



BOARD OF DIRECTORS

*Donna Sesock-Miller, President
Steven Pittson, DC, Vice-President
Daniel Robinson, Secretary
Anne Stokman, RN, Treasurer
Harold Hill, Member*

PO Box 187, Patterson, CA 95363
Phone (209) 892-8781 Fax (209) 892-3755

AGENDA
September 24, 2018
6:30 pm
Del Puerto Health Center Conference Room

1700 Keystone Pacific Parkway, Unit B,
Patterson, California

The Del Puerto Health Care District welcomes you to this meeting, which is regularly held the last Monday of each month, and your interest is encouraged and appreciated.

PUBLIC COMMENT PERIOD: Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda. If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period, however California law prohibits the Board from taking action on any matter which is not on the posted agenda unless it is determined to be an emergency by the Board of Directors. Persons speaking during the Public Comment will be limited to five minutes or, depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

CONSENT CALENDAR: These matters include routine financial and administrative actions and are identified with an asterisk (*). All items on the consent calendar will be voted on as a single action at the beginning of the meeting under the section titled "Consent Calendar" without discussion. If you wish to discuss an item on the Consent Calendar, please notify the Clerk of the Board prior to the beginning of the meeting or you may speak about the item during Public Comment Period.

REGULAR CALENDAR: These items will be individually discussed and include all items not on the consent calendar, all public hearings and correspondence.

CLOSED SESSION: Is the portion of the meeting conducted in private without the attendance of the public or press to discuss certain confidential matters specifically permitted by the Brown Act. The public will be provided an opportunity to comment on any matter to be considered in closed session prior to the Board adjourning into closed session.

ANY MEMBER OF THE AUDIENCE DESIRING TO ADDRESS THE BOARD ON A MATTER ON THE AGENDA: Please raise your hand or step to the podium at the time the item is announced by the Board President. In order that interested parties have an opportunity to speak, any person addressing the Board will be limited to a maximum of 5 minutes unless the President of the Board grants a longer period of time.

BOARD AGENDAS AND MINUTES: Board agendas and minutes are typically posted on the Internet on Friday afternoons preceding a Monday meeting at the following website: <https://dphealth.specialdistrict.org/board-meeting-agendas>.

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District office at 875 E Street, Patterson, CA during normal business hours. Such documents are also available online, subject to staff's ability to post the documents before the meeting, at the following website <https://dphealth.specialdistrict.org/board-meeting-agendas>.

NOTICE REGARDING NON-ENGLISH SPEAKERS: Board of Director meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

REASONABLE ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (209) 892-8781. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Cell phones must to be silenced or set in a mode that will not disturb District business during the meeting.



BOARD OF DIRECTORS MEETING AGENDA
September 24, 2018 @ 6:30 pm
 Del Puerto Health Center Conference Room,
 1700 Keystone Pacific Parkway, Unit B, Patterson, CA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Directors Roll Call**
4. **Reading of the Mission Statement**
"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."
5. **Public Comment Period** [*Limited to subjects not already on the agenda*]
6. **Declarations of Conflict** [*Board members disclose any conflicts of interest with agenda item(s)*]
7. **Review of Agenda** [**Directors may request any consent calendar item be moved to regular calendar*]
8. **Consent Calendar*** [*Routine committee reports, minutes, and non-controversial items*] **Action**
 A. * Approve Board Minutes for August 27, 2018
9. **Regular Calendar**
 * *Any Consent calendar items moved to regular calendar* **Action**
 A. Accept August 2018 Financial Report & Warrants **Action**
 B. Clinical Education & Quality Improvement Coordinator (PT to FT) **Action**
10. **Reports**
 - A. Employees for Years of Service and New Hires in September Years

Ambulance:	Bill Calderon,	Stockton	1
	Ricardo Marquez	Modesto	1
	Mia Marroquin	Patterson	1
	Daniel Schafer	Modesto	1
	R. J. Schulze	Valley Springs	1
	Mario Villanueva	Stockton	1
	Mike McLaughlin	Oakdale	14
	Sean Mangskau	Modesto	15
Health Center:	Aracely Ortiz-Rodriguez	Modesto	1
	Yesenia Sanchez	Patterson	3
Administration:	Maria Reyes-Palad	Patterson	NEW
 - B. Board Correspondence (none)
 - C. Board Member Reports
 - 1) Director Sesock-Miller - West Side Health Care Task Force
 - 2) Director Pittson
 - 3) Director Robinson
 - 4) Director Stokman – District-wide Community Health Needs Assessment
 - 5) Director Hill
 - D. Ambulance
 - E. Health Center
 - F. Administration



BOARD OF DIRECTORS MEETING AGENDA
September 24, 2018 @ 6:30 pm
Del Puerto Health Center Conference Room,
1700 Keystone Pacific Parkway, Unit B, Patterson, CA

11. **Upcoming Regular Board and Standing Committee Meeting Dates**

Finance – Wednesday, Oct 24	Board – Monday, Oct 29
Finance – Wednesday, Nov 21	Board – Monday, Nov 24

12. **Closed Session** *[Board of Directors may recess to closed session for discussion of certain matters as legally permitted. Any action taken shall be reported in open session.]*
 - A. Gov't Code § 54956.9(b) Conference with Legal Counsel – Anticipated litigation or Significant exposure to litigation: One (1) potential case.

 - B. Gov't Code section 54956.8 Conference with Real Property Negotiator
Property: APN 0131-024-007

13. **Reconvene to Open Session – Report of Closed Session**

14. **Adjourn**

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – August 27, 2018

1. Call to Order

The meeting was called to order at 6:30 pm by Board President Donna Sesock-Miller.

2. Pledge of Allegiance

3. Board of Directors Roll Call

Directors Present: President Donna Sesock-Miller
Treasurer Anne Stokman
Director Harold Hill
Secretary Dan Robinson
**Vice President Steve Pittson arrived at 6:31 pm

Directors Absent: None

Staff Present: Administrative Director/CEO, Karin Hennings
Ambulance Director, Paul Willette
Health Center Manager, Suzie Talamantes
Acting Clerk of the Board, Cheryle Pickle

District Legal Counsel Present: Dave Richie, Cota Cole Huber LLC

4. Reading of the Mission Statement:

"The District's primary mission is to provide the highest quality health care services through Patterson District Ambulance and Del Puerto Health Center, while continuing to expand healthcare availability to the citizens of the Del Puerto Health Care District."

5. Public Comment Period - No Comment

6. Declarations of Conflict: None

7. Review of Agenda - No Changes

8. Consent Calendar

- A. Approve Board Minutes for July 30, 2018
- B. Accept July 2018 Financial Report and Warrants

Motion to approve items A and B in the Consent Calendar made by Director Stokman, seconded by Director Hill; the motion carried by a unanimous vote.

9. Regular Calendar

A. Proposal to engage consultant Radiology Project.

Ms. Henning presented a revised proposal from Executive Healthcare Partnerships. She explained the project and why the need for a consultant. The consultant is Daren Kumar, former CEO of Memorial Hospital. He is also a Radiologist. The cost of the project is \$15,000 and the timeline if 4 months. Question were answered.

Del Puerto Health Care District

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BOARD OF DIRECTORS MINUTES – August 27, 2018

Motion to accept the proposal from Executive Healthcare Partners to assist in completing the Radiology Partnership Project for \$15,000 moved by Director Stokman, second by Director Robinson; the motion was carried by a unanimous roll call vote.

B. Resolution 18-26: Approve Banking Access and Security Roster

Ms. Hennings explained the need for Resolution 18-26 and reviewed the content. Discussion ensued, Med Tech and SEMSA will have view only of their respective accts. The Board will need to adopt another resolution when the Board changes. This will need to happen in December-January each year.

Motion to adopt Resolution 18-26 to approve the 2018 Banking Security and Access Resolution moved by Director Stokman, second by Director Robinson; motion carried with a unanimous roll call vote.

C. Resolution 18-27: Approve Administrative/CEO Salary Range

Ms. Hennings presented the Summary of the research. She discussed the sources of the data and how it was compiled. Discussion ensued. We will make this salary range publicly available.

Motion to adopt Resolution 2018-27 approving a salary range of \$126,000-\$189,000 per year for the position of Administrative Director/CEO moved by Director Stokman, second by Director Pittson; motion carried by unanimous roll call vote

D. Resolution 18-28: Amend Employee-Employer Relations Resolution

Dave Richie recited the history of the District's Employee-Employer Relations Resolution. Changes in federal and state law required updates to the document. The changes do not address any wages, hours or other terms and conditions of employment. The changes were submitted to the TEMSA/USW Union with advance notice asking if the Union wished to meet and confer on the changes. The union did not respond. A discussion ensued.

Motion to amend and adopt the Del Puerto Health Care District Employer-Employees Relations Resolution moved by Director Stokman, second by Director Hill; motion carried by a unanimous roll call vote.

10. Reports

A. Employees for Years of Service in August

Ambulance:	Steve Clark (1)
Health Center:	Christine Cavanaugh (5)

B. Board Correspondence - reviewed by Ms. Hennings

C. Board Member Reports

- 1) Director Sesock-Miller – Announced she is no longer on the West Side Health Care Task Force

Del Puerto Health Care District

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BOARD OF DIRECTORS MINUTES – August 27, 2018

- 2) Director Pittson – No Report
- 3) Director Robinson – No Report
- 4) Director Stokman – Reported on the District Wide Community Health Needs Assessment. Discussed a consulting group who assisted in a Stanislaus County Behavioral Health Project from design through implementation. Is also lining up potential members of the Community to assist on an Ad Hoc Committee for the assessment.
- 5) Director Hill -No Report

D. Ambulance

Mr. Willette gave the Ambulance operations report for the month of July including the payor mix. He showed slides of the new ambulance being built.

E. Health Center

Ms. Talamantes presented the Health Center visits report for the month of July. July is typically a month with fewer visits, so each provider took time-off in July which further lowered the number of patients seen. Visits so far in August are already much higher.

F. Administration

Ms. Hennings presented an assessment for FYE 2017-18 in anticipation of the Board's annual funding of the asset replacement and operating temporarily restricted funds. The District's IT Vendor, Datapath, will be sending some fake emails as part of our security assessment to see where employees need additional education on internet and phishing security. Ms. Maria Reyes will start as the Finance and Accounting Manager in the Administration office next month. Ms. Reyes is expected to attend the September Board Meeting. Lastly, there will be two new members on the Board of Directors at the end of the calendar year, so the Governance Committee is reviewing Board policies and procedures to educate and update all Board Members.

**Adjourned to closed session 8:01 pm

11. **Closed Session** *[Board of Directors may recess to closed session for discussion of certain matters as legally permitted. Any action taken shall be reported in open session.]*

- A. Conference with Legal Counsel: Anticipated Litigation:
Significant exposure to litigation pursuant to Gov't Code § 54956.9(b): Two (2) potential cases.
- B. Gov't Code section 54957: Public Employment Employee Performance Evaluation
Title: Administrative Director / CEO

12. **Reconvene to Open Session – Report of Closed Session**

Both Closed session items were discussed. Direction was given to staff. No reportable action was taken.

13. **Regular Calendar** *(continued)* Review Administrative Director/CEO Salary FY2018-17

Motion to table the Agenda item moved by Director Stokman, seconded by Director Hill; motioned carried with no objection.

Del Puerto Health Care District

1700 Keystone Pacific Parkway, Unit B
Patterson, California

BOARD OF DIRECTORS MINUTES – August 27, 2018

14. Upcoming Regular Board and Standing Committee Meeting Dates

Finance – Wednesday, Sep 19

Board – Monday, Sep 24

Finance – Wednesday, Oct 24

Board – Monday, Oct 29

Finance – Wednesday, Nov 21

Board – Monday, Nov 26

Association of California Healthcare District Annual Conference is Sept 12-14

15. Adjournment - There being no further business: the meeting was adjourned at 8:15 pm.

Respectfully Submitted,

Daniel Robinson, Secretary
DPHCD Board of Directors

Date

DRAFT

AGENDA ITEM 9.A

PLEASE NOTE

Finance Committee is meeting the morning of September 24 and, if the report is approved, will provide copies of the August 2018 Financial Summary at the Board Meeting.

(This is why it is on the Regular Calendar and not the Consent Calendar.)

The Del Puerto Health Care District Board of Directors

BOARD AGENDA ITEM

DEPT: Ambulance

AGENDA ITEM: 9.B

CONSENT CALENDAR: No

AGENDA DATE: September 24, 2018

4/5 Vote Required: No

SUBJECT: Clinical Education & Quality Improvement Coordinator (PT to FT)

STAFF REQUEST: To change status of position from part-time to full-time.

DISCUSSION: Please see the attached request, updated job description, and benefit summary. A recommendation from Finance Committee will be provided at the meeting.

SUGGESTED MOTION FOR BOARD ACTION:

I move the Board of Directors approve a change in status from part-time without benefits to full-time with benefits for the position of Clinical Education & Quality Improvement Coordinator in the Ambulance Department and further authorize an increase to the FY 2018-19 expenses budget by \$40,000 to fund the change in status.

Moved by Director _____, seconded by Director _____

Roll Call Vote:	Yes	No	Abstain	Absent
Director Pittson	_____	_____	_____	_____
Director Stokman	_____	_____	_____	_____
Director Robinson	_____	_____	_____	_____
Director Hill	_____	_____	_____	_____
Director Sesock-Miller	_____	_____	_____	_____

_____ Approved as recommended

_____ Denied

_____ Approved as amended

Del Puerto Health Care District

Position Justification & Request

Position: **Clinical Education and Quality Improvement Coordinator**

Department: **Ambulance** Requestor: **Paul Willette, Director of Ambulance Ops**

Classification: Change from Regular Part-Time (24 hours/week) to Full-Time (36 hours per week) (TBD)

Target Start Date: Change Status Upon Board Approval

REQUEST SUMMARY

To: *Karin Freese Hennings
Administrative Director / CEO*

From: *Paul Willette
Director of Ambulance Operations*

Date: *September 12, 2018*

Re: *Additional Hours and Health Care Benefits for QI/CE Coordinator Position*

The Quality Improvement and Clinical Education Coordinator position is relatively new for Patterson District Ambulance, yet it has already proven to be a very valuable position. As currently defined, this position is part-time for up to 24 hours per week and therefore does not meet the minimum weekly hour threshold to require health care benefits. The QI/CE Coordinator position is presently filled by Jake Schulke. He is exceptionally well qualified for this role and excels in this position.

There are opportunities to expand his role to include additional administrative duties including assuming a more active role in day to day supervision of personnel and responding as a field supervisor. We can also expand the depth of clinical education at PDA.

Especially in this expanding job market, believe it is important to be competitive with salary and benefits to retain individuals like Jake. To this end, I propose expanding his hours to a minimum of 32 hours per week to allow us to offer him health care benefits.

The job market is very active and quality individuals have expanding job opportunities. Jake is a huge asset to me. He has an excellent background of PDA, is well educated, and exceptionally qualified. He can engage and solve issues with little or no direction. Investments in developing his EMS instructional skills and methods continue to pay dividends. He is an outstanding educator and develops course content that has been requested and shared with the EMS community throughout Stanislaus County.

If PDA were to lose Jake, it would be a very significant loss to the ambulance division at a time the organization, and I, cannot afford.

Del Puerto Health Care District

Position Justification & Request

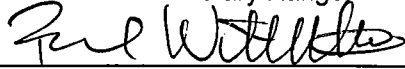
SUPERVISION EXERCISED

Which of the following best describes what supervisory responsibility the position has?

- No supervisory responsibility
- No direct supervisory responsibility, aids lower level employees
- Limited supervision, allocates and organizes work, provides guidance
- Direct supervision of at least one employee. If so, what position(s) does this position have direct responsibility for managing (including recruitment, selection, performance management)?

CURRENT WAGE FOR THIS POSITION: \$30.00 per Hour

Recommended Salary Range: \$53,040 (25th) \$62,400 (50th) \$71,760 (\$75th)



 Paul Willette, Director of Ambulance Operations

9/21/18

 Date

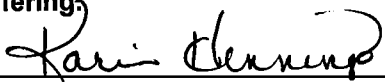
ADMINISTRATIVE DIRECTOR ANALYSIS

COSTS	Rate	Hours/week	Annual	Total
Salary (36 hours/week)	\$30.00	36	\$ 56,160	
Social Sec/Medicare	wages x .0765		\$ 4,296	
CA EDD/Unemployment			\$ 400	
Worker's Comp annual wage x 0.092	wage x .092		\$ 5,167	
Retirement (403 & 457)	wages x .06		\$ 3,370	
Wage Subtotal				\$ 69,393
Training Conference			\$ 2,000	
Licensing			\$ 200	
Group Life			\$ 71	
Healthcare Insurance			\$ 5,198	
Vision			\$ 134	
Dental			\$ 483	
Benefit Subtotal				\$ 8,086
Total Annual Cost				\$ 77,479
Currently Budgeted FY 2018-19				\$ 37,440
Additional Funding Requested				\$ 40,039

NOTE: The CE&AI Coordinator job description has been updated (attached) indicating the additional responsibilities assigned to the position which would assist the Ambulance Director manage and supervise the growing ambulance department. This is a needed increase to support the Ambulance Director position, so the District does not burn-out a valued part of the team.

I anticipate the income will rise this year, but the position is at-will employment and as such hours can be adjusted if the Ambulance income does not support keeping the position.

I recommend the District approve the expanded hours and role for this position, that it be a salaried position at 36 hours per week, and benefits prorated to 90% of the District's current offering.



 Karin Freese Hennings, Administrative Director / CEO

Sept 21, 2018

 Date

DEL PUERTO HEALTH CARE DISTRICT
JOB DESCRIPTION
Clinical Education and Quality Improvement Coordinator

DEPARTMENT:	Ambulance	JOB TITLE:	Clinical Ed and QI Coordinator
FLSA STATUS:	Non-Exempt	SUPERVISES:	Directly: 0 Indirectly: 30
REPORTS TO:	Ambulance Director		
PREPARED BY:	HUMAN RESOURCES	Cherie Swenson	Original: 5/17/2017
FINALIZED BY:	AMBULANCE	Paul Willette	Update: 9/21/2018
APPROVED BY:	ADMINISTRATION	Karin Hennings	Update: 9/21/2018

SUMMARY: Under the general direction of the Ambulance Director, the Clinical Education and Quality Improvement Coordinator is responsible for clinical education and quality improvement activities in the ambulance division, implementation and monitoring of quality improvement measures, continuous quality improvement review of PCR records, development of EMS training initiatives, providing didactic and clinical skills instruction to PDA employees, **Patterson Fire Department employees**, and other allied agencies. Participates in EMS and QI related local and regional meetings, performs administrative duties, record keeping, administrative support, **assists with ambulance employee supervision**, and **assists with management and support of ePCR software**. Duties are conducted in accordance with current policies and procedures, applicable Federal, State, and Local standards, guidelines, regulations, and protocols.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with development, implementation, and regular updates to the PDA Quality Improvement Plan.
- **Assist the Ambulance Director with EMS system management and ambulance operations.**
- **Assist the Ambulance Director with EMS incident command and supervision.**
- Plan, develop, direct, implement, and report all Quality Improvement measures.
- Attend local and regional Quality Improvement and EMS related meetings.
- **Evaluate patient care documentation for appropriateness of care, compliance with treatment protocols, conformance with accepted medical documentation standards, and grammar.**
- Provide appropriate quality improvement feedback to EMS personnel and maintains related records.
- Review and evaluate EMT clinical skills and treatment interventions.
- **Provide EMS training and education for allied fire agencies and collaboratively with area ambulance agencies.**
- **Build collaborative relationships on behalf of the District with EMS peers at Stanislaus County fire, ambulance, hospital, and State and Local EMS agency staff.**
- Develop individualized educational curricula and improvement plans; recommends discipline as appropriate.
- Develop and instructs continuing education, maintains continuing education records in support of PDA continuing education provider program.
- Assist with management and support for electronic PCR reporting software.
- Evaluate new EMS equipment and provides recommendation.

DEL PUERTO HEALTH CARE DISTRICT

JOB DESCRIPTION

Clinical Education and Quality Improvement Coordinator

- Develop in-service training for new equipment and provides refresher training on existing equipment as necessary.
- Analyze PCR and response data to prepare reports and direct quality improvement measures.
- Maintain a working knowledge of applicable Federal, State, and Local laws and regulations pertaining to prehospital EMS service, HIPAA, and District policies and procedures.
- Assist with development and coordination of community education and outreach to improve patient outcomes and build community health awareness and public emergency response capabilities.
- Direct oversight and coordination of PDA Staffed Community CPR program.
- Assist with new employee orientation and EMS knowledge and skill evaluation.
- Participate in EMS training and operational drills.
- Participate in training events, conferences, symposia, and continuing educational classes to remain current with EMS industry best practices.
- Perform other duties as assigned or requested by the Director of Ambulance Operations.

SUPERVISORY RESPONSIBILITIES: As coordinated by the Ambulance Director, assists with supervisory responsibilities in accordance with the organizational policies, incident command system, and applicable laws. Provides supervisory relief as designated in the Ambulance Director's absence. Is responsible for clinical education and quality improvement measures for the Ambulance Division staff. Identifies and recommends employees for transition from quality improvement to disciplinary measures based on compliance with statutes, protocols, and QI measures.

LANGUAGE SKILLS: Ability to read, analyze and interpret common emergency medical services and related technical journals, quality improvement reports, and quality improvement measures. Ability to respond to common inquiries or concerns related to prehospital emergency medical care, complaints from patients, residents, family members, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, analyze quality improvement measure data, collect data, establish facts, and draw valid conclusions. Ability to review patient care reports and determine appropriateness of documentation and prehospital care. Ability to interpret a variety of prehospital EMS technical publications, reports, and journals to determine applicability to local treatment practices. Meets and interacts with EMS peers, hospital staff, and EMS Agency staff. As necessary, adjusts or changes priorities, handles multiple task, etc.

OTHER SKILLS and ABILITIES: Ability to relate in a professional manner and handle confidential information and protected health information. Ability to create curriculum, organize training sessions, and deliver clinical education courses or treatment protocol updates. Ability to create and motivate in a team environment. Must exhibit good organizational skills. Must have knowledge of medical terminology including proper spelling and use of medical terms. Must be able to handle multiple priorities and meet established deadlines. Must have good computer knowledge and skills, ability to use common business software – Microsoft Word, Excel, PowerPoint, Outlook, Publisher; Adobe Acrobat. Proficient, or able to become proficient, with Zoll ePCR software and related reporting tools. Participation in PDA safety committee. Skill in public speaking and presentations.

DEL PUERTO HEALTH CARE DISTRICT
JOB DESCRIPTION
Clinical Education and Quality Improvement Coordinator

EDUCATION AND EXPERIENCE REQUIREMENTS: Must be current California licensed Paramedic with Mountain-Valley EMS Agency accreditation OR a Registered Nurse with emergency room experience. 5 years minimum experience as medic or RN. For RNs, MICN certification preferred but not required. Two years' experience in pre-hospital clinical instruction or equivalent.

Experience in adult learning methodology preferred. Management experience as a quality improvement program manager, base hospital coordinator, or related EMS management experience preferred.

LICENCES AND CERTIFICATIONS: Current California Paramedic license with Mountain-Valley EMS Agency (MVEMSA) accreditation, current American Heart Association CPR card. Paramedic must be current with infrequent skill refresher training and any other MVEMSA or California requirements. Current ACLS, PALS, and PHTLS certifications preferred but not required. Experience with Zoll ePCR software preferred but not required. (There are no Zoll certifications related to their software). In lieu of paramedic license and accreditation, licensed Registered Nurse from accredited training program. MICN certification preferred but not required.

Paramedic must possess, or obtain within 90 days of appointment, a valid California Ambulance Drivers Certificate.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear.

The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete "Physical Requirements" attached).

WORK ENVIRONMENT: The primary work area is a business office work environment although this job will also place an individual in the EMS field setting – both actual EMS incidents and demonstrating EMS skills or assisting with practical skill assessments. Characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Risk exposure category I. Tasks involve the risk of exposure to blood/body fluids.

DISCLAIMER: This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reason. The Incumbent may be asked to perform other duties as required.

Del Puerto Health Care District Benefit Eligibility Summary

Benefit	Eligibility	District Contribution	Administration / Health Clinic			
			40 hrs/wk 100%	35-39 hrs/wk 90%	30-34 hrs/wk 75%	<29 hrs/wk --
Medical Insurance	first of month after 60 days employment	80% District 20% Employee	80/20	72/28	60/40	na
Dental Insurance	first of month after 60 days employment	80% District 20% Employee	80/20	72/28	60/40	na
Vision Insurance	first of month after 60 days employment	80% District 20% Employee	80/20	72/28	60/40	na
Retirement 457 Plan District Match	Upon Hire	\$0.50 per \$1 up to 3%	100%	100%	100%	na
Retirement 403(a) - District Contribution Only	Upon Hire	3% of earned wages	100%	100%	100%	na
\$50,000 Group Term Life & ADD Policy	first of month after 60 days employment	100%	100%	100%	100%	na
Paid Time Off	Accrue upon hire; first use after 90 days employed	Accrues per hour worked; rate based on tenure with District	See Administration and Health Center Accrual Schedule			1hour earned per 30 worked
Extended Sick Leave	Accrue upon hire; first use after 90 days employed	Supplements state income when on Paid Disability Status	See Administration and Health Center Accrual Schedule			na
Holidays = 8	New Year's, Presidents', Memorial, Independence, Labor, Veterans', Thanksgiving, Christmas		If worked, Holiday Pay at 1.5 x regular hourly rate Time Off Included in PTO			