



CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING OCTOBER 22, 2024 – 9:00 AM

The regular meeting of the Cambria Community Healthcare District will be held at Old Cambria Grammar School, 1350 Main Street Cambria, California.

Join Zoom Meeting

<https://us02web.zoom.us/j/85888307729>

Meeting ID: 858 8830 7729 Passcode: 371009

+16694449171,,83472787498# US

+16699006833,,83472787498# US (San Jose)

AGENDA

A. OPENING

1. Call to order
2. Pledge of Allegiance
3. Establishment of a quorum

B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

1. Members of the public wishing to address the Board on matters other than scheduled items may do so when recognized by the President of the Board of Directors Cecilia Montalvo. Presentations are limited to a maximum of three minutes per person.

C. CONSENT AGENDA

1. Approve Minutes from September 24, 2024, Regular Board Meeting.

D. REPORTS

1. Operations Report: Operations Manager Tim Nurge and Supervisors Paul Hoover and Michael Bryant
2. Administrative/Financial Review: Linda Hendy
3. Committee Reports:
 - a. President's Report: Cecilia Montalvo
 - b. Property & Facilities / Facility Project Ad-Hoc: Bruce Mumper
 - c. Healthcare Advocacy & Outreach: Dawn Kulesa
 - d. Finance: Iggy Fedoroff
 - e. Development Committee: Laurie Mileur

E. REGULAR BUSINESS

1. Proposed update to District Policy Manual Sections 1000, 2000, and 3000
2. “Committed” Standby Employee Wage

F. DECLARATION OF FUTURE AGENDA ITEMS

G. ADJOURNMENT

The next regular meeting of the Cambria Community Healthcare District Board of Directors will be held on November 19, 2024, at 9:00 A.M. at the Old Cambria Grammar School, 1350 Main Street Cambria, California.

Copies of the monthly agenda, staff reports and written materials provided to the Board of Directors for Open Session agenda items may be obtained online at www.cambria-healthcare.org, and are also available at the District office located at 2511 Main Street, Cambria, during regular business hours. Closed-session items are not available for public review. Any changes or additions to the agenda will be posted at the District office and on the District website.

Note: While board members may not engage in dialog with the public during the board meeting, individual members may choose to incorporate an answer to a question posed by the public during their discussion of an agenda item.



CAMBRIA COMMUNITY HEALTHCARE DISTRICT REGULAR BOARD MEETING MINUTES September 24, 2024

A. OPENING

1. The meeting was called to order at 9:03 am.
2. President Montalvo led the Pledge of Allegiance.
3. Board of Directors members Cecilia Montalvo, Laurie Mileur, and Bruce Mumper were present. Director Dawn Kulesa and Supervisor Michael Bryant were present via Zoom. Also present were Administrator Linda Hendy, Operations Manager Tim Nurge, and Office Manager Jennifer Harley. Director Iggy Fedoroff was absent.

B. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

1. No members of the public provided public comment.

C. CONSENT AGENDA

1. The Minutes from the July 23, 2024, Regular board meeting were presented for review and approval. Director Mumper motioned to approve, Director Mileur seconded, and the Board approved 4/0.

D. REPORTS

1. **Operations Report:** Operations Manager Tim Nurge presented the monthly report for July and August 2024. Transport activities, response times, and a CalTrans update on Highway 1 work were discussed.

Operations Manager Nurge stated that if the District is selected for the FEMA grant in September, Unit 18 would be removed from the fleet. However, if the District is not selected, fleet inventory options, including the new ambulance on order, would be discussed and brought to the Board for review.

President Montalvo requested that Supervisor Hoover add the mileage of the units to future monthly reports.

Director Kulesa inquired if there were any other specific needs to make crew quarters more livable or homier. Administrator Hendy indicated that Supervisor Hoover is aware that donated funds from Director Kulesa are still available and held in the trust account.

President Montalvo thanked Operations Manager Nurge and his crew members who participated in the Chamber mixer and facility tours for allowing walk-throughs of their quarters.

Director Mileur stated that future FEMA grant opportunities are opening soon and encouraged crews to assess any equipment needs.

2. **Administrative/Financial Review:** The August financial reports were presented by Administrator Linda Hendy. Administrator Hendy confirmed that the District has received the anticipated 2023-2024 workers' compensation premium refund (roughly \$13,000) from SDRMA.

3. **Committee Reports:**

a. President's Report: President Montalvo stated that last week's Chamber mixer went well, was well-organized, and that we are happy to be a member of the Chamber.

President Montalvo also reported that she is participating in Adventist Health's Community Needs Assessment work group.

b. Property & Facilities / Facility Project Ad-Hoc: Director Mumper stated there would be a committee meeting on September 25, 2024, to discuss the facility replacement. Director Mileur added that in anticipation of bond funding, this meeting is to begin discussions on formulating requests for proposals (RFPs) for quotes for a design-build firm. Director Mumper stated that the District is very fortunate to have volunteers with such vast experience to assist on this project. Facility repairs and maintenance were discussed during the operations report.

c. Healthcare Advocacy & Outreach: Director Kulesa reported that she and Operations Manager Nurge had an article published on safety while exercising outdoors. Director Kulesa informed the Board that the District's scarecrow, "Pari-Medic," has been placed outside the District office. Director Mileur added that KSBY and The Tribune will be in Cambria later in the week to highlight the event.

Director Mileur was contacted about a survey the County is conducting of older adults and persons with disabilities, as well as caregivers, to be used to design their master plan and identify needs and outreach resources.

d. Finance: Director Fedoroff was not present to provide an update.

e. Development Committee: Director Mileur stated that future FEMA grant opportunities for equipment needs were discussed during the operations report.

E. REGULAR BUSINESS

1. Biennial Renewal of Conflict-of-Interest Code – Administrator Hendy presented the proposed designated title changes for Policy 1035 – Conflict of Interest and Resolution 48-24 for the District to amend and restate its Conflict-of-Interest code. Director Kulesa motioned to approve the title changes and Resolution 48-24, Director Mileur seconded, and the Board approved 4/0.

2. Local Agency Investment Fund (LAIF) Account Update – Administrator Hendy presented Resolution 49-24 which would authorize an update to the LAIF account to remove Simone Rathbun and add Jennifer Harley as Office Manager. Director Mumper motioned to approve Resolution 49-24, Director Mileur seconded, and the Board approved 4/0.

3. District Policy Manual Updates – Section 3000 – Operations Manager Nurge informed the Board that the presented policy updates require a meet-and-confer with SEIU before Board approval. Operations Manager Nurge also indicated that Section 3000 would be revised to remove procedural aspects and, once reviewed by SEIU, would then present the policies for Board review and approval. No action was taken by the Board on this item.

F. DECLARATION OF FUTURE AGENDA ITEMS

1. District Policy Manual Updates – Section 3000

G. ADJOURNMENT

The meeting was adjourned at 10:37 am.



OPERATIONS REPORT Board of Directors Meeting October 22, 2024

Staff Report: Operations Manager, Tim Nurge
Supervisors Michael Bryant and Paul Hoover
Operations Report for September 2024

Operations Manager Nurge:

- **Transport Activity Report** – For September 2024, there has been a decrease of four (4) total incidents and an increase of three (3) incidents requiring transport compared to September 2023.
- **Response Times and Delays** – In September 2024, 96.1% of calls were responded to within ten (10) minutes. There were two (2) calls in which the response time was longer than the required ten minutes.
 - The two (2) calls were delayed by one minute due to distance. One call was a deep distance into Lodge Hill Area and on the second call the unit was returning from covering a Code-8.
- **San Luis Ambulance (SLA) Transports/Coverage** – In September 2024, San Luis Ambulance had (0) Code-3 and (0) Code-2 calls in the CCHD service area. San Luis Ambulance was dispatched to “move up and cover” Cambria nine (9) times Code-8 and (0) times Code-11 for a total time covering the CCHD response area of 11 hours and 33 minutes.

CCHD responded to ten (10) Code-3 and (0) Code-2 calls in the San Luis Ambulance service area. CCHD crews were dispatched to “move up and cover” the San Luis Ambulance service area thirty (30) times Code-8 and two (2) times Code-11 for a total time covering the San Luis Ambulance service area of 11 hours and 23 minutes.

- ❖ Code 3 Call - Emergency call that requires the use of lights and sirens to respond
- ❖ Code 2 Call - Emergency call that does not require the use of lights and sirens to respond
- ❖ Code 8 Call - A term used when an ambulance is staged (parked) between 2 response areas

- **Monterey County Calls** – CCHD crews responded to two (2) calls in Monterey County during September 2024. This is a similar call volume compared to September 2023. Currently, CCHD is the only ALS Agency to cover the southern area of coastal Monterey

County. District staff monitor regular updates from Caltrans regarding the Highway One road closure. As of September 30, 2024, no date has been identified for a full re-opening of the highway.

- **Staffing/Employees** – In September 2024, the District hired one Reserve EMT and one Reserve Paramedic. Our new Reserve Paramedic has completed training and accreditation and our Reserve EMT will begin training in October.
- **Recruitment** – Management is assessing recruitment strategies for recruiting Reserve EMTs and Paramedics.
- **Training** – In partnership with Diablo Canyon Power Plant, Operations Manager Nurge and EMT Butterfield participated with the SLO County Office of Emergency Services (OES) in a “Nuke 101” disaster drill training exercise.
- **IT** – The paging system dispatching emergency calls to our on-shift crew members relaying a time of call and location has not been working. Manager Nurge is working with SLO County Dispatch to find a solution.
- **Outreach** – District crew members are providing Friday night “Standby Coverage” for Coast Union High School football games.
- **Other** – *New* The District is now eligible to provide non-emergency ambulance transports for Cambria residents, including hospital to home, hospital to hospital, and/or hospital to skilled nursing. Operations Manager Nurge has created a CCHD Physician Certification Statement Form outlining criteria for CCHD transports. The new form will be placed on CCHD Unit clipboards and distributed to local hospitals in SLO County.

Supervisor Bryant:

Equipment/ Medications:

- Expired supplies and medications have been replaced.
- Supervisor Bryant will inventory the Emergency Worker Exposure Control (EWEC) kits for third-quarter reporting and submit them to the SLO County Office of Emergency Services (OES) in October.
- Gurney shoulder straps were damaged on a transport and have been disposed of. Replacement straps have since been ordered with an estimated delivery date of mid-October.

SLO County Emergency Medical Services Authority (EMSA):

- **IV Fluid Shortage:** The recent hurricane has caused significant damage to manufacturers Baxter and Braun facilities on the East Coast, which account for approximately 85% of the nation's supply of IV fluids. This has resulted in a nationwide IV fluid shortage.

- The EMSA sent a request for information on IV fluid supplies for all organizations. Supervisor Bryant completed the survey and submitted it to the EMSA.
- The District has implemented conservation strategies with staff, including limiting the use of IV fluids for “To Keep Open” (TKO) administration, while encouraging continued use as directed by treatment protocols.
- The District currently has a sufficient supply of IV fluids on hand, estimated to last approximately 90 days under typical usage patterns.
- Supervisor Bryant is actively exploring alternative avenues for ordering IV fluids to mitigate the impact of the potential ongoing shortage.

Supervisor Hoover:

Ambulance Unit Performance/Maintenance:

- Unit-18 – Continues to require frequent maintenance.
- Unit-22 – The unit will be retrieved from Tracy, CA, with all A/C repairs complete, and placed back into service in mid-October.

Ambulance Unit	Current Mileage
18	229,826
20	103,353
21	43,807
22	31,059

Controlled Substance:

- All units are stocked with required medication and supplies.
- A Controlled Substance Report was submitted to SLO EMSA.

Facility/Station Repairs:

- Supervisor Hoover is participating in the New Facility Committee and is actively seeking input from CCHD First Responders on station needs.

Equipment:

- No Report

DISTRICT ACTIVITY REPORT PAGE 1

09/01/2024 through 09/30/2024

Incident Totals				Transport Totals			
	2024	2023	Change		2024	2023	Change
Dry Runs - w/Treatment	14	14	0	Local Patients	39	40	-1
Dry Runs - CX Enroute	12	23	-11	Non-Local Patients	14	9	5
Total Dry Runs	26	37	-11	Total Patients	53	49	4
Stand-bys	34	30	4	Medical Transports	45	44	1
Public Assists/Relations	0	0	0	Trauma Transports	7	5	2
Walk-in Public Relations	0	1	-1	Traffic Accidents	0	0	0
Total Incidents	113	117	-4	Total Transports	52	49	3

Hospital Destinations

	2024	2023	Change
French	15	23	-8
Sierra Vista	30	22	8
Twin Cities	4	4	0
Rendezvous w/Heli	0	0	0
Facility Not-Listed	0	0	0
Trauma Center (Sierra Vista)	9	7	2
STEMI Center (French)	0	0	0

Monterey County Responses

	2024	2023	Change
Medical Transports	1	0	1
Trauma Transports	0	1	-1
Dry Runs	1	1	0
Stand-bys	0	0	0
Total Incidents	2	2	0

Year-to-Date Comparison

Ambulance Response Statistics

From January 2024 to September 30 2024

	2024	2023	Change
Total Responses	1049	1418	-369
Patients Transported	462	436	26
Total Dry Runs	252	333	-81
Dry Runs - w/Treatment	126	126	0
Dry Runs - CX Enroute	125	207	-82
Stand-bys	327	632	-305
Total Monterey County Incidents	13	11	2

DISTRICT ACTIVITY REPORT PAGE 2
09/01/2024 through 09/30/2024

San Luis Ambulance Activity

Code 8	=	9	
Code 11	=	0	
Code 2 calls	=	0	} (calls into CCHD response area)
Code 3 calls	=	0	
Total time SLAS covered CCHD area =		11 hrs	33 mins

Cambria Community Healthcare District Activity

Total time CCHD committed to other incidents (Month) =		98 hrs	54 mins
Code 8	=	30	
Code 11	=	2	
Code 2 calls	=	0	} (calls into SLAS response area)
Code 3 calls	=	10	
Total time CCHD covered SLAS area =		11 hrs	23 mins

Definitions:

Code 8 : Cover two areas

Example: -Code 8 Villa Creek means covering Morro Bay response area and Cambria response area

-Code 8 Hwy 46 Summit means covering Cambria response area and covering North County response area (i.e. Paso Robles, Templeton, Atascadero and outlying areas)

Code 11 : Covering one area

Example: -Code 11 Morro Bay means we are now only covering the Morro Bay response area (i.e. Cayucos, Morro Bay, Los Osos)

Code 2 : Non-Emergency Call

Code 3 : Emergency Call

Time-On-Task : TOT Refers to the amount of time committed to a call or task, more specifically, this is the amount of time a unit is unavailable to respond to a call in the District's response area only. Units may still be available for calls outside the District's response area during TOT periods depending on SLO County needs for mutual aid.



**Administrator/Finance Report
Board of Directors Meeting
October 22, 2024**

Staff Report: Linda Hendy, Administrator/Finance

Finance:

Reporting financial performance for September 2024 and the year-to-date fiscal year 2024/2025.

Income Statement:

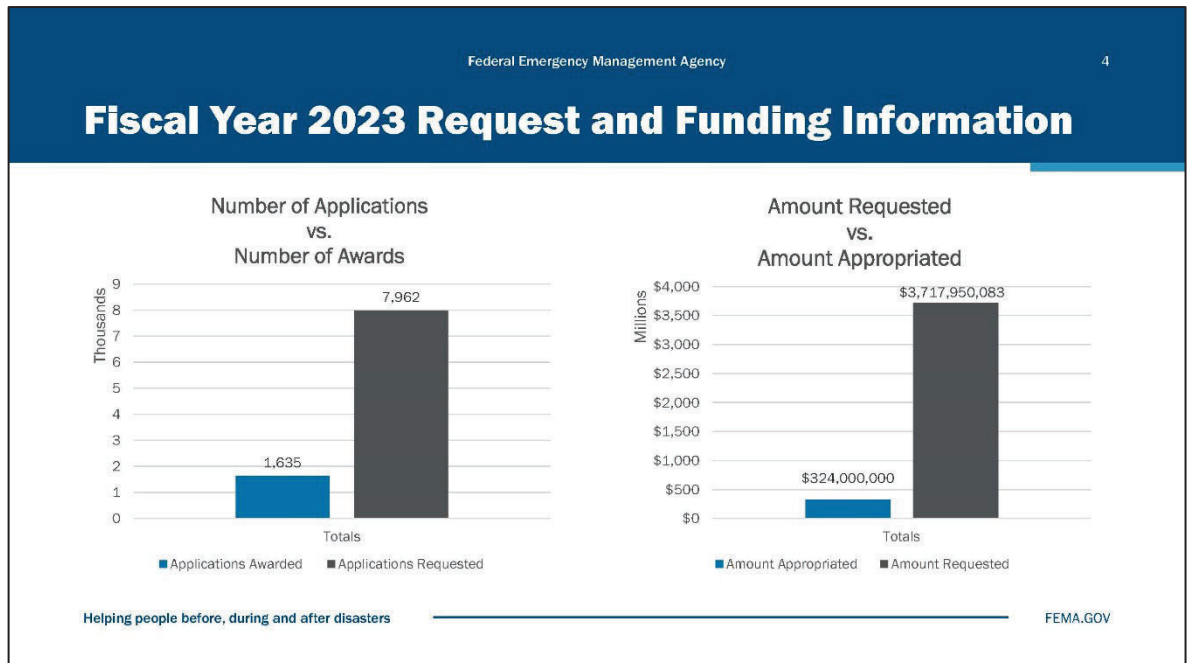
September 2024 Monthly/Year-To-Date vs Budget

- **Income:** September net ambulance billing of \$93,179 was favorable to budget in the amount of \$9,519 bringing the year-to-date ambulance net billing of \$280,144 favorable to budget for \$12,235.
 - Ambulance transport activity in September was 52 vs 50 budgeted.
 - A review of third-quarter ambulance billing (accounts receivables) will be adjusted to bad debt or sent to collections in October.
 - In September, the District received the first 2024-2025 General Tax revenue deposit in the amount of \$19,494. A second deposit is projected for November 2024.
- Other Income: Two dispatched calls were provided to Monterey County in September, one resulting in transport and the second a dry run.
- **Expense:** Total expenses in September were \$7,424 favorable to budget, resulting in a favorable year-to-date variance of \$9,858.
 - Payroll Expenses: In September, payroll expenses were favorable to budget in the amount of \$11,105. Line-item Workers' Compensation Insurance expense is favorable to budget due to a refund from SDRMA in the amount of \$13,500. The refund was the result of the annual policy audit for 2023-2024.
 - Operating Expenses: September operating expenses were favorable to budget in the amount of \$1,092. Included in line-item Dues and Subscriptions are Adobe/Microsoft annual renewal fees and recruiting costs for the Office Manager position placed on Indeed.
 - Fleet Expenses: September expenses were unfavorable to budget in the amount of \$854. Line-item Medical Supplies/Equipment is unfavorable to budget in the amount of \$2,528. A supply order was received the first week of September and the expense is projected to be in line with budget amounts.
 - Other Expenses: September expenses were unfavorable to budget in the amount of \$2,827 and year-to-date favorable in the amount of \$5,569. The line-item Bond expense includes the design/print/mailing of the Measure C-24 informational flyer. The Bond expense is projected to be in line with year-to-date budgeted amounts.
- **Net Income:** The September financials reflect a favorable net income vs budget for the month in the amount of \$36,910 and a favorable year-to-date net income versus budget in the amount of \$39,284.
- **Asset Payments/Cash Flow:** September financials reflect the monthly payments of \$2,100 for medical equipment (Zoll Monitors) and \$3,625 for Ambulance Unit 22.

Other Business:

- The District's 2023-2024 financial annual audit is scheduled for November 13, 2024.
- The Department of Health and Human Services Department is conducting a GEMT program audit for FY2018-19, FY2019-20, and FY2020-21. Administrator Hendy worked with the state auditor to review ambulance income, insurance reimbursements, and expenses attributed to ambulance transports. The audit is complete and was submitted by the auditor for the department's final review. As of October 14, 2024, the District has not received the results from the program review.
- Administrator Hendy attended the FEMA webinar "FY 23 SAFER Turndown." The final 2023 Assistance to Firefighters (AFG) grant funds were disbursed on September 23, 2024, confirming that CCHD did not receive a grant for the replacement of ambulance unit 18.

The presentation reviewed the competitiveness of the program, application scoring system, and process of recipient selections. Vehicle acquisition scoring considerations include the age and mileage of the vehicle being replaced, the average age of the existing fleet of like vehicles, the replacement of a converted vehicle, and call volume. Not more than 2% of available grant funding was awarded to Non-affiliated EMS organizations.



Cambria Community Healthcare District
Summary of Revenues and Expenses
SEPTEMBER 2024, and Year-To-Date JULY-SEPTEMBER 2024/2025

	September Actual	September Budget	Variance	July - September YTD Actual	July - September YTD Budget	Variance
Ambulance Revenue						
Ambulance Billings	323,026	335,000	(11,974)	1,087,936	1,035,000	52,936
Prior Year Income	-	-	-	-	-	-
Total Ambulance Income	323,026	335,000	(11,974)	1,087,936	1,035,000	52,936
Insurance Adjustments/Contra	(229,847)	(245,000)	15,153	(807,792)	(760,751)	(47,041)
Sent to Collections	-	(3,840)	3,840	-	(3,840)	3,840
Bad Debt	-	(2,500)	2,500	-	(2,500)	2,500
Ambulance Income	93,179	83,660	9,519	280,144	267,909	12,235
Tax Income						
General Tax	19,494	-	19,494	19,494	-	19,494
Special Assessment Tax	-	-	-	-	-	-
Total Tax Income	19,494	-	19,494	19,494	-	19,494
Other Income						
Monterey Contract	4,000	4,000	-	8,000	10,000	(2,000)
Rental Income	300	300	-	300	300	-
Misc. Income	-	100	(100)	65	300	(235)
Bad Debt Recovery	795	200	595	939	1,050	(111)
Grant Income	-	-	-	-	-	-
Interest Income	3	25	(22)	694	650	44
Donations	-	-	-	-	-	-
Donations -Amb. Procurement	-	-	-	-	-	-
Total Other Income	5,098	4,625	473	9,998	12,300	(2,302)
Total Income	117,771	88,285	29,486	309,636	280,209	29,427
Payroll Expenses						
Administration	15,838	15,420	(418)	46,695	46,260	(435)
Full Time Employees	66,581	77,000	10,419	217,927	237,500	19,573
Part Time Employees	18,624	14,000	(4,624)	59,669	42,000	(17,669)
Payroll Tax Expense	5,201	5,400	199	15,983	16,200	217
Employee Medical/Dental	20,110	17,500	(2,610)	51,910	52,500	590
PERS Pension Expense	8,200	8,200	-	24,000	24,600	600
PERS - Unfunded Liability	17,978	12,000	(5,978)	53,933	42,000	(11,933)
Uniforms	124	750	626	434	2,250	1,816
Workers Comp. Insurance	(4,930)	8,500	13,430	20,570	25,500	4,930
Retiree Health	8,689	8,750	61	26,073	26,250	177
Total Payroll Expense	156,415	167,520	11,105	517,194	515,060	(2,134)
Operating Expenses						
Contacted Services	-	-	-	-	-	-
Audit Fees	-	-	-	-	-	-
Billing Services	599	700	101	1,818	2,100	282
Other	-	360	360	-	1,080	1,080
Payroll Services	600	525	(75)	635	1,575	940
Total Contracted Services	1,199	1,585	386	2,453	4,755	2,302
Dues and Subscriptions	1,221	220	(1,001)	7,990	7,540	(450)
Education/Travel/Mileage	68	350	282	607	1,050	443
Facility Maintenance	391	1,000	609	1,779	3,000	1,221
Legal	650	1,000	350	775	3,000	2,225
Liability Insurance	6,500	6,500	-	19,500	19,500	-
License/Permits	200	500	300	808	1,500	692
Office and Computer Supplies	1,615	1,625	10	6,330	4,875	(1,455)
Storage	-	240	240	240	480	240
Training	232	450	218	663	1,350	687
Utilities	2,702	2,400	(302)	7,485	7,200	(285)
Total Operating Expenses	14,778	15,870	1,092	48,630	54,250	5,620

Cambria Community Healthcare District
Summary of Revenues and Expenses
SEPTEMBER 2024, and Year-To-Date JULY-SEPTEMBER 2024/2025

	September Actual	September Budget	Variance	July - September YTD Actual	July - September YTD Budget	Variance
Fleet Expenses:						
Communication Equipment	-	-	-	-	-	-
Fuel	2,532	3,000	468	7,892	9,000	1,108
Unit - 18	1,008	650	(358)	3,386	2,150	(1,236)
Unit - 20	28	-	(28)	404	500	96
Unit - 21	-	250	250	-	750	750
Unit - 22	-	250	250	1,539	1,700	161
Interest Expense	-	-	-	-	435	435
Medical Supplies/Equipment	7,528	5,000	(2,528)	15,511	15,000	(511)
Total Fleet Expenses	11,096	9,150	(1,946)	28,731	29,535	804
Total Operating Expenses	25,874	25,020	(854)	77,361	83,785	6,424
<u>Other Expenses</u>						
Bank and Credit Card Charges	170	300	130	813	900	87
Bond Expense	3,872	-	(3,872)	4,407	5,000	593
Contingency/Outreach/Public Ed.	-	500	500	521	1,500	979
Equipment	-	-	-	-	-	-
Miscellaneous	-	300	300	-	900	900
PP-GEMT Fee	-	-	-	9,121	12,000	2,879
Sales Tax	-	115	115	214	345	131
Total Other Expenses	4,042	1,215	(2,827)	15,076	20,645	5,569
Total Expenses	186,331	193,755	7,424	609,632	619,490	9,858
Net Operating Income	(68,560)	(105,470)	36,910	(299,997)	(339,281)	39,284
<u>Other Income/Expense</u>						
Grant /Equipment Procurement	-	-	-	-	-	-
Covid Relief	-	-	-	-	-	-
Total Other Income	-	-	-	-	-	-
Net Income	(68,560)	(105,470)	36,910	(299,997)	(339,281)	39,284

Asset Payments - Cash Flow 2024-2025

Asset Monthly Payments	Sept Actual			July - September		
Zoll Monitors	(2,100)	(2,100)	-	(4,200)	(4,200)	-
Ambulance Unit 22	(3,625)	(3,625)	-	(7,250)	(7,250)	-
Net Income less Asset Expense	(74,285)	(111,195)	36,910	(311,447)	(350,731)	39,284

Cambria Community Healthcare District Monthly Banking Financial Report

SEPTEMBER 2024

Pacific Premier Bank Operating Account

Beginning Balance	\$	76,342.12
Income		190,584.91
Tax Income		
Less Checking Expenses		(165,620.44)
Bank Fee(s)		(1.00)
Ending Balance		<u>\$ 101,305.59</u>

Pacific Premier Bank Money Market Account

Reserve Account

Beginning Balance	\$	120,185.52
Transfer to Operating Account		(50,000.00)
Interest		3.01
Ending Balance		<u>\$ 70,188.53</u>

Local Agency Investment Fund Account

Operating Reserves

Beginning Balance	\$	59,845.92
Transfer from Operating Account		-
Interest		-
Ending Balance		<u>\$ 59,845.92</u>

ALL ACCOUNTS TOTAL

\$ 231,340.04

PPB Trust Account

Beginning Balance	\$	54,279.57
Deposit		-
Less Checking Expense		-
Bank fee (paper statement)		(2.00)
Withdrawal payables(Qgiv)		-
Ending Balance		<u>\$ 54,277.57</u>

Accounts Prior Year Total Comparison (Not including Trust Account)

SEPTEMBER	2024	\$	231,340.04
SEPTEMBER	2023	\$	<u>199,004.36</u>
Difference		\$	32,335.68

Cambria Community Healthcare District

Transaction Detail by Account

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
11200 PP (5645) Operating					
09/03/2024	Bill Payment (Check)	3471	Timothy Nurge	Purchase & mileage reimbursement	-58.34
09/03/2024	Bill Payment (Check)	3474	Cal-Tec Computers	Invoice# 5364	-420.00
09/03/2024	Bill Payment (Check)	3470	Mrs. Kathleen Bramlette	Mileage meal & gas reimbursement	-388.84
09/03/2024	Bill Payment (Check)	3466	Alpha Fire Unlimited	Invoice# 116945	-282.50
09/03/2024	Bill Payment (Check)	3476	Streamline	Invoice# 8A432981-0025	-249.00
09/03/2024	Bill Payment (Check)	3475	Mission Country Disposal	Acct# 4130-8101951	-211.02
09/03/2024	Bill Payment (Check)	3477	SEIU Local 620	Union dues, Check date 09/05/2024	-209.52
09/03/2024	Bill Payment (Check)	3467	Coastal Copy	Acct# CC45 Inv# 1120464	-197.63
09/03/2024	Bill Payment (Check)	3465	Graybar Financial Services	Contract# 100-5910031-001	-163.24
09/03/2024	Bill Payment (Check)	3473	Antonio Mercado	August yard work	-150.00
09/03/2024	Bill Payment (Check)	3468	MEDSTOP Urgent Care	Invoice #26179	-40.00
09/03/2024	Bill Payment (Check)	3472	Simone A. Rathbun	Mileage reimbursement	-29.22
09/03/2024	Bill Payment (Check)	3469	Helping Hand Health Education	Invoice# 4385	-11.00
09/04/2024	Expense		EDIS	FSA Health Savings Plan	-109.87
09/05/2024	Check		Payroll People		-45,850.38
09/05/2024	Bill Payment (Check)	ACH	PG&E - ending in 816-2	Acct# 3886196816-2	-433.33
09/05/2024	Bill Payment (Check)	ACH	PG&E - #A ending 348-9	Acct# 9976402348-9	-378.20
09/05/2024	Bill Payment (Check)	ACH	PG&E - ending 810-8	Acct# 5179258810-8	-51.06
09/05/2024	Bill Payment (Check)	3478	J. Curtis Reid	Mileage reimbursement	-21.04
09/05/2024	Bill Payment (Check)	ACH	PG&E - ending 135-3	Acct# 4378486135-3	-11.32
09/06/2024	Check		CalPERS Fiscal Services Division		-75.00
09/09/2024	Bill Payment (Check)	3479	San Luis Obispo County Sheriff	Wage Garnishment	-161.75
09/10/2024	Expense		WORLDPAY CC	credit card bank fees	-158.17
09/12/2024	Expense		CalPERS Fiscal Services Division	September Health Premium	-19,479.87
09/13/2024	Expense		Payroll People		-5,278.34
09/20/2024	Check		Payroll People		-46,577.58
09/23/2024	Bill Payment (Check)	3484	TMC Direct	New Facility Informational Mailer	-3,793.31
09/23/2024	Bill Payment (Check)	3495	BoundTree Medical	Inv# 85419838,85424606, 85424605, 85424607	-3,208.43
09/23/2024	Bill Payment (Check)	3494	Zoll Medical Corp.	Invoice# 90102836	-2,091.08
09/23/2024	Bill Payment (Check)	3482	Ameritas Life Insurance Corp.	Policy# 58022-00001 and 00002	-1,252.72
09/23/2024	Bill Payment (Check)	3492	Heidi Holmes-Nagy	September 2024 health premium	-1,199.84
09/23/2024	Bill Payment (Check)	3487	Nelsons Garage, Inc.	Inv# 72581	-943.12
09/23/2024	Bill Payment (Check)	3490	Denise Codding	September 2024 health premium	-679.53
09/23/2024	Bill Payment (Check)	3498	CCSD	UtilitiesAcct# 450-0245-001	-634.94
09/23/2024	Bill Payment (Check)	3497	MEDSTOP Urgent Care	Invoice #26179	-200.00
09/23/2024	Bill Payment (Check)	3496	Kitzman Water (Culligan)	Acct# **0231	-67.00
09/23/2024	Bill Payment (Check)	3485	K. Paul Butterfield	Purchase reimbursement	-140.16
09/23/2024	Bill Payment (Check)	3489	Danny Takaoka	September 2024 Health premium	-2,395.12
09/23/2024	Bill Payment (Check)	3481	Daniel Cariaga	September 2024 Health premium	-1,279.72
09/23/2024	Bill Payment (Check)	3491	Donald Melendy	September 2024 Health premium	-1,279.72
09/23/2024	Bill Payment (Check)	3480	Airgas West	Inv# 5510017413 & 9152331174	-1,064.67
09/23/2024	Bill Payment (Check)	3493	Teleflex Funding LLC	Invoice# 9507217677	-691.39
09/23/2024	Bill Payment (Check)	ACH	MP Cloud Technologies	Invoice# 7501	-599.00
09/23/2024	Bill Payment (Check)	3488	Cambria Hardware Center	Acct# 205	-140.35
09/23/2024	Bill Payment (Check)	3483	JB Dewar, Inc.	Invoice# 334394	-106.89
09/23/2024	Bill Payment (Check)	3499	Keith Bergher	Inv# 082124	-78.75
09/23/2024	Bill Payment (Check)	3486	Matthew Hallmark	National registry fee reimbursement	-56.35
09/23/2024	Expense		CalPERS Fiscal Services Division		-75.00
09/24/2024	Bill Payment (Check)	3500	SEIU Local 620	Union dues, Check date 09/05/2024	-209.52
09/26/2024	Expense		California Public Employees Ret. System		-5,593.52
09/26/2024	Expense		California Public Employees Ret. System		-1,203.35
09/26/2024	Expense		California Public Employees Ret. System		-1,139.56
09/27/2024	Expense		EDIS	FSA Health Savings Plan	-21.52
09/28/2024	Bill Payment (Check)	ACH	KS StateBank	Ambulance Unit 22	-3,621.48
09/30/2024	Bill Payment (Check)	3506	Robert W Sayers	September 2024 invoices	-1,051.92
09/30/2024	Bill Payment (Check)	3501	Adamski Moroski Madden Cumberland & Green	Invoice# 65919	-650.00

Cambria Community Healthcare District

Transaction Detail by Account

September 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
09/30/2024	Bill Payment (Check)	3507	Charter Communications	Acct# *****0113 0094588	-426.50
09/30/2024	Bill Payment (Check)	3503	Life Assist	Inv# 1486568 & 1456102 balance	-359.50
09/30/2024	Bill Payment (Check)	3504	Wells Fargo Vendor Financial Services	Cust# 1051980762	-191.98
09/30/2024	Bill Payment (Check)	3505	Mutual of Omaha	Group ID# G000BZ6W	-180.00
09/30/2024	Bill Payment (Check)	3502	Wex Bank	Invoice# 99000238	-155.58
09/30/2024	Bill Payment (Check)	ACH	PG&E - ending 135-3	Acct# 4378486135-3	-11.35
09/30/2024	Bill Payment (Check)	3508	Verizon Wireless	Acct# 271000184-00002	-403.78
09/30/2024	Expense		CalPERS Fiscal Services Division		-15,398.33
09/30/2024	Expense		CalPERS Fiscal Services Division		-1,359.17
09/30/2024	Expense		CalPERS Fiscal Services Division		-652.75
09/30/2024	Expense		CalPERS Fiscal Services Division		-490.58
09/30/2024	Expense		CalPERS Fiscal Services Division		-76.83
09/30/2024	Expense		EDIS	FSA Health Savings Plan	-10.50
09/30/2024	Expense				-1.00
Total for 11200 PP (5645) Operating					\$ -176,182.03



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

BOARD AGENDA STAFF REPORT – 01

TO: Board of Directors

FROM: Tim Nurge, Manager of Operations

DATE: October 22, 2024

AGENDA DESCRIPTION: District Policy Manual Updates – Sections 1000, 2000 and 3000

RECOMMENDATION: Recommendation to update District policies identified in Section 3000.

FISCAL IMPACT: None at this time.

DISCUSSION: The Board Policy Manual is a comprehensive document that outlines the Cambria Community Healthcare District's policies, procedures, and guidelines. The board reviews policies to determine if changes are needed. Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors.

Updates to the District management structure and the employee memorandum of understanding (MOU) previously approved by the Board of Directors are included in the proposed revisions to sections 1000, 2000, and 3000 and are presented for board consideration. The SEIU representative has been provided with the proposed changes to these policies and will contact the District Administrator if a "meet and confer" is requested.

The District Standard Operating Procedures (SOPs) will incorporate revised or new policies and include step-by-step instructions to help employees perform tasks consistently and efficiently, ensuring safety, and maintaining high performance.

Policy Number	Title	Title Change/Update	Board Attachment
1000	Adoption of Policies	Update	1
2300	Emergency Preparedness	Update	2
2305	Emergency Response Guidelines	Update	3
3102	Demotion/Non-Disciplinary	Promotion/Demotion	4
3106	Driver Training and Record Review	Update	5
3108	Drug and Alcohol Testing	Update	6

Continued

Policy Number	Title	Title Change/Update	Board Attachment
3116	Employee Status	Update	7
3122	Hours of Work (Non-Exempt)	Update	8
3205	Housekeeping	Shift Guidelines	9
3480	Unauthorized Voluntary Absence	Update	10
3530	COVID-19 Vaccination Policy	Update	11
3535	Training	New Policy	12

ATTACHMENTS: See Chart for Policy Attachments.

BOARD ACTION: Motion to approve District policy updates.

Date of Vote: October 22, 2024,

UNANIMOUS: __

MONTALVO__MILEUR__FEDOROFF__MUMPER__KULESA__



Policy Manual
SECTION 1000 - General

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or amend an existing policy may be initiated by any Director, the **Operations Manager**, or the Administrator. The proposed adoption or amendment shall be initiated by submitting a written draft of the proposed new or amended policy to the Board President and the Administrator and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. The submission may be in person or by any communication method approved by the District. Any member of the Board may place an item on a future agenda by making a formal request to the Administrator at a meeting of the Board. The Administrator will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered. **Additionally, any policies impacting members of a Collective Bargaining Unit will be sent to the Union Representative for the meet- and-confer process with ample time for review.**



Policy Manual
SECTION 2300 – Risk Management

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 2300

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function, and response with those responders from the public and private entities and allied organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, cyberterrorism, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat.

2300.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with other agencies on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency. **The District will have specific procedures outlined in the District's Standard Operating Procedures (SOP) Manual for the following emergencies:**

- **Workplace Violence Prevention Plan**
- **Earthquake**
- **Flood**
- **Fire**
- **Landslide**
- **Nuclear Event (Diablo Canyon Power Plant)**

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created pursuant to Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans,



Policy Manual SECTION 2300 – Risk Management

procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the Administrator may, in consultation with the Board President, declare a “District Emergency.” The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

2300.6 Authorization During District Emergencies: The Administrator’s Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District’s resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the Administrator, may delegate to the Administrator the authority to suspend competitive bidding and enter into emergency contracts, as authorized by Public Contract Code § 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §§ 8561–8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The Administrator, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The Administrator may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

2300.8 Continuity of Management: The District’s emergency plan will list at least two successors to critical staff identified in the plan, including the Administrator. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The Administrator will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.



Policy Manual SECTION 2300 – Risk Management

~~POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents~~

~~POLICY NUMBER: 2305~~

~~2305.1 Purpose of the Policy:~~

~~To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.~~

~~2305.2 Background:~~

~~The potential for hostile or violent incidents on District facilities or operational locations always exists. Recent incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency. The person often is upset at an event or person who works at the facility. However, armed intruders can be any person with or without a prior relationship with the District or its officers and employees. Incidents involving armed intruders can escalate to include multiple persons and potentially taking of hostages, including District customers.~~

~~Threats of these types are dire emergencies and the safety and well being of employees and/or customers is the District's highest priority.~~

~~2305.3 Response to an Incident:~~

~~Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously. Any District Director or employee observing or sensing that a violent or hostile situation is occurring or threatened should consider precautionary and safety actions. Any event resulting in awareness of a possible violent act including gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:~~

- ~~a) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.~~
- ~~b) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:

 - ~~1) Gunfire: Awareness of gunfire in a District facility should result in evacuation to the extent possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency services via 911 is imperative~~~~



Policy Manual SECTION 2300 – Risk Management

- ~~once it is safe to do so. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.~~
- ~~2) Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established fire safety procedures. Response to a planned location is important so safety personnel can determine who is out of the facility. Calling 911 as soon as it is safe to do so is imperative.~~
 - ~~3) Physical or bomb threat: Awareness of a telephone or in-person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as it is safe to do so is imperative.~~
 - ~~4) Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 as soon as it is safe to do so.~~
 - ~~5) Irate customer/threat at counter or meeting: When any person threatens a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to physically confront or subdue such a person except in defense of life at the facility. If a volatile situation occurs at a Board of Directors or other public meeting, the person chairing or hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.~~

~~2305.4 — Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:~~

- ~~a) Preparation of a facility evacuation plan for each room. Post the plan at each doorway and hallway exit. Establish a safe area zone for staging.~~
- ~~b) Procedures to lock both exterior and interior doors to secure the facility.~~
- ~~c) Develop an emergency notice code for intercom, email and radio to facility and District staff.~~
- ~~d) Develop a radio communication alert code to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.~~
- ~~e) Training of all personnel in dealing with customers, employees and other persons in threatening situations and in how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.~~

~~All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, employees should notify a~~



Policy Manual SECTION 2300 – Risk Management

~~supervisor or the Administrator as soon as may be possible or call 911. If assessment of a possible threat is needed, the Administrator or ranking staff person shall be notified. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.~~

~~2305.5 ——— Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include some or all of:~~

- ~~a) Notify a supervisor or Administrator and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.~~
- ~~b) The Administrator or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.~~
- ~~c) Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility if possible. Secure facility or equipment if time allows.~~
- ~~d) Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.~~
- ~~e) Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.~~
- ~~f) Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.~~
- ~~g) Once outdoors after an evacuation, proceed to designated staging area to report in for identification. Inform public safety personnel of any information on the incident.~~
- ~~h) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.~~
- ~~i) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self defense. Do not assume someone already called 911, call them immediately.~~

~~2305.6 ——— Post Event Actions: Following the clear announcement of ending of a violent or hostile person situation, contact public safety or supervisory personnel for instructions. Report any first hand observations or other knowledge of the incident. Contact your family and immediate friends so they will not take any unnecessary actions to respond to new reports. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the Administrator on-site.~~

~~The Adminstrator shall evaluate and debrief any major incident and take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input via your supervisor is important.~~



Policy Manual SECTION 2300 – Risk Management

~~There may be the potential to lock-down or close the facility for some time or other corrective steps. If necessary, seek direction on what actions you should take to assist in procedure.~~



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: ~~Demotion–Non-disciplinary Promotion/Demotion (Remove Policy 3112)~~

POLICY NUMBER: 3102

~~This Section does not apply to employees covered by the separate MOU – SEIU labor agreement.~~

3102.1 The Administrator may demote an employee, with the written consent of the employee, to a vacant position in lieu of layoff, provided the employee possesses the desired qualifications for the position to which he/she is assigned.

3102.2 At least five working days before a non-disciplinary demotion becomes effective, written notice of the action shall be provided to the employee and the payroll department.

3102.3 The Administrator shall provide the employee with written job duties within five working days of starting the new position and a written performance review within six months. The employee shall be subject to a probationary period, generally a six-month period. If the employee does not perform satisfactorily within the probationary period, the Administrator shall have the discretion of extending the employee's probationary period or terminating the employee.

~~3102.4 Any person appointed to a full-time or part-time position shall be required to satisfactorily serve a period of probation before achieving permanent status in District employment. Successful completion of the probationary period as part of the initial hire does not guarantee future employment with the District.~~

~~3102.5 Any person who is promoted to a higher classified position shall be required to satisfactorily serve a period of probation of 180 days in the new position before achieving permanent status at the level to which promoted. Successful completion of the probationary period as part of a promotional upgrade does not guarantee future employment with the District. Examples of promotions include:~~

- ~~• Promotion from Part-Time Reserve to Full-Time status~~
- ~~• Promotion to Operations Supervisor~~
- ~~• Promotion to Operations Manager~~
- ~~• Promotion from EMT to Paramedic~~

3102.6 For new employees, the probationary period shall be one (1) year.

3102.7 A probationary employee may be rejected at the District's sole and exclusive discretion and without a statement of cause. Such rejection shall not be subject to appeal. Notice of such rejection must be served before midnight of the last day of the probationary period.

- A new employee who fails to satisfactorily meet the requirements of his/her position shall be rejected and terminated from employment.
- An employee serving a probationary period in a promotional appointment and fails to satisfactorily meet the requirements of his/her position shall be rejected and permitted to return to any lower-level position and pay scale to which non-probationary status was achieved.

3102.8 Probationary Review

Review of a probationary employee shall be conducted by the next higher-level position (when occupied by a permanent-status employee).

- Full-Time and Part-Time Field Personnel - Shall be monitored by the Operations Manager with assistance from Operations Supervisors.
- Operations Manager - Shall be monitored by the Board of Directors.
- Operations Supervisor - Shall be monitored by the Operations Manager.
- Office Manager - Shall be monitored by the Administrator.
- Administrator - Shall be monitored by the Board of Directors.

3102.9 Any employee who is reinstated or demoted is not required to serve a probationary period as result of such action.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Driver Training and Record Review
POLICY NUMBER: 3106

3106.1 Purpose. The purpose of this policy is to reduce the frequency and severity of vehicle-related accidents and losses by: (a) applying uniform criteria in evaluating the acceptability of driver-record information of individuals driving District vehicles or while on District business; (b) establishing disciplinary procedures for different types of driving violations.

3106.2 Scope. This policy applies to all regular, part-time, and temporary District employees and volunteers who drive on behalf of the District. Directors are encouraged to provide their license information, but cannot be required to do so in accordance with State law.

3106.3 Implementation. The District shall participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program (a.k.a.: "Pull Program"). Records for anyone operating vehicles on District business shall be requested from DMV: (a) every six months; and, (b) immediately in the event of new activity (e.g., moving violation, accident, address change, etc.). Employees who have terminated employment will be deleted from the program.

3106.4 Review Criteria. Information that will be generated during the record review will include: (a) type of license; (b) expiration date; (c) endorsements; (d) DMV action suspensions, revocations, and penal code violations; and, (d) Vehicle Code violations.

3106.5 Disciplinary Procedures:

- a) A driver will immediately attend a qualified defensive driver training course (State of California Defensive Driver Training, National Safety Council Defensive Driver Training, etc.) if:
 - 1) They earn two points within 36 months of report date; or,
 - 2) They receive any moving violation in a District vehicle within 36 months of report date; or,
 - 3) They are involved in an accident within 36 months of report date.
- b) A driver will be placed on a 12-month driving probation if they earn three to five points within 36 months of report date. Additional point violations within this probation period will affect a 120-day suspension of District driving privileges. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, they will be terminated from employment.
- c) A driver will be ~~suspended from District driving privileges for 120 days~~ terminated from the District if:
 - 1) They earn four or more points within 24 months of report date; or,



Policy Manual SECTION 3100 – Employment Practices

- 2) They earn six or more points within 36 months of report date; or,
- 3) They receive a citation for DUI, reckless driving, or speed contest on personal time within 36 months of report date; or,
- d) A driver involved in two chargeable (resulting in a point violation) accidents within 24 months of report date. ~~If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations~~ will be terminated from employment.
- e) A driver will be ~~permanently suspended of District driving privileges terminated from the District~~ if:
 - 1) They receive a citation for DUI, reckless driving, or speed contest during District business within 36 months of report date; or, they receive one citation for DUI, two citations for reckless driving, or two citations for speed contest on personal time within 12 months of report date. If their job routinely involves driving a vehicle and if having driving privileges suspended would impose a hardship on normal District operations, permanent suspension of driving privileges will result in termination of employment.
- f) Occasionally, it may be brought to the District's attention that an employee is exposing the District to undue liability through poor driving techniques and habits. All such complaints will be investigated and acted upon accordingly.

3106.6 Defensive Driver Training. All drivers shall attend an approved defensive driver-training course at least once every four years or more often as specified in the disciplinary procedures outlined in 3106.5. Directors are encouraged to attend courses but cannot be required to do so in accordance with State law.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Drug and Alcohol Testing

POLICY NUMBER: 3108

3108.1 Pre-Employment Drug Testing. As a part of the District's employment screening process, all applicants to whom a conditional offer of employment is made must successfully test negative for controlled substances, per procedures described **in the Standard Operating Procedures (SOP) manual**. The offer of employment is conditioned on a negative drug test result. Applicants will be informed of the District's drug testing policy in the employment application and process.

3108.2 Testing of Employees in Designated Safety-Sensitive Position. Employees in health and safety sensitive positions, including, but not limited to the management and non-management positions of vehicle and heavy machinery drivers with commercial licenses/operators (who are subject to random drug-testing under the Department of Motor Vehicles) and ambulance operators, will be required to submit to random drug testing under the procedures described in the **SOP manual below. This testing shall occur at random by an independent, third party drug testing company performing such testing.** If an employee refuses to cooperate with the administration of the drug test, the refusal will be handled in the same manner as a positive test result.

3108.3 Reasonable Suspicion Testing. If an employee's supervisor or manager has a verifiable and confirmed reasonable suspicion by at least two (2) people who are qualified by having reasonable suspicion training, including any Board Members, that the employee is working in an impaired condition or otherwise engaging in conduct that violates these Guidelines, ~~then the employee will be asked about any observed behavior or impaired condition and offered an opportunity to give a reasonable explanation. If the employee is unable to explain the behavior, he or she~~ he or she will be requested to take a drug and/or alcohol test ~~in accordance with the procedures~~. If the employee refuses to cooperate with the administration of the drug and/or alcohol test, the refusal will be handled in the same manner as a positive test result, which results in discipline, up to and including termination.

3108.4 On-the-Job Injury. Should an injury occur while working, a drug and/or alcohol test may be administered if the injured employee's supervisor has a reasonable suspicion that an employee was injured due to drug or alcohol use.

3108.5 Any employee driving a District-owned vehicle that is involved in a collision with a vehicle or property regardless of the size or damage will be subject to drug and alcohol testing.



Policy Manual SECTION 3100 – Employment Practices

~~3108.5 Procedures for Drug Testing. If employee is a member of a District-recognized collective bargaining unit and is subject to an alcohol and/or drug test based on reasonable suspicion, the District will meet and confer with the respective collective bargaining group representative before testing.~~

~~The District will perform and on-site drug testing with using an FDA approved CLIA waived test kit. Should the employee test positive for any substance, the On Duty Supervisor will refer the applicant or employee to an independent, National Institute on Drug Abuse (“NIDA”), certified medical clinic or laboratory, which will administer the test. The District shall require drug testing for: A) pre-employment testing, B) random testing, and C) reasonable suspicion testing. The District will pay the cost of the test. If the employee is determined by verifiable and confirmed reasonable suspicion observation as unable to drive or impaired for driving, then a District supervisor or Administrator will transport the individual to a medical facility for immediate testing or treatment.~~

~~The employee will have the opportunity to alert the clinic or laboratory personnel to any prescription or non-prescription drugs that he or she has taken that may affect the outcome of the test. The clinic or laboratory will handle the required testing. The District will have no control over the clinic or laboratory’s testing methods. The clinic or laboratory will inform the District as to whether or not the applicant passed or failed the drug test. If an employee fails the test, he or she will be considered to be in violation of these Guidelines and will be subject to discipline, up to and including termination.~~

~~3108.6 Acknowledgment and Consent. Any employee subject to testing under this policy will be directed to sign a form acknowledging the procedures governing testing and authorizing (1) the collection of a urine sample for the purpose of determining the presence of alcohol and/or drugs, and (2) the release to the District of medical information regarding the test results. Refusal to sign the authorization form or to submit to the drug and/or test, will result in the revocation of an applicant’s job offer, or will be considered the same as a positive test leading to termination.~~

~~3108.7 Confidentiality. All alcohol and drug testing records will be treated as confidential.~~



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Employee Status
POLICY NUMBER: 3116

3116.1 A "Regular Full-Time" employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and have successfully completed the probationary period.

~~3116.2 A "Probationary" employee is one who has been hired to fill a regular any position in any job classification and has less than twelve (12) continuous months of service with the District. Upon completion of twelve (12) months of continuous service with the District in said classification, and upon the Operations Manager's decision to retain said employee, said employee shall be granted regular employee status.~~

- ~~a) A probationary employee will receive not less than the minimum rate for the job and will be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, as he or she becomes eligible.~~
- ~~b) The Administrator, in conjunction with the Operations Manager, may elect to extend the probationary period for any employee up to an additional three (3) months.~~

3116.3 A "Temporary" employee is one who has been hired to work within any job classification, but whose position is not regular in nature. A temporary employee shall not work more than one thousand (1,000) hours in a fiscal year.

- a) Employees hired to replace a regular employee who is on a leave of absence shall be hired as temporary employees unless said leave of absence is in excess of one hundred eighty (180) days.
- b) A temporary employee will receive not less than the minimum rate for the job, but will not be eligible for sick leave pay, holiday pay, vacation pay, insurance coverage or items of a similar nature, nor will he or she accrue seniority or leave of absence rights. A temporary employee may take time off without pay with the approval of his or her supervisor or the Administrator.
- c) If a temporary employee is reclassified to probationary or regular status, he or she will be credited with all continuous service in determining eligibility for such benefits that may accrue to him or her in his or her new status.

3116.4 A "Part-Time" employee is one who has been hired to work within any job classification but whose position is not regular in nature and generally works less than forty (40) hours per week.



Policy Manual SECTION 3100 – Employment Practices

- a) Part-time field employees who are employed in a part-time capacity in a similar role to their District position (EMT or Paramedic) are required to work a minimum of one (1) shift (12 or 24 hours) within a 90-day period. This policy is to maintain compliance with EMSA Policy #342 for paramedics and create a similar standard for EMTs.
- b) Part-time field employees who are employed full-time in a similar role to their District position (EMT or Paramedic) with another agency in San Luis Obispo County are required to work a minimum of one (1) shift (12 or 24 hours) within a 180-day period.
- c) Part-time field employees who have no other employment in a similar role to their District position (EMT or Paramedic) will be required to work one (1) shift per month.

3116.5 An “Exempt” employee is an employee who is exempt from the minimum wage and overtime requirements of the Federal Fair Labor and Standard Act (FLSA). To be considered “exempt,” an employee must work in a bona fide executive, administrative, or professional capacity and be paid on a salary basis as required by the FLSA. These positions shall be so designated in the classification plan.

3116.6A A “Non-Exempt” employee is an employee who is not a bona fide executive, administrative, or professional employee as defined by the FLSA. At the option of the District, non-exempt employees will receive either overtime pay or compensatory time off for work performed in excess of forty (40) hours per week in compliance (Moved from Policy 3116.1) A “Regular Full-Time” employee is one who has been hired to fill a regular position in any job classification. Regular full-time employees are regularly scheduled to work at least forty (40) hours per week, are not temporary employees, and who have successfully completed the probationary period.

3116.7. A Part-Time field employee may request to move to “inactive status” if they will not be able to meet their shift requirements but still wish to regain employment with the District without going through a testing and interview process. This policy is designed so that employees who are still practicing in their role at another organization can easily transition back to their part-time role at the District provided there is a vacancy. An inactive employee must still maintain employment in their role (EMT or Paramedic) at another agency. An inactive employee will not be contacted for shifts, promotions, or training. The District will not pay for any of the employee's required certifications and the employee will be responsible for maintaining their own accreditation, licensing, and certification. An inactive employee is still an “at will” employee and may be terminated for any reason.



Policy Manual SECTION 3100 – Employment Practices

If an employee wishes to return to active status, they must submit all required certifications and documentation as well as complete their required safety training before picking up a shift. An inactive employee returning to active status will be subject to a 6-month probationary period.



Policy Manual
SECTION 3100 – Employment Practices

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 3122

3122.1 This policy shall apply to all non-exempt employees.

3122.2 The regular hours of work each day shall be consecutive except for interruptions for meal periods and breaks, or as otherwise approved by the Administrator in writing.

3122.3 A work week is defined to consist of seven (7) consecutive calendar days, Sunday through Saturday, and, except as otherwise provided herein, a basic work week is defined to consist of five (5) consecutive work days of eight (8) hours each, Monday through Friday. The regular work hours shall be 8:00 a.m. to 5:00 p.m. with one (1) hour off for lunch. An employee may request a change of regular work hours with the written consent of the Administrator, so that the regular work hours may be revised to accommodate needs of the public, such as 7:00 a.m. to 4:00 p.m. with one (1) hour off for lunch.

Regular work hours may be modified as outlined in an applicable Memorandum of Understanding between the District and a District-recognized bargaining unit.

3122.4 Overtime is defined as: Time worked in excess of forty (40) hours in a work week.

3122.5 It is the general policy of the District to avoid the necessity for overtime work whenever possible. Overtime shall be held to a minimum consistent with efficient operation and shall only be used to cover emergencies or where working employees overtime is more economical. All overtime work shall be authorized in advance by the employee's supervisor, the Administrator, or his or her designee. Employees working overtime without prior approval by the appropriate individual may be subject to discipline.

Non-exempt employees shall be paid overtime at one-and-one-half (1½) times the employee's regular rate of pay. Holidays, administrative leave, vacation, authorized compensatory time off, and sick leave do not count toward an employee's overtime calculation.

3122.6 A work schedule is maintained by the Operations Manager and approved by the Administrator whereby operations employees and emergency services employees may be assigned on a rotational basis to be "on-call" on weekends, holidays, and other times not considered regular hours of work for the District employees or assigned to work alternative workweeks. "On-call duty" is an assigned duty outside the normal workweek assignment during which an employee must remain where he or she can be contacted by telephone and he or she is ready for immediate call back to his or her department to perform an essential service.



Policy Manual

SECTION 3100 – Employment Practices

3122.6.1 When an employee is assigned to on-call duty, he or she shall be free to utilize his or her time as desired, but must be able to respond within one hour to the District facilities. This will enable the on-call employee time to return to work in the event of an emergency call. On-call employees need to remain unimpaired (e.g., refraining from drinking alcoholic beverages or marijuana usage) and able to perform all duties when on-call.

3122.6.4 If an employee is ~~not "on-call" and he or she is~~ called back to work, the employee will receive two (2) hours of call back pay regardless of whether the employee works less than two (2) hours. The Employee shall also receive hourly call-back pay for every hour worked beyond two (2) hours.



Policy Manual
SECTION 3200 – Standards of Conduct

POLICY TITLE: **Housekeeping Shift Guidelines**

POLICY NUMBER: 3205

3205.1 All employees are to be at Station 81 in full uniform at 0800 hours at the beginning of their shift ready to respond to ambulance calls unless arrangements are made in advance with the personnel going off duty.

3205.2 Sleeping past 0800 hours is permitted if the employees were on ambulance calls or standbys between the hours of 2300 to 0700. Otherwise, all employees will be awake and preparing themselves for daily activities by 0800 hours. Employees may deduct the number of hours from the daily work period as were spent on night calls. A minimum of two hours of work during the work period is expected if the employees are on calls during the entire sleep period. Exceptions are at the discretion of the on-duty supervisor to accommodate fatigue remediation.

3205.3 All employees are expected to complete their daily duties as outlined in the Standard Operating Procedures (SOP) manual and job description.

3205.4 All employees are expected to keep their work areas clean and organized and also assist in maintaining an overall clean work environment. **This includes ambulances and other auxiliary facilities that the District may be using.** Employees using common areas such as lunchrooms and restrooms or equipment are expected to keep them clean and sanitary. Employees are requested to clean up after meals and dispose of trash properly. **The Operations Manager, or designee, may design procedures that ensure this policy is upheld by all staff.**

3205.5 **Equipment.** Under no circumstances will District property be removed from the premises without prior approval, including but not limited to medical supplies/equipment, tools, gardening implements, furniture, office supplies, and equipment. If property is removed for District- related business, it shall be returned as soon as possible after approved use.

Use of District equipment for personal business should never interfere with District- related operations. Employees are responsible for the repair of said equipment if breakage occurs from personal use.



Policy Manual SECTION 3200 – Standards of Conduct

3205.6 **Pets/Service Animals.** District employees shall not allow a pet into the crew quarters/District Office or any District vehicle. Registered Service Animals are exempt, at the discretion of the Administrator, with reasonable accommodation according to the Americans with Disabilities Act.

3205.7 **Station Visitation.** Visits to the crew quarters/District office by family members and friends are allowed with restriction so long as they do not interfere with ongoing personnel activities or restrict EMS performance. Visitors may include current or past employees who are not visiting for District business.

3205.8 It shall be encouraged that all employees strive to maintain a good level of health and fitness to ensure adequate physical performance during an emergency call. Accordingly, the on-duty crews may designate time during the work period hours to allow for physical fitness training.



Policy Manual
SECTION 3400 – Compensation & Benefits

POLICY TITLE: Unauthorized Voluntary Absence

POLICY NUMBER: 3480

3480.1 Voluntary absence from work without permission for three (3) consecutive working days shall be considered an automatic resignation.

3480.1.1 After two consecutive days of voluntary absence from work without permission, the employee shall be notified in writing that the absence will be considered as resignation if it continues consecutively through the third working day. Said notice shall provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at a meeting with the Administrator.

3480.1.1.1 Constructive resignation shall not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the meeting with the Administrator.

3480.1.1.2 The fact-finding hearing shall be held within ten (10) days after the end of the three (3) consecutive days of unauthorized voluntary absence.

3480.2 The Administrator may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent if the employee provides a satisfactory explanation **and documentation, if necessary**. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

3480.3 If the Administrator determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee shall not be entitled to a post-severance evidentiary hearing and the employee's resignation shall be considered to be effective at the end of the third consecutive day of his/ her unauthorized voluntary absence.

3480.4 Premature Departure from The Workplace (Field Employee). Any employee who terminates the scheduled or arranged shift prior to the designated conclusion time without due cause and without sufficient time to allow for replacement shall be subject to the District's Disciplinary Action Policy. This section shall also apply to scheduled/unscheduled standbys or other designated staffing of an ambulance available for authorized response (emergency or non-emergency).



Policy Manual SECTION 3400 – Compensation & Benefits

3480.5 Field Employee Reporting to Work. Employees are expected to report for duty at the designated station in appropriate work attire for their duties.

Notification - Full-time and Part-time employees must report to the Operations Manager, Administrator/Finance, or designee, as soon as possible that they are unable to report to duty at the proper time.

Failure to report – An employee meeting any of the following criteria may be subject to disciplinary action:

- a) Any Full-Time employee who fails to report to work within 15 minutes past the designated report time may be subject to one-hour leave without pay. A part-time employee may lose one hour of pay.
- b) Any Full-time employee who fails to report to work within 30 minutes past the designated report time may be subject to an entire shift replacement with a 13-hour leave without pay period. A Part-time employee will lose the entire shift availability.
- c) Any employee who fails to report to work on time shall be subject to the District's Disciplinary Action Policy.
- d) A Part-time employee failing to report to work on time twice within a 6-month period may not be scheduled for any shifts the following month.
- e) Any Full-time employee who fails to notify Management of their ability to return to work post illness or injury, when cleared and capable of returning to such work, shall be subject to the District's Disciplinary Action Policy.
- f) **Substance Abuse -** No employee will be allowed to work if found under the influence of alcohol and/or drugs, and the use of same during duty hours and/or prior to reporting to work (within 2 hours) shall be considered grounds for immediate termination.
- g) **Incapable Performance -** If in the judgment of the on-duty crew supervisor that the reporting employee is incapable of safe and proper work performance due to fatigue, lack of sleep, illness, injury, bereavement, or other circumstances, then the crew supervisor shall excuse the employee from the shift after obtaining a qualified replacement.



Policy Manual
SECTION 3500 – Health, Safety & Security

POLICY TITLE: COVID-19 Vaccination Infectious Disease Protection Policy

POLICY NUMBER: 3530

3530.1 Purpose: The purpose of this District policy is to be consistent with the District's duty to provide and maintain a workplace that is free of recognized hazards. The District has adopted this policy to safeguard the health and well-being of employees and their families, visitors, and others who spend time in our facilities and members of the community from infectious conditions that may be mitigated through **appropriate procedures. an effective vaccination program.** This policy is intended to comply with all federal, state, and local laws. It is based upon guidance provided by the Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable. This policy applies to all full-time and part-time employees and includes Directors, volunteers, temporary and provisional employees as well as contracted employees.

3530.2 ~~Policy: In the wake of the COVID-19 pandemic, CCHD wants to assure its employees, and the community we serve, of its continued commitment to maintaining a safe and healthy workplace and that we are taking additional measures to protect our employees and their families from contracting and spreading COVID-19. With COVID-19 vaccines readily available to the general public, we are implementing a mandatory vaccination policy, effective September 30, 2021.~~

~~This policy does not apply to individuals for whom the COVID-19 vaccine has not been fully authorized by the CDC. Compliance with this policy is a condition of continued employment.~~

~~Authority. The Administrator, or designee, will be responsible for outlining proper procedures that are compliant with all federal, state, and local mandates.~~

3530.3 The District's Standard Operating Procedures (SOP) manual will have procedures outlining the following aspects for bloodborne, respiratory, and oral/fecal pathogens:

- Training
- Prevention
- Vaccination
- Testing
- Exposure
- Patient Care



Policy Manual
SECTION 3500 – Health, Safety & Security

POLICY TITLE: TRAINING
POLICY NUMBER: 3535

3535.1 A District training manual will be distributed to all new field employees. This manual will be updated by the Operations Manager and will cover all aspects of an employee's position. The District training manual will include County Operations and Policies that are not decided by the District. The training manual will evaluate employees on both skills and practical knowledge of the field of safety, illness, and injury prevention.

3535.2 All District employees are expected to participate in ongoing training based on State, Federal, OSHA, and County requirements. Training should be assigned and employees should be notified with a minimum of one month completion deadline. Employees who fail to complete required trainings will be subject to the District's Disciplinary Action Policy.

3535.3 All District employees must maintain all required certifications/licenses in a current/valid status. Any District employee who works a shift with a required certification that expires is subject to immediate disciplinary action up to and including termination.

All District employees are expected to turn in required certifications three days prior to the expiration date. This allows time for coverage to be obtained if the employee is not certified to perform their job duties. Failure to provide certification or notify a supervisor three days prior to pending expiration the employee will be removed from the schedule and suspended without pay until the required certification is updated. The employee will also be subject to the District's Disciplinary Action Policy.



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

BOARD AGENDA STAFF REPORT – 02

TO: Board of Directors

FROM: Operations Manager, Tim Nurge

DATE: 10/22/2024

AGENDA DESCRIPTION: “Committed” Standby Employee Wage

RECOMMENDATION: Increase employee hourly wage for a “Committed” Standby Event.

FISCAL IMPACT: Estimated increase to payroll expense \$184-\$662/year

DISCUSSION: The District currently provides two types of “Standby” services to the community of Cambria for large events.

1. **Non-Committed Standby:** Does not require an additional ambulance unit to be placed into service or charge a service fee (e.g. Coast Union football games).
2. **Committed Standby:** Requiring one unit to be prescheduled, pre-staffed, and generally billed at \$250/hr. for a minimum of four (4) hours. In addition, the District has a biannual contract with PG&E to participate in “Committed” standby response drills at a contract fee of \$5,000.

This fiscal year-to-date, CCHD has participated in four “Committed” standbys. This includes the Ironman Triathlon, EMSA Aircraft Emergency Drill (no fee), and two Diablo Canyon Power Plant response drills. Management has found that scheduling additional crews to work a required “Committed” standby event has become increasingly difficult.

On average, a “Committed” standby event is four hours. With this limited number of hours to work, we see a lack of interest from our full-time and reserve employees to pick up the shift. The majority of our employees live 30-45 minutes out of the area and find the additional pay for four hours does not cover the cost of travel time to Cambria. District management would like to propose an hourly wage increase for “Committed” standby events from regular hourly wage to double-time wage.

Examples of earnings:

	<u>Current Regular Hourly Wage</u>	<u>4-Hour Shift</u>	<u>Proposed Double-Time</u>
Reserve EMT	\$19.11	\$76.44	\$152.88
Reserve Paramedic	\$23.21	\$92.84	\$185.68
	<u>Current Regular Hourly Wage</u>	<u>Extra Shift OT Rate 1.1/2</u>	<u>Proposed Double-time</u>
Full-time EMT	\$17.94-\$20.61	\$107.64-\$123.68	\$143.52-\$164.88
Full-time Paramedic	\$21.32-\$24.49	\$127.92-\$146.96	\$170.56-\$195.92

With the average “Committed” standby income at \$1,000, the proposed pay increase would continue to cover both ambulance unit and administrative costs, resulting in a net income.

CONCLUSION: Each December, the Board of Directors reviews and approves a fee schedule to implement on January 1st of the new year. The 2024 Fee Schedule reflects a fee of \$250 per hour for a “Committed” standby event. A 2025 Proposed Fee Schedule and fee analysis will be presented at the regular December 2024 Board meeting.

ATTACHMENTS: None

BOARD ACTION: Motion to approve an increase in employee wage to double time for a “Committed” standby event.

UNANIMOUS: __

MONTALVO __ MILEUR __ FEDOROFF __ MUMPER __ KULESA __