chief Johnson noted that this month the committee members discussed items such as preliminary budget, cost-of-living adjustment for the salary schedule, Transient Occupancy Tax, and ambulance billing provider status which all are agenda items for later in this meeting. Other items discussed were CalPERS unsecured liability increase and the fact the District currently has \$54,000 for IGT funds sitting at the State that we hope will soon have the matching funds drawn down from the federal government.

- 4.2. Personnel Committee (Directors Leary & Sullivan)  
Chief Johnson reported that we are anticipating our retired annuitant CalPERS hearing in June or possibly a continuation if our legal representatives have not received case statements from CalPERS thirty days in advance of the hearing date. No new injuries were reported for workers comp this past month. Acting Battalion Chief Rodney Hendrix is updating our Injury Illness Prevention Program.
  - 4.3. Fire Prevention Committee (Directors Clemens & Sullivan)  
Chief Johnson reported there had been no meeting in April.
  - 4.4. Apparatus/Equipment Committee (Directors Clemens & Sullivan)  
Chief Johnson stated that the information the committee discussed was placed later in the agenda.
5. Scheduled Items:
- 5.1. Transient Occupancy Tax (TOT) News Article from the Calaveras Enterprise: Calaveras County and City of Angels Camp look to increase TOT  
Chief Johnson noted that it looks as if the City of Angels Camp is considering increasing their TOT from 10% to 12% in addition to an increase to sales tax. The County is also looking at increasing their 6% TOT to 10% or 12% which would have to be placed on the local ballot. This is the first year that local fire districts are seeing any TOT revenue—currently 25% goes to local fire in an even split among the fire districts.
  - 5.2. Novato Fire District: Termination of Joint Powers Agreement for Ambulance Billing  
Our current ambulance billing service, Novato Fire District, is dissolving their service to all 16 agencies to which they currently are providing this service. District staff has begun the process to secure a new billing service that will meet our agency's needs. Chief Johnson noted that the District has enjoyed a great relationship with Novato Fire District since 2015.
  - 5.3. Department of Health Care Services: Ground Emergency Medical Transportation Program (GEMT) Overpayment for Fiscal Year Ending June 30, 2013  
Similar to the overpayment statement already received and paid earlier this year, Chief Johnson noted the District received another overpayment declaration by the Department of Health Care Services for our fiscal year 2012-13 GEMT program in the amount of \$15,747. Chief Johnson recommended that the District pay the requested amount of refund. There are many adjustments made to our current practice of GEMT submittals to avoid these overpayments currently and in the future. He noted one piece of relief is that the District received more in GEMT payment this year than had been budgeted which helps to offset this unforeseen reimbursement. Mr. Dashner made a motion to pay the reimbursement. Mr. Sullivan seconded; Motion passed unanimously 5-0 (AYES: McKinney, Leary, Clemens, Dashner, and Sullivan).

- 5.4. Cost of Living Adjustment: Salary Increase Proposal COLA for Fiscal Year 2018/19  
The Finance Committee had reviewed the likelihood of encumbering the fiscal responsibility of granting a 2.1% increase in the Salary Schedule--an increase of \$38,000 on base salary amount. The committee was now bringing it before the Board for approval. Mr. Dashner made a motion to approve the COLA increase of 2.1%. Mr. Leary seconded; motion passed unanimously 5-0. (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).
- 5.5. Murphys Fire Protection District Letter of Appreciation for our District's Response and Assistance with a Commercial Structure Fire on March 15, 2018  
The Board members noted it was a very nice letter from the adjacent Murphys Fire District. Chief Johnson reported that the responding crew from Station 3 did a fantastic job of ventilating the roof which had been done with much difficulty. Later the on-duty battalion chief assembled personnel to assist further by responding in a utility vehicle. Chief Johnson noted that the District is happy to provide mutual aid especially as the District receives aid from Murphys FPD regularly.
- 5.6. Preliminary Budget Approval for Fiscal Year 2018-19  
Chief Johnson reported that it was again time to consider adopting a preliminary budget to cover the gap between July 1 and when we submit our final budget in September. He recommended the Board consider adopting the prior fiscal year budget as the preliminary budget. Mr. Leary made a motion to adopt the preliminary budget to be the same as the adopted fiscal year 2017-18 final budget. Mr. Dashner seconded; motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).
- 5.7. Ambulance Purchase: New Ambulance Contract to Build and Specification Details  
Engineer-Paramedic Glenn Verkerk presented information on the ambulance specifications, contract provisions, and how the purchase is made through the HGAC upon the Board's approval. Mr. Dashner made a motion to sign the contract for the purchase of the ambulance as presented. Mr. Sullivan seconded, motion passed unanimously 5-0 (AYES: Clemens, Dashner, Leary, McKinney, Sullivan).
- 5.8. Policies - Begin 30 Day Review
- 5.8.1. Policy 6130: Personnel – Vacation Time  
Chief Johnson reported that this change to the policy is mostly for a clarification of the vacation time accrual as an attempt to better define when an employee moves up to each higher accrual rate. Additionally, it has been proposed to strike out number 5 regarding the restrictions on when a captain and engineer assigned on a shift can be off at the same time. The Personnel Committee members recommended that the requirement be removed as it was an obsolete statement.
- 5.8.2. Policy 1070: Fire District Records: Computer Backup  
Chief Johnson noted that the proposed change was very basic as it changed the fire reporting system from our old provider to the latest one.

**6. REPORTS****6.1. Administrative Report**

Chief Johnson reported on his attendance at the FDAC Annual Conference noting that he had brought back information including ambulance billing referrals from other fire districts, cancer in the fire service as the number one killer of firefighting staff and some methods to help avoid our exposure to carcinogens. He reported that Matt O'Donnell had our staff complete an air consumption drill this month which had been very successful and provided a baseline for our staff to use for fireground operations regarding how long an SCBA bottle lasts per individual.

**6.2. Legislative Report**

Chief Johnson reported that there is a proposed new law that will combine GEMT and IGT along with possibly paving the way for charging first responder fees. He noted this will be a valuable bill to support if it goes to the Governor's office. He also reported another item is the push for local government funding to pre-position equipment ahead of wildfire starts in the state with discussions currently underway between the FDAC, Cal Chiefs, and the State could bring \$100 million to fund the program.

**6.3. Fire Prevention**

Chief Johnson noted issuance of burn permits was underway for this year and Joan Lark has been working extra hard on the unimproved lot inspections. He added Joan Lark had focused on a recent incident of a tree that fell on a house in Forest Meadows from the old golf course grounds. He noted the Wildfire Preparedness Day is happening at Independence Hall on Saturday, May 5<sup>th</sup> from 0900 – 1200.

Chief Johnson also noted that he had invited the new OES person, Michelle Patterson, to the District to discuss the county-wide fire evacuation plan. He added that CalFIRE, CHP and Sheriff's Office will also be attending.

**6.4. Administrative - EMS**

Chief Johnson noted had been already covered earlier in the agenda.

**7. COMMENTS, QUESTIONS, CONSIDERATIONS**

7.1. Board Members – Each member gave positive feedback and expressed thanks towards the EPFFA and the on-duty crew.

7.2. Firefighters Association – A thank you to the Directors along with thanks to the Arnold Angels for all the hard work done to help the Association.

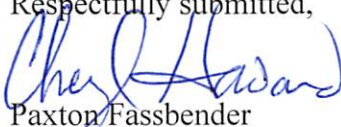
7.3. Employees' Group – Battalion Chief Downing thanked the members for agreeing on the ambulance build, and then thanked Mr. Oliveira for coming to the meeting.

- 7.4. Public Comments – Mr. Oliveira talked about tree mortality and how the State as well as CalFIRE are trying to do something about it. He commended Ebbetts Pass Fire District for all its hard work.

8. **ADJOURNMENT**

Mr. Leary made a motion to adjourn. Mr. Dashner seconded; motion passed unanimously.  
10:06 am.

Respectfully submitted,

for   
Paxton Fassbender  
Acting Secretary

**County of Calaveras  
General Ledger Summary  
Balance Sheet Accounts  
As of 4/30/2018**

**Fund 2290 Ebbetts Pass Fire**

<u>Object Code</u>	<u>Object Description</u>		<u>Balance</u>
<b><u>Assets</u></b>			
1006	Cash in Treasury	22900000	322,303.42
1007	Outstanding Checks	22900000	(1,976.79)
1016	Imprest Cash	22900000	40,000.00
Total Assets			<u>\$360,326.63</u>
<b><u>Liabilities</u></b>			
2002	Accounts Payable	22900000	1,163.60
2002	Accounts Payable	22900010	(1,163.60)
2009	Sales Tax Payable	22900010	26.24
2091	Accts Payable - Staledated Cks	22900010	4,431.03
Total Liabilities			<u>\$4,457.27</u>
<b><u>Fund Balance</u></b>			
3002	Fund Bal Unreserv/Undesign	22900000	302,748.58
3040	Reserve - General	22900000	0.00
3043	Reserve for Imprest Cash	22900000	40,000.00
Total Fund Balance			<u>\$342,748.58</u>
Year-to-Date Revenues			\$3,635,863.58
Year-to-Date Expenditures			\$3,591,392.76
Year-to-Date Transfers In			\$0.00
Year-to-Date Transfers Out			\$0.00
Year-to-Date Clearing Accounts			<u>(\$31,350.04)</u>
Total Fund Equity			<u>\$355,869.36</u>
Total Liabilities and Fund Equity			<u>\$360,326.63</u>

## REVENUE ACCOUNT SUMMARY SHEET - Apr 2018

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>Fire Operations:</b>					
Property Tax - Current Secured	4010	1,796,008	756325.32	1,796,045.01	100%
Administrative Fee (SB2557)	4013	(34,000)	-19882.70	(39,640.85)	117%
Unitary Tax	4015	39,050	21088.84	42,521.68	109%
Supplemental Tax - Current Secured	4017	28,284	5527.77	12,941.94	46%
Property Tax - Current Unsecured	4020	24,755	103.99	26,366.14	107%
Supplemental Tax - Current Unsecured	4027	444	6.72	243.55	55%
Prior Unsecured Taxes	4040	625	162.62	778.41	125%
Transient Occupancy Taxes	4072	-	0.00	14,264.54	
Interest	4300	-	-1755.90	(2,198.50)	
State Grants	4455	-	8437.50	8,437.50	
HOPTR	4463	23,424	0.00	3,327.95	14%
Timber Tax	4465	15	0.00	5,896.55	39310%
State Aid for Public Safety	4472		0.00	15,979.63	
Grant	4505	-	-	-	
Reimbursement - Personnel	4542	30,000	10477.76	19,402.12	65%
Reimbursement - Equipment	4543	5,000	0.00	770.57	
HazMat Release Response Plan	4592	-	0.00	0.00	
Report Fees	4593	-	0.00	15.00	
Administrative Costs - Eng. Para. Reimb	4603	18,114	-	-	0%
Administrative Costs - Sta. 3 A Reimb	4603	41,460	-	-	0%
Charges for Current Service (hydrants)	4679	10,500	0.00	-	0%
Other Refund - Prior Year Taxes	4684	-	0.00	-	
Training Fees	4689	-	380.00	4,240.00	
Gifts/Donations	4707	-	0.00	250.00	
Refund - Misc.	4708	-	40.00	12,036.29	
Staledated Checks	4710	-	0.00	-	
Other Revenue	4712	-	0.00	899.50	
Miscellaneous Revenue	4713	500	0.00	1,380.78	
PG&E Credit 2017	4724		1273.00	1,273.00	
Refunds - Insurance	4743	-	-	51,262.96	
Sale of Surplus Property	4800	-	0.00	5,000.00	
<b>Total</b>		1,984,179	782,184.92	1,981,493.77	100%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>EMS/Paramedic Program</b>					
Special Tax	4077	362,276	144,456.06	343,036.59	95%
Refunds - Insurance	4743	-	1797.65	1,797.65	
<b>Total</b>		362,276	146,253.71	344,834.24	95%

ACCOUNT	No.	BUDGETED	RECEIVED Month	Year-To-Date	% Received Year-To-Date
<b>Station 3 AMBULANCE A</b>					
Special Tax	4077	829,213	330,638.20	785,155.91	95%
Other Programs - State (GEMT)	4479	9,000	31,094.00	53,880.32	599%
EMS Transport Revenue	4660	650,000	45,187.41	449,549.35	
Refunds - Insurance	4743	-	0.00	21,261.49	
<b>Total</b>		1,488,213	406,919.61	1,309,847.07	88%

## FIRE OPERATIONS ACCOUNT SUMMARY SHEET - APR 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001.1-</b>					
Salaries/Wages	-001	979,000	77,901.09	784,092.07	194,907.93	80%
Extra Hire	-002	10,000	0.00	578.27	9,421.73	6%
Extra Hire - Intern	-003	40,000	2,712.20	17,187.04	22,812.96	43%
ST/TF FF Payments	-004	30,000	0.00	10,865.84	19,134.16	36%
Volunteer FF Relief	-005	40,000	509.61	5,131.01	34,868.99	13%
Retirement	-050	156,558	12,634.20	151,089.83	5,468.17	97%
Group Insurance	-055	188,646	13,439.21	154,383.77	34,262.23	82%
Uniform Allowance	-062	3,600	0.00	3,043.90	556.10	85%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111.1-</b>					
Safety Clothing	-111	10,000	0.00	9,944.04	55.96	99%
Safety Equipment	-115	6,000	200.07	4,238.99	1,761.01	71%
Communications-Radios	-121	7,000	0.00	6,769.62	230.38	97%
Communications-Phone	-124	12,000	990.10	9,840.06	2,159.94	82%
Food - Fire Line Meals	-131	1,200	76.00	679.15	520.85	57%
Housekeeping	-141	8,000	833.89	8,599.09	(599.09)	107%
Insurance-Prop/Liability	-151	11,000	0.00	10,675.00	325.00	97%
Insurance-Workers Comp	-153	61,215	0.00	64,163.42	(2,948.42)	105%
Maintenance-Apparatus	-181	37,550	561.63	46,695.64	(9,145.64)	124%
Maintenance-Utilities	-182	8,250	194.04	20,159.77	(11,909.77)	244%
Building Maintenance	-201	12,500	0.00	14,201.89	(1,701.89)	114%
Emergency Care/Rescue	-211	1,275	821.12	821.12	453.88	64%
Memberships	-221	7,055	0.00	7,058.00	(3.00)	100%
Office Expense	-241	12,050	139.34	4,485.06	7,564.94	37%
Office Expense-Postage	-243	1,000	0.00	740.15	259.85	74%
Office Expense-Copies	-245	1,500	90.67	1,042.89	457.11	70%
Professional Services	-271	12,000	517.50	8,414.39	3,585.61	70%
Small Tools/FF Equipment	-401	13,000	444.24	12,970.40	29.60	100%
Small Tools-Hose/SCBA	-402	9,000	1,709.98	7,412.15	1,587.85	82%
Special District Expense	-411	17,000	135.14	12,183.94	4,816.06	72%
SDE--Health Maintenance	-412	4,000	0.00	1,111.42	2,888.58	28%
Training	-422	5,000	325.33	2,695.62	2,304.38	54%
Travel/Education	-478	9,000	1,592.04	2,931.66	6,068.34	33%
Transportation Fuel	-480	20,000	1,210.24	12,312.53	7,687.47	62%
Utilities - Water/Sewer	-501	10,280	0.00	7,506.91	2,773.09	73%
Utilities - Electrical	-504	13,500	889.18	9,937.92	3,562.08	74%
Utilities - Propane	-505	17,150	2,939.49	13,666.17	3,483.83	80%
LAFCO Fee	5627	2,614	0.00	2,613.27	0.73	100%
<b>FIXED ASSETS</b>						
Building Fund: Structures	5640	211,698	105,848.61	211,697.22	0.78	100%
Equipment	5701	-	0.00	0.00	-	
<b>Fire Operation Fund Totals</b>		1,989,641	226,714.92	1,641,939.22	347,701.78	83%

## CHECKS ISSUED LISTING - APR 2018 FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.1.001: SALARIES</b>			
13330, 13429	Payroll / Statutory Elective Withholding		70,712.58
13330, 13429	Paychex Fee	employer cost	317.86
1050209, 1051012	PARS	EE withholding	158.12
13331, 13430	EPFF Local #3581	dues and meals withholding	763.20
13455	PERS	EE portion	4,090.67
13455	PERS	ER paid EE portion	1,858.66
<b>5001.1.002: EXTRA HIRE</b>			<i>none issued</i>
<b>5001.1.003: EXTRA HIRE - SPECIAL</b>			
13330, 13429	Payroll / Statutory Withholding / Elective Withholding		2,511.69
1050209, 1051012	PARS	EE withholding	200.51
<b>5001.1.004: Expenditure: ST/TF Firefighter Payment</b>			<i>none issued</i>
<b>5001.1.005: Expenditure: Volunteer Firefighter Payment</b>			
13330, 13429	Payroll / Statutory Withholding / Elective Withholding		76.64
1050209, 1051012	PARS	trust admin fee	432.97
<b>5001.1.050: RETIREMENT (PERS)</b>			
13455	PERS	employer portion	9,229.70
13455	PERS	unfunded accrued liability	3,404.50
<b>5001.1.055: GROUP INSURANCE</b>			
13330, 13429	Supplemental Life Premium Withholding		-72.6
1051094	Benefit & Risk Mgt Services	vision/dental/life premium	1,238.31
1051101	SDRMA-Employee Benefit Service - medical premium		11,398.50
1051095	Hometown Health	medical premium	875.00
<b>5001.1.062: UNIFORM ALLOWANCE</b>			<i>none issued</i>
<b>5111.1.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.1.115: SAFETY EQUIPMENT</b>			
1051093		traction shoes	104.20
1051103	US Bank	jacket patch	95.87
<b>5111.1.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>

## CHECKS ISSUED LISTING - APR 2018 FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5111.1.124: COMMUNICATIONS: TELEPHONE</b>			
1051152	Comcast - Sta. 2	phone/internet monthly charges	121.54
1051087	AT&T - Sta.2	phone/internet monthly charges	147.20
1051087	AT&T - Sta.4	phone monthly charges	159.65
1051090	Comcast - Sta. 1	phone/internet monthly charges	309.21
1051159	Verizon Wireless	monthly service	252.50
<b>5111.1.131: FOOD/FIRE LINE MEALS</b>			
1051103	US Bank	sandwiches for volunteer drill	76.00
<b>5111.1.141: HOUSEHOLD EXPENSE</b>			
1051084	AmeriPride	towel service	154.88
1051085	Anchor Pest Control	pest control	120.00
1051088	CA Waste Recovery	trash disposal	179.76
1051093	Ebbetts Pass Lumber Co	cleaning supplies	102.64
	JE Calaveras Co Tax Collector	fee	276.61
<b>5111.1.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>
<b>5111.1.153: INSURANCE: WORKER'S COMPENSATION</b>			<i>none issued</i>
<b>5111.1.181: MAINTENANCE: APPARATUS</b>			
1051086	Arnold Auto Supply	U1003: bulbs	10.73
1051091	Arnold Tire & Auto Care	U1004: m/d tires; U1002: m tire	99.00
1051105	Arnold Automotive	U1005: repair headlight switch	451.90
<b>5111.1.182: MAINTENANCE: UTILITIES</b>			
1051086	Arnold Auto Supply	U3018: cetane, adapter, chain	194.04
<b>5111.1.201: BUILDING &amp; GROUNDS MAINTENANCE</b>			<i>none issued</i>
<b>5111.1.211: EMERGENCY CARE</b>			
1051083	Airgas	oxygen	821.12
<b>5111.1.221: MEMBERSHIPS/SUBSCRIPTIONS</b>			<i>none issued</i>
<b>5111.1.241: OFFICE EXPENSE</b>			
1051093	Ebbetts Pass Lumber Co	ethernet cables	34.35
1051103	US Bank	office subscription, spam blkr	104.99

## CHECKS ISSUED LISTING - APR 2018      FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5111.1.243: OFFICE EXPENSE: POSTAGE</b>			
	JE Calaveras Co.	checks postage	
<b>5111.1.245: OFFICE EXPENSE: COPIES</b>			
	1051106 Zoom Imaging Solutions	copier maintenance	90.67
<b>5111.1.271: PROFESSIONAL SERVICES</b>			
	1051097 Nossaman LLP	legal services	517.50
<b>5111.1.401: SMALL TOOLS/FF EQUIPMENT</b>			
	1051086 Arnold Auto Supply	v-belt for circular saw	16.08
	1051093 Ebbetts Pass Lumber Co	barricade tape, v-belt	108.68
	1051156 JAECO Fire & Safety	TIC battery	319.48
<b>5111.1.402: SMALL TOOLS: HOSE / SCBA</b>			
	1051093 Ebbetts Pass Lumber Co	c-batteries	15.43
	1051154 LN Curtis	hose	1,694.55
<b>5111.1.411: SPECIAL DISTRICT EXPENSE</b>			
	1051093 Ebbetts Pass Lumber Co	hydrant paint	135.14
<b>5111.1.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE</b> <i>none issued</i>			
<b>5111.1.422: TRAINING</b>			
	1051103 US Bank	straps, IFSTA resource kit	325.33
<b>5111.1.478: TRAVEL/EDUCATION/TRAINING</b>			
	1051103 US Bank	registration FDAC Annual Mtg	800.00
	1051103 US Bank	motel charges LCW Workshop	792.04
<b>5111.1.480: TRANSPORTATION FUEL</b>			
	1051092 Ebbetts Pass Gas Service	fuel	1,210.24
<b>5111.1.501: UTILITIES: WATER/SEWER</b> <i>none issued</i>			
<b>5111.1.504: UTILITIES: ELECTRICITY</b>			
	JE CPPA	electricity	889.18

## CHECKS ISSUED LISTING - APR 2018      FIRE OPERATIONS

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5111.1.505: UTILITIES: PROPANE</b>			
	1051092 Ebbetts Pass Gas Service	propane	2,939.49
<b>5627 F: LAFCo</b>			<i>none issued</i>
<b>5640 F: STRUCTURES</b>			
	1051356 Westamerica Bank	loan payment	105,848.61
<b>5701 F: EQUIPMENT</b>			<i>none issued</i>

## ENGINE PARAMEDIC PROGRAM ACCOUNT SUMMARY SHEET - Apr 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-.001	293,511	<b>23,035.91</b>	256,974.28	36,536.72	88%
Retirement	-.050	64,248	<b>5,099.39</b>	56,460.81	7,787.19	88%
Group Insurance	-.055	80,771	<b>6,509.01</b>	68,270.35	12,500.65	85%
Uniform Allowance	-.062	1,200	<b>0.00</b>	1,200.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-.111	2,728	<b>0.00</b>	2,727.27	0.73	100%
Safety Equipment	-.115	1,000	<b>0.00</b>	1,000.00	-	100%
Communications-Radios	-.121	1,000	<b>0.00</b>	1,000.00	-	100%
Communications-Phone	-.124	615	<b>50.42</b>	503.30	111.70	82%
Housekeeping	-.141	1,900	<b>0.00</b>	1,900.00	-	100%
Insurance-Prop/Liability	-.151	2,204	<b>0.00</b>	2,000.00	204.00	91%
Insurance-Workers Comp	-.153	17,050	<b>0.00</b>	17,050.00	-	100%
Maintenance-Apparatus	-.181	1,900	<b>0.00</b>	1,899.92	0.08	100%
Building Maintenance	-.201	-	<b>0.00</b>	0.00	-	
Emergency Care/Rescue	-.211	-	<b>0.00</b>	0.00	-	
Office Expense	-.241	-	<b>0.00</b>	0.00	-	
Office Expense-Copies	-.245	-	<b>0.00</b>	0.00	-	
Professional Services	-.271	2,200	<b>0.00</b>	1,000.00	1,200.00	45%
Small Tools/FF Equipment	-.401	-	<b>0.00</b>	0.00	-	
Small Tools-Hose/SCBA	-.402	500	<b>0.00</b>	0.00	500.00	0%
Special District Expense	-.411	700	<b>0.00</b>	53.63	646.37	8%
SDE--Health Maintenance	-.412	3,000	<b>0.00</b>	127.00	2,873.00	4%
SDE--Administration Fee	-.413	18,114		0.00	18,114.00	0%
Training	-.422	1,500	<b>0.00</b>	500.00	1,000.00	33%
Travel/Education	-.478	2,700	<b>0.00</b>	0.00	2,700.00	0%
Transportation Fuel	-.480	6,500	<b>385.62</b>	4,579.43	1,920.57	70%
<b>SPECIAL TAX HANDLING FEE</b>	<b>5411</b>	3,623		1,811.38	1,811.62	50%
<b>Engine Paramedic Program Totals</b>		506,964	<b>35,080.35</b>	419,057.37	87,906.63	83%

## CHECKS ISSUED LISTING - APR 2018    ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.2.001: SALARIES</b>			
	13330, 13429 Payroll / Statutory Elective Withholding		20,829.78
	13330, 13429 Paychex Fee	employer cost	66.12
1050209, 1051012	PARS	EE withholding	0.00
	13331, 13430 EPFF Local #3581	dues and meals withholding	390.00
	13455 PERS	EE portion	972.22
	13455 PERS	ER paid EE portion	777.79
<b>5001.2.050: RETIREMENT (PERS)</b>			
	13455 PERS	employer portion	3,274.79
	13455 PERS	unfunded accrued liability	1,824.60
<b>5001.2.055: GROUP INSURANCE</b>			
	13330, 13429 Supplemental Life Premium Withholding		0
	1051094 FDAC-EBA	vision/dental/life premium	528.75
	1051101 SDRMA-Employee Benefit Service - medical premium		5,980.26
<b>5001.2.062: UNIFORM ALLOWANCE</b>			<i>none issued</i>
<b>5111.2.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.2.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.2.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>
<b>5111.2.124: COMMUNICATIONS: TELEPHONE</b>			
	1051090 Comcast	monthly service	50.00
	1051159 Verizon Wireless	monthly service	0.42
<b>5111.2.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.2.141: HOUSEHOLD EXPENSE</b>			<i>none issued</i>
<b>5111.2.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>
<b>5111.2.153: INSURANCE: WORKER'S COMPENSATION</b>			<i>none issued</i>
<b>5111.2.181: MAINTENANCE: APPARATUS</b>			<i>none issued</i>
<b>5111.2.201: BUILDING &amp; GROUNDS MAINTENANCE</b>			<i>none issued</i>

## CHECKS ISSUED LISTING - APR 2018    ENGINE PARAMEDIC

Check No.	PAID TO	PURPOSE	AMOUNT
5111.2.211:	EMERGENCY CARE		<i>none issued</i>
5111.2.241:	OFFICE EXPENSE		<i>none issued</i>
5111.2.245:	OFFICE EXPENSE: COPIES		<i>none issued</i>
5111.2.271:	PROFESSIONAL SERVICES		<i>none issued</i>
5111.2.401:	SMALL TOOLS / ALS EQUIPMENT		<i>none issued</i>
5111.2.402:	SMALL TOOLS: HOSE / SCBA		<i>none issued</i>
5111.2.411:	SPECIAL DISTRICT EXPENSE		<i>none issued</i>
5111.2.412:	SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE		<i>none issued</i>
5111.2.413:	SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE Transfer to Revenue Account 5603F		
5111.2.422:	TRAINING		<i>none issued</i>
5111.2.478:	TRAVEL/EDUCATION/TRAINING		<i>none issued</i>
5111.2.480:	TRANSPORTATION FUEL		
	1051092 Ebbetts Pass Gas Service	fuel	385.62
5411 P:	SPECIAL TAX HANDLING FEE		

## STATION 3 A ACCOUNT SUMMARY SHEET - Apr 2018

ACCOUNT	No.	BUDGET	Month	Year-To-Date	ACCOUNT BALANCE	% Disbursed Year-To-Date
<b>SALARIES &amp; BENEFITS</b>	<b>5001</b>					
Salaries/Wages	-.001	1,011,073	<b>79,150.13</b>	841,091.90	169,981.10	83%
Retirement	-.050	187,951	<b>14,891.78</b>	171,587.42	16,363.58	91%
Group Insurance	-.055	273,264	<b>19,345.54</b>	213,586.85	59,677.15	78%
Uniform Allowance	-.062	4,800	<b>0.00</b>	4,800.00	-	100%
<b>SERVICES &amp; SUPPLIES</b>	<b>5111</b>					
Safety Clothing	-.111	11,890	<b>0.00</b>	11,889.50	0.50	100%
Safety Equipment	-.115	2,250	<b>0.00</b>	2,250.00	-	100%
Communications-Radios	-.121	4,500	<b>0.00</b>	4,500.00	-	100%
Communications-Phone	-.124	3,325	<b>235.27</b>	2,458.58	866.42	74%
Food - Fire Line Meals	-.131	400	<b>0.00</b>	136.23	263.77	34%
Housekeeping	-.141	4,624	<b>344.51</b>	3,306.58	1,317.42	72%
Insurance-Prop/Liability	-.151	6,000	<b>0.00</b>	6,000.00	-	100%
Insurance-Workers Comp	-.153	50,000	<b>0.00</b>	54,940.00	(4,940.00)	110%
Maintenance-Apparatus	-.181	-	<b>0.00</b>	0.00	-	
Maintenance-Ambulances	-.183	31,250	<b>4,371.73</b>	33,029.17	(1,779.17)	106%
Building Maintenance	-.201	5,000	<b>513.63</b>	2,246.99	2,753.01	45%
Emergency Care/Rescue	-.211	30,000	<b>3,220.18</b>	27,951.40	2,048.60	93%
Memberships	-.221	150	<b>0.00</b>	0.00	150.00	0%
Office Expense	-.241	1,800	<b>150.10</b>	1,297.88	502.12	72%
Office Expense - Copies	-.245	105	<b>0.00</b>	104.00	1.00	99%
Professional Services	-.271	59,640	<b>2,403.07</b>	34,868.91	24,771.09	58%
Small Tools/FF Equipment	-.401	6,000	<b>223.25</b>	5,257.20	742.80	88%
Small Tools-Hose/SCBA	-.402	1,050	<b>0.00</b>	11.93	1,038.07	1%
Special District Expense	-.411	13,136	<b>345.72</b>	10,248.68	2,887.32	78%
SDE--Health Maintenance	-.412	3,000	<b>0.00</b>	165.00	2,835.00	6%
SDE--Administrative Fee	-.413	45,261		0.00	45,261.00	0%
Training	-.422	2,000	<b>200.00</b>	1,982.82	17.18	99%
Travel/Education	-.478	4,500	<b>0.00</b>	650.00	3,850.00	14%
Transportation Fuel	-.480	11,000	<b>1,564.43</b>	12,651.13	(1,651.13)	115%
Utilities - Water/Sewer	-.501	900	<b>0.00</b>	1,068.14	(168.14)	119%
Utilities - Electrical	-.504	1,900	<b>180.49</b>	1,520.26	379.74	80%
Utilities - Propane	-.505	5,000	<b>304.72</b>	1,673.66	3,326.34	33%
BANK CHARGES - Lockbox Account	<b>5403</b>	1,800	<b>148.65</b>	1,338.08	461.92	74%
SPECIAL TAX HANDLING FEE	<b>5411</b>	8,276		4,146.14	4,129.86	50%
REFUND OVERPAYMENT	<b>5612</b>	25,000	<b>11.16</b>	48,844.57	(23,844.57)	195%
<b>FIXED ASSETS</b>						
Building Fund: Structures	<b>5640</b>	-	<b>0.00</b>	0.00	-	
Equipment	<b>5701</b>	-	<b>0.00</b>	0.00	-	
<b>Fire Operation Fund Totals</b>		<b>1,816,845</b>	<b>127,604.36</b>	<b>1,505,603.02</b>	<b>311,241.98</b>	<b>83%</b>

**CHECKS ISSUED LISTING - APR 2018****STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5001.3.001: SALARIES</b>			
13330, 13429	Payroll / Statutory Elective Withholding		70,668.98
13330, 13429	Paychex Fee	employer cost	264.48
1050209, 1051012	PARS	EE withholding	0.00
13331, 13430	EPFF Local #3581	dues and meals withholding	1,560.00
13455	PERS	EE portion	4,806.09
13455	PERS	ER paid EE portion	1,850.58
<b>5001.3.050: RETIREMENT (PERS)</b>			
13455	PERS	employer portion	10,026.11
13455	PERS	unfunded accrued liability	4,865.67
<b>5001.3.055: GROUP INSURANCE</b>			
13330, 13429	Supplemental Life Premium Withholding		-130.5
1051094	FDAC-EBA	vision/dental/life premium	1,531.18
1051101	SDRMA-Employee Benefit Service - medical premium		17,944.86
<b>5001.3.062: UNIFORM ALLOWANCE</b>			<i>none issued</i>
<b>5111.3.111: SAFETY CLOTHING</b>			<i>none issued</i>
<b>5111.3.115: SAFETY EQUIPMENT</b>			<i>none issued</i>
<b>5111.3.121: COMMUNICATIONS: RADIOS</b>			<i>none issued</i>
<b>5111.3.124: COMMUNICATIONS: TELEPHONE</b>			
1051090	Comcast - Sta. 3	phone/internet monthly charges	226.13
1051159	Verizon Wireless	monthly service	9.14
<b>5111.3.131: FOOD/FIRE LINE MEALS</b>			<i>none issued</i>
<b>5111.3.141: HOUSEHOLD EXPENSE</b>			
1051084	AmeriPride	towel service	154.88
1051085	Anchor Pest Control	pest control	120.00
1051088	CA Waste Recovery Systems	trash removal	69.63
<b>5111.3.151: INSURANCE: PROPERTY/LIABILITY</b>			<i>none issued</i>
<b>5111.3.153: INSURANCE: WORKER'S COMPENSATION</b>			<i>none issued</i>

**CHECKS ISSUED LISTING - APR 2018****STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5111.3.181: MAINTENANCE: APPARATUS</b>			<i>none issued</i>
<b>5111.3.183: MAINTENANCE: AMBULANCES</b>			
1051086	Arnold Auto Supply	U3504: wipers	25.74
1051100	Sonora Ford	U3506: replaced both turbos	4,345.99
<b>5111.3.201: BUILDING &amp; GROUNDS MAINTENANCE</b>			
1051093	Ebbetts Pass Lumber Co	water line repair	64.25
1051155	Middletons	dishwasher	449.38
<b>5111.3.211: EMERGENCY CARE</b>			
1051151	Bound Tree Medical LLC	medical supplies	1,623.50
1051153	Life Assist Inc	medical supplies	1,596.68
<b>5111.3.221: MEMBERSHIPS/SUBSCRIPTIONS</b>			<i>none issued</i>
<b>5111.3.241: OFFICE EXPENSE</b>			
1051157	Staples	office supplies	150.10
<b>5111.3.271: PROFESSIONAL SERVICES</b>			
	JE Calaveras Co Sheriff's Office	March Dispatch fee: 59 calls	2,403.07
<b>5111.3.401: SMALL TOOLS/FF EQUIPMENT</b>			
1051086	Arnold Auto Supply	U6004: chains; U6003 fuel jug	110.44
1051093	Ebbetts Pass Lumber Co	barricade tape, v-belt	41.30
1051096	Interstate All Battery Center	batteries for suction unit	71.51
<b>5111.3.402: SMALL TOOLS: HOSE / SCBA</b>			<i>none issued</i>
<b>5111.3.411: SPECIAL DISTRICT EXPENSE</b>			
1051099	Sam Berri Towing	assist stuck ambulance	150.00
1051102	Stericycle	medical waste disposal	44.28
1051158	Stericycle	medical waste disposal	151.44
<b>5111.3.412: SPECIAL DISTRICT EXPENSE: HEALTH MAINTENANCE</b>			<i>none issued</i>

**CHECKS ISSUED LISTING - APR 2018****STATION 3 A**

Check No.	PAID TO	PURPOSE	AMOUNT
<b>5111.3.413: SPECIAL DISTRICT EXPENSE: ADMINISTRATIVE FEE</b>			
Transfer to Revenue Account 5603F			
<b>5111.3.422: TRAINING</b>			
1051104	Glenn Verkerk	reimburse medic license renewa	200.00
<b>5111.3.478: TRAVEL/EDUCATION/TRAINING</b>			<i>none issued</i>
<b>5111.3.480: TRANSPORTATION FUEL</b>			
1051092	Ebbetts Pass Gas Service	fuel	1,354.32
1051089	Chevron	fuel	210.11
<b>5111.3.501: UTILITIES: WATER/SEWER</b>			<i>none issued</i>
<b>5111.3.504: UTILITIES: ELECTRICITY</b>			
	JE CPPA	electricity	180.49
<b>5111.3.505: UTILITIES: PROPANE</b>			
1051092	Ebbetts Pass Gas Service	propane	304.72
<b>5403 A: BANK CHARGES</b>			
	JE WestAmerica Bank	lockbox account fee	\$148.11
<b>5411 A: SPECIAL TAX HANDLING FEE</b>			
<b>5640 A: STRUCTURES</b>			<i>none issued</i>
<b>5701 A: EQUIPMENT</b>			<i>none issued</i>
<b>8001/5612 A: REFUNDS</b>			
13434	EPFD: San Filippo	refund overpayment	11.16

# **Ebbetts Pass Fire District**



May 10, 2018

To: Ebbetts Pass Board of Directors

RE: Ambulance Billing Services Quotations

Since the request from Novato Fire was received to dissolve the JPA between our agencies for ambulance billing services we have assembled a multiple quote from vendors to replace the service. For your review we have Wittman Enterprises and System Design West quotes for ambulance billing. Both vendors are familiar with the specifics of a Fire Based EMS Transport Agency such as ours.

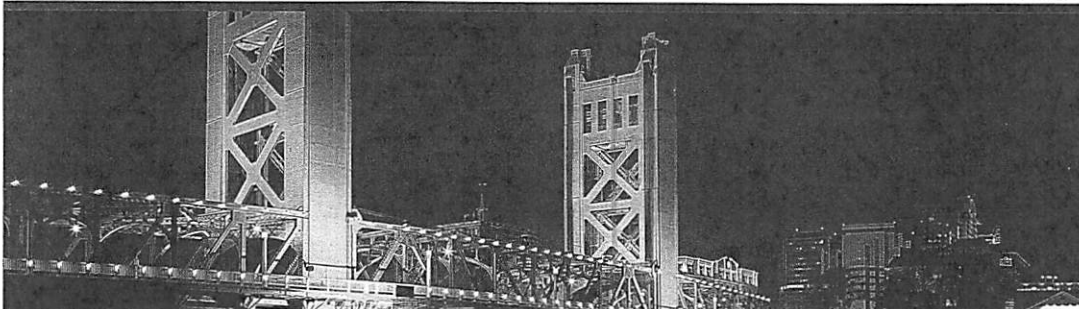
Ebbetts Pass Fire District

A handwritten signature in blue ink, appearing to read "Mike Johnson", is written over the printed name.

Fire Chief Mike Johnson

# EBBETTS PASS FIRE DISTRICT

Proposal for Ambulance Billing and Collection Services



Setting the Standard for EMS Billing

Wittman Enterprises, LLC  
11093 Sun Center Drive  
Rancho Cordova, California 95670  
[www.webillems.com](http://www.webillems.com)

Program Contact: Russ Harms  
Director of Business Development  
(916) 669-4628 Direct Line  
[rharms@webillems.com](mailto:rharms@webillems.com)

**Thank you for the opportunity to provide the Ebbetts Pass Fire District our company profile. For 27 years Wittman Enterprises has provided our clients complete EMS/Fire billing services in compliance with current local, state, and federal laws and statutes. We follow and exceed currently accepted standards for accurate, consistent, and the best EMS billing practices, while maximizing your revenue reimbursement: honoring your collections philosophy and treating each of your patients, citizens, and visitors as our own.**

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# Part 1: Introduction

## Accountability Platform

With this profile we hope to leave you with a full understanding of what Wittman Enterprises will do for the Ebbetts Pass Fire District.

If you have any questions about our commitment, our services, or anything about this summary please do not hesitate to contact any of us directly.

### Corinne Wittman-Wong, CEO

Direct Line ..... (916) 669-4608

Email ..... [cwittmanwong@webillems.com](mailto:cwittmanwong@webillems.com)

### Walter Imboden, President/CFO

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### Russ Harms, Director of Business Development

Direct Line ..... (916) 669-4628

Email ..... [rharms@webillems.com](mailto:rharms@webillems.com)

We appreciate this opportunity to re-introduce ourselves and our qualifications to your team. Wittman Enterprises, LLC, is pleased that our high standards of performance exceed the District's demands for the following fundamental objectives:



# 1 Customized Solutions

Since 1991 Wittman Enterprises has provided products and services specifically designed to assure that EMS Transport, First Responder, and Fire Service providers like the Ebbetts Pass Fire District are reimbursed in a timely manner for services they provide. **Wittman does not farm out these services; we coordinate them all from our single location in Sacramento, CA.**



## Solutions include:

- Ambulance Transport Billing and Fire Service Fee Recovery
  - ePCR Integration
- First Responder Billing and Collection
- Treat-no-Transport Billing and Collection (Assessments)
  - Membership Program Support
  - Patient Survey Program Support

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 7

# 2 Complete EMS and Fire Solutions



GEMT/IGT and other Gap Funding  
Support and Reporting



Survey Letters



Notice of Privacy Practices

## Bringing 27 Years of EMS Billing Experience

Since 1991, Wittman Enterprises has provided our clients complete ambulance billing services and solutions, accounts receivable management services, and collection services for Basic Life Support ("BLS"), Advanced Life Support ("ALS"), and non-transport services in compliance with current local, state, federal laws and statutes and HIPAA regulations.



Wittman is dedicated exclusively to the EMS/Fire industry and chooses to be experts in that industry rather than diversify into other medical billing fields.



Our excellent reputation is gained from professional relationships with providers and third-party payers, as well as from our sensitive yet collection-oriented communications with patients and their representatives.

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 9



We have a long and successful history of meeting and exceeding client expectations and service deadlines. As an extension of your EMS/Fire program, Wittman Enterprises maintains a strong customer service accountability platform that provides your team with direct phone numbers and real access to all management staff, starting with our CEO.



From the beginning of your project, we anticipate and manage for you issues such as: Medicare compliance and revalidation; reconciliation of payments from legacy billing accounts; responses to legal and other requests; and customization of a reporting program surpassing your program needs.



Most importantly, our specialized Wittman staff does ALL the work for you using our efficient streamlined process. Our Client Liaison team is always available to help identify key resources, to get you the results you want in a timely manner.

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 10

## 4 Maximizing Your Revenue Recovery

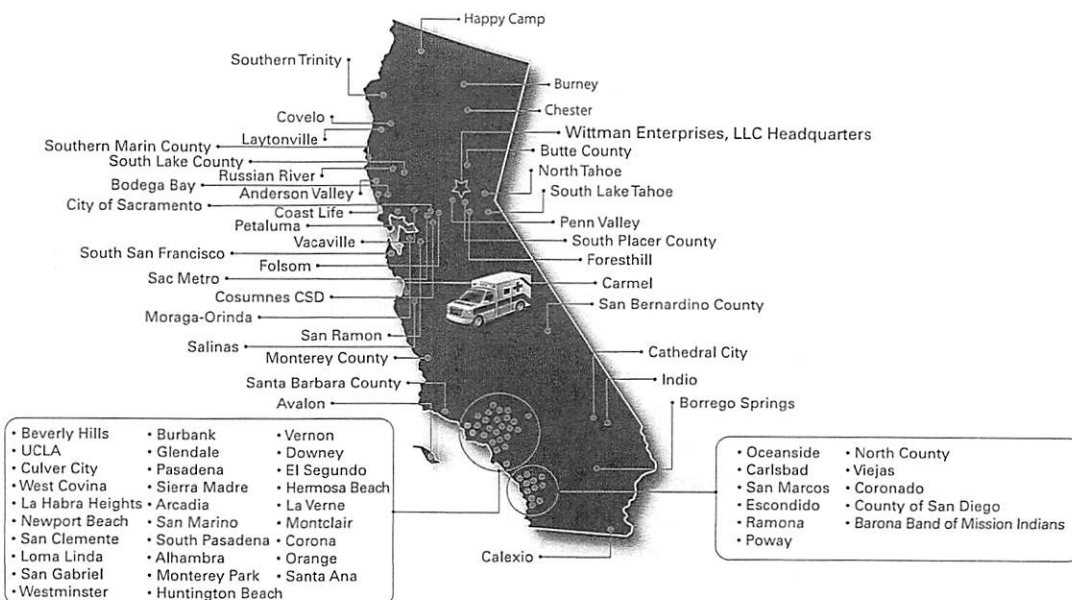
Our approach provides the lowest claims-per-employee ratio in our industry, generally resulting in 10-20% higher collection rates than our competitors.



Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 11

## 5 Building California Partnerships

We serve over 110 public EMS clients, including 73 Cities and Counties in California, and bill more than 500,000 claims annually.



**PROPRIETARY AND CONFIDENTIAL**  
In the event that copies of this presentation are requested from the Ebbetts Pass Fire District, Wittman Enterprises, LLC respectfully requests that this be redacted in its entirety from any and all copies provided via a Freedom of Information Act and/or similar state and local Acts. Its inclusion constitutes Proprietary and Confidential information. Unauthorized release of such confidential information puts us at an unfair disadvantage with future competitors if the information is released to the public in general.

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 12

## 6 Leadership & Management



### Project Supervision Team

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**Division Manager: Electronic Billing**  
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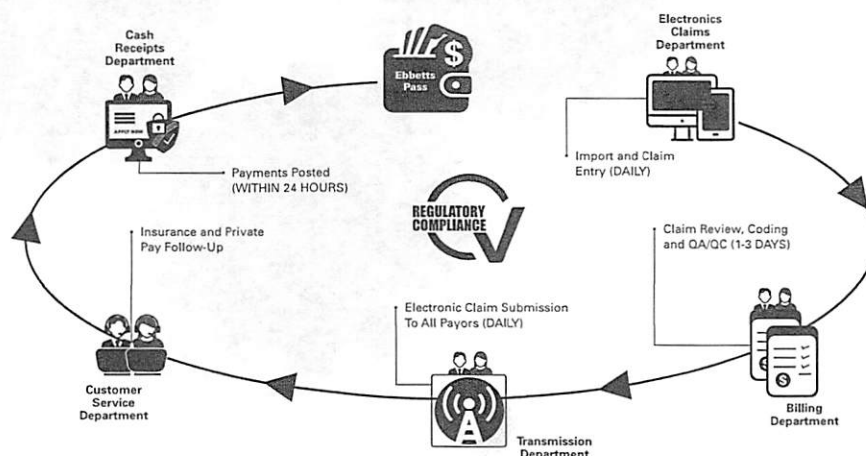
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**Kelly Burgess (CAC)**  
**Division Supervisor: Data Entry**  
 Direct Line: (916) 669-4605  
 Email: kburgess@webillems.com

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 13

## 7 Billing to Payment Cycle

Wittman innovates by fully embracing automated and technological advances while wholly recognizing that our quality service is reliant upon our talented people providing you the best level of service in our industry. We believe in our people and our results speak for themselves. In addition to collecting from Medicare, Medi-Cal, and private insurance, we aggressively appeal all denials, research all private pays to find viable insurance, and we work with patients to arrange alternate methods of repayment. We believe our 27 years of EMS billing success is a result of the ratio of quality people to the percentage of billed dollars collected. While technology is incredibly important, it is only as good as the people managing it.

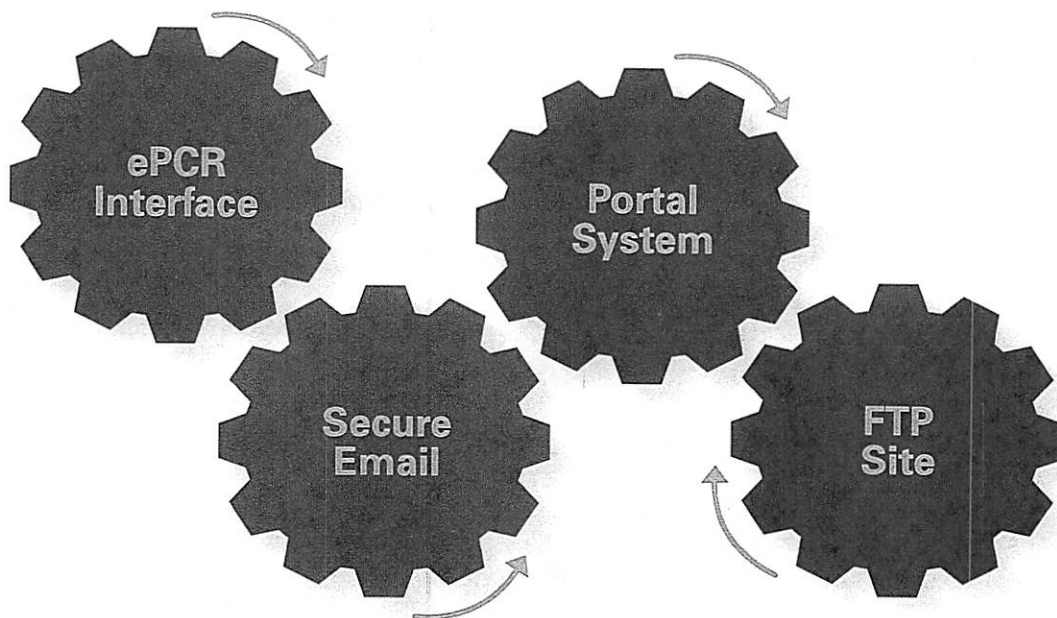


Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 14

## Part 2: Electronic Resources and Client Portal

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The Ebbetts Pass Fire District can count on Wittman Enterprises to conduct diligent, regular, and uninterrupted billing and collection services in a professional businesslike manner. Our personal approach and higher levels of service greatly exceed industry standards.



## ePCR Interface


Wittman Enterprises provides extensive mapping of information with all major ePCR systems to ensure that they correctly correspond to our billing system. There are no requirements or added costs for an electronic interface.



Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 17

## Client Portal

Wittman Enterprises, LLC offers secured Internet access to our billing system via our Client Portal, 24 hours a day. No additional software is required for Ebbetts Pass Fire District to access the information through our secured website. It is accessed through a secured login that is password protected. Information accessed from the Portal is in real time, allowing authorized Department personnel to view each claim wherever it is in the billing and collection process.



**CLIENT PORTAL**

**Portal Login**

Please enter your User ID and Password and click Secure Login

User ID:

Password:

Secure Login

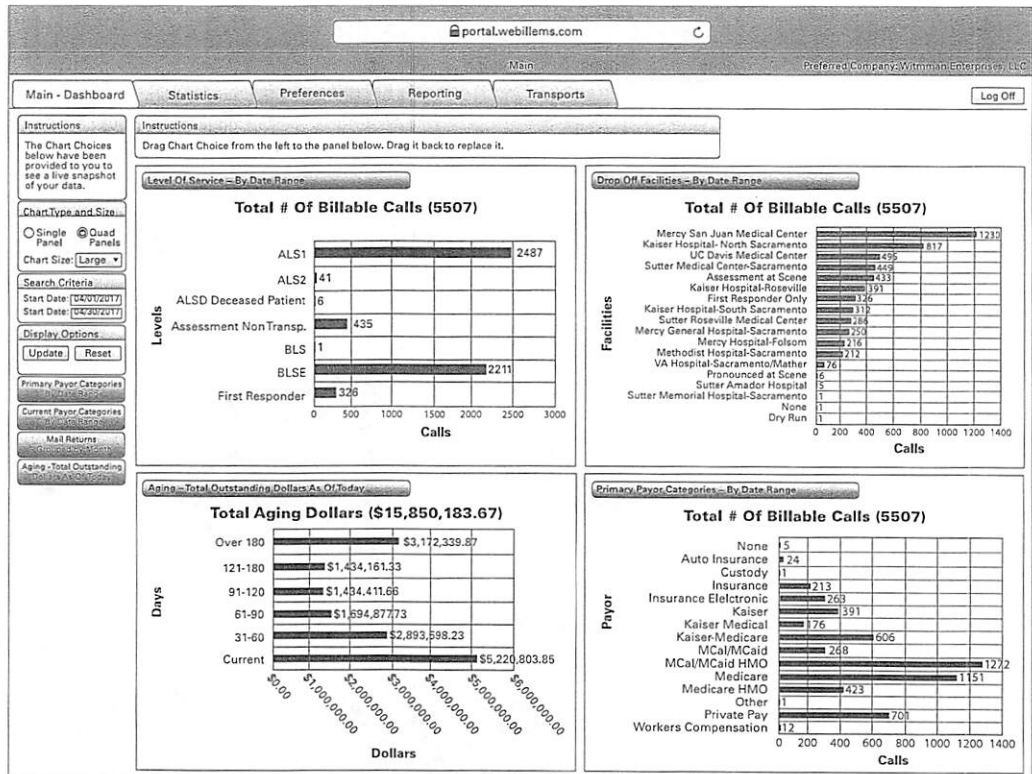
If you are experiencing any problems logging in, please call (855) 611-0056

- Main Screen – Dashboard
- Statistics
- Preferences
- Reporting
- Transports

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 18



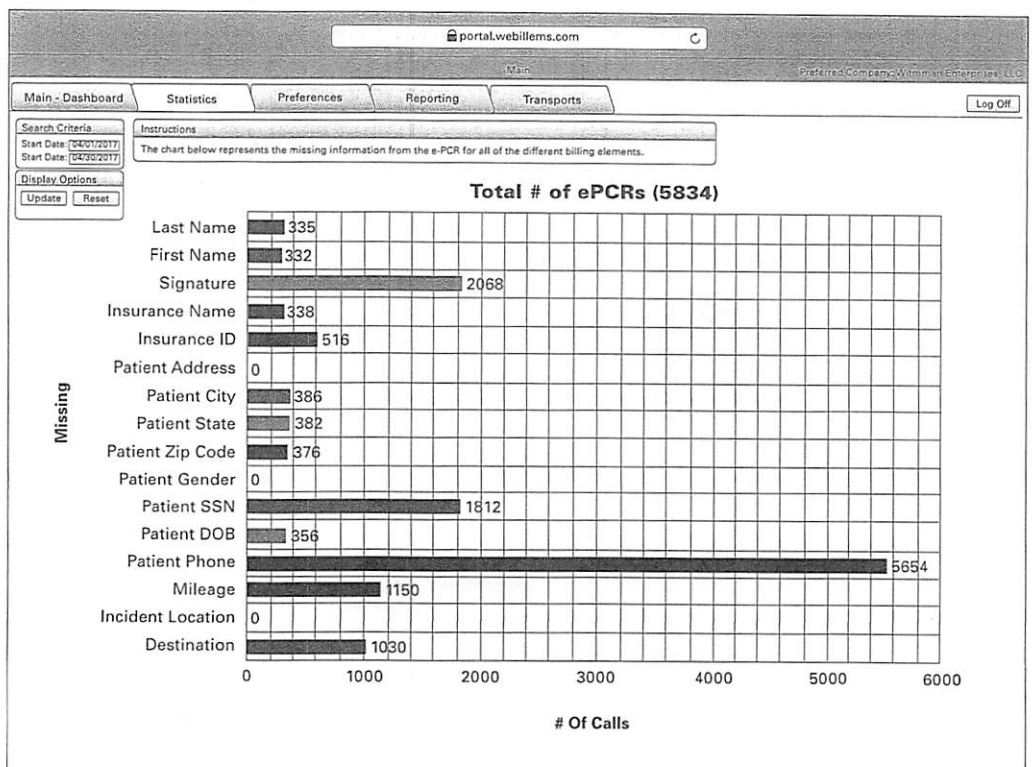
# Client Portal – Main Dashboard



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# Client Portal – Statistics



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# Client Portal – Preferences

portal.webillems.com

Preferences Preferred Company: Wittman Enterprises, LLC

Main - Dashboard Statistics Preferences Reporting Transports Log Off

**Instructions**  
Click the Change Button, then enter your changes and then click on the "SAVE" button. To cancel your changes, click the "CANCEL" button.

**Customer Information**  
Note Name:   
Email-Login ID:  Change  
Password:  Change Show  
Default Tab: Main - Dashboard Update  
Default Ticket Search: Date Of Service Update

**Assigned Companies**  
Wittman Enterprises, LLC

**Chart Choices**  
☒ Primary Payor Categories - By Date Range  
☒ Ticket Status - By Date Range  
☒ Current Payor Categories - By Date Range  
☒ Level Of Service - By Date Range  
☒ Drop Off Facilities - By Date Range  
☒ Mail Returns - Grouped By Type  
☒ Aging - Total Outstanding Dollars As Of Today  
☒ Payment Average - From First Bill To First Payment By Date Range For All Payors

**System Information**  
Wittman Go Live: 5/12/2017 Account Created: 5/12/2017  
Last Login: 6/27/2017 Last Password Reset: 6/27/2017  
Users Guide: Click Here...

**Contact Names/Email Links**  
Account Representative: Heather Montano  
Cash Representative: Palou Vinas  
Billing Representative: Sharon Haney

**Access Levels**

Customer Information: Yes	ViewPrint Statement: Yes	Main Tab: Yes
Billing Information: Yes	ViewPrint Invoice: Yes	Statistics Tab: Yes
Trip Notes Information: Yes	ViewPrint Receipt: Yes	Reporting Tab: Yes
Customer History Information: Yes	View PCR: Yes	Transport Tab: Yes
Services Information: Yes	View PCR Only: No	Month End Tab: No
Diagnosis & Alerts Information: Yes	Collection Agency: No	Download Tab: No
Trip History Information: Yes	Profit Centers Only: No	

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 21



# Client Portal – Reporting

portal.webillems.com

Main - Dashboard Statistics Preferences Reporting Transports Log Off

**Instructions**  
Select a report to view below and then choose your options and then click Display Report.

**Report Selector**

- Activity Summary by Payor Category
- Activity Summary by Vehicle
- Activity Summary Grouped by Vehicle
- Aging Detail by Current Payor
- Call Type Count by Patient Age
- Cash Receipts Journal by Date Posted
- Cash Receipts Journal SubReport
- Charge List
- Charge Type Detail
- Chief Complaint Count by Client Age
- Closing Balance Summary
- Credit Type Detail
- Dry Run Report
- Month End Sales Journal Detail
- Patients under 18
- Ticket Survey by Payor Category
- Ticket Survey Detail by Trip Date
- Ticket Survey Summary by Trip Date

**Report Description**  
This trip date-based accounting report, which is grouped by primary payor, displays all charges and credits, as well as balance and average totals.

**Search Criteria**  
Start Date: 04/01/2017 \*Required  
Start Date: 04/30/2017 \*Required

**Display Options**  
Display Report Start Over

**Report Viewer**

Report Run On: 6/29/17 at 3:17:05 PM

**Sample Company Name**  
Activity Summary Payor Category: (Date From: 04/01/2017-04/30/2017)

Profit Center: [none]

Payor Category	# of Trips	Gross Charge	Contr. Allow	Net Charges	Rev. Adj.	Payments	Write-Offs	Refunds	Balance	Average
Insurance	903	1,621,707.06	30,122.52	1,591,584.54	0.00	996,686.20	275.58	5,008.92	599,631.68	1,762.55
Medicare	2,180	4,430,100.50	3,481,092.99	949,007.51	1,002.97	846,496.07	1,102.32	415.43	100,821.58	435.32
Medi-Cal/Medicaid	1,716	3,064,905.84	2,805,268.64	259,637.20	-0.83	178,183.58	23,009.93	145.67	58,590.25	151.30
Private	707	845,906.94	0.00	845,906.94	2,161.53	27,640.02	46,531.35	0.00	769,574.04	1,196.47
Custody	1	1,735.91	1,337.77	398.14	0.00	398.14	0.00	0.00	0.00	398.14
Sub-Totals for: [none]	5,507	\$9,964,356.25	\$6,317,821.92	\$3,646,534.33	\$3,163.61	\$2,045,404.01	\$70,919.18	\$5,570.02	\$0.00	\$398.14

Report Courtesy of Wittman Enterprises, LLC

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# Client Portal – Transports

portal.webillms.com

Main - Dashboard Statistics Preferences Reporting Transports Log Off

Search Options

- ☐ Date Of Service
- ☒ Customer Name
- ☐ Incident Number
- ☐ Run Number
- ☐ Social Security Number
- Date Of Birth

Search Criteria

- ☒ Partial (Slower ResultTime)
- ☐ Exact (Faster ResultTime)

First Name

Last Name

Powers

Display Options

- ☒ Show Zero Balance Calls
- ☐ Cancelled Calls Only
- ☐ Show Tickets Continuously

Display Calls Reset

Search Results

Page 1 of 2

Job	Profit Center	Date of Service	Run Number	Incident Number	Customer Name (Last, First)	Date of Birth	Balance Due
0001-A		2015-10-28	293236	12314567	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-16	293236	12314566	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-09	293236	12314565	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-13	293236	12314564	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-23	303236	12314563	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-16	303236	12314562	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-30	313236	12314561	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-12	313236	12314560	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-04	323236	12314569	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-11	323236	12314568	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-29	323236	12314576	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-19	333236	12314588	POWERS, NICOLE	1982-01-22	\$0.00



## Additional Portals

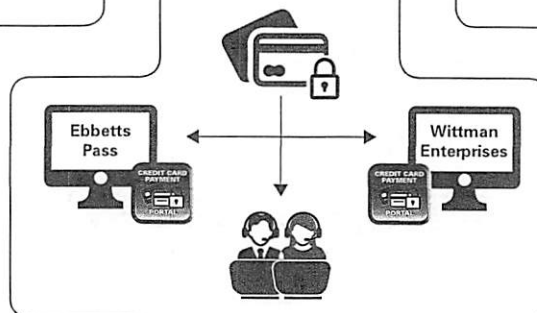


Provides patients with Portal access. Each invoice, statement, and letter mailed to patients provide a website link for them to access, login, provide insurance information, make a payment, or simply inquire about their bill.

All Portals are available 24 hours a day, 7 days a week. We respond to patient inquiries within one business day.



We have created a Collections Portal for the most commonly requested items from collection agencies based on input from our clients. This portal provides: reviewing accounts electronically, printing invoices, printing patient care reports, and printing 1500 billing forms.





## Secure Email

We provide the District access to our Secure Email Program from Axway.

It provides multiple tiers of security that can be used individually or in combination to block threats at the DMZ and within the enterprise network, and secure inbound and outbound email traffic at the content and network levels. MailGate SC simplifies management with one comprehensive secure email solution for inbound, outbound and encryption, providing secure file delivery without impacting your current environment.



## File Transfer Protocol (FTP) Access

We provide you access to our secure FTP site. We receive an email notification anytime reports or other information are uploaded to the site.

There is no file size limitation for client uploads. Additionally, some clients prefer that we download information from their own FTP software such as SFTP. We are comfortable with both options following your preference and policy.

# Part 3: Clear and Concise Reporting and GEMT Reporting

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 29

## Clear and Concise Reporting

### Meeting Reporting Requirements

The Ebbetts Pass Fire District will have access to our Client Portal and client reporting system allowing authorized Department and EMS/ Fire personnel to obtain invoices, account balances, billing reports, and other hands-on account management tools. Daily, monthly, quarterly, annual, and special reporting can be provided in PDF and Excel format. Our reporting system allows interface with Crystal reporting software. For example, one of the three proposal departments customized reporting program might include specific details such as:

- |   |                                 |
|---|---------------------------------|
| ✓ Number of Reports Received                      | ✓ Number Billed and Bill Type   |
| ✓ Calls Not Billed                                | ✓ Gross Charges                 |
| ✓ Contributions Allowed or Write Down             | ✓ Net Charges                   |
| ✓ Adjustments                                     | ✓ Payments                      |
| ✓ Refunds   | ✓ Balance Owed                  |
| ✓ Number of Bills and Amounts Sent to Collections | ✓ Pending Claims at Collections |
| ✓ Write Offs                                      | ✓ Aging Reports                 |

### Reporting Library

This is a small sample of our extensive reporting library. In fact, we have well over 200 system-generated reports as well as more than 100 customized reports to meet the reporting needs of all of our clients. Utilizing our in-house programmers, we are able to design reporting programs to fit all of our clients' needs.

- |  |                                  |
|--|----------------------------------|
| ✓ Management Summary                   | ✓ Ticket Survey Summary by Payer |
| ✓ Incident Survey Summary by Trip Date | ✓ Year-To-Date Revenue           |
| ✓ Aging: Current Payer (aging data)    | ✓ Cash Receipts Summary          |
| ✓ Credit Summary                       | ✓ Activity Summary by Vehicle    |
| ✓ Activity Summary by Payer            | ✓ Refund Report                  |

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 30

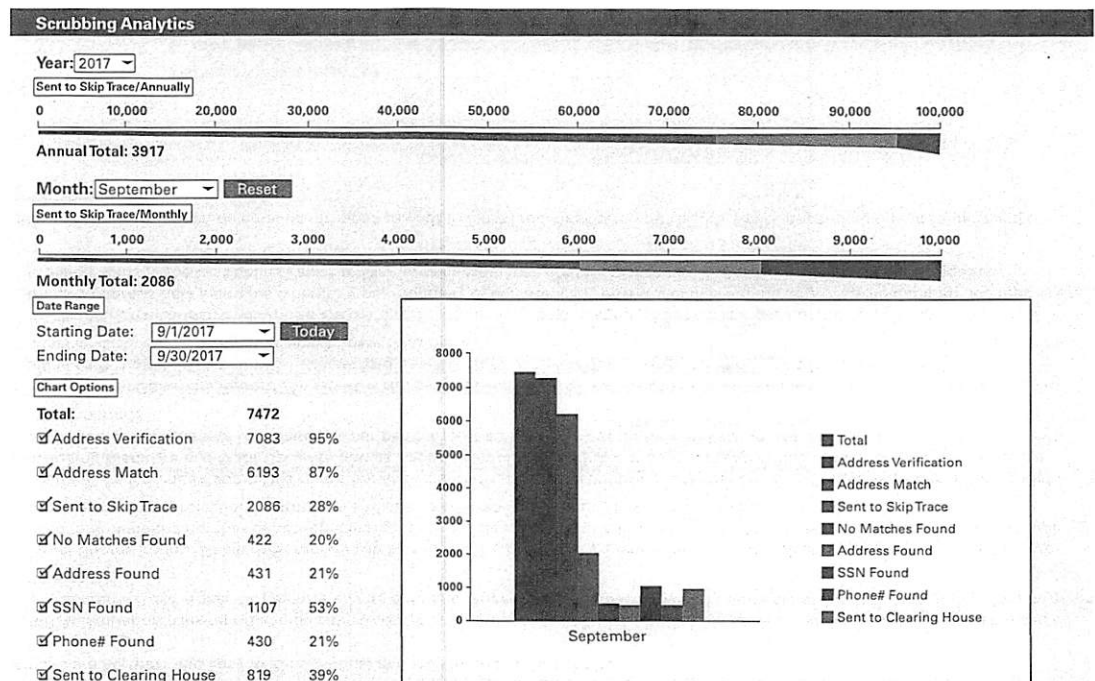
## Meeting Monthly Reporting Requirements

Our month-end correspondence with you includes Cash Receipt Reports that reconcile all deposits, receivables, billings, patient accounts, adjustments, dishonest checks, and refunds. All other processes and functions at Wittman Enterprises, LLC are ongoing. Financial and performance reports are detailed and easy to read. On-Demand (ad hoc) reports are our specialty and are provided at a moment's notice at no additional charge. These reports provide detailed accounting for account adjustments of any type and track revenue by period. Our reports are **Accurate and Easy to Read. Robust and Individualized. Accessible.**

- **A/R Aging Report:** This report can be either a detail or summary report based on trip date (date of service), patient, or payer. It can be customized to track a specific payer or payers and date ranges and lists how many ambulance claims are still outstanding for any given time period.
- **Ticket Survey Report:** Detail or Summary can be run by date of service, payer or patient or combination thereof. Ticket Surveys are used to provide the number of accounts input into the system in a given month and under the payer mix category. This information provides revenue projection information and can be used to verify that all tickets sent have been received.
- **Year-to-Date Revenue Report:** This report provides a snapshot of the last twelve months at any time. It offers totals in all categories including Medicare and Medi-Cal write-downs, monthly amount of delinquent accounts and refund amounts. It is a very effective performance analysis tool in monitoring our performance as it reflects our ongoing collection rate, both gross and net, for a twelve-month period.
- **Management Summary Report:** The report is run by fiscal year. It provides an accounting by financial class of total trips and dollars billed each month, with a cumulative year-to-date tracking. It also provides an accounting of the dollars received each month by financial class with a cumulative year-to-date tracking.
- **Ad Hoc Reports:** On-demand reports are our specialty and are provided at no additional charge. Our billing software collects and tracks numerous data elements whether input manually or electronically downloaded. From the large data field our ad hoc reports are available and on-line for Ebbetts Pass Fire District review and can contain month-end and real-time information as required.

Your monthly reports can be emailed, dropped to your FTP mailbox, or sent to you via U.S. Mail – depending on the Department's preferences.

## Incident Scrubbing Analytics





# Program Analytics: Activity Summary

Sample Fire District									
Activity Summary by Payor Category									
Date From: 1/1/2016 Through: 12/31/2017									
Company Totals									
Payor Category	# of Totals	Gross Charges	Contr. Allow.	Net Charges	Rev. Adj.	Payments	Write-Offs	Refunds	Balance
Insurance	11,424	20,870,826.60	754,550.92	19,816,275.68	14,852.03	16,360,001.02	228,093.43	106,084.10	3,319,412.10
Medicare	26,953	53,084,846.54	41,320,528.57	11,143,917.97	42,151.72	10,547,383.23	209,837.54	42,415.57	406,959.05
Medi-Cal / Medicaid	20,914	38,336,926.52	35,147,597.32	3,189,329.20	-1,072.42	2,676,555.56	238,447.00	11,706.76	287,105.82
Private	8,201	7,816,500.55	13,712.22	7,802,788.33	70,947.87	502,873.90	2,353,697.76	8,726.74	4,883,955.54
Custody	14	30,441.43	18,899.21	11,562.22	0.00	4,897.95	0.00	0.00	6,664.27
Grand Totals	64,506	\$119,439,561.64	\$77,856,688.24	\$41,582,873.40	\$126,920.20	\$30,091,711.66	\$2,030,078.73	\$168,331.17	\$8,904,096.90
Report Courtesy of Wittman Enterprises, LLC									

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# Management Summary Report

Management Summary Report Monthly and Fiscal Year to Date											
June 2017											
Financial Class	Number of Accounts	Percent of Total	Year to Date Total Accts.	Percent of Total YTD	Charges	Percent of Total	Year to Date Total Charges	Percent of Total YTD	Payments	Percent of Total	Year to Date Payments
Medicare	1175	21.16%	13780	23.84%	\$2,398,475.23	23.92%	\$27,597,401.67	26.55%	\$408,854.12	13.35%	\$5,174,886.59
Medicare HMO	427	7.69%	4569	7.90%	\$937,637.49	8.35%	\$9,142,475.10	8.80%	\$119,539.48	3.90%	\$1,650,965.57
Medi-Cal	250	4.66%	2449	4.24%	\$424,928.16	4.24%	\$4,425,351.69	4.26%	\$16,167.24	0.53%	\$307,507.40
Medi-Cal HMO	1226	22.07%	14523	25.12%	\$2,209,036.50	22.03%	\$27,224,548.35	26.19%	\$343,222.35	11.20%	\$2,518,538.22
Insurance	453	8.16%	5294	9.16%	\$837,747.19	8.35%	\$10,003,096.94	9.62%	\$766,656.65	25.03%	\$9,290,105.54
Private Pay	893	16.08%	12086	20.91%	\$1,170,164.17	11.67%	\$14,718,332.06	14.16%	\$219,847.31	7.18%	\$2,304,560.40
Kaiser	402	7.24%	4373	7.56%	\$743,894.29	7.42%	\$8,177,324.56	7.87%	\$867,313.31	28.31%	\$8,812,455.00
Kaiser MCAL	164	2.95%	172	0.30%	\$297,518.85	2.97%	\$311,660.40	0.30%	\$25,608.13	0.84%	\$287,892.48
Kaiser MCARE	555	9.99%	555	0.96%	\$1,097,514.82	10.84%	\$1,700,640.89	1.64%	\$294,072.96	9.63%	\$3,002,399.82
Other	0	0.00%	0	0.01%	\$0.00	0.00%	\$14,341.55	0.01%	\$1,027.55	0.03%	\$7,251.71
Prior Sales					\$21,600.72	0.22%	\$634,732.79	0.61%			
Sub Total	5554	100.00%	57809	100.00%	\$10,028,517.39	100.00%	\$103,950,112.00	100.00%	\$3,063,429.10	100.00%	\$33,354,572.71
	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Total	5554	100.00%	57809	100.00%	\$10,028,517.39	100.00%	\$103,950,112.00	100.00%	\$3,063,429.10	100.00%	\$33,354,572.71

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In the event that copies of this presentation are requested from the Ebbetts Pass Fire District, Wittman Enterprises, LLC respectfully requests that this be redacted in its entirety from any and all copies provided via a Freedom of Information Act and/or similar state and local Acts. Its inclusion constitutes Proprietary and Confidential information. Unauthorized release of such confidential information puts us at an unfair disadvantage with future competitors if the information is released to the public in general.



# Year-to-Date Revenue Report

	CHARGES BILLED	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER WRITE DOWNS	NET CHARGES BILLED	PAYMENTS	REFUNDS	COLL. ADJ.	NET PAYMENTS	BAD DEBT WRITE OFFS	FIRST RESPONDER WOFF	BALANCE WRITE OFFS	ADJUSTMENTS	TOTAL A/R
JULY '16	\$ 8,899,822.15	\$ 2,421,384.91	\$ 1,118,242.47	\$ 43,644.82	\$ 5,316,750.95	\$ 2,274,602.31	\$ 12,200.28	\$ 75,141.26	\$ 2,681,843.66	\$ 1,833,874.79	\$ 141,317.54	\$ 18,789.27	\$ 2,429.28	\$ 14,812,841.85
AUGUST '16	\$ 9,370,489.77	\$ 3,111,177.87	\$ 1,619,440.33	\$ 194,584.29	\$ 5,350,667.28	\$ 2,517,093.21	\$ 14,894.98	\$ 15,379.44	\$ 3,494,876.84	\$ 211,079.12	\$ 47,420.10	\$ 77,812.21	\$ 16,819.90	\$ 15,094,164.85
SEPTEMBER '16	\$ 9,231,416.18	\$ 3,146,124.90	\$ 1,620,479.73	\$ 72,808.78	\$ 5,391,998.77	\$ 3,781,003.43	\$ 14,893.13	\$ 8,234.81	\$ 2,591,172.47	\$ 247,760.89	\$ 137,244.77	\$ 24,640.88	\$ 6,819.83	\$ 14,583,837.40
OCTOBER '16	\$ 8,649,179.34	\$ 3,192,456.02	\$ 1,692,879.19	\$ 79,265.90	\$ 5,277,478.24	\$ 2,619,290.47	\$ 11,851.95	\$ 10,617.78	\$ 2,697,170.70	\$ 344,145.87	\$ 1,601.49	\$ 2,718.52	\$ 2,714.35	\$ 13,091,628.34
NOVEMBER '16	\$ 8,250,111.36	\$ 3,014,218.82	\$ 1,478,662.77	\$ 73,004.90	\$ 4,244,224.87	\$ 2,771,143.17	\$ 18,786.43	\$ 4,407.57	\$ 2,752,133.33	\$ 184,666.19	\$ 775.58	\$ 31,726.08	\$ 4,432.12	\$ 15,231,819.52
DECEMBER '16	\$ 10,767,242.11	\$ 2,842,144.44	\$ 1,428,094.41	\$ 114,351.82	\$ 5,652,851.44	\$ 2,421,293.77	\$ 24,746.47	\$ 8,193.71	\$ 2,544,827.79	\$ 353,115.78	\$ 265,277.08	\$ 1,284.88	\$ 474.80	\$ 15,459,779.56
JANUARY '17	\$ 11,184,882.89	\$ 3,082,448.28	\$ 1,526,115.72	\$ 43,076.77	\$ 6,533,244.12	\$ 2,412,814.13	\$ 23,296.79	\$ 1,070.08	\$ 2,431,129.34	\$ 229,463.82	\$ 43,882.81	\$ 14,119.78	\$ 243.09	\$ 16,394,267.89
FEBRUARY '17	\$ 9,020,651.81	\$ 3,449,611.02	\$ 1,983,144.82	\$ 83,264.84	\$ 5,237,621.13	\$ 1,846,977.09	\$ 24,183.21	\$ 4,212.81	\$ 1,818,386.09	\$ 227,702.84	\$ 26,822.42	\$ 4,937.66	\$ 484.96	\$ 13,724,174.79
MARCH '17	\$ 10,527,628.02	\$ 3,215,173.83	\$ 1,455,296.11	\$ 109,378.11	\$ 5,748,019.97	\$ 3,019,628.09	\$ 13,223.59	\$ 2,414.59	\$ 3,031,999.81	\$ 201,376.71	\$ 255,261.51	\$ 68,043.39	\$ 1,694.04	\$ 16,545,251.12
APRIL '17	\$ 9,940,289.49	\$ 3,178,627.89	\$ 1,969,832.83	\$ 84,722.07	\$ 5,298,016.71	\$ 3,215,951.41	\$ 45,019.47	\$ 1,429.72	\$ 3,141,445.19	\$ 281,596.94	\$ 31,498.16	\$ 22,778.43	\$ 1,506.94	\$ 16,339,270.80
MAY '17	\$ 10,601,258.88	\$ 3,256,640.97	\$ 1,441,132.37	\$ 77,007.43	\$ 5,726,418.11	\$ 3,443,081.25	\$ 21,940.73	\$ 11,426.27	\$ 3,299,625.12	\$ 149,644.44	\$ 149,533.22	\$ 31,497.85	\$ 8,711.41	\$ 16,588,696.42
JUNE '17	\$ 10,029,417.39	\$ 3,207,187.21	\$ 1,396,878.64	\$ 132,470.72	\$ 5,227,658.99	\$ 3,060,028.10	\$ 39,002.73	\$ 1,099.61	\$ 3,021,146.77	\$ 129,451.19	\$ 87,824.58	\$ 24,444.52	\$ 8,779.97	\$ 16,328,649.59
YEAR TO DATE														
TOTALS	\$ 120,023,200.41	\$ 41,477,441.32	\$ 21,469,518.17	\$ 1,071,118.13	\$ 35,623,822.99	\$ 33,254,279.71	\$ 237,155.87	\$ 111,427.13	\$ 32,809,810.81	\$ 4,165,416.08	\$ 1,272,741.82	\$ 209,157.28	\$ 47,344.90	
YTD														
PERCENTAGE OF REVENUE		34.72%	31.37%	0.89%	33.61%	27.78%	0.28%	0.09%	37.61%	3.47%	1.04%	0.22%	0.04%	
YTD														
PERCENTAGE OF NET REVENUE									82.87%					

**CONFIDENTIAL**

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# GEMT Reporting

With the recent implementation of the California GEMT program, Wittman Enterprises provided leadership throughout the process, working closely with the designers of the program (Sac Metro, Chief Scott Clough, etc.), providing several training opportunities for our clients and designing reports specifically related to the information needed when applying for GEMT and IGT monies.

## GEMT Support Timeline: Pre-GEMT Rollout

- Worked with Sac Metro and the State, providing transport numbers and calculations to them as they worked on their cost sheets
- After the bill passed (AB 678) and became GEMT officially, we worked with our California clients through the entire set-up process: attending State-sponsored GEMT instruction meetings; helping provide rough projections of potential GEMT income based on Medi-Cal transport information; sponsored a webinar where Chief Scott Clough answered the most frequently asked questions from our clients about the GEMT
- Set up a section of our website for easy-to-find links and references associated with the GEMT program (please see [www.webillems.com/GEMT-Program-Resources/](http://www.webillems.com/GEMT-Program-Resources/)).
- The unofficial "rough" projections required by the State were needed to estimate what each provider was likely going to submit when the official program began. We provided the following unofficial formula to help clients get a rough idea of their numbers:
  - Take the total amount of your direct EMS cost and add that to your indirect cost
  - Divide that number by your total number of Medi-Cal transports.
  - This would give you an average cost of transport
  - Multiply the average cost by the number of Medi-Cal transports and submit that as your estimate.

## GEMT Support Timeline: Post-GEMT Rollout

- Provided customized GEMT reports for participating clients as they filled out their required cost reports.
- Fielded calls with questions regarding the cost reports and how to use the Wittman reports to help them complete the GEMT cost reports.
- Provided regular email and phone call updates reminding clients when their first cost reports were due and providing them their customized transport reports to help them complete the reports.

# GEMT REPORT: Med-Cal Fee for Service (GEMT transports)

Medi-Cal Fee For Service GEMT Transports			
Company IS <span style="border: 1px solid black; padding: 0 20px;"> </span> District <span style="border: 1px solid black; padding: 0 20px;"> </span>			
Payer	DOS	# of Trips	Payments
<b>SAMPLE FIRE COMPANY</b>			
Fiscal Year: (2015-2016)		398	57,347.11
Quarter: 1 (07/01/2015-09/30/2015)		80	12,002.69
Medi-Cal California		80	12,002.69
Quarter: 2 (10/01/2015-12/31/2015)		95	13,778.75
Medi-Cal California		95	13,778.75
Quarter: 3 (01/01/2016-03/31/2016)		108	15,374.27
Medi-Cal California		108	15,374.27
Quarter: 4 (04/01/2016-06/30/2016)		115	16,191.40
Medi-Cal California		115	16,191.40

## PROPRIETARY AND CONFIDENTIAL

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# GEMT REPORT: Medi-Cal HMO (GEMT transports)

Medi-Cal HMO GEMT Transports			
Company IS <span style="border: 1px solid black; padding: 0 20px;"> </span> District <span style="border: 1px solid black; padding: 0 20px;"> </span>			
Payer	DOS	# of Trips	Payments
<b>SAMPLE FIRE COMPANY</b>			
Fiscal Year: (2015-2016)		1,538	231,182.46
Quarter: 1 (07/01/2015-09/30/2015)		377	58,444.25
Medi-Cal HMO Alliance for HealthCare		2	175.88
Medi-Cal HMO Alliance for HealthCare		1	8.06
Medi-Cal HMO Blue Cross/Blue Shield		171	29,211.89
Medi-Cal HMO CA Health and Welfare/USAA		3	321.82
Medi-Cal HMO Community Health Group/USAA		1	184.26
Medi-Cal HMO Contra Costa Health Plan/USAA		2	343.85
Medi-Cal HMO Health Net/USAA		124	17,888.88
Medi-Cal HMO Health Plan of San Joaquin/USAA		12	1,738.23
Medi-Cal HMO HMO Blue Cross/Blue Shield		1	188.81
Medi-Cal HMO Molina Healthcare/USAA		55	8,584.14
Medi-Cal HMO Molina HMO San Joaquin/USAA		2	343.78
Medi-Cal HMO Partnership Health Plan/USAA		3	438.28
Quarter: 2 (10/01/2015-12/31/2015)		399	57,722.42
Medi-Cal HMO Alliance for HealthCare		1	121.48
Medi-Cal HMO Alliance for HealthCare		2	347.81
Medi-Cal HMO Blue Cross/Blue Shield		184	31,841.17
Medi-Cal HMO Contra Costa Health Plan/USAA		2	311.10
Medi-Cal HMO Contra Costa Health Plan/USAA		3	453.84
Medi-Cal HMO Gold Coast Health Plan/USAA		1	148.28
Medi-Cal HMO Health Net/USAA		123	18,268.37
Medi-Cal HMO Health Plan of San Joaquin/USAA		17	2,734.88
Medi-Cal HMO Health Plan of San Joaquin/USAA		1	193.23
Medi-Cal HMO Molina Healthcare/USAA		41	6,214.25
Medi-Cal HMO Partnership Health Plan/USAA		7	871.27
Medi-Cal HMO Santa Clara Family HMO/USAA		2	324.21
Medi-Cal HMO Santa Clara Family HMO/USAA		1	187.80
Quarter: 3 (01/01/2016-03/31/2016)		398	57,821.86
Medi-Cal HMO Alliance for HealthCare		2	432.37
Medi-Cal HMO Blue Cross/Blue Shield		183	29,154.25
Medi-Cal HMO CA Health and Welfare/USAA		1	139.35
Medi-Cal HMO Contra Costa Health Plan/USAA		1	184.89
Medi-Cal HMO Health Net/USAA		118	18,838.88
Medi-Cal HMO Health Plan of San Joaquin/USAA		22	3,333.32
Medi-Cal HMO Molina Healthcare/USAA		40	6,283.27
Medi-Cal HMO Molina HMO San Joaquin/USAA		1	188.81
Medi-Cal HMO Partnership Health Plan/USAA		7	1,188.17
Medi-Cal HMO Santa Clara Family HMO/USAA		5	811.17
Quarter: 4 (04/01/2016-06/30/2016)		264	57,193.92
Medi-Cal HMO Alliance for HealthCare		3	437.38
Medi-Cal HMO Blue Cross/Blue Shield		171	28,842.38

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# **GEMT REPORT:** **(Total Number of MTS Transports)**

GEMT Total Number of MTS Transports	
Trip date IS BETWEEN 07/01/2015 AND 06/30/2016; AND Company IS <span style="background-color: black; color: black;">XXXXXXXXXX</span>	
	# of Trips
<b>SAMPLE FIRE COMPANY</b>	
<b>Fiscal Year: (2015-2016)</b>	<b>12,780</b>
<b>Quarter: 1 (07/01/2015-09/30/2015)</b>	<b>3,020</b>
Managed Care	503
Fee For Service	88
Medi-Medi	307
Other	2,122
<b>Quarter: 2 (10/01/2015-12/31/2015)</b>	<b>3,203</b>
Managed Care	521
Fee For Service	105
Medi-Medi	329
Other	2,248
<b>Quarter: 3 (01/01/2016-03/31/2016)</b>	<b>3,347</b>
Managed Care	510
Fee For Service	111
Medi-Medi	374
Other	2,352
<b>Quarter: 4 (04/01/2016-06/30/2016)</b>	<b>3,210</b>
Managed Care	512
Fee For Service	128
Medi-Medi	367
Other	2,203

CONFIDENTIAL

**PROPRIETARY AND CONFIDENTIAL**

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Part 4:  
 Together We  
 Achieve the  
 Extraordinary

# **Together We Achieve the Extraordinary**

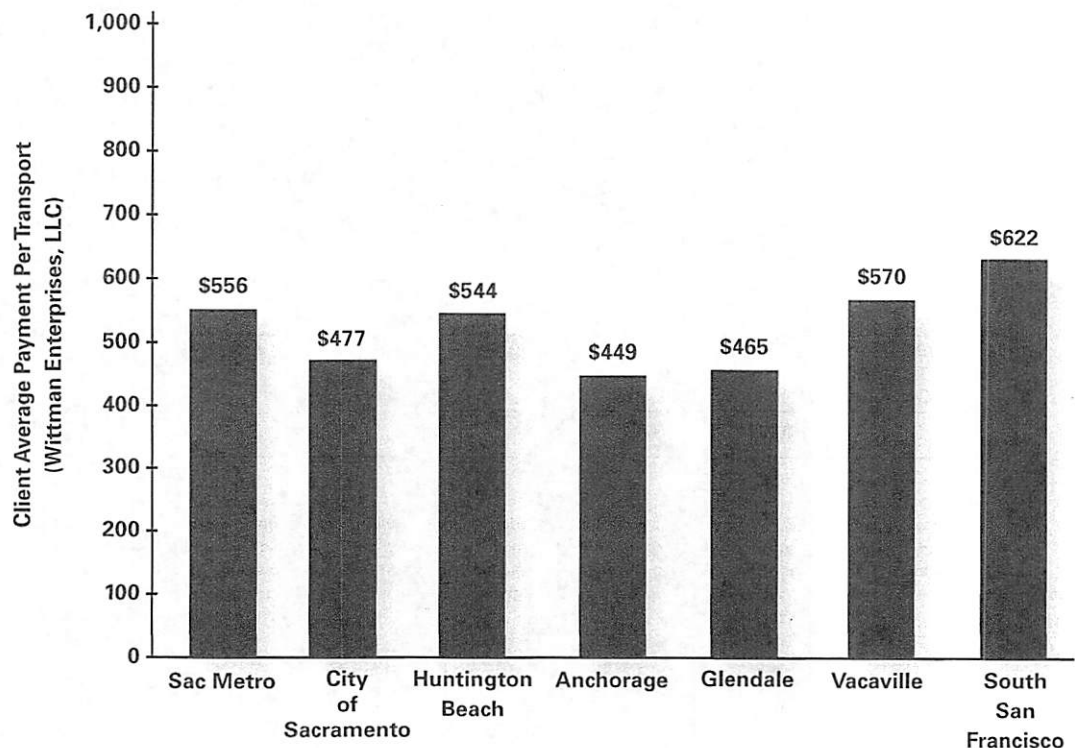
## Performance History

Through streamlined efficiency, talented staff, selective automation, and continuous improvement, Wittman has a long record of strong collection returns for our clients on billed charges. In 2017 we billed \$663,777,557 and collected \$208,295,265. Wittman Enterprises generally outperforms our competitors by 10% to 20% in net collections for our EMS partners. Substantial successful and reliable performance in providing our services for public ambulance departments can be seen in all of our client histories; however, please consider the following examples:

CLIENT	AVERAGE ANNUAL		
	RUNS	GROSS CHARGES	GROSS COLLECTED REVENUE
<b>Sacramento Metropolitan Fire District, CA</b> <i>(EMS Billing Partners since 2001)</i>	65,798	\$121,385,149	\$32,934,809
<b>City of Sacramento, CA (projected)</b> <i>(EMS Billing Partners since 2017)</i>	49,502	\$97,837,000	\$22,000,000
<b>Huntington Beach, CA</b> <i>(EMS Billing Partners since 2007)</i>	12,332	\$17,094,297	\$6,783,126
<b>Anchorage, AK</b> <i>(EMS Billing Partners since 2012)</i>	20,671	\$18,144,90	\$9,016,532
<b>Glendale, CA</b> <i>(EMS Billing Partners since 2000)</i>	10,814	\$20,254,486	\$5,343,660

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 41

## Client Performance Comparison



Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 42

# Part 5: Cost and Services Proposal

Ebbetts Pass Fire District: Proposal for Ambulance Billing and Collection Services | 43

## Cost Proposal

Wittman Enterprises, LLC is pleased to offer Ebbetts Pass Fire District all billing collections, financial reporting, and accounts receivable management described in this proposal based on the following fee schedule options. Agreed-upon full Scope of Work will be finalized during contract discussions. Based on our 27-year-history, we are confident that no California-based biller will be able to provide as much actual reimbursement as Wittman Enterprises has consistently demonstrated, most recently with the City of Sacramento and the City of South San Francisco. Wittman has a proven record of collection 10-20% more than our competitors. Out-of-state billing companies will not be able to arrive at these reimbursements either, due to their lack of billing and collection experiences in the State of California and the thousands of payors (which makes California a different project compared to payors in other states). We encourage you to check with the City of Sacramento, South San Francisco, and any of our clients who have switched from our competitors to Wittman Enterprises.

As part of our business model, we have chosen to charge our clients a fair market rate that allows us to maintain a superior level of service with a staffing level that provides both exceptional collection results and unmatched customer service. Reducing fees to "beat" the competition would mean that we cannot provide the level of customer service and performance on which our company is built. *Wittman Enterprises generally outperforms our competitors by 10%-20% in net collections to our clients' bottom line.* We will likely collect more for you than your current vendor using our 27-year commitment to putting the right people to the task, doing the job thoroughly and doing it the right way, and at the same time providing the best in client services.

Based on the payor mix information you provided us and the number of annual runs, we estimate a preliminary per-ticket fee range between \$25 and \$27. We would like to provide a revised proposal based on your department fee schedule and based upon your responses to the following questions. Once we have received this additional information we will provide you a projection comparison between your current billing company and Wittman Enterprises in terms of overall performance. At that time we will also be able to provide you a solid per-ticket cost proposal.

## NEW EMS Billing Services Questionnaire

1. How many transports did the District provide, for the last three fiscal or calendar years?
2. What is the District's average transport charge?
3. What is the District's average mileage per transport?
4. What is the average ALS and BLSE transport charge?
5. Please provide the current billable charges for base rates, mileage, and any other services or supplies.
6. Do you charge for non-transports? If so, what is your rate and how many non-transports did the District have in the last three fiscal or calendar years?
7. Please provide annual or fiscal year total transport charges for 2015, 2016 and 2017.
8. Please provide annual or fiscal year total receipts for 2015, 2016 and 2017.
9. Beside the obligated write-downs for Medicare and Medicaid, do you have other payers with which you are obligated to write-off the balance? If yes, will you please identify them along with corresponding write-off amounts in the last annual or fiscal year? Do you have any contracts with insurance companies?
10. What dollar amount was sent to and collected by your collection agency in calendar or fiscal year 2015, 2016, and 2017?

## Service

We are a full-service billing agency from the point of data entry to the last cent collected. Our fees contain the full range of EMS billing services including:

- Accurate, efficient, and experienced billing staff
- ePCR integration
- Each document confirmed, and screened
- Electronic billing to Participating Payers
- Billing private insurance
- Employee background checks
- Bilingual staff
- Client Liaison team
- Lower claims-per-staff ratio
- Unlimited access to Client Portal
- Insurance finding and pre-verification
- Assignment authorization verification
- Destination hospital contact/patient demographics
- Toll-free number (calls answered by real people)
- Personalized reporting
- Relentless Claim Appeals team
- No extra charge for billing postage

**Thank you for this opportunity to introduce ourselves and our qualifications to your team.**

### Corinne Wittman-Wong, CEO

Direct Line ..... (916) 669-4608  
Email ..... [cwittmanwong@webillems.com](mailto:cwittmanwong@webillems.com)

### Walter Imboden, President/CFO

Direct Line ..... (916) 669-4602  
Email ..... [wimboden@webillems.com](mailto:wimboden@webillems.com)

### Kathryn Garcia, Vice President

Direct Line ..... (916) 669-4606  
Email ..... [kwolf@webillems.com](mailto:kwolf@webillems.com)

### David Wittman, COO

Direct Line ..... (916) 669-4601  
Email ..... [dwittman@webillems.com](mailto:dwittman@webillems.com)

### Russ Harms, Director of Business Development

Direct Line ..... (916) 669-4628  
Email ..... [rharms@webillems.com](mailto:rharms@webillems.com)

### Joe Balkema, Executive IT Director

Direct Line ..... (916) 669-4620  
Email ..... [jbalkema@webillems.com](mailto:jbalkema@webillems.com)

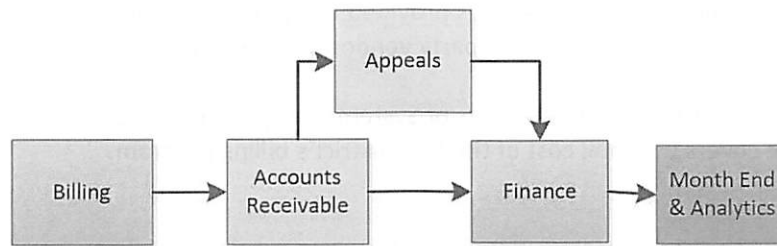


**SYSTEMS DESIGN WEST, LLC**  
P O Box 3510 | SILVERDALE, WA | 98383-3510  
TOLL-FREE: (800) 585-5242 | TEL: (360) 394-7020  
FAX: (360) 394-7099

5/8/18

## **EBBETTS PASS FIRE DISTRICT**

Systems Design will deliver a comprehensive billing program of the highest quality to Ebbetts Pass Fire District.



*Overview of Systems Design's customizable billing program.*

### **Cornerstones of Systems Design's Billing Program**

- **Net collection rate of 91.1%**, which is at the very top of the industry.
- Seamless billing software integration with all ePCR systems, including ESO. Our ESO billing software can import NEMSIS 2.2.1- and NEMSIS 3.4.0-compliant XML files from any ePCR software.
- Prompt, accurate and complete claims coding reviewed prior to sending.
- Detailed and timely patient account reviews done by people, not computers.
- Tenacious appeals process to address denied claims.
- Month-end reports that provide detailed information of processed claims and insurance payer mix. We will create customizable reports that will best meet the Fire District's operational needs.
- Online access to patient accounts, billing history, and reports, all customizable and real-time.
- Financial and statistical analyses provided to assist with budgeting and projections.
- Enrollments, credentialing and payer accounts management to alleviate administrative burden.
- Regular newsletters and annual training workshops to keep clients informed.
- Assistance with administration of GEMT program.

### **Benefits of Systems Design's Billing Program to Ebbetts Pass Fire District**

- Peace of mind.
- Accountability to your community.
- Improved front office productivity. Systems Design will bear the administrative burden of the Fire District's billing program.
- Fewer claim denials.
- Maximized revenue.
- Compliance with insurance policies and regulations.
- Staying up-to-date with the latest changes in payer policies, GEMT, and compliance.
- Accurate accounts reconciliation.

*Prepared by Jenn Braus, Owner & CEO*



**SYSTEMS DESIGN WEST, LLC**

P O Box 3510 | SILVERDALE, WA | 98383-3510

TOLL-FREE: (800) 585-5242 | TEL: (360) 394-7020

FAX: (360) 394-7099

5/8/18

**Cost Proposal for Ebbetts Pass Fire District's Billing Program**

**\$24.00 per transport + actual postage for invoices and statements sent on behalf of Ebbetts Pass Fire District.**

This proposed price is all-inclusive for all services provided by Systems Design. There are no annual fees, no administrative fees, no setup fees, no third-party vendor fees, and no hidden costs.

Ebbetts Pass Fire District will gain all the benefits of Systems Design's comprehensive billing program. This all-inclusive price covers the total cost of the Fire District's billing program.

**References**

Please do not hesitate to contact our clients if you wish to find out more about Systems Design:

**BENTON COUNTY FPD 4**

Telephone: (509) 967-2945

Primary Contact: Bill Whelan, Fire Chief

**SHOSHONE COUNTY EMS CORPORATION**

Telephone: (208) 446-4822

Primary Contact: Bill Holstein, Chief Officer

**CITY OF DALLAS OREGON**

Telephone: (503) 831-3537

Primary Contact: Todd Brumfield, Ops Chief

**EAST PIERCE FIRE & RESCUE**

Telephone: (253) 863-1800

Primary Contact: Russ McCallion, Assistant Chief

**CITY OF PORT ANGELES, WA**

Telephone: (360) 417-4655

Primary Contact: Ken Dubuc, Fire Chief

**SNOHOMISH COUNTY FIRE DISTRICT No 7**

Telephone: (360) 668-5357

Primary Contact: Scott Dorsey, MSO

**JEFFERSON RURAL FIRE PROTECTION  
DISTRICT (OR)**

Telephone: (541) 327-2822

Primary Contact: Scott Shepherd, Assistant  
Chief/MSO

**CITY OF FAIRBANKS, AK**

Telephone: (907) 459-6776

Primary Contact: Margarita Bell, GL Accountant

## SDW's 12-Step Billing Transition Program

---

1. Sign PSA and BAA.
2. Attach copies of your Fee and Billing policy documents to PSA. SDW will use these to ensure that we are billing compliantly with your policies. If you do not have a policy document, contact Shelley Brewington at SDW (shelleyb@sdwems.com) for a template and advice on what should be included.
3. Ask your current biller for copies of any award letters or other enrollment info they have done for you, such as copies of revalidations if you don't have these on file yourself.
4. Notify current biller of your intent to terminate at whatever date is appropriate under the terms of the contract (this is often 60 days, but can be longer). Time this so new billing starts at the beginning of a month. Preferably, the current biller will continue to work claims that they have already billed out, but this is negotiable. Assure them that SDW will not impede their access to claim or payment information in any way.
5. If your current biller is cooperative, ask them for help completing the attached New Client Payer Login Credentials document with provider numbers and log-ins that they have set up on your behalf. (You can try this at the same time as step 3 if you are comfortable with your current biller.) Please also provide a list of insurers currently paying your claims via EFT. SDW will use the info provided to complete necessary updates to your provider files with Medicare, Medicaid, etc. These will be sent to you for your review and signatures.
6. Complete the attached Provider Enrollment Form and gather the necessary attachments listed on page 2. If your bank is not on the attached Local Bank list, contact SDW to discuss other options regarding the bank letter and banking processes.
7. If SDW will be depositing your checks at one of the Local Banks, order carbon deposit books and an endorsement stamp for your account for SDW to use.
8. After signing all enrollment documents developed in step 6, consult with Elen Sia at SDW (elens@sdwems.com) about the process for updating your Medicare EDISS file and other electronic billing issues.
9. Email a .jpg of your agency's color logo to SDW to be used on your invoices and statements.
10. If you use ePCR software, consult with Mike Dunn at SDW (miked@sdwems.com) for how the claim export process will work. If using paper report forms, consult with Shelley Brewington regarding the claim batching process for submitting claims to the billing office.
11. After start date, gather transports on a regular basis and forward to SDW for billing.
12. Sit back and wait for the deposit notifications to roll in!

## **Delivery Team Timeline**

*Every new client is different, and many of the steps needed for on-boarding can be completed simultaneously if necessary, but below is an idealized timeline for the smoothest transition.*

### **1-2 months before start date:**

- Sign Professional Service Agreement and Business Associates Agreement with SDW (SDW contact=Jenn Braus)
- Forward copies of Fee Resolution and Billing Policy documents to SDW as attachments to PSA (SDW contact=Shelley Brewington) There will be some back and forth discussion and clarification to establish the smoothest possible compliant process
- Begin gathering pertinent enrollment info from current biller: Provider numbers, log-ins for web access, list of payers currently paying via EFT, bank letter, documentation of legal name, EMS license, etc. (SDW contact=Elen Sia)

### **1 month before start date:**

- Sign enrollment update docs generated so that process of address updates with payers and clearinghouse can begin (Elen Sia)
- If SDW will be depositing claim payments at a Poulsbo branch of your bank, order deposit slips and endorsement stamp (Hope Logue)
- Have preliminary discussions re export process for ePCR and other docs. Set up access credentials for SDW's IT if needed (Mike Dunn)
- Email a jpg of your color logo for use on patient communications (Mike Dunn)
- Inform SDW of any special contracts or arrangements already in place (Shelley Brewington)

### **2 weeks before start date:**

- Follow up on any enrollment issues that are still outstanding: Medicare Connect, Noridian Portal, etc (Elen Sia)
- Test export process (Mike Dunn)
- Provide sample PCRs for review by Billing Supervisor to discover any unusual destinations or abbreviations. Any documentation deficiencies can be discussed prior to live data being received (Melissa Brown/Maila Carter)
- Confirm contact info for agency personnel who will need notification of deposits (Hope Logue)
- Confirm contact info for agency personnel who will need to receive month-end reports and invoice for SDW services (Shelley Brewington)

### **1 week before start date:**

- Confirm receipt of deposit book/endorsement stamp (Hope Logue)
- Nail down any outstanding issues from any item above

### **1 day to 1 week after start date:**

- Export first claim batch (Mike Dunn/Melissa Brown)

### **1 month + after start date:**

- Confirm that all transports for calendar month have been exported (Mike Dunn/Melissa Brown)
- Receive month-end closing reports (Cindy Tomeo)
- Request web report access if desired (Shelley Brewington)

# Calaveras Local Agency Formation Commission

## MEMORANDUM April 27, 2018

**TO:** Rebecca Callen, Calaveras County Auditor  
Calaveras Co. Board of Supervisors  
City of Angels Camp, City Council  
City of Angels Camp, Finance  
Calaveras Co. Independent Special Districts

**FROM:** John Benoit, Executive Officer

**RE:** Transmittal of LAFCO Proposed FY 2018-2019 budget

As directed by the Calaveras Local Agency Formation Commission and Government Code Section 56381 (a), I am transmitting a copy of adopted Resolution 2018-0003 and the adopted proposed LAFCO budget for FY 2018-2019. Also enclosed is the public hearing notice for the Final Budget hearing to take place on May 21, 2018.

RECEIVED

MAY 10 2018

Elmore Pass Fire District

Calaveras LAFCo  
Proposed Budget 2018-2019

EXHIBIT "A"

	2014-2015 Final Budget	2015-2016 Final Budget	2016-2017 FINAL Budget	2017-2018 FINAL Budget	2018-2019 Proposed Budget
<b>EXPENDITURES</b>					
<b>SERVICES AND SUPPLIES</b>					
62001 Extra Hire - Commissioners Stipend	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$3,300.00
62050 Insurance	\$1,691.04	\$1,662.60	\$1,623.60	\$1,623.60	\$1,721.00
62051 Communications	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
62052 Memberships - Calafco	\$769.00	\$785.00	\$840.00	\$899.00	\$925.00
62053 Office Expense - General	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
62054 Office Expense - Postage	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
62055 Office Expense - Copies	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00
62056 Water-Wastewater MSR-SOI	\$25,000.00	\$25,000.00	\$20,000.00	\$25,000.00	\$25,000.00
62057 Prof Services-(CSD-water-wastewater SOI)	\$20,000.00	\$20,000.00	\$19,000.00	\$20,000.00	\$20,000.00
62058 File Scanning and Retention	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
62059 Professional Services-Exec. Officer/Clerk	\$42,500.00	\$42,500.00	\$42,500.00	\$42,500.00	\$42,500.00
62060 City Finance Charges (formerly A-87)	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00	\$3,600.00
62061 Legal Notices	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00
62062 Training	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
489.6 Personal Mileage Reimb	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
62064 Travel Expense	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
62065 Legal Counsel Services and misc Legal Expenses	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
62067 Special Dist. Training	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
<b>TOTAL SERVICES AND SUPPLIES</b>	<b>\$112,710.04</b>	<b>\$119,297.60</b>	<b>\$119,313.60</b>	<b>\$120,372.60</b>	<b>\$117,196.00</b>
62066 Contingency Fund	\$11,271.00	\$11,929.76	\$11,931.36	\$12,037.26	\$11,719.60
General Reserve Fund	\$70,000.00	\$70,000.00	\$70,000.00	\$75,000.00	\$75,000.00
<b>Services, Contingency and Reserve Total</b>	<b>\$193,981.04</b>	<b>\$201,227.36</b>	<b>\$201,244.96</b>	<b>\$207,409.86</b>	<b>\$203,915.60</b>
Carryover from prior year	\$120,909.00	\$120,909.00	\$121,000.00	\$127,000.00	\$127,000.00
Anticipated Project Revenue	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Anticipated Interest	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00
Contributions from Governments	\$70,672.04	\$77,918.36	\$77,844.96	\$78,009.86	\$74,515.60
<b>AMOUNT TO BE APPORTIONED</b>	<b>\$70,672.04</b>	<b>\$77,918.36</b>	<b>\$77,844.96</b>	<b>\$78,009.86</b>	<b>\$74,515.60</b>

RECEIVED  
MAY 10 2018  
CALIFORNIA FIRE DISTRICT

**Calaveras LAFCo**

**NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Calaveras Local Agency Formation Commission will hold a public hearing on the **Final 2018-2019 LAFCo budget** to make a final determination thereon by the Commission. Any person may be heard regarding the increase, decrease, or omission of any item from the budget or for the inclusion of additional items.

The final budget documents will be available for review five days prior to the LAFCo hearing at the LAFCo website at [www.calaveraslafco.org](http://www.calaveraslafco.org) or at Calaveras County Administration at 891 Mountain Ranch Road, San Andreas, CA. The contact person is **John Benoit, Executive Officer** who may be reached at (209) 754-6511 or at [johnbenoit@surewest.net](mailto:johnbenoit@surewest.net). Any person may be heard regarding the increase, decrease, or omission of any item from the budget or for the inclusion of additional items. If you challenge the action of the Commission in court, it may be limited to only those issues raised at the public hearing described in this notice, or in written correspondence delivered to LAFCo at, or prior to, the public hearing.

This public hearing will be held at the Calaveras County Board of Supervisor's Chambers located at 891 Mountain Ranch Road, San Andreas, CA **May 21, 2018 at 6:00 P.M.**, at which time and place interested persons may attend and be heard.

LOCAL AGENCY FORMATION COMMISSION  
John Benoit, Executive Officer

**RECEIVED**

**MAY 10 2018**

**EMERSON PASS FIRE DISTRICT**

# **CPPA**

# **Calaveras Public Power Agency**

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**Mailing Address:**  
**Government Center**  
**891 Mountain Ranch Road**  
**San Andreas, CA 95249-9709**

**Phone: (209) 293-7211**  
**Cell Phone (209) 768-4200**  
**Email: dda@volcano.net**

April 23, 2018

**TO:** Member Agencies  
**FROM:** Dennis Dickman

## **1. Power Rates FY 2018/19**

For budgeting purposes, assume CPPA rates will be reduced by one-half of a cent per kWh beginning July 1, 2018. Secondary rates would be \$0.08500 per kWh and Primary Plus rates \$0.07154 per kWh. Final power rates will be adopted by the CPPA Board of Directors at its July meeting.

## **2. Energy Efficiency**

Free energy audits are available to members. Contact CPPA to arrange an audit.

There are also rebates and grants available to implement energy efficiency projects. Rebate applications can be submitted at anytime. Applications for the next grant funding cycle are due by June 30<sup>th</sup>.

## **3. Meeting Minutes**

Enclosed are the Minutes of the April 18, 2018, CPPA Board of Directors meeting.

**CALAVERAS PUBLIC POWER AGENCY**  
**Board of Directors Meeting**  
**April 18, 2018**  
(Subject to Approval by the Board of Directors)

**MINUTES**

**Agenda Item 1: Call to Order**

The meeting was called to order by Chair Donna Leatherman.

The following Directors were in attendance:

Donna Leatherman, Calaveras Public Utility District  
Mike Chimente, Bret Harte Union High School District  
Suzanne Coe, Mokelumne Hill Fire Protection District  
Dave Eggerton, Alternate, Calaveras County Water District  
Gary Tofanelli, County of Calaveras  
Linda Herman, Alternate, City of Angels  
Mark Campbell, Calaveras Unified School District

Also attending the meeting:

Dennis Dickman, CPPA General Manager  
Roy Blair, Mark Twain Union Elementary School District  
Robert Loeffler, Murphys Fire Protection District

**Agenda Item 2: Opportunity for Public Comments**

Robert Loeffler thanked the Board for its consideration of extending the timeline for the Murphys Fire Protection District to complete its energy efficiency project. He said due to staff changes the project was delayed.

**Agenda Item 3: Approval of Meeting Minutes**

*ACTION: A motion was made by Mike Chimente and seconded by Suzanne Coe to approve the Minutes of the October 18, 2017, meeting. The motion passed with four affirmative votes (Chimente, Coe, Eggerton and Leatherman). Mark Campbell, Gary Tofanelli and Linda Herman abstained since they were not at the meeting.*

#### **Agenda Item 4: Financial Transactions FY 2016/17**

##### **a. Financial Reports**

Balances in CPPA's funds as of February 28, 2018, were as follows:

Fund 2440 Operating Fund	\$267,076.01
Fund 5482 Rate Stabilization	\$2,819,097.80
Fund 5495 Cost of Ownership	41,530.81
Fund 5643 Energy Efficiency	\$235,582.45

Dennis Dickman said that the \$3 million Rate Stabilization Fund should be restored by the end of the fiscal year.

*ACTION: A motion was made by Mike Chimente and seconded by Gary Tofanelli to accept the financial reports. The motion passed with seven affirmative votes (Chimente, Tofanelli, Coe, Eggerton, Campbell, Herman and Leatherman).*

##### **b. Budget Adjustment and c. Policies**

Dennis Dickman reported that some budget adjustments needed to be made. He summarized that CPPA Resolution No. 16-06 authorized the Auditor-Controller, after consulting with the General Manager, to make year-end transfers. Dennis asked the Board to consider adopting another Resolution which would allow the CPPA Chair and General Manager to make mid-year adjustments.

*ACTION: A motion was made by Mike Chimente to adopt Resolution No. 18-01 authorizing the General Manager and Chair to make mid-year interclass budget transfers and to make the budget adjustments as presented. The motion was seconded by Dave Eggerton and passed with seven affirmative votes (Chimente, Eggerton, Herman, Campbell, Tofanelli, Coe and Leatherman).*

Future financial reports will show any budget transfers that were made by the General Manager and Chair.

#### **Agenda Item 5: Energy Efficiency Program**

##### **a. Time Extension for Murphys Fire Protection District Grant**

A Grant Agreement was made with the District in January of 2016. The District had two years to complete the energy efficiency projects. The District requested a one year extension to complete the projects.

*ACTION: A motion was made by Suzanne Coe and seconded by Mark Campbell to grant a one year extension for the Murphys Fire Protection District to complete its energy efficiency projects. The motion passed with seven affirmative votes (Coe, Campbell, Herman, Tofanelli, Chimente, Eggerton and Leatherman).*

## **b. Pending Grant Applications**

The Mokelumne Hill Veterans Memorial District applied for a grant for the conversion of fluorescent lighting to LEDs. The District had already completed the conversion in October of 2017. Dennis Dickman did an analysis of the project and indicated the simple payback was 13 years and within CPPA's minimum requirement of 15 years. Dennis said he preferred that members apply for grants before they complete their projects in order to assure the most cost effective projects are undertaken.

*ACTION: A motion was made by Gary Tofanelli and seconded by Suzanne Coe to approve a grant for the Mokelumne Hill Veterans Memorial District in the amount of \$2,303.67. The motion passed with seven affirmatives votes (Tofanelli, Coe, Campbell, Chimente, Herman, Eggerton and Leatherman).*

## **c. Program Update**

CPPA is required to have an on-going energy efficiency program under the terms of the Western Power Service Contract. CPPA offers to its members free energy audits, grants up to \$20,000, and rebates up to \$1,000. Nearly all of CPPA's members have participated in the program which has spanned three phases over the past nine years.

CPPA's current program will end June 30, 2018. Dennis Dickman discussed with the Board extending the program including funding levels, amount of the grants and rebates, targeting the few members that have not participated, and continued inclusion of renewables. A proposed fourth phase of the program will be presented to the Board at its July Board meeting.

## **Agenda Item 6: Extension of Audit Services**

Bryant L. Jolley, CPAs, have prepared the annual agency audit for the last three fiscal years. They are willing to offer their services for the next three fiscal years at the same annual cost of \$3,500.

*ACTION: A motion was made by Mike Chimente and seconded by Gary Tofanelli to authorize the General Manager to sign the engagement letter with Bryant L. Jolley, CPAs, for the fiscal years ending June 30<sup>th</sup> of 2018, 2019, and 2020. The motion passed with seven affirmative votes (Chimente, Tofanelli, Eggerton, Herman, Campbell, Coe and Leatherman).*

## **Agenda Item 7: Western Mid-Year Review**

Western conducted its mid-year review of the Power Revenue Requirement (PRR) and the First Preference (FP) customers' percentages in March. The review did not change the FP percentages but did lower the PRR by \$10 million. This will result in CPPA's monthly bills from Western to be \$15,000 lower for the period of April through September.

#### **Agenda Item 8: Preliminary Budget & Power Rate 2018/19**

The Board reviewed a Preliminary Budget for FY 2018/19. The Budget was based upon lowering CPPA's current power rates by one-half a cent per kWh or \$0.085 per kWh for Secondary service and \$0.07154 per kWh for Primary Plus service.

*ACTION: A motion was made by Mike Chimente to adopt Resolution No. 18-02 adopting a Preliminary Budget for FY 2018/19 in the amount of \$2,606,444. The motion was seconded by Suzanne Coe and passed with seven affirmative votes (Chimente, Coe, Herman, Eggerton, Campbell, Tofanelli and Leatherman).*

#### **Agenda Item 9: Chair and Vice Chair**

Donna Leatherman, Chair, and Mark Campbell, Vice Chair, will complete their two year terms of office June 30, 2018.

*ACTION: A motion was made by Mike Chimente to nominate and elect Donna Leatherman as Chair, and Mark Campbell as Vice Chair, for the period of July 1, 2018, through June 30, 2020. The motion was seconded by Gary Tofanelli and passed with seven affirmative votes (Chimente, Tofanelli, Herman, Coe, Eggerton, Campbell and Leatherman).*

#### **Agenda Item 10: Director Comments**

Mike Chimente wanted clarification on CPPA's regular meeting dates. CPPA Board meetings are held on the third Wednesday in January, April, July and October beginning at 9 A.M.

#### **Agenda Item 11: Next Meeting**

The next regular CPPA Board meeting was set for July 18, 2018, beginning at 9 A.M. at the Calaveras Public Utility District's offices.

Approved by the Board of  
Directors on \_\_\_\_\_

\_\_\_\_\_  
Chair, Calaveras Public Power Agency



**COUNTY CLERK - RECORDER**

**REBECCA TURNER**

CALAVERAS COUNTY GOVERNMENT CENTER  
891 MOUNTAIN RANCH ROAD  
SAN ANDREAS, CALIFORNIA 95249-9709  
(209) 754-6375 Fax (209) 754-6733  
ELECTIONS DIVISION

County Website: [www.co.calaveras.ca.us](http://www.co.calaveras.ca.us)  
Department Email: [electionsweb@co.calaveras.ca.us](mailto:electionsweb@co.calaveras.ca.us)

DATE: February 20, 2018

TO: District Secretaries for: All Special Districts to be consolidated with the November 2018 General Election

FROM: Amie Yopez, Clerk-Recorder-Election Coordinator

RE: November 6, 2018 General Election

Enclosed please find the following with reference to the November 6, 2018 General Election:

1. Notice of General District Election
2. Sample Resolution
3. List of current office holders in districts whose positions will be open for this Election. If there are discrepancies with the district's list please make changes on the list and return to me.

Candidate filing period this year is from **July 16th through August 10<sup>th</sup>** (will extend five days for everyone other than incumbents if incumbents fail to file for re-election)

Please forward the following documentation to the Elections Office prior to **June 15, 2018**. This deadline has been established to ensure our office has sufficient time to perform all necessary functions for this election:



Completed Notice of General District Election – must contain the district's list of elective officers/positions to be filled for the upcoming election – be sure to complete the bottom four sections regarding whether the District or Elections Office will be responsible for publishing the Notice of Election (format requirement attached – proof of publication must be provided to Elections Office), whether or not the district will pay for printing candidate's statements in the Sample Ballot Booklet and whether or not there have been any boundary changes to your district.



A resolution adopted by your Board requesting consolidation of the district's election (sample enclosed). Resolution must list each Director voted.



Certified copy of the district's map showing current boundaries if changed:

Elections Code §10522 requires that at least 125 days before the election a current map and boundary description be delivered to the Registrar of Voters.



A complete listing of current office holders in your district with term expiration dates and contact information including a main district contact and e-mail address if available.

Pursuant to EC 10004 if any special district fails to call or take any other necessary steps to holding a regular election the Board of Supervisors may call a special election for the selection of the governing board members.

If you have any questions, or need further assistance, please contact the Election Office at (209) 754-6376 or E-mail [ayopez@co.calaveras.ca.us](mailto:ayopez@co.calaveras.ca.us). Thank you in advance for your prompt attention to this directive.

Enclosures

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FEB 26 2018

Ebbetts Pass Fire District

**NOTICE OF GENERAL DISTRICT ELECTION**  
**To be consolidated with the November, 2018 General Election**  
(ELECTIONS CODE §10509, 10522, 10524, W.C. 71451)

Ebbett Pass Fire District  
DISTRICT

November 6, 2018  
DATE OF ELECTION

The purpose of said election is to elect 2 directors for a FULL TERM to fill the offices presently held by the following directors, whose terms expire 12/04/2018.

NAME

DIVISION (if applicable)

John Daniel Leary  
John Scott McKinney

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following section applies only if Director(s) was/were appointed to fill a vacancy in an office which is not normally scheduled to be voted on this year.

District will also elect \_\_\_\_\_ director(s) for a SHORT TERM ending \_\_\_\_\_.

NAME

DIVISION

DATE APPOINTED

DIRECTOR REPLACED

NAME	DIVISION	DATE APPOINTED	DIRECTOR REPLACED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Candidates for office may obtain nomination papers between July 16<sup>th</sup> and August 10<sup>th</sup>, 2018 (if incumbents fail to file for re-election date will extend to August 15, 2018, for everyone other than incumbents) from Calaveras County Clerk, Elections Department, 891 Mountain Ranch Road San Andreas, CA 95249.

Notice of Election will be published by Calaveras County Clerk, Elections Office in the Enterprise and the Valley Springs News.

CANDIDATE'S STATEMENTS (Check the appropriate box below)

District will pay for Candidate's Statements upon billing

☐

Candidates will pay for Candidate's Statements upon submittal

☒

MAP OR BOUNDARY DESCRIPTION (REQUIRED) is enclosed herewith

NO boundary changes

☒

SEE boundary changes

☐

Elections Code §10522 requires that at least 125 days (July 4, 2018) before the election a current map and boundary description be delivered to the Registrar of Voters.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (District Secretary)

PO Box 66, Arnold CA 95223  
District Mailing Address

(DISTRICT SEAL HERE)

(209) 795-1646  
(AREA CODE) TELEPHONE NUMBER

## Resolution Calling General District Election

**RESOLUTION NO. 2018-2**  
**EBBETTS PASS FIRE DISTRICT**

**WHEREAS**, an election will be held within the Ebbetts Pass Fire  
District within Calaveras County on  
November 6, 2018, for the purpose of electing Governing Board Members; and

**WHEREAS**, Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation with said election.

**THEREFORE, BE IT RESOLVED**, that the Ebbetts Pass Fire  
District requests the  
Board of Supervisors of Calaveras County to consolidate the District Election with the  
election to be held on November 6, 2018.

**BE IT FURTHER RESOLVED** that the District agrees to reimburse the County Elections Department for actual costs accrued as a result of this consolidation. The District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code § 10418.

**ON A MOTION** by Director \_\_\_\_\_  
seconded by Director \_\_\_\_\_ the foregoing resolution  
was duly passed and adopted by the following vote on \_\_\_\_\_, 2018.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

\_\_\_\_\_  
Chair of the Board of Directors

Attest:

\_\_\_\_\_  
Secretary of the Board of Directors



# Incumbent List by District

## District Range: 40.003 to 40.003

Incumbent		Regular & Alt Phone Numbers		Term of Office	Begin & End Term Dates
40.003	EBBETTS PASS FPD				
4116	EBBETTS PASS FPD				
4116 - 0	Jon Robert Dashner Director	(209)795-4175	Incumbent - Elect..... No Residence County..... Yes Appointed/Elected..... Elected Party..... Incumbent Vacated..... No jondashner4597@comcast.net	4	12/02/2016 - 12/04/2020
4116 - 0	Dennis Clemens Director	(209)795-9839	Incumbent - Elect..... No Residence County..... Yes Appointed/Elected..... Appointed To Vac. Party..... Incumbent Vacated..... No	4	11/21/2017 - 12/04/2020
4116 - 0	Thomas J Sullivan Director	(209)795-2490	Incumbent - Elect..... No Residence County..... Yes Appointed/Elected..... Elected Party..... Incumbent Vacated..... No	4	12/02/2016 - 12/04/2020
4116 - 1	Ronald A Andrade Director	(209)795-6767	Incumbent - Elect..... No Residence County..... No Appointed/Elected..... Elected Party..... Incumbent Vacated..... No	4	11/21/2017 - 12/04/2020
4117	EBBETTS PASS FPD				
4117 - 0	John Daniel Leary Director	(209)795-5868	Incumbent - Elect..... No Residence County..... Yes Appointed/Elected..... Elected Party..... Incumbent Vacated..... No	4	12/05/2014 - 12/04/2018
4117 - 0	John Scott McKinney Director	(209)795-6116	Incumbent - Elect..... No Residence County..... Yes Appointed/Elected..... Elected Party..... Incumbent Vacated..... No	4	12/05/2014 - 12/04/2018

Total Incumbents: 6