



CAMBRIA COMMUNITY HEALTHCARE DISTRICT

AGENDA

The regular meeting of the Cambria Community Healthcare District will be held Tuesday, September 22, 2009, at 6:30 p.m. at the Rabobank Community Room, 1070 Main Street, Cambria, California. Public comment is invited on any item.

1. **Call to Order/Establishment of a Quorum** – President Fratto
2. **Public Comment Period** – President Fratto will open the floor for public comment regarding any District related item not on the agenda.
3. **Approval of Minutes** – August 25, 2009 Regular Meeting.
4. **Reports**
 - A. **Administrative Reports** – staff will review the following:
 1. Administrator Report – Administrator Melendy
 2. Financial reports – Administrative Assistant Holmes
 3. Ambulance activity report – Operations Director Wright
 4. Community education – Operations Director Wright
 - B. **Project Heartbeat Report** – President Fratto will report on fund status.
 - C. **ACHD Report** – Trustee Lemming will present a report on the activities of the Association of California Healthcare Districts.
 - D. **CIT Report** – Trustee Lemming will present a report of the Crisis Intervention Team's activity.
 - E. **Ad Hoc Committee** – Trustees Headding and Trustee Lemming will update the Trustees regarding the ad hoc committee meetings.

5. **Discussion Items**

- A. Policy Manual Review and Update –Administrator Melendy will present section 3.20 for review and discussion.
- B. RFP for ambulance coverage – Administrator Melendy will review components of an RFP to be submitted to San Luis Ambulance. This RFP is part of information requested of staff through the ad hoc committee.
- C. California Statewide Communities Development Authority – Administrator Melendy will review the status of the JPA that would allow agencies to receive Prop 1A funds as scheduled.

6. **Action Items**

- A. Policy Manual Update – Administrator Melendy will present revised sections 3.15 for Trustee consideration and approval.
- B. Relocation of Medic 12 to Fire Station 57 – Administrator Melendy will present a proposal to relocate one of the District’s ambulance and crew to the Cambria Community Services District Fire Station.
- C. Addendum to the Interagency Operational Agreement – Administrator Melendy will present a revised Addendum to the Interagency Operational Agreement and revised protocol for ALS equipment to be carried by Healthcare District Paramedics when on duty with the Cambria Community Services District Fire Department. Re-implementation of this program would occur when approval is received by Dr. Penny Borenstein, County Health Officer.

7. **Adjournment**

1 **CAMBRIA COMMUNITY HEALTHCARE DISTRICT**

2 **MINUTES**

3
4 The regular meeting of the Cambria Community Healthcare District was held
5 Tuesday, August 25, 2009 at 6:30 pm in the Rabobank Community Room at
6 2001 Main Street, Cambria California.

7
8 1. CALL TO ORDER/ESTABLISHMENT OF A QUORUM: The meeting was
9 called to order by Vice President Headding at 6:35 p.m. All trustees were
10 present except for President Fratto. Administrator Melendy, Administrative
11 Assistant Holmes were in attendance, Operations Director Wright was absent.
12 All stood for flag salute.

13
14 2. PUBLIC DISCUSSION PERIOD: There was no discussion.

15
16 3. APPROVAL OF MINUTES: With no corrections the minutes from the regular
17 July 28th meeting were approved with a motion to accept being made by Trustee
18 Bates and seconded by Secretary Lemming.

19
20 4. REPORTS

21 **A. Administrative Report**

22 1. Administrator Report: Administrator Melendy reported that he has contacted
23 Supervisor Brice Gibson and will meet with him on September 16th to review the
24 status of the Community Health Centers operation and to go over the history of the
25 CCHD, what it is that we do and what our relationship is with CHC and the
26 facilities that we own. He continued discussing the suspension of Proposition 1A
27 and reported to trustees that we are subject to the shift of property tax revenue to
28 the state and the total will be about \$34, 000. Administrator Melendy reported that

1 the California Statewide Communities Development Authority is going to be
2 creating a JPA that will fund the reduction in taxes upfront to districts, counties or
3 cities so in essence, if we join the JPA we would receive our normal property tax
4 allotment for this fiscal year and in 3 years when the State has to pay the money
5 back, those monies including any interest would go to the JPA. He continued
6 stating that we must let the CSAC know by the end of October if we chose to
7 participate in the JPA, by that time we will know what interest rate the State will be
8 paying on the diverted funds. Administrator Melendy stated that we will put this
9 issue on the September meeting agenda as a discussion item and then potentially as
10 an action item in October if the board wishes to join the JPA. Secretary Lemming
11 clarified that joining the JPA would mean that we would receive our tax revenue
12 but no interest. Trustee Bates asked how the California Statewide Communities
13 Development Agency is funding this JPA. Administrator Melendy reported that this
14 JPA was in place previously and loaned out money during one of the ERAF shift of
15 funds. Vice President Headding stated that what it comes down to is what
16 percentage rate will be given in 3 years and making an assumption of that rate
17 comparing what the State will pay against the private sector and will the State
18 actually pay back the money in the 3 year parameter as set forth at this time.
19 Trustee Jenkins asked for clarification concerning the fiscal year that property tax
20 revenue is affected due to the suspension of Prop 1A. Administrator Melendy
21 responded that the suspension of Prop 1A is only for the 2010 fiscal year and that
22 the state is only allowed to suspend Proposition 1A two times in a ten year period.
23 Administrator Melendy then reported that he has received and given each trustee a
24 copy of the estimated tax revenues that we receive from the county and the amount
25 is about \$200 more than what was estimated in the budget, the Special Assessment
26 fund is coming in about \$5,000 lower than budgeted as many property owners are
27 consolidating their parcels so they are only assessed on one APN #. Administrator
28 Melendy then informed trustees that on September 12th we will be doing a

1 committed 3rd unit ambulance stand-by for the Best Buddies Challenge from 9am to
2 11 pm. Also beginning are the football stand-bys at Coast Union for home field
3 football games that have a committed unit at all games. Administrator Melendy
4 reported that Atascadero Fire Department with great assistance from Retired Fire
5 Captain Tom Way, has acquired a FEMA grant to set up a disaster management
6 training course through the Emergency Management Training Institute in
7 Emmitsburg Maryland, who are connected with the National Fire Academy through
8 FEMA. The grant received allows for approximately 60 people to participate in a
9 week long training program in Emmitsburg the first week in December and we have
10 received an invitation to send Paramedic Dan Takaoka at a cost to the CCHD of
11 only \$129. He continued stating that most courses like this use a simulated city for
12 training purposes, this grant has been developed by FEMA with Atascadero City in
13 mind utilizing a scenario where the Salinas River floods to simulate a disaster
14 situation and will cover many areas for EMS, Firefighter, City Administrators and
15 Police to be involved and participate. Trustee Bates stated that he has been to the
16 facility in Emmitsburg and feels that it is an excellent opportunity to train and learn
17 and he is in favor of our involvement and is intrigued that they made this a regional
18 training session which gives all attending the opportunity to work with all the
19 Emergency Service Agencies in the County. Administrator Melendy agreed and
20 said that his goal is to have Paramedic Dan Takaoka come back and bring what he
21 has learned and work with the CCSD wastewater and firefighters, Sheriff's office
22 and State Parks Department and put on at least a table top exercise of a scenario in
23 Cambria similar to the one simulated at the training in Emmitsburg.. Administrator
24 Melendy then reported that he received a call Thursday from Charlotte Alexander,
25 Executive Director of the EMSA and today had a follow up call with Medical
26 Director Dr. Tom Ronay regarding the proposal sent to them in March updating the
27 addendum to the inter operational agreement and creating a protocol for the
28 utilization of the ALS equipment on the Fire Engine. Administrator Melendy has

1 given each trustee both of the aforementioned documents with minor changes and
2 clarifications made by Dr. Ronay, these documents have also been reviewed by
3 CCSD General Manager Tammy Ruddock, Fire Chief Miller and CCSD Directors.
4 Administrator Melendy is anticipating that a letter will be drafted by Dr. Ronay and
5 Ms. Alexander recommending to County Health Officer Dr. Borenstein the
6 approval of this program based on the SOP that has been created. Administrator
7 Melendy has contacted Michelle Reiger with ALPHA Fund and has sent the revised
8 drafts for review as they have an issue with the addendum to the agreement.
9 Administrator Melendy continued stating that the issue that ALPHA Fund is most
10 concerned about is potential compensation due to a significant disability. A
11 scenario would be if Fire Captain Hollingsworth, who is also a Paramedic and
12 works for the CCHD part time, while on duty with Cambria Fire engages in an ALS
13 procedure and potentially sustains an injury such as exposure to a communicable
14 disease that becomes a career ender, the question ALPHA Fund is concerned with is
15 that they, (ALPHA Fund), may become liable for not paying his disability based on
16 his one shift per month for us which totals about \$250 but based on his salary as a
17 Fire Captain for the CCSD, and at this time there is not a mechanism in place that
18 accounts for that extended exposure. Administrator Melendy, Chief Miller and
19 General Manager Ruddock have all discussed these issues from the CCSD and
20 CCHD side and all share the same concern that both Workers Comp agencies aren't
21 looking to the other for responsibility of the liability and the employee gets caught
22 in the middle. Administrator Melendy will meet with General Manager Ruddock
23 tomorrow to discuss this issue, and Michele Reiger from ALPHA Fund will be
24 reviewing this addendum and has advised Administrator Melendy that the two
25 Workers Comp agencies need to work out an agreement between them as to the
26 responsible party. Once Administrator Melendy is in receipt of the letter from Dr.
27 Borenstien, he and operations Director Wright will put policies in place as far as
28 implementation of changes, one of the most important being Dr. Ronay's issue

1 with the narcotics and how they are handled. Administrator Melendy will keep
2 trustees updated on all of the Workers Comp issue and the ALS gear.

3
4 2. Financial Report: Administrative Assistant Holmes stated that a copy of the
5 July financials is included in trustees' agenda package and asked if there were any
6 questions. Administrative Assistant Holmes informed trustees that to date for
7 August our ambulance revenue is \$30,000. Administrator Melendy stated that
8 auditors from Moss, Levy and Hartzheim were at the office last week finishing up
9 the yearly audit and he anticipates that they will make a presentation at the October
10 meeting. Trustee Bates stated that he was happy that the aging report has been
11 added to the packet. Trustee Jenkins asked if the report now titled the "Year To
12 Date Revenue Report", can be changed to better reflect the data that is actually
13 shown on the report which she believes in a rolling summary of revenue.

14 Administrator Melendy responded that this report is generated by Wittman
15 Enterprises our billing company and staff will ask if the report name can be
16 changed to better reflect the data and be customized for the CCHD. Trustee Bates
17 asked about the Medicare Assurance Fee and asked Administrator Melendy to
18 better explain this fee. Administrator Melendy responded that this was an item
19 brought up last month by Secretary Lemming and that it is Assembly Bill 511 and
20 was last amended in the Senate on July 15th and is still in committee. Administrator
21 Melendy continued saying that his understanding of this bill is that Medicare is
22 going begin assessing a fee thru our billing that will go into a fund so that they then
23 can reimburse us, he feels that what we will see if this bill passes is a reduction in
24 Medical payments. Trustee Jenkins stated that as the bill is written in order to
25 implement this bill approval would have to come from Medical and Medicare and
26 she feels that this will be the biggest hurdle for AB511. Trustee Bates stated that the
27 verbiage that concerns him is the bill is the statement, "the quality assurance fee
28 shall be assessed on all medical ambulance transports service providers", it does not

1 say on all medical transports and obviously the CCHD is a service provider. Vice
2 President Bates pointed out that the fee is 5.5% of the revenue derived from
3 providing the service or 5.5% of the Medical revenue so for the CCHD it is a
4 minimal amount.

5
6 3. Ambulance Report: The monthly ambulance report for July was attached to the
7 minutes. Administrator Melendy explained the San Luis Ambulance coverage
8 statistics including when they cover if both of our units are out on calls, and that we
9 have had four responses into Monterey County to date for August.

10
11 4. Community Education: Administrator Melendy reported that a CPR class was held
12 last week and plans are in motion to begin talking with school district officials to
13 again offer the CPR/First Aid classes.

14
15 **B. Project Heartbeat**

16 Administrator Melendy reported that the Project Heartbeat fund balance remains the
17 same at \$3141.88.

18
19 **C. ACHD Report**

20 Secretary Lemming stated that he has nothing to report.

21
22 **D. CIT Report**

23 Secretary Lemming reported that he does not have a report on CIT activity.

24
25 **E. Ad Hoc Committee Report**

26 Administrator Melendy reported that there has not been an Ad Hoc committee meeting
27 and the next scheduled meeting will be Monday the 31st.

28 5. Discussion Items:

1 A. Administrator Melendy presented section 3.15 for review and discussion and stated
2 that as he perused this policy a number of red flags came up as this policy was written
3 several years ago prior to the implementation of HIPPA regulations. He sees the biggest
4 issues of the current policy being what we can demand of our employees as far as having
5 physical exams and what information we can receive from them. Administrator Melendy
6 continued stating that with the FEMA grant that we received and the physicals that were
7 offered to employees, the only information the district received on any individual is if
8 they are not fit or fit for duty, and along those lines the 4 employees who went to the
9 peer fitness training are working on a policy for physical training, how it is implemented
10 and the testing procedures. Trustee Bates stated that he believes the original policy may
11 have been written to get the current employees of the CCHD at the time it was written to
12 qualify for Safety retirement in CalPERS and as this is a very generous retirement
13 system if this is in fact true he believes that you can require them to take physicals.
14 Trustee Bates continued saying that a problem he sees with this policy is that we do not
15 define the physical requirements or standards and what a physician should be looking
16 for to make them qualified and fit for duty. Trustee Bates feels that the purpose of this is
17 not only to provide a benefit to the employees but to ensure the physical ability of the
18 employees, and he feels that is it important for employees to receive a copy of their
19 results in accordance with a physical and stated that he feels that as CCHD employees
20 are in the safety category of PERS that physicals should be mandatory. Trustee Bates
21 also feels that the mental health evaluation portion should be completely stricken from
22 the policy. Trustee Jenkins stated that all health information should only go between the
23 physician and the patient according to HIPPA regulation. Administrator Melendy agreed
24 with Trustee Bates stating that a fit for duty designation from a physician as this policy
25 is written, does not have any parameters as to fit for duty for what job. Administrator
26 Melendy stated that he will research and find guidelines and or criteria to add to our
27 policy to define standards or physical requirements for our particular situation. Vice
28 President Headding stated that he believes that it is the desire of the board to have

1 Administrator Melendy redefine the validity of this policy for the agency as well as the
2 individual, it should meet current legal requirements, should be relevant to the CalPERS
3 retirement system and the safety guidelines and what should be deleted regarding the
4 mental health guidelines then brought back to the board for review.

5
6 6. ACTION ITEMS:

7 A Administrator Melendy presented revised section 3.10, paragraph a line 4 clarifying
8 the wearing of the district patch, he also changed the order so the Class A Uniform is no
9 longer listed as optional but is the standard uniform of the district with the navy blue
10 polo shirt being optional as well as the jumpsuit. Administrator Melendy continued
11 discussing 3.10.025 and stated that he updated the uniforms again eliminating any
12 reference to back up and referring to part time status and what uniforms are issued to
13 those individuals, and in paragraph h, section 3.10.030 referencing that any uniform
14 items purchased by the employee are retained by the employee if they leave the district.
15 Secretary Lemming made a motion to accept section 3.10 with the revisions, Trustee
16 Jenkins seconded the motion. The motion passed 4/0.

17
18
19 7. ADJOURNMENT:

20 It was moved by Secretary Lemming for adjournment and seconded by
21 Trustee Bates. By unanimous vote of the Board the meeting was
22 adjourned at 7:30 pm.

23 Prepared and Submitted by:

24 _____

25 Heidi Holmes, Administrative Assistant