

Chief Administrative Office

RECOMMENDED BUDGET • FY 2023-24

MISSION

In addition to the responsibility for overall County administration, the Chief Administrative Office oversees the County’s Emergency Medical Services Agency and Emergency Preparedness and Response (EMS/EPR) Program.

Emergency Medical Services (EMS): The mission of El Dorado County EMS Agency is to provide a cost effective, sustainable, collaborative, and data-driven EMS system.

Emergency Preparedness and Response (EPR): El Dorado County Emergency Preparedness and Response provides services mandated by the California Department of Public Health to prepare the residents of El Dorado County for natural and intentional public health disasters and public health emergencies through improved operational readiness, planning, and mitigation activities, to ensure timely response and successful recovery as a collaborative and resilient community.

DEPARTMENT BUDGET SUMMARY

General Fund

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
License, Pmt, Fran	32,239	35,000	20,000	(15,000)
IG Rev - Federal	74,539	0	0	0
Service Charges	15,444	17,000	0	(17,000)
Miscellaneous Rev	18,707	0	250	250
Other Fin Sources	1,243,776	2,156,569	2,133,506	(23,063)
Total Revenue	1,384,704	2,208,569	2,153,756	(54,813)
Salaries & Benefits	1,095,660	1,172,808	1,280,387	107,579
Services & Supplies	485,212	831,646	505,873	(325,773)
Other Charges	1,544	0	0	0
Other Fin Uses	13,976	0	0	0
Intrafund Transfers	274,663	489,731	913,080	423,349
Intrafund Abatement	(148,371)	(245,093)	(457,139)	(212,046)
Total Appropriations	1,722,685	2,249,092	2,242,201	(6,891)
FUND 1000 GENERAL FUND TOTAL	337,981	40,523	88,445	47,922

MAJOR BUDGET CHANGES

Revenue

License and Permits

(\$15,000) Decrease in EMS revenue due to a projected decrease in Ground Emergency Medical Transport Quality Assurance Fees.

Service Charges

(\$17,000) Decrease in Interfund Transfers In due to the exhaustion of Public Safety Power Shutoff funding.

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Other Financing Sources

\$221,821	Increase in Operating Transfers In to the EMS program from County Service Areas (CSAs) 3 & 7 due to increased costs for the administration of the EMS program.
\$2,666	Increase in Operating Transfers In to the Ambulance Billing program from CSAs 3 & 7 due to projected higher administration costs for the program.
(\$247,550)	Decrease in Operating Transfers In from Emergency Preparedness and Response Grants that are ending in FY 2022-23.

Appropriations

Salaries and Benefits

\$110,497	Increase in Salaries and Benefits costs due to Board-approved compensation increases.
(\$2,918)	Decrease in Workers' Compensation premium charges as the Department's share of overall County claims incurred has decreased from prior years decreasing their Liability insurance premium expense.

Services and Supplies

(\$46,000)	Decrease in Professional & Specialized Services due to a one-time cost of \$46,000 in FY 2022-23 for the ambulance billing review.
(\$279,773)	Decrease in Services and Supplies for grant-funded Preparedness programs due to the one-time nature of the expenditures in these programs. If any funding and expenditures are carried forward from FY 2022-23, they will be added to the Adopted Budget.

Intrafund Transfers

\$212,046	Increase in Intrafund Transfers for EMS/EPR administration cost recovery which is completely offset in Intrafund Abatements.
\$209,775	Increase in Intrafund Transfers due to increased Countywide Cost Allocation Plan charges.
\$8,000	Increase in Intrafund Transfers due to increased charges from County Counsel.
(\$3,000)	Decrease in Intrafund Transfers due to a projected reduction in reimbursable time for the Deputy Chief Administrative Officer who oversees Emergency Medical Services and Emergency Preparedness activities.
(\$3,472)	Decrease in Mail and Stores Intrafund Transfer due to a change in budgeting methodology wherein the charges will instead be reflected in the Countywide Cost Allocation Plan.

Intrafund Abatements

(\$212,046)	Increase in Abatements (shown as a negative expense) for EMS/EPR administration cost recovery from Emergency Preparedness grant programs which is completely offset in Intrafund Transfers.
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EMS Preparedness Fund

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Fines & Penalties	257,264	324,000	280,000	(44,000)
Rev Use Money/Prop	(8,387)	2,000	5,950	3,950
IG Rev - State	62,612	67,000	66,000	(1,000)
IG Rev - Federal	380,638	670,000	421,000	(249,000)
Fund Balance	0	229,162	244,378	15,216
Total Revenue	692,127	1,292,162	1,017,328	(274,834)
Services & Supplies	415,523	307,000	345,000	38,000
Other Charges	1,822	3,000	3,000	0
Other Fin Uses	444,620	737,784	490,950	(246,834)
Contingency	0	244,378	178,378	(66,000)
Total Appropriations	861,966	1,292,162	1,017,328	(274,834)
FUND 1120 EMS PREPAREDNESS TOTAL	169,838	0	0	0

MAJOR BUDGET CHANGES

Revenue

Fines & Penalties

(\$44,000) Decrease in projected Maddy/Ritchie Fund Court Fine revenue.

Federal Revenue

(\$81,000) Decrease in Hospital Preparedness Program grant funds.

(\$168,000) Decrease in Federal Block Grant revenues for the Public Health Emergency Preparedness and City Readiness Block Grants.

Appropriations

Services and Supplies

\$58,000 Increase in Special Department Expense due to projected increases in reimbursements to local hospitals for the cost of uncompensated emergency care for children using Ritchie Funds.

(\$8,000) Decrease in Emergency Medical Services payments due to projected decreases in reimbursements to hospitals and physicians for the cost of uncompensated emergency care using Maddy Funds.

(\$12,000) Decrease in Software Maintenance costs based on contracted amounts.

Other Financial Uses

(\$246,834) Decrease in Operating Transfers Out to the General Fund operating accounts due to Emergency Preparedness and Response Grants that are ending in FY 2022-23.

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Contingency

(\$66,000) Decrease in Contingency based upon current projected use of funds.

County Service Area 3 Fund

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Taxes	108,042	108,100	108,500	400
Fines & Penalties	2,298	2,700	2,900	200
Rev Use Money/Prop	(18,612)	4,000	0	(4,000)
Service Charges	3,152,789	4,336,500	3,174,500	(1,162,000)
Miscellaneous Rev	0	96,000	0	(96,000)
Other Fin Sources	0	0	2,120,707	2,120,707
Fund Balance	0	506,019	0	(506,019)
Total Revenue	3,244,517	5,053,319	5,406,607	353,288
Services & Supplies	214,693	286,125	148,100	(138,025)
Other Charges	4,053,232	4,379,140	4,912,900	533,760
Other Fin Uses	164,890	364,901	345,607	(19,294)
Contingency	0	23,153	0	(23,153)
Total Appropriations	4,432,815	5,053,319	5,406,607	353,288
FUND 1353 County Service Area #3 TOTAL	1,188,299	0	0	0

MAJOR BUDGET CHANGES

Revenue

Use of Money / Property

(\$4,000) Decrease in Interest Revenue due to a beginning fund balance of \$0 causing very little, if any, interest to be generated.

Service Charges

(\$1,162,000) Decrease in Service Charge revenue mainly due to projected Ambulance Services revenue coming in much lower than anticipated.

Miscellaneous Revenue

(\$96,000) Decrease in Miscellaneous Revenue due to the uncertainty of funding in FY 2023-24 for the Ground Emergency Medical Transport (GEMT) program. As more information is currently being gathered, this amount may change with the Adopted Budget.

Other Financing Sources

\$2,120,707 Increase in Operating Transfers In from American Rescue Plan Act due to a shortfall in ambulance revenue.

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Fund Balance

(\$506,019) Decrease in Fund Balance due to the anticipated use of the entire Fund Balance in FY 2022-23.

Appropriations

Services and Supplies

\$1,500 Increase in Audit & Accounting Service fees due to increased fees for audits.

(\$46,025) Decrease in Collection Services and Agency Administration Fee costs to align projections with prior three years' actuals.

(\$93,500) Decrease in Other Governmental Agency costs due to the uncertainty of funding for the GEMT program. This expenditure may increase in Adopted Budget once more information about the program is available.

Other Charges

\$530,760 Increase in Contributions to non-County Government Agencies due to increases in payments to ambulance providers primarily due to annual contract increases with CalTahoe and increased costs from the annual Ambulance Inflation Factor.

\$3,000 Increase in Interfund Transfers Out due to projected increases in County Counsel charges.

Other Financial Uses

(\$19,294) Decrease in Operating Transfers Out for EMS Program administration cost recovery.

Contingency

(\$23,153) Decrease in Contingency based on the anticipated use of fund balance due to funding shortfall.

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County Service Area 7 Fund

Description	FY 2021-22 Actual	Current Year Adopted	CAO Recommended	Difference from Adopted
Taxes	5,695,594	5,604,000	5,847,200	243,200
Fines & Penalties	8,709	9,000	8,700	(300)
Rev Use Money/Prop	(417,274)	50,000	50,000	0
IG Rev - State	29,018	30,000	29,000	(1,000)
Service Charges	9,966,208	9,224,000	8,818,400	(405,600)
Miscellaneous Rev	367,000	275,000	300,000	25,000
Fund Balance	0	14,125,890	13,800,000	(325,890)
Total Revenue	15,649,254	29,317,890	28,853,300	(464,590)
Services & Supplies	819,563	817,400	442,900	(374,500)
Other Charges	11,722,215	13,120,000	14,940,996	1,820,996
Other Fin Uses	634,265	923,473	1,166,538	243,065
Contingency	0	14,457,017	12,302,866	(2,154,151)
Total Appropriations	13,176,043	29,317,890	28,853,300	(464,590)
FUND 1357 County Service Area #7 TOTAL	(2,473,211)	0	0	0

MAJOR BUDGET CHANGES

Revenue

Taxes

\$271,200 Increase in Taxes due to projected growth in Property Taxes.

(\$28,000) Decrease in Taxes due to projected decreases in Special Taxes revenues due to the removal of properties destroyed by the Caldor Fire from the levy.

Service Charges

(\$405,600) Decrease in Service Charges due to decreased projected Ambulance Services charges.

Miscellaneous Revenue

\$25,000 Increase in Miscellaneous Revenue due to an increase in the amount received from the Shingle Springs Band of Miwok Indians.

Fund Balance

(\$325,890) Decrease in Fund Balance based on FY 2022-23 projected use of funds.

Appropriations

Services and Supplies

(\$374,500) Decrease in Services and Supplies primarily due to the termination of the Ground Emergency Medical Transport Quality Assurance Fee program.

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Other Charges

- \$1,815,996 Increase in Contributions to non-County Government Agencies due to increases in payments to the West Slope Ambulance JPA due to contractual increases including a capital asset payment.
- \$5,000 Increase in Interfund Transfers Out due to projected increases in County Counsel charges.

Other Financial Uses

- \$243,065 Increase in Operating Transfers Out for EMS Program administration cost recovery.

Contingency

- (\$2,154,151) Decrease in Contingency based upon current projected use of funds.

PROGRAM SUMMARIES

Emergency Medical Services Agency (EMS)

The EMS Agency, governed by Health & Safety Code Division 2.5 Emergency Medical Services and California Code of Regulations Title 22, Division 9, serves to coordinate and maintain an integrated system of rapid emergency response, high-quality pre-hospital care, and transportation services to victims of illness or injury in El Dorado County. The EMS Agency is fully funded by a combination of property taxes, certification fees, Maddy/Richie Fund, and Ground Emergency Medical Transport (GEMT) funds.

County Service Areas

The County is the provider of pre-hospital emergency medical services within County Service Area (CSA) 7 for the West Slope and CSA 3 for South Lake Tahoe and the Tahoe West Shore. The County provides these services through contracts for operational services. The CSAs are funded through property taxes, special taxes, benefit assessments, payments from the Shingle Springs Band of Miwok Indians, and ambulance service fees.

Emergency Preparedness and Response

The Emergency Preparedness & Response Program's focus is to build community resilience and disaster preparedness through education and action. In coordination with the EMS Agency, the Emergency Preparedness & Response Program operates the Medical Health Operational Area Coordinator (MHOAC) Program, which helps coordinate medical and health resources during an emergency or disaster. The Emergency Preparedness and Response Program is responsible for the oversight and implementation of the following programs and funding streams: Public Health Emergency Preparedness (PHEP), Hospital Preparedness Program (HPP), Cities Readiness Initiative (CRI), and State Pandemic Influenza (Pan Flu). These programs serve all El Dorado County residents and visitors.

Staff in the EMS & Emergency Preparedness Programs are instrumental in carrying out the Chief Administrative Office's responsibilities under Board of Supervisors Policy K-3, "Emergency Management," and are responsible for the planning, training, and evaluation of the County's Continuity of Operations/Government (COOP) Plan. These staff lead the Continuity Coordination and Implementation

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Group and coordinate with all County departments and the Sheriff's Office of Emergency Services to ensure continuity of government essential functions during an emergency.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing FTEs
EMS Administration	\$ -	\$ -	\$ -	0.10
Emergency Preparedness & Response	\$ 1,197,756	\$ 1,109,311	\$ 88,445	3.35
Emergency Medical Services	\$ 1,904,736	\$ 1,904,736	\$ -	4.00
Ambulance Billing	\$ 157,037	\$ 157,037	\$ -	1.05
County Service Area 3- EMS	\$ 5,406,607	\$ 5,406,607	\$ -	
County Service Area 7- EMS	\$ 28,853,300	\$ 28,853,300	\$ -	
Total	\$ 37,519,436	\$ 37,430,991	\$ 88,445	8.50

STAFFING TREND

The Emergency Medical Services and Emergency Preparedness and Response Division was moved from the Health and Human Services Agency into the Chief Administrative Office in July 2019, with a total of 6.15 FTE included in the FY 2019-20 Recommended Budget.

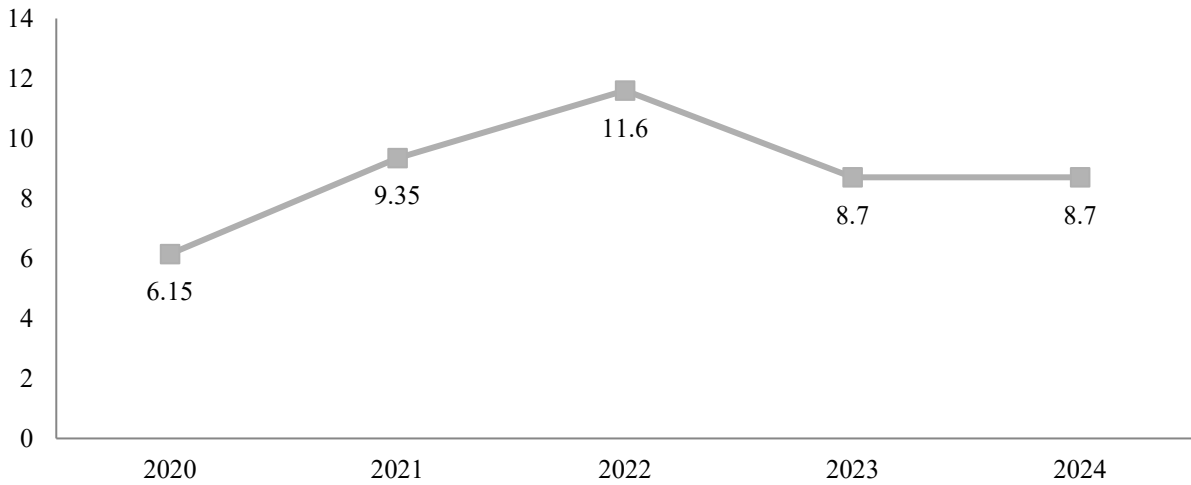
During FY 2019-20, 1.0 FTE Medical Billing Technician position was added to the Division with the transfer of Ambulance Billing services, and 2.0 FTEs were added for the Vegetation Management Program. One Deputy CAO was allocated to Emergency Medical Services and Emergency Preparedness Division at 0.2 FTE bringing the position allocation to 9.35 FTE.

During FY 2020-21, the Board approved adding 1.0 FTE Health Educator in Emergency Preparedness with increased grant funding in Public Health Emergency Preparedness and Hospital Preparedness and 0.25 FTE EMS Specialist to bring that position to full-time. The FY 2021-22 Recommended Budget included the addition of one Limited Term, grant-funded Administrative Assistant I/II, bringing the total allocation to 11.6 FTE.

During FY 2021-22, the Board approved the addition of 0.1 FTE EMS Agency Medical Director and the replacement of a Community Health Advocate allocation with an Administrative Technician allocation. The FY 2022-23 Recommended Budget included the move of 1.0 FTE Administrative Analyst and 1.0 Sr. Defensible Space Inspector allocations to the Administration and Budget Division. In addition, with the end of grant funding, the FY 2022-23 Recommended Budget included the deletion of a vacant 1.0 FTE Administrative Assistant allocation which brought the staff allocation to 8.7 FTE. The FY 2023-24 Recommended Budget remains at a total of 8.7 FTE allocations for the Emergency Medical Services and Emergency Preparedness and Response Division.

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RECOMMENDED BUDGET

EMS, Preparedness, & Response

This Budget is recommended at \$3,259,529, which is a decrease of \$281,725 (8%) when compared to the FY 2022-23 Adopted Budget. The General Fund provides \$88,445 (2.7%) of funding for EMS and Emergency Preparedness & Response Programs. General Fund support for the EMS and Emergency Preparedness & Response program is limited to countywide continuity of operations planning and training expenses that are not claimable through grants or other sources.

County Service Areas

The total budget for the CSAs is recommended at \$35,259,907, which is an increase of \$888,698 (2.6%) when compared to the FY 2022-23 Adopted Budget. This is mainly due to contractual compensation increases, including the Ambulance Inflation Factor, which is 8.7% for FY 2023-24. The budget for CSA 3 includes an Appropriation for Contingency of \$0 due to the anticipated use of fund balance in FY 2022-23 and FY 2023-24. The funding shortfall in CSA 3 is due to a structural funding deficit from charges for services not covering the costs of the ambulance contracts. The structural deficit can mostly be attributable to the timing of revenue received being much later than when the service was provided and the complexity of medical billing reimbursements from private insurance and public medical coverage. A fee increase was implemented in June 2022; however, it is not clear whether this will be sufficient to address the structural deficit. The County will continue to gather information regarding projections of revenue and services provided to better estimate the Adopted Budget amounts. The budget for CSA 7 includes an Appropriation for Contingency of \$12,302,866, approximately 88% of the operating cost of the ambulance services in that area.

Sources & Uses of Funds

The Emergency Preparedness and Response program is funded primarily through state and federal grants (\$487,000) but also continues to receive some Public Health Realignment funding (\$130,411).

The Emergency Medical Services and Ambulance Billing programs are funded through interfund transfers from the County Service Areas.

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The County Service Areas are funded by property taxes (\$4,121,200), special taxes (\$1,834,500), benefit assessments (\$561,900), payments from the Shingle Springs Band of Miwok Indians (\$300,000), and ambulance service fees (\$11,431,000). The budgeted use of fund balance is \$13,800,000 with \$12,302,866 budgeted in Contingency.