

# **Sonoma Valley Fire District**

## **Special Board of Directors Meeting**

**July 1, 2020**





**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**

July 1, 2020

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**SPECIAL MEETING AGENDA  
SONOMA VALLEY FIRE DISTRICT  
BOARD OF DIRECTORS**

Wednesday, July 1, 2020 at 6:00 P.M.  
Location: Glen Ellen Fire District Station 1  
13445 Arnold Drive, Glen Ellen, CA 95442

**Due to COVID-19 precautions, board meetings will be open to the public via phone-in conference calls only. No public gatherings will be held at this site until further notice. Agendas and board packets are available at the following website: <http://svfra.org>**

**Join by phone: 1-669-900-9128**

**Meeting ID: 914 153 1767**

**1. Call to Order**

**2. Roll Call and Determination of a Quorum**

Board of Director Appointees: John (Matt) Atkinson, Brian Brady, Raymond Brunton, Mark Emery, Mark Johnson, Terrence Leen, William Norton

**3. Pledge of Allegiance**

**4. Confirmation of Agenda**

Opportunity for the Board to reorder agenda items.

**5. Comments from the Public**

*(At this time, members of the public may comment on any item not appearing on the agenda. It is recommended that you keep your comments to three minutes or less. Under State Law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public will be invited to make comments at the time the item comes up for consideration by the Board of Directors.)*

**6. New Business**

- a) Adopt and use existing VOM District agenda formats. **Action Item**
- b) Resolution 2020/2021-01 forming the Sonoma Valley Fire District. **Action Item with roll call vote**
- c) Resolution 2020/2021-02 approving and adopting a preliminary budget for fiscal year 2020/21 and related finance issues. **Action Item with roll call vote**
- d) Resolution 2020/2021-03 approving and adopting existing and new district policies and procedures. **Action Item with roll call vote**

- e) Resolution 2020/2021-04 ratifying, approving, and adopting existing labor MOU and Agreements. **Action Item with roll call vote**
- f) Resolution 2020/2021-05 requesting that the SCERA Retirement Board approves membership of SVFD as a SCERA employer. **Action Item with roll call vote**
- g) Resolution 2020/2021-06 authorizing the Fire Chief to execute contract with Wittman Enterprises to provide EMS billing services for the District. **Action Item with roll call vote**
- h) Discussion/action regarding establishing and appointing Directors to Board Standing Committees and Ad Hoc Committees. **Action Item**

7. **Other Business to Come before the Board**

8. **Comments from the Floor**

9. **Comments/Reports from the Board**

10. **Adjournment**

This meeting will be adjourned to a special meeting on July 28, 2020 at 6:00 p.m. Meeting access will be determined based on COVID-19 restrictions in place at that time.

*Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available at the following website at <http://svfra.org>.*



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6A	Maci Jerry, Human Resources Tech/Clerk to Board

<b>Agenda Item Title</b>
Adopt and use existing VOM District agenda formats

<b>Recommended Actions</b>
Adopt existing formats

<b>Executive Summary</b>
The agenda formats established by the VOM District will be utilized for SVFD Board meetings.

<b>Alternative Actions</b>
Decline to adopt previous formats or suggest alternatives

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (if required)</b>

<b>Attachments</b>



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6B	Stephen Akre, Fire Chief

<b>Agenda Item Title</b>
Resolution 2020/2021-01 forming the Sonoma Valley Fire District

<b>Recommended Actions</b>
Form the Sonoma Valley Fire District

<b>Executive Summary</b>
The formation of the new Sonoma Valley Fire District requires that the following actions be taken: <ul style="list-style-type: none"> <li>• Setting the Directors’ terms</li> <li>• Electing Officers of the Board</li> <li>• Approving and adopting LAFCO resolutions forming the District</li> <li>• Adopting the official name of the District</li> <li>• Approving the District organizational structure chart</li> <li>• Approving the property tax allocation agreement with the County of Sonoma</li> <li>• Accepting the transfer of all assets and liabilities of the consolidated fire agencies</li> <li>• Delegating authority to the Board President and Fire Chief to execute necessary documents to complete the transfer of assets and liabilities</li> <li>• Adopting a district appropriations limit</li> </ul>

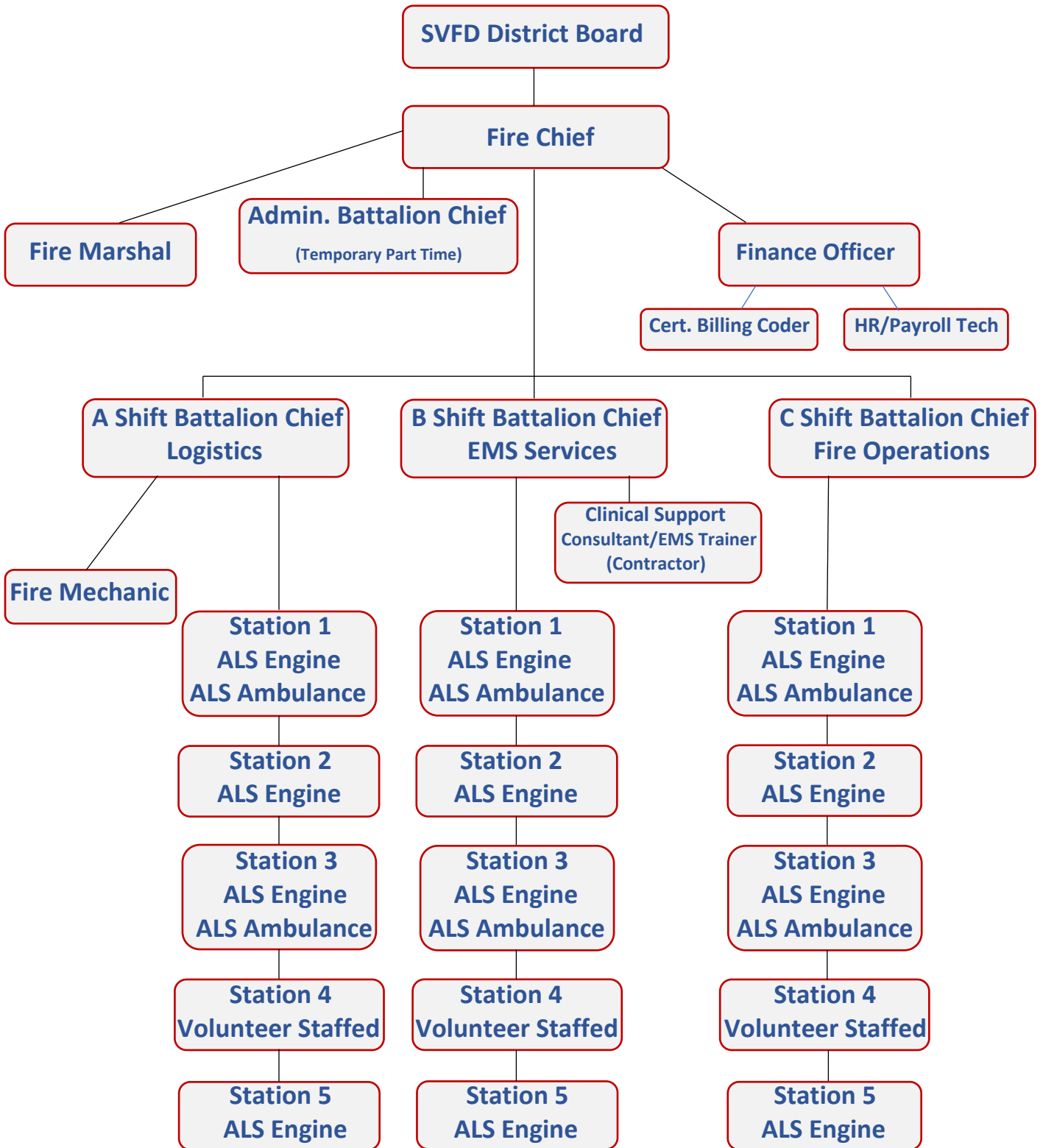
<b>Alternative Actions</b>
Not applicable

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (if required)</b>

<b>Attachments</b>
<ol style="list-style-type: none"> <li>1. SVFD organizational chart</li> <li>2. Resolution 2020/2021-01</li> </ol>

# Sonoma Valley Fire District Organizational Chart



**RESOLUTION NO. 2020/2021-01**

**Dated: July 1, 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT FORMING THE SONOMA VALLEY FIRE DISTRICT; SETTING THE DIRECTORS' TERMS; ELECTING OFFICERS OF THE BOARD; APPROVING AND ADOPTING LAFCO RESOLUTIONS FORMING THE DISTRICT; ADOPTING THE OFFICIAL NAME OF THE DISTRICT; APPROVING THE DISTRICT ORGANIZATIONAL STRUCTURE CHART; APPROVING THE PROPERTY TAX ALLOCATION AGREEMENT WITH THE COUNTY OF SONOMA; ACCEPTING THE TRANSFER OF ALL ASSETS AND LIABILITIES OF THE CONSOLIDATED FIRE AGENCIES; DELEGATING AUTHORITY TO THE BOARD PRESIDENT AND FIRE CHIEF TO EXECUTE NECESSARY DOCUMENTS TO COMPLETE THE TRANSFER OF ASSETS AND LIABILITIES; AND ADOPTING A DISTRICT APPROPRIATIONS LIMIT**

**WHEREAS**, effective December 10, 2019, pursuant to California Government Code section 56853, the Boards of Directors of Glen Ellen Fire Protection District (“GEFPD”) and the Valley of the Moon Fire Protection District (“VOMFPD”), and the Board of Supervisors of the County of Sonoma on behalf of the Mayacamas Volunteer Fire Company in County Service Area No. 40 (“Mayacamas VFC”) (hereinafter collectively referred to as “the Parties”), all adopted Concurrent Resolution No. 2019/2020-08 to jointly request and initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with section 56000 of the California Government Code (“Cortese-Knox-Hertzberg Act”), with the Local Agency Formation Commission of the County of Sonoma (“Sonoma LAFCO”) for the reorganization of the Parties and formation of the Sonoma Valley Fire District; and

**WHEREAS**, on December 16, 2019, pursuant to Concurrent Resolution No. 2019/2020-08, GEFPD submitted its petition for reorganization of the Parties and formation of the Sonoma Valley Fire District to Sonoma LAFCO; and

**WHEREAS**, on February 11, 2020, the Parties entered into a Property Tax Allocation Agreement concerning real property tax revenue and other payments to fund the Sonoma Valley Fire District; and

**WHEREAS**, on March 4, 2020, Sonoma LAFCO adopted Sonoma LAFCO Resolution 2723, approving the GEFPD petition for reorganization of the Parties and formation of the Sonoma Valley Fire District, which included several executory provisions to be taken by the newly-established Sonoma Valley Fire District Board of Directors; and

**WHEREAS**, on May 6, 2020, Sonoma LAFCO adopted Sonoma LAFCO Resolution 2724, finding insufficient protest, and confirming and ordering without an election the reorganization of the Parties and formation of the Sonoma Valley Fire District; and



**WHEREAS**, on or about June 15, 2020, Sonoma LAFCO recorded a Certificate of Completion with the Sonoma County Recorder, pursuant to California Government Code section 57202, which officially established the effective date of the reorganization of the Parties and formation of the Sonoma Valley Fire District; and

**WHEREAS**, at its initial special meeting on July 1, 2020, the Board of Directors of the Sonoma Valley Fire District identified the need to take several executory steps to implement the formation of the Sonoma Valley Fire District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Sonoma Valley Fire District is hereby established and formed pursuant to the Cortese-Knox-Hertzberg Act and Sonoma County LAFCO Resolutions 2723 and 2724.

**BE IT FURTHER RESOLVED**, that, based on consensus, the initial terms for the seven members of the Board of Directors of the Sonoma Valley Fire District are as follows: three (3) Directors with a two year term of office through December 2022 and subject to District-wide election in November 2022 – Directors \_\_\_\_\_; and four (4) Directors with a four year term of office through December 2024 and subject to election by divisions in November 2024 – Directors \_\_\_\_\_.

**BE IT FURTHER RESOLVED**, that the following members of the Board of Directors of the Sonoma Valley Fire District were elected as the initial officers of the Sonoma Valley Fire District: President – Director \_\_\_\_\_; Vice President – Director \_\_\_\_\_; and Treasurer – Director \_\_\_\_\_.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts Sonoma County LAFCO Resolutions 2723 and 2724 forming the Sonoma Valley Fire District.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts the name “Sonoma Valley Fire District” as the official name of the District.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts the District Organizational Structure Chart, a true and correct copy of which is attached as Exhibit “A” to this Resolution.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts on the Property Tax Allocation Agreement entered into by the GEFPD and the County of Sonoma on February 11, 2020, concerning real property tax revenue and other payments to fund the Sonoma Valley Fire District.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District accepts the transfer to the District of all assets and liabilities of the Parties, as authorized in Sonoma County LAFCO Resolutions 2723 and 2724.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District delegates authority to the President of the Board of Directors and the District Fire Chief to execute necessary documents to complete the transfer of assets and liabilities to the District.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts an initial District appropriations limit of \$20,000,000.00, as authorized in Sonoma County LAFCO Resolutions 2723 and 2724.

Passed, approved, and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

\_\_\_\_\_  
President, Board of Directors

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

CERTIFICATION:

\_\_\_\_\_  
Clerk of the Board of Directors



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>		
6C	Stephen Akre, Fire Chief		
<b>Agenda Item Title</b>			
Resolution 2020/2021-02 approving and adopting a preliminary budget for fiscal year 2020/21 and related financial issues			
<b>Recommended Actions</b>			
Approve preliminary budget and related actions			
<b>Executive Summary</b>			
Chief Akre will present the FY 2020/21 preliminary budget of the new Sonoma Valley Fire District to the Board. The Board is asked to adopt the preliminary District budget.			
The Board is also asked to set a public hearing for a special meeting to be held on July 28, 2020 for consideration of the ratification of existing fee schedules and for determination and allocation of the District-wide special tax roll for FY 2020/21.			
Finally, the Board is asked to identify authorized signers for the District's bank accounts.			
<b>Alternative Actions</b>			
Suggest alternative meeting schedule			
<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>			
<b>Attachments</b>			
<ol style="list-style-type: none"> <li>1. SVFD 2020/21 preliminary budget</li> <li>2. Resolution 2020/2021-02</li> </ol>			

Sonoma Valley Fire District  
 Recommended Preliminary Budget Fiscal Year 2020-2021

<b>Account Number</b>	<b>Description</b>	<b>Recommended Preliminary Budget 2020-2021</b>	<b>Increase (Decrease)</b>
<b>Revenue Budget</b>			
799-00000-000-30010	Property Tax Revenue	5,905,205	5,905,205.00
799-00000-000-35005	Contract Revenue	738,845	738,845.00
799-00000-000-31407	SVFRA Mechanic Services	1,500.00	1,500.00
799-00000-000-31409	SVFRA Contract For Fire Services (City)	5,377,311.00	5,377,311.00
799-00000-000-37201	SVFRA Transfer from Fund Balance	0.00	0.00
799-00000-000-35004	Reimbursement	75,280.00	75,280.00
799-00000-000-31514	Grant Revenue	1,371,267.00	1,371,267.00
799-00000-000-30116	Fire Inspection & Processing Fee	55,000.00	55,000.00
799-00000-000-31108	Special Fire Svs-State Reimbursement	0.00	0.00
<b>Charges for Services</b>		<b>13,524,408.00</b>	<b>13,524,408.00</b>
<b>Revenue Totals</b>		<b>13,524,408.00</b>	<b>13,524,408.00</b>
<b>Expense Budget</b>			
799-68901-110-40110	Regular Employee	6,629,140.00	6,629,140.00
799-68901-120-40120	Part Time Worker Salary	289,708.00	289,708.00
799-68901-130-40130	Overtime	750,000.00	750,000.00
<b>Salary and Wages</b>		<b>7,668,848.00</b>	<b>7,668,848.00</b>
799-68901-115-40115	Retirement	2,286,915.00	2,286,915.00
799-68901-117-40117	Medicare -	106,619.00	106,619.00
799-68901-118-40118	Income Protection	4,300.00	4,300.00
799-68901-201-40201	Employee Insurance	1,022,757.00	1,022,757.00
799-68901-202-40202	Workers Compensation	551,142.00	551,142.00
799-68901-223-40223	Unemployment	1,000.00	1,000.00

# Sonoma Valley Fire District

## Recommended Preliminary Budget Fiscal Year 2020-2021

<b>Employee Benefits</b>		<b>3,972,733.00</b>	<b>3,972,733.00</b>
799-68901-310-50310	Legal	25,000.00	25,000.00
799-68901-311-50311	Acctng/Audit	37,800.00	37,800.00
799-68901-312-50312	Recruitment	25,000.00	25,000.00
799-68901-313-50313	Consulting	32,500.00	32,500.00
799-68901-347-60347	Professional Contract Services	308,899.00	308,899.00
799-68901-350-50350	Other-Prof/Tech	9,500.00	9,500.00
<b>Professional Services</b>		<b>438,699.00</b>	<b>438,699.00</b>
799-68901-401-60401	Utilities	85,900.00	85,900.00
799-68901-403-60403	Custodial	20,000.00	20,000.00
799-68901-404-60404	Repair & Mainte	95,000.00	95,000.00
799-68901-406-60406	Rental-Equipmen	4,000.00	4,000.00
799-68901-407-60407	Contract Services / Property Related	38,680.00	38,680.00
799-68901-420-60420	Building Maintenance	45,000.00	45,000.00
<b>Property Services</b>		<b>288,580.00</b>	<b>288,580.00</b>
799-68901-451-60451	Insurance Property / Liability	75,000.00	75,000.00
799-68901-452-60452	Communications	35,000.00	35,000.00
799-68901-453-60453	Publications and Notices	1,500.00	1,500.00
799-68901-454-60454	Printing & Bind	1,500.00	1,500.00
799-68901-456-60456	Memberships	5,000.00	5,000.00
799-68901-457-60457	Training/Conferences	55,000.00	55,000.00
799-68901-460-60460	Permit/Fees/Tax	3,035.00	3,035.00
<b>Operations</b>		<b>176,035.00</b>	<b>176,035.00</b>
799-68901-501-70501	Minor Supplies / Equipment	25,500.00	25,500.00
799-68901-505-70505	Fuel	60,000.00	60,000.00
799-68901-507-70507	Books & Periodicals	3,500.00	3,500.00
799-68901-508-70508	Safety Clothing / Uniforms	55,000.00	55,000.00
799-68901-540-70540	Rents / Leases	1,500.00	1,500.00
799-68901-550-70550	Major Equipment / EMS Supplies	90,000.00	90,000.00

Sonoma Valley Fire District  
 Recommended Preliminary Budget Fiscal Year 2020-2021

799-68901-551-70551	Major Equipment / Fire Supplies	40,000.00	40,000.00
799-68901-702-70702	Engineering Design	10,000.00	10,000.00
799-68901-703-70703	Construction Materials	169,013.00	169,013.00
<b>Supplies</b>		<b>454,513.00</b>	<b>454,513.00</b>
799-68901-750-70750	Transfer to Long Term Building Reserve	125,000	125,000.00
799-68901-760-70760	Transfer to Equipment Reserve	355,000	355,000.00
<b>Capital Assets</b>		<b>480,000</b>	<b>480,000.00</b>
799-68901-606-70606	Software	20,000.00	20,000.00
799-68901-607-70607	Computer Equipment / Maintenance	25,000.00	25,000.00
<b>Software &amp; Computer Equipment</b>		<b>45,000.00</b>	<b>45,000.00</b>
<b>Expense Totals</b>		<b>13,524,408.00</b>	<b>13,524,408.00</b>

**RESOLUTION NO. 2020/2021-02**

**Dated: July 1, 2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT REGARDING BUDGET AND FINANCE ISSUES; APPROVING AND ADOPTING A PRELIMINARY DISTRICT BUDGET FOR FISCAL YEAR 2020/2021; SETTING A PUBLIC HEARING FOR JULY 28, 2020, TO CONSIDER RATIFICATION OF EXISTING DISTRICT FEE SCHEDULES; SETTING A PUBLIC HEARING FOR JULY 28, 2020, FOR DETERMINATION AND ALLOCATION OF THE DISTRICT-WIDE SPECIAL TAX ROLL FOR FISCAL YEAR 2020/2021; AND IDENTIFYING AUTHORIZED SIGNERS ON THE DISTRICT BANK ACCOUNTS**

**WHEREAS**, at its initial special meeting on July 1, 2020, the Board of Directors of the Sonoma Valley Fire District adopted District Resolution 2020/2021-01 to take several executory steps to implement the formation of the Sonoma Valley Fire District.

**WHEREAS**, the Board of Directors of the Sonoma Valley Fire District finds that several actions are necessary regarding initial budget and finance issues arising from the formation of the Sonoma County Fire District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts a preliminary District budget for Fiscal Year 2020/2021, a true and copy of which is attached to this Resolution as Exhibit "A".

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District ratifies and approves the existing District fee schedules.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District sets a public hearing for the Board of Directors' meeting on July 28, 2020, to determine and allocate the District-wide special tax roll for Fiscal Year 2020/2021.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District identifies and approves the list of authorized signers on the District bank accounts, a true and correct copy of which is attached to this Resolution as Exhibit "B".

Passed, approved, and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

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President, Board of Directors

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

CERTIFICATION:

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Clerk of the Board of Directors





**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6D	Stephen Akre, Fire Chief

<b>Agenda Item Title</b>
Resolution 2020/2021-03 approving and adopting existing and new district policies and procedures

<b>Recommended Actions</b>
Approve and adopt policies and procedures

<b>Executive Summary</b>
<p>The Board is asked to approve and adopt existing and new Lexipol Policy Manual policies and procedures and CDGs for the SVFD, recognizing that several of the policies will remain subject to a meet and confer process with IAFF Local 3593.</p> <p>The Board is also asked to approve the continuance of existing business relationships, vendor contracts, and association memberships. The Board is further asked to authorize the Board President and Fire Chief to execute a JPA with REDCOM and other agencies, as necessary.</p>

<b>Alternative Actions</b>
Request further information prior to approval

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

<b>Narrative Explanation of Fiscal Impacts (if required)</b>

<b>Attachments</b>
Resolution 2020/2021-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY FIRE DISTRICT REGARDING APPROVING AND ADOPTING EXISTING AND NEW DISTRICT POLICIES AND PROCEDURES, AND RECOGNIZING THAT SEVERAL POLICIES WILL REMAIN SUBJECT TO FURTHER MEET AND CONFER PROCESSES WITH IAFF LOCAL 3593; APPROVING A CONTINUANCE OF EXISTING SERVICES, VENDOR CONTRACTS AND ASSOCIATION MEMBERSHIPS; AND AUTHORIZING SIGNING OF THE REDCOM JOINT POWERS AUTHORITY; AND APPROVING AND APPOINTING STANDING COMMITTEES**

**WHEREAS**, at its initial special meeting on July 1, 2020, the Board of Directors of the Sonoma Valley Fire District adopted District Resolutions 2020/2021-01 and 2020/2021-02 to take several executory steps to implement the formation of and establish the budget for the Sonoma Valley Fire District.

**WHEREAS**, the Board of Directors of the Sonoma Valley Fire District finds that several actions are necessary regarding the initial policies and procedures arising from the formation of the Sonoma Valley Fire District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves and adopts existing and new Lexipol Policy Manual policies and procedures for the District, recognizing that several policies will remain subject to further meet and confer processes with IAFF, Local 3593.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District approves the continuance of existing business relationships, services vendor contracts, and association membership, such as, but not limited to, FASIS, FAIRA, Sonoma County Fire Chiefs Association, Sonoma County Fire Districts Association, and Fire Districts Association of California.

**BE IT FURTHER RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District authorizes the President of the Board of Directors and District Fire Chief to execute the Joint Powers Agreement for dispatch services with the REDCOM Fire and EMS Dispatch, and other agencies as necessary.

Passed, approved and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

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President, Board of Directors

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

CERTIFICATION:

---

Clerk of the Board of Directors



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>			
6E	Stephen Akre, Fire Chief			
<b>Agenda Item Title</b>				
Resolution 2020/2021-04 ratifying, approving, and adopting existing labor MOU and Agreements				
<b>Recommended Actions</b>				
Approve and adopt MOU and agreements				
<b>Executive Summary</b>				
<p>The VOM District has negotiated the following agreements with its labor groups: MOU between the VOMFPD and the Sonoma Valley Professional Firefighters Association Local 3593; and Management and Administrative Employees Agreement and General Employee Agreement.</p> <p>The Board is asked to ratify, approve, and adopt these agreements, along with related Side Letters of Agreement, which have previously been approved and adopted by the VOM District.</p>				
<b>Alternative Actions</b>				
Decline to approve agreements				
<b>Fiscal Summary – FY 20/21</b>				
<b>Expenditures</b>				
Budgeted Amount	\$	<b>Funding Source(s)</b>	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other		\$
	\$	Use of Fund Balance		\$
	\$	Contingencies		\$
		Grants		\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>		<b>\$</b>
<b>Narrative Explanation of Fiscal Impacts (if required)</b>				
<b>Attachments</b>				
Resolution 2020/2021-04				

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY  
FIRE DISTRICT REGARDING RATIFYING, APPROVING, AND ADOPTING  
EXISTING MEMORANDUM OF UNDERSTANDING AND AGREEMENTS BETWEEN  
THE VALLEY OF THE MOON FIRE PROTECTION DISTRICT AND EMPLOYEE  
LABOR GROUPS**

**WHEREAS**, at its initial special meeting on July 1, 2020, the Board of Directors of the Sonoma Valley Fire District adopted District Resolutions 2020/2021-01; 2020/2021-02; and 2020/2021-03 to take several executory steps to implement the formation of, establish the budget for, and approve various policies and procedures for the Sonoma Valley Fire District; and

**WHEREAS**, there are several employee labor groups that have been part of the Valley of the Moon Fire Protection District (VOMFPD), which is now being annexed into the Sonoma County Fire District; and

**WHEREAS**, in order to maintain the employment relationship with its dedicated and highly valued employees, the Board of Directors of the Sonoma Valley Fire District, as the new employing agency, finds that actions are necessary to ratify and continue the existing Memorandum of Understanding and Agreements between the VOMFPD and all VOMFPD employee labor groups.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Sonoma Valley Fire District ratifies, approves, and adopts the existing Memorandum of Understanding and Side Letters of Agreement between the VOMFPD and the Sonoma Valley Professional Firefighters Association, International Association of Firefighters Local 3593, and Agreements and Side Letters of Agreement between the VOMFPD and the Management and Administrative Employees Group and the General Employees Group.

Passed, approved and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

\_\_\_\_\_  
President, Board of Directors

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

CERTIFICATION:

\_\_\_\_\_  
Clerk of the Board of Directors



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6F	Stephen Akre, Fire Chief

**Agenda Item Title**  
 Resolution 2020/2021-05 requesting that the SCERA Retirement Board approves membership of SVFD as a SCERA employer

**Recommended Actions**  
 Make request to SCERA to approve membership

**Executive Summary**  
 Sonoma County Employees’ Retirement Association (SCERA) is the defined-benefit public retirement system that covers the pensions of VOM District employees. To continue this system for retired employees of the VOM District and active employees of the new Sonoma Valley Fire District, the SVFD must make a request to SCERA to recognize the new District as a member of the Association.

**Alternative Actions**  
 Request more information prior to approval

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req’d.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**  
 Resolution 2020/2021-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY  
FIRE DISTRICT REGARDING CONTINUING DISTRICT MEMBERSHIP IN THE  
SONOMA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION**

**RECITALS**

**WHEREAS**, the Sonoma Valley Fire District (SVFD) is an independent fire protection district organized and operating under the California Fire Protection District Law of 1987 (Health & Safety Code §§13800, et seq.), subject to a reorganization approved by the Sonoma County Local Agency Formation Commission (Sonoma LAFCO) (pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, Government Code §§56000, et seq.), effective upon the date of recordation of the certificate of completion of the reorganization by Sonoma LAFCO, consisting of the former Valley of the Moon Fire Protection District (VOMFPD), the Mayacamas Volunteer Fire Department, and Glen Ellen Fire Protection District, all within the County of Sonoma, and governed by a duly-authorized Board of Directors (SVFD Board); and

**WHEREAS**, the Sonoma County Employees' Retirement Association (SCERA) is a defined-benefit public retirement system that exists for the benefit of active and retired employees of Sonoma County and other public employers within the County of Sonoma. SCERA, its Board of Retirement ("Retirement Board"), and administration are established and operate under the County Employees Retirement Law of 1937 ("CERL"), Government Code §§31450, et seq. The SCERA Board is vested with plenary authority and has fiduciary responsibility to administer SCERA pursuant to Cal. Const. Art. XVI, § 17; and

**WHEREAS**, the VOMFPD has been an independent fire protection district covered by SCERA since 1956, most recently with 60 FTE active positions, 56 safety and 4 general, as members of SCERA, all of whom will be employed initially by SVFD, as SVFD's only initial employees upon the date of recordation of the certificate of completion of the reorganization; and

**WHEREAS**, the VOMFPD does not intend to trigger withdrawal liability under Government Code §31564.2 for terminating districts and Sonoma LAFCO has approved SVFD seeking continuing coverage from the date of recordation of the certificate of completion of the reorganization for all former employee members of VOMFPD and all current and future qualifying employees of SVFD under the same terms and conditions as applicable to VOMFPD, as may be properly amended and implemented in the future; and

**WHEREAS**, SVFD has determined that it is in its interest, and the public interest, to more clearly set forth the terms and conditions under which retirement benefits will continue to

be provided to former employees of VOMFPD and the employees of SVFD going forward after reorganization.

**NOW, THEREFORE,** the SVFD Board hereby finds, determines, declares, resolves, and agrees as follows:

1. The foregoing recitals are true and correct and are adopted as set forth herein.
2. The SCERA Retirement Board is requested to approve membership of SVFD as a SCERA employer according to the terms and conditions stated herein, including:
  - a. Continuing coverage from the date of recordation of the certificate of completion of the reorganization for all former employee members of VOMFPD and all current and future qualifying employees of SVFD under the same terms and conditions as applicable to VOMFPD, as may be properly amended and implemented in the future. All employees currently employed by VOMFPD as of that date shall be deemed to be employees of SVFD, and all duties and obligations of VOMFPD in the employment relationship shall be assumed by SVFD. The status of each employee deemed to be an employee of SVFD pursuant to this section, with respect to membership in the retirement system, shall, in all respects, be as if the employee had remained a member of the retirement system without any break in service or change of employer. SVFD shall be deemed to be a “district,” as defined in the CERL, and shall, in all respects, assume all of the rights, obligations, and status previously occupied by VOMFPD, as a participating district in the retirement system, including, but not limited to, all of the following: the payment of employer contributions, the payment of unfunded actuarial accrued liability, the withholding of employee contributions, the reporting of compensation earnable and pensionable compensation, record retention and audit compliance, the enrollment of eligible employees as members of the retirement system, compliance with restrictions on the employment of retired persons, and the pickup of employee contributions pursuant to Section 414(h)(2) of the Internal Revenue Code and any agreement or resolution implementing that section.
  - b. The reorganization establishing SVFD shall not trigger withdrawal liability pursuant to Section 31564.2. SVFD shall assume the prior obligations of VOMFPD for the payment of unfunded actuarial accrued liability, which shall continue to be included in contribution rates calculated and approved pursuant to this chapter, including, but not limited to, Sections 31453, 31453.5, 31454, and 31585, as if no change in the participating employer had occurred.
  - c. To the extent allowed by law and contract, SVFD shall succeed to the rights, duties, and obligations of VOMFPD with respect to its replacement benefits program pursuant to Chapter 3.9 (commencing with Section 31899) and the rights of each member of the retirement system to participate in the replacement benefits program, as those rights exist at the time of the transfer of rights, duties, and



obligations to the authority pursuant to this section, whether the member is actively employed, deferred, or retired, shall continue as if there had been no change in the status of the employer.

- d. SVFD will report compensation and benefits of its employees and will transfer all required employee and employer contributions as required by SCERA. SVFD shall provide SCERA with reasonable notice of any anticipated changes to the SVFD payroll system or payroll service provider that may impact reporting to SCERA in order to facilitate and coordinate such change. SVFD will continue to provide SCERA, in advance of implementation, all pay codes initially considered by SVFD to include compensation that is pensionable and agrees to provide SCERA with all pay codes as SCERA determines necessary for audit purposes. SVFD recognizes that whether compensation is pensionable ultimately will be determined by SCERA, applying the same standards as used for the County.
  - e. SCERA will continue implementing the retirement plan for SVFD employees as it would for the VOMFPD employees. This includes applying employer-optional provisions, which would otherwise be adopted by the legislative body of a district, including, but not limited to, Gov. Code §§ 31641.03 and 31641.95.
  - f. These conditions are intended to be consistent with all applicable law (including, but not limited to, CERL and the California Public Employees' Pension Reform Act of 2013), including Sonoma LAFCO approval of the reorganization, and shall be construed in a manner consistent with applicable law. To the extent that these conditions are in conflict with applicable law, the law shall control. These conditions shall be subject to and interpreted pursuant to California law.
3. The President of the SVFD Board is authorized and directed to execute this Resolution and any other documents SCERA may reasonably request to accomplish the stated purpose of the Resolution.
  4. The Fire Chief of the SVFD, and/or his designee, shall be, and is hereby, authorized and directed to perform any and all acts required to complete the action initiated by this Resolution, including, but not limited to, preparation and coordination of approval by the Retirement Board of the membership of SVFD as a SCERA employer according to the terms and conditions stated herein.

Passed, approved, and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

\_\_\_\_\_  
President, Board of Directors

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

CERTIFICATION:

\_\_\_\_\_  
Clerk of the Board of Directors



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6G	Robert Norrbom, Battalion Chief

**Agenda Item Title**  
 Resolution 2020/2021-06 authorizing the Fire Chief to execute agreement with Wittman Enterprises to provide EMS billing services for the District

**Recommended Actions**  
 Authorize Fire Chief to execute agreement

**Executive Summary**  
 With the retirement of the Finance Officer, there is a need to re-organize the clerical staff of the District and also provide a more cost-effective means of providing ambulance billing service. Two (2) different vendors have provided bids, both with comparable quotes and services. It is recommended that the District enter a contract agreement with Wittman Enterprises to provide ambulance billing. Wittman Enterprises has a great reputation for providing cost-effective services and maximizing returns. All transporting fire agencies in Sonoma County, as well as several in surrounding counties, use Wittman and are pleased with its performance. They are well known in California and will provide us with the data needed to complete the annual GEMT and IGT cost reports at no extra cost. The other vendor was unable to do that.

The proposal from Wittman Enterprises is a cost of 4.75% of net revenue annually. They are estimating approximately \$2,000,000 in revenue for the first year of the contract, which would result in an annual fee of approximately \$95,000.

**Alternative Actions**  
 Decline to authorize agreement

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

- Attachments**
1. Wittman RFQ for EMS Billing Services
  2. Resolution 2020/2021-06

June 5, 2020

# SONOMA VALLEY FIRE AND RESCUE AUTHORITY

RFQ: Emergency Medical Services Billing Services



Setting the Standard for EMS Billing

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

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

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## SECTION 1: About Wittman Enterprises

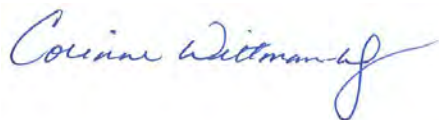
### Message from our CEO

Thank you for the opportunity to provide our Company Profile and introduce ourselves and our qualifications to your team. Since 1991 Wittman Enterprises, LLC has provided our clients complete fire and ambulance billing services in compliance with current local, state, and federal laws and statutes. *We serve 110 public EMS/Fire clients in California (28 of those in the San Francisco Bay Area) and are the largest California-based billing company with the client base, patient database, and experience with California departments (and multiple California payers) for the most effective EMS billing and cost recovery program possible.*

As an extension of your Fire/EMS program, Wittman Enterprises will maintain a strong customer service accountability platform that provides your team with direct contact and real access to all management staff, starting with myself. Specialized staff are assigned to your team so that the Fire/Rescue Authority has direct access to the person(s) on our team who can most help with whatever situation may arise. Our Client Liaison team is always available to help provide/identify key resources you may use to get the results you need. We use all the resources necessary to provide the best in customer service and collect the most for our clients. Our ultimate focus is on, and has always been based on, the best patient and client service, billing results (accurate and legal billing and the highest cost recovery), and transparency (Client Portal, Reporting, Month-End-Reporting, KPIs, etc.).

I look forward to beginning and nurturing a longstanding partnership with the Sonoma Valley Fire and Rescue Authority and your patients. We embrace the philosophy that billing and collection for services must be handled efficiently and effectively, with our experienced and proven experience in emergency medical services and first responder billing. I encourage you to contact any of our numerous references to hear first-hand about the very positive relationships we so value with our EMS/Fire Partners. Thank you for the opportunity to introduce our qualifications and commitment to your team.

My best,



Corinne Wittman-Wong, CEO  
Wittman Enterprises, LLC (established 1991)  
11093 Sun Center Drive | Rancho Cordova, CA 95670  
(916) 669-4608 direct line | (855) 611-0056 toll-free | cwittmanwong@webillems.com

## Introduction

Wittman Enterprises has customized service innovations for our partners in the EMS industry since 1991. We serve 129 public EMS clients (110 public EMS clients in California) and bill more than 600,000 claims annually. Our superior staff specializes in EMS billing and continually audits our work to ensure maintained high quality of billing service. The importance of these characteristics is that any number of claims will be handled with the same quality assurance. Wittman Enterprises fully embraces automated and technological advances and recognizes that our quality service is also reliant upon our talented people to provide you the best level of service.

***We do not want to be the largest ambulance billing company but expect to be the best at serving our ambulance billing clients.*** Wittman looks forward to beginning our EMS partnership with the SVFRA: providing what you want when you need it. We are pleased that our high standards of performance exceed the Authority's demands for the following fundamental objectives.

- For 30 years Wittman Enterprises has provided our clients complete ambulance billing services and solutions, accounts receivable management services, and collection services for Basic Life Support ("BLS"), Advanced Life Support ("ALS"), and non-transport services in compliance with current local, state, and federal laws and statutes, in accordance with HIPAA regulations.
- Since 1991 Wittman Enterprises, LLC has been dedicated exclusively to the EMS industry and chooses to be expert in the EMS billing and collection industry rather than spread into any other medical billing fields.
- We efficiently and effectively file claims with governmental programs and with commercial health insurance.
- Wittman Enterprises follows and exceeds currently accepted standards for accurate, consistent, and best EMS billing practices.
- We maximize revenue for the Authority while honoring your collections philosophy and treating each of your patients, citizens, and visitors as our own.

## Qualifications

We are the only California-based billing company with the client base, patient database, and experience with California departments and payors necessary for the most effective EMS billing program possible. The importance of our business model is that any number of claims will be handled with the same quality assurance. Our products and services are designed to ensure that EMS providers like the SVFRA are reimbursed in a timely manner for services they provide. We get our EMS partners their maximum reimbursement available by custom-fitting your needs with our proven solutions.

We have extensive experience and specialize in the invoicing categorizing, recording, monitoring, supervising, and managing of ambulance billing and EMS cost recovery systems and services. Wittman Enterprises was founded 30 years ago with the promise of providing

expert and personal attention to our EMS partners and their EMS billing programs. This will never change.

- Wittman is dedicated exclusively to the EMS/Fire industry and choose to be expert in that industry rather than diversify into other medical billing fields.
- Our excellent reputation is gained from professional relationships with providers and third-party payors, as well as for our sensitive yet collection-oriented communications with patients and their representatives.
- We have a long and successful history of meeting and exceeding client expectations and service deadlines
- From the beginning of your project, we anticipate and manage for you issues such as Medicare compliance and revalidation, reconciliation of payments from legacy billing accounts, responses to legal and other requests, and customization of a reporting program surpassing your specific needs.
- Since our only business is EMS/Fire billing, our specialized staff is dedicated and expertly trained in this field.

## Experience

We provide industry-leading services to our EMS partners to help you continue providing cost-effective programs and responsive services enhancing the quality of life in the Sonoma Valley, while balancing the financial accountability needs of your citizens. With a proven commitment to customer and patient service, Wittman Enterprises conducts your business as if your patients were our own. This starts with valuing customer service with everything we have done as a company *since 1991 (living up to our Dedicated Response Time Commitment; providing Ongoing and Comprehensive Staff Training; maintaining well-qualified Multilingual Staff; meeting regularly with our partners; etc.).*



## Customized Solutions

Since 1991 Wittman Enterprises has provided products and services specifically designed to ensure that EMS transport, First Responder, and Fire Service providers are reimbursed in a timely manner for services they provide. Wittman does not farm out these services; we coordinate them from our single location in the Sacramento area.



### Solutions include:

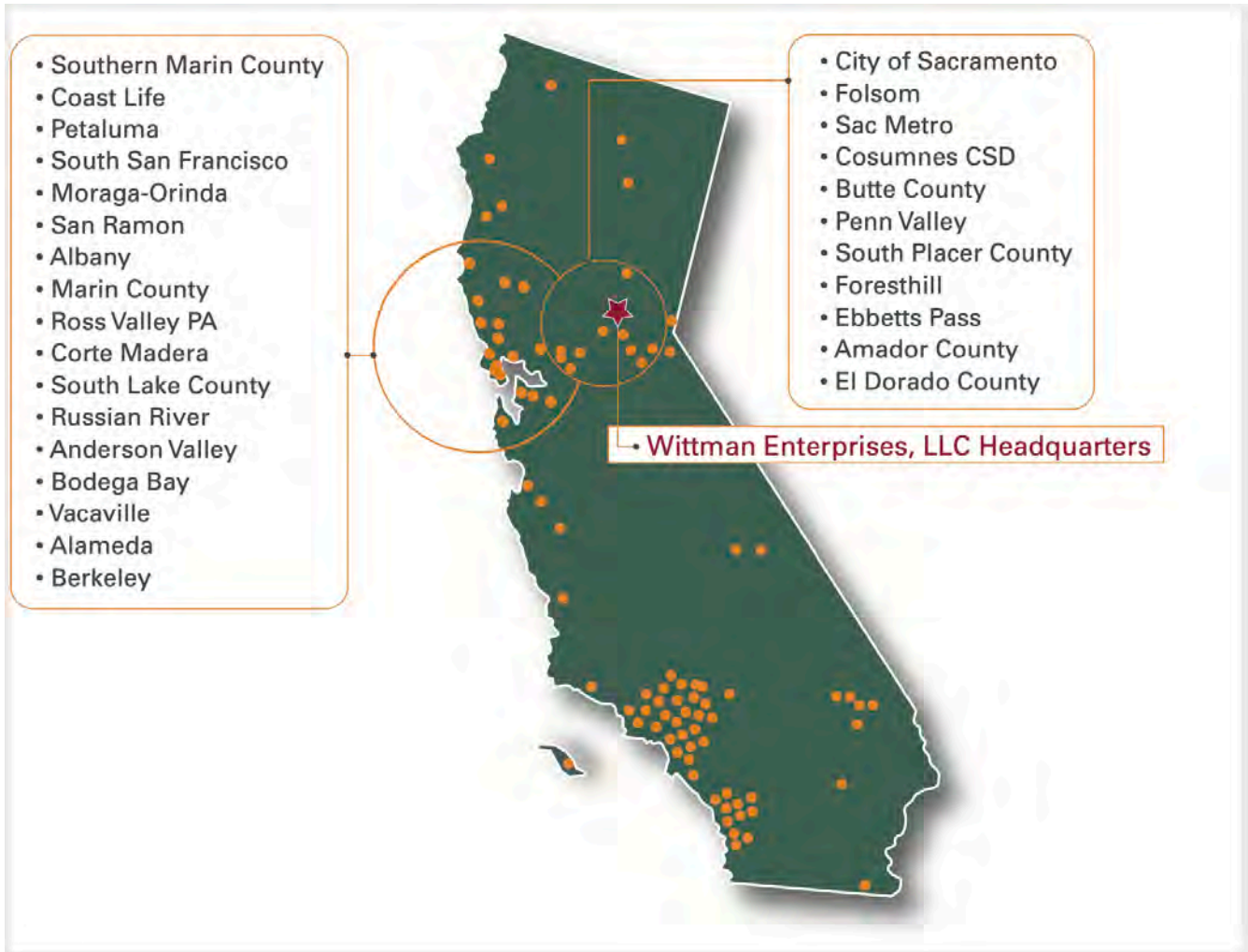
- Ambulance Transport Billing and Fire Service Fee Recovery
- ePCR Integration
- First Responder Billing and Collection
- Treat-no-Transport Billing and Collection (Assessments)
- Membership Program Support
- Patient Survey Program Support

## California Strong

No other California-based biller will provide as much in actual reimbursement as Wittman Enterprises has historically demonstrated—most recently with the City of Sacramento, the City of Berkeley, and the City of Anaheim. Wittman has a proven record of collecting 10-20% more than our competitors. Out-of-state billing companies will not be able to arrive at these reimbursement levels either, due to their lack of billing collection experience in the State of California or attention to customer service. We encourage you to check with any of our California EMS/Fire Partners to hear more about program successes.

### California EMS/Fire Partners *(Proprietary and Confidential)*

Wittman Enterprises conducts all of our work and coordinates all services from our single location in the Sacramento, California area. All production and patient services are conducted at our single office location at 11093 Sun Center Drive in Rancho Cordova, CA.



## Together We Achieve the Extraordinary

Wittman Enterprises is dedicated to providing excellence for your EMS billing and collection programs. Throughout our history, we have concentrated on all performance areas, not just one or two based on convenience. Providing the SVFRA with an exceptional level of service and fulfilling the requirements of their billing programs are high priorities for Wittman Enterprises; we carefully manage all accounts to ensure that these priorities are maintained or exceeded. We are:

- **Dedicated:** Wittman creates partnerships. We are committed to making your agency successful and look forward to supporting you in the future. Wittman Enterprises also works with all payors to complete any and all applications that your agency may face from the billing aspect, this includes the Medicare revalidation. We bring the flexibility to assist you in obtaining an ePCR or hardware that will further your agency, and as a partner we are eager to help. Our success is judged strictly by your success and we are dedicated to making that happen!
- **Accurate:** Accuracy and professionalism remain hallmarks of our brand of customer support and are maintained through a variety of Quality Assurance processes including: continued monitoring of phone transactions for quality assurance. Full-time auditors also ensure the accuracy of coding, pre-billing, and adherence to client, company, and government standards and requirements.
- **Positive:** One of our highest priorities will be personal attention to your department. In every step of the billing process we will work with you collaboratively to continually improve aspects of the patient care documentation process. Working closely with you, we will develop customized billing and reporting programs that best suit your specialized needs. In addition, we recognize that each client is unique and may require special reports. As your partner, we will work directly with your agency to develop any customized report free of charge.
- **Personal:** We expend great effort ensuring that every client feels taken care of and never as though they are just one of many. We will continue that same level of service for SVFRA. Remember each client is a partner and our goal is to work together, ensuring mutual success and maximum satisfaction.
- **Leaders:** Our CEO Corinne Wittman-Wong is an involved member of the American Ambulance Association, regularly presenting educational workshops for members, committees, and other organizations on new developments to the Medicare Fee Schedule and associated issues.

## Workload Accomplishment

Our EMS billing and collection success is tied directly to the ratio of PCRs to the number of quality people assigned to your project. We believe that people are the key to our success. Wittman innovates by fully embracing automated and technological advances while wholly recognizing that our quality service is reliant upon our talented people providing you the best level of service. Our approach provides the lowest claims-per-employee-ratio, generally resulting in 10-20% higher collection rates than our competitors.



## SECTION 2: Project Approach

### EMS Partner Satisfaction

The SVFRA will count on Wittman Enterprises to conducting diligent, regular, and uninterrupted billing and collection services in a professional businesslike manner. *Our personal approach and higher levels of service greatly exceed industry standards.* Your expectations and overall satisfaction are attained through ongoing and regular training, continuous improvement, and our comprehensive auditing program. We maintain our industry-leading lowest claims-per-staff-ratio (generally 30% lower than our competitors) based on upholding the standard of practice our clients have come to expect. Our comprehensive and ongoing training program allows us to continuously improve the business activities that we conduct on behalf of the Authority and ensure that you continue to receive the maximum legal reimbursement available. The secret to our clients' successful reimbursement is ultimately the personal attention we apply to each of their accounts. Simply put, it is the dedication to our process that combines the best in technology with the *commitment of people* to perform the hard work necessary to pursue elusive insurance payers, successfully appeal Medicare and insurance denials, and work effectively through difficult reimbursement issues. The significant efforts we undertake as a commitment to our EMS partners allow us to meet and exceed client expectations and achieve high client/partner satisfaction. We stand behind the work we conduct on behalf of our clients and work closely with each of them to make sure they are completely satisfied with our performance.

### We Value Customer Service

As an extension of your EMS programs, Wittman Enterprises will maintain a strong customer service accountability platform that provides you with direct phone numbers and real access to all management staff, starting with our CEO. Additionally, specialized Wittman staff will be assigned to your team so that clients always have direct access to the person(s) on our team who can most help with whatever situation may arise. Our Client Liaison team is also available to help identify key resources you need to get the results you want in a timely manner.

### Client Liaison Team

Wittman's Client Liaison team is the conduit between your team and our operations. We look forward to meeting with Authority and EMS personnel to discuss the goals of our business relationship, the services we provide, and any other topics required for the continued quality performance of EMS billing on your behalf. Jennifer Gentry (Client Liaison) will be your main point of contact when any issues arise. Please consider too that Russ Harms (Executive Director of Business Development), Corinne Wittman-Wong (CEO), and Walter Imboden (President/CFO) are also available to you at any time. We make ourselves accessible for meetings by teleconference, ZOOM, or in-person as necessary.

## Customer Service Team

Customer Service Representatives are responsible for the follow-up on private insurance, private pay, government, and other payers. They are responsible for over 15,000 calls weekly to and from patients while processing insurance payments and denials, patient insurance information, and patient disputes. Our Sacramento-based Customer Service Representatives are available during regular business hours Monday through Friday to serve your patient needs. Our toll-free number has multiple lines available for patients, clients, insurance companies, attorneys, and third parties to call for information or to discuss account status. Our system accepts voicemail messages and routes calls to appropriate personnel and/or voicemail 24 hours per day. Our system was recently upgraded ensuring the most effective solution and intuitive routing of calls for you and your patients.

## Multilingual Staff

Wittman Enterprises employs several Spanish, Chinese, and Vietnamese-speaking Customer Service Representatives in management and non-management positions. Such valuable resources provide your patients with the highest quality of service possible. On rare occasions, if a patient speaks a language we are not staffed to service, we utilize Language Line Services to assist those customers effectively. Currently, Wittman employs 16 multilingual staff members that are available to assist with calls.

## Certified Ambulance Coders

In addition to our internal training program, Wittman Enterprises employs staff members certified by the National Academy of Ambulance Coding (NAAC), a nationally-recognized leader in Certified Ambulance Coding training. We employ and provide regular training for our Certified Ambulance Coders (“CACs”), budgeting funds annually to certify additional coders and ensure that we constantly have ample certified individuals available to assist with all accounts. Benefits of utilizing Certified Ambulance Coders include:

- Fewer Claim Rejections
- Accurate and Timely Billing
- Ethical and Compliant Billing Decisions
- Professional Standards
- Ability to Successfully Navigate Common Pitfalls in the Billing Process
- Improved Cash Flow

## Dedicated Response Time Commitment

Wittman Enterprises’ goal is that each client and patient reach a live person when they call into our business office located near Sacramento, CA. If our EMS partners or their patients do not reach a live person during regular business hours, they will be provided the option to leave a voicemail and offered instructions on submitting an email inquiry. Wittman personnel will respond the same day during normal operating hours or within 24 business hours when that is not possible.

## Billing Software

- Wittman's billing software since 2003
- By utilizing their third-party software, we receive the benefit of their full staff of programmers and IT staff to address issues if they arise.
- Advanced testing and implementation for billing and documentation requirements: ICD-10, ANSI 5010, GEMT, QAF, etc.
- Extensive mapping of NEMSIS 2 and NEMSIS 3 information with most ePCR systems, ensuring correct import and implementation into our billing system.

## Electronic Patient Care Reports (ePCR) Interface

Wittman provides extensive mapping of data with most ePCR systems to ensure they correctly correspond to our billing system. There are not requirements or added cost for an electronic interface with Wittman Enterprises, LLC. We have successful mapping experience with numerous ePCR systems including **ImageTrend**. We work with each individual client to determine the most effective way to transfer the care reports from ePCR programs to our billing system. The process generally requires minimal input from individual EMS organizations.

## Sonoma Valley Fire and Rescue Authority: Provider Scope of Work

Wittman looks forward to regular contact with your team for direction on specific accounts, balance adjustments, QA/QI, and other procedures requiring your authorization. Occasionally, when we have exhausted our resources and need help completing missing information, clarifying unclear or incomplete narratives, we may request assistance from our regular Fire contacts that are often able to acquire the information from their own resources. However, as your billing partner, Wittman requires the minimum scope from your team as it is our job to support your billing and reimbursement program.

We are a full-service billing agency that conducts effectively the full range of tasks associated with your ambulance billing. As part of creating and maintaining the most efficient and effective billing system partnership between the provider (SVFRA) and Wittman Enterprises, the following are the basic provider responsibilities in our partnership.

- Submit necessary transport information, including pay source information and patient condition, to Wittman Enterprises for billing purposes.
- Forward to Wittman all necessary information relating to patient transport services, payments and patient eligibility.
- Provide clarifications when questions arise regarding documentation.
- Provide all necessary documentation for non-emergency incidents to allow us to bill properly.

## Billing to Payment Cycle

We believe in our people and our results speak for themselves. In addition to collecting from Medicare, Medi-Cal, and private insurance, we aggressively appeal all denials, research all private pays to find viable insurance, and we work with patients to arrange alternate methods of repayment. We believe our 30 years of EMS billing success is a result of the ratio of quality people to the percentage of billed dollars collected. Using an effective balance of electronic and human resources, Wittman collects more than \$300,000 annually for our clients. We believe that while technology is enormously helpful; it is only as good as the people managing it.



By utilizing talented staff members, we are able to ensure that the process is fluid and bottlenecks to the process are limited. Above is a diagram of our claim intake process which we monitor closely to ensure that metrics are consistently met. However, once claims are released from our billing system, the path becomes less predictable and timeframes vary tremendously. Our billing system allows us to carefully monitor claims based on the amount of time that it has



resided on any particular schedule. By working through our workflow, we address any claims that have stalled in the process by contacting the appropriate payer to discuss status.

## Denied or Disallowed Claims

Wittman Enterprises pursues every claim and follows through with every denial so that all legitimate revenue is collected on behalf of our clients. Denials are not accepted; in fact, as a policy we appeal all claims where the denial has appeal rights and we determine that an appeal is warranted. Additionally, Wittman demands payment with the appropriate interest from non-compliant insurance companies.

### Insurance Denials

Health Plans and Medical groups issue denials when all or parts of a claim are not paid. There are several types of denials. Some are issued correctly according to the patient's insurance policy and/or billing guidelines while other are incorrect due to an error by the health plan when processing the claim. For similar situations, our standard operating procedures include:

- Verify whether the denial is based on "Not a Covered Benefits", "Not Eligible", "Unable to Identify as a Member", or, "Primary Insurance Paid more than Allowed", for example.
- If there is another billable insurance on file, send a claim to that insurance, attaching the denial received.
- If there is no other billable insurance on file, contact the patient to inform them of the denial and request any other insurance information.
- When corrected information is received from the patient, update the payer information and send a claim and a copy of the PCR to that insurance with the denial received attached.
- When there is no viable insurance policy to bill, no Member or Resident program, the claim is converted to private pay and billed directly to the patient.

We actively adhere to a significant number of Standard Operating Procedures (SOPs) covering numerous scenarios for processing denials for Medicare, Medi-Cal, and Private Insurance. These SOPs are also available to you for review if you would like a more comprehensive study of our various methods.

## SECTION 3: Electronic Communications and Access to Records

### Complete Portal Solutions

Wittman offers secured Internet access to our billing system via our Complete Portal System, 24 hours a day. Our system includes:



#### Client Portal/Electronic Dashboard

- No additional software is required for the City and Fire Department to access Portal/Dashboard information through our secured server.
- A password protected, secure login is required to access.
- Information is in real time, allowing authorized City and Fire personnel to view each claim wherever it is in the billing and collection process.
- For more information about the Portal/Electronic Dashboard and sample Portal screen grabs, please see *"Client Portal and Electronic Dashboard"*.



#### Patient Portal

- Provides patients with Patient Portal Access.
- Each invoice, statement, and letter to patients provide a website link for them to access, login, provide insurance information, leave an email and/or simply inquire about their bill.



#### Credit Card Payment Portal

- We provide credit card payment options for your patients who wish to process their bills this way.
- Patients are informed through our correspondences and our customer service staff how to make credit card payments to their accounts. Limited Wittman staff is authorized to accept credit card information over the phone and our automated Credit Card Portal allows patients to securely pay their bills using our online reporting module.
- Additionally, we can provide seamless links so that the patients may also connect to the Credit Card Portal through the City of Westminster website. Alternatively, several clients provide virtual merchant terminals to us so that we can deposit credit card payments directly into their existing system.
- Like all of our services, this is customizable to fit the needs of your City and your program.



#### Collections Portal

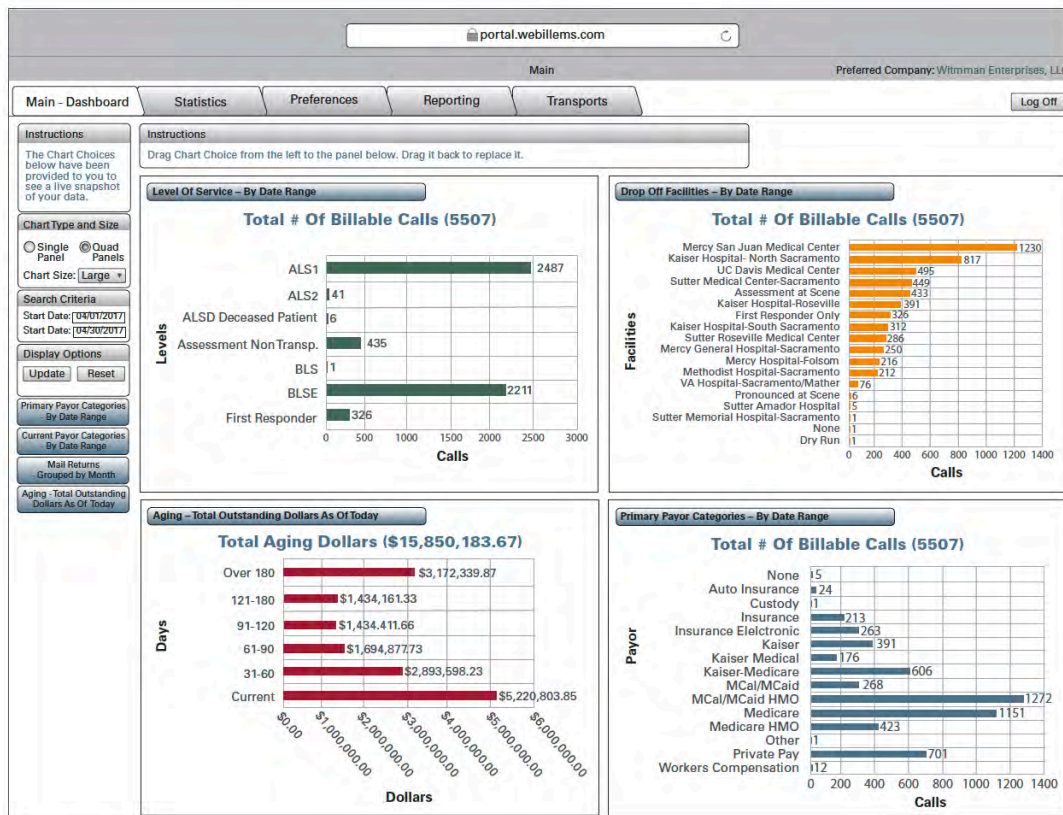
- This Portal provides the most commonly requested items from third-party collection agencies, based on client approval.
- It provides: reviewing accounts electronically, printing invoices, printing patient care reports, and printing 1500 billing forms.

## Client Portal and Electronic Dashboard

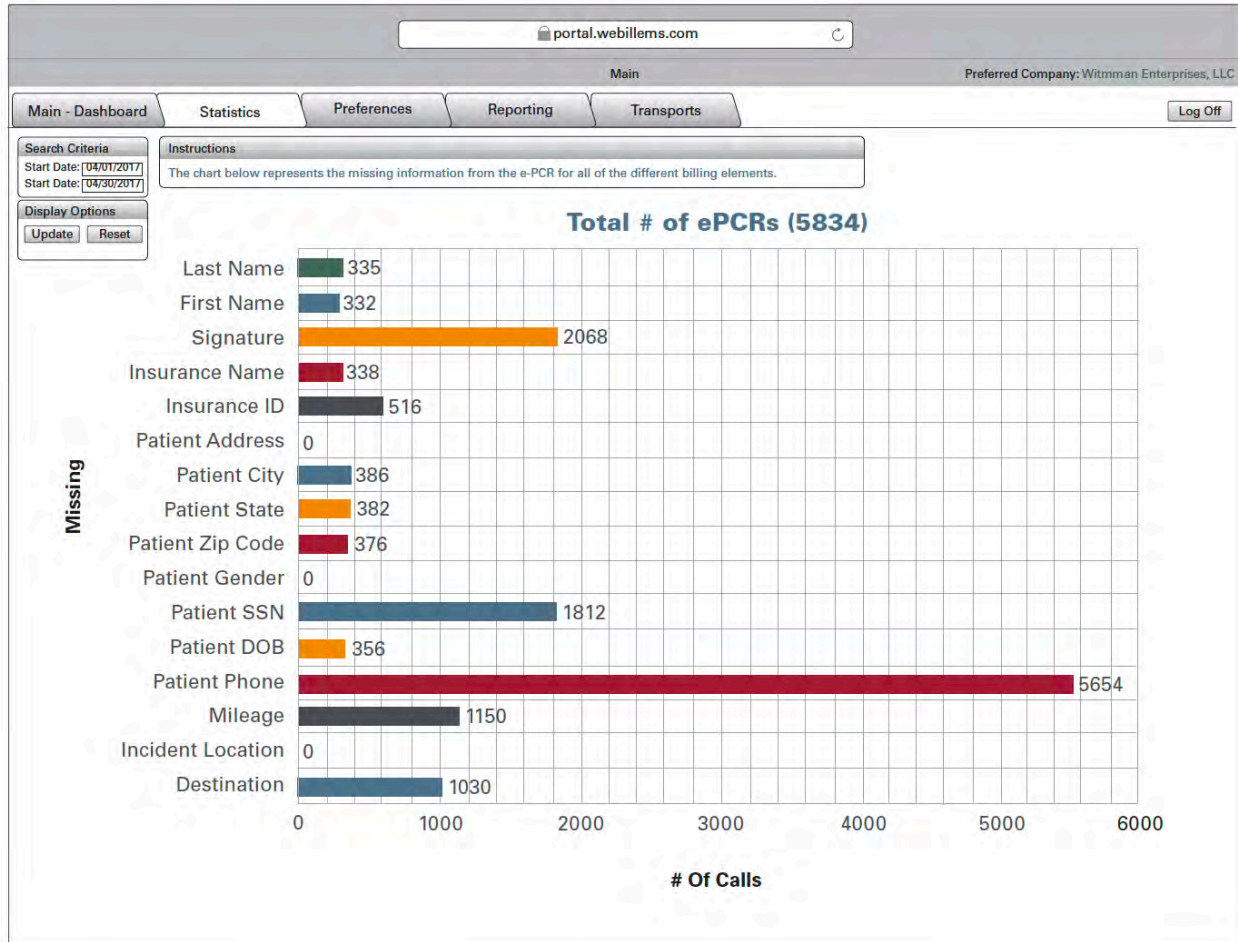
Wittman Enterprises offers secured Internet access to our billing system via our Client Portal, 24 hours a day. No additional software is required for the SVFRA to access the information through our secured website. It is accessed through a secured login that is password protected. Information accessed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

Access to the Client Portal is granted only to pre-authorized Authority and EMS personnel with permission to view such information and is strictly limited to the Fire Department's patient and run information. All patients may be referenced by name, date of service, incident, and run number. Your staff can print invoices for patients and run reports for their own use. Additionally, the SVFRA's specialized reports can be made available through this site. Our billing software system is Microsoft Windows-based which enables data export by authorized staff for easy manipulation (Excel, PDF, Crystal, etc.). It also allows for a clear and traceable audit trail for initial client verification, billing notification, and phone contact. Moreover, our software automatically updates each individual account detailing date, change, or billing function. All history and noted entries become a permanent record and all charges are maintained for a complete payment history. Finally, the Portal provides an **electronic dashboard** accessible 24 hours a day that provides a one-screen synopsis of the current state of the EMS billing operation, based on the preferences selected by each Client Portal authorized user.

### Client Portal – Main Dashboard



## Client Portal – Statistics



## Client Portal – Preferences

portal.webillems.com

Preferences Preferred Company: Wittman Enterprises, LLC

Main - Dashboard
Statistics
Preferences
Reporting
Transports
Log Off

<p><b>Instructions</b></p> <p>Click the Change Button, then enter your changes and then click on the "SAVE" button. To cancel your changes, click the "CANCEL" button.</p>	<p><b>Instructions</b></p> <p>If you have more than one company, click on the name that you want as your preferred company.</p>	<p><b>Instructions</b></p> <p>Please select up to 10 charts to display on the Main – Dashboard and click the update button.</p>																					
<p><b>Customer Information</b></p> <p>Note Name: <input type="text"/></p> <p>Email-Login ID: <input type="text"/> <span style="float: right;">Change</span></p> <p>Password: <input type="text"/> <span style="float: right;">Change Show</span></p> <p>Default Tab: <span>Main – Dashboard</span> <span style="float: right;">Update</span></p> <p>Default Ticket Search: <span>Date Of Service</span> <span style="float: right;">Update</span></p>	<p><b>Assigned Companies</b></p> <p>Wittman Enterprises, LLC</p>	<p><b>Chart Choices</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Primary Payor Categories – By Date Range</li> <li><input checked="" type="checkbox"/> Ticket Status – By Date Range</li> <li><input checked="" type="checkbox"/> Current Payor Categories – By Date Range</li> <li><input checked="" type="checkbox"/> Level Of Service – By Date Range</li> <li><input checked="" type="checkbox"/> Drop Off Facilities – By Date Range</li> <li><input checked="" type="checkbox"/> Mail Returns – Grouped By Type</li> <li><input checked="" type="checkbox"/> Aging – Total Outstanding Dollars As Of Today</li> <li><input type="checkbox"/> Payment Average – From First Bill To First Payment By Date Range For All Payors</li> </ul>																					
<p><b>System Information</b></p> <p>Wittman Go Live: <input type="text" value="5/12/2017"/> Account Created: <input type="text" value="5/12/2017"/></p> <p>Last Login: <input type="text" value="6/27/2017"/> Last Password Reset: <input type="text" value="6/27/2017"/></p> <p>Users Guide: <a href="#">Click Here...</a></p>	<p><b>Contact Names/Email Links</b></p> <p>Account Representative: <a href="#">Heather Montano</a></p> <p>Cash Representative: <a href="#">Pakou Yang</a></p> <p>Billing Representative: <a href="#">Sharon Haney</a></p>																						
<p><b>Access Levels</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Customer Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td style="width: 33%;">View/Print Statement: <span style="color: green; font-weight: bold;">Yes</span></td> <td style="width: 33%;">Main Tab: <span style="color: green; font-weight: bold;">Yes</span></td> </tr> <tr> <td>Billing Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>View/Print Invoice: <span style="color: green; font-weight: bold;">Yes</span></td> <td>Statistics Tab: <span style="color: green; font-weight: bold;">Yes</span></td> </tr> <tr> <td>Trip Notes Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>View/Print Receipt: <span style="color: green; font-weight: bold;">Yes</span></td> <td>Reporting Tab: <span style="color: green; font-weight: bold;">Yes</span></td> </tr> <tr> <td>Customer History Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>View PCR: <span style="color: green; font-weight: bold;">Yes</span></td> <td>Transport Tab: <span style="color: green; font-weight: bold;">Yes</span></td> </tr> <tr> <td>Services Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>View PCR Only: <span style="color: red; font-weight: bold;">No</span></td> <td>Month End Tab: <span style="color: red; font-weight: bold;">No</span></td> </tr> <tr> <td>Diagnosis &amp; Alerts Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>Collection Agency: <span style="color: red; font-weight: bold;">No</span></td> <td>Download Tab: <span style="color: red; font-weight: bold;">No</span></td> </tr> <tr> <td>Trip History Information: <span style="color: green; font-weight: bold;">Yes</span></td> <td>Profit Centers Only: <span style="color: red; font-weight: bold;">No</span></td> <td></td> </tr> </table>			Customer Information: <span style="color: green; font-weight: bold;">Yes</span>	View/Print Statement: <span style="color: green; font-weight: bold;">Yes</span>	Main Tab: <span style="color: green; font-weight: bold;">Yes</span>	Billing Information: <span style="color: green; font-weight: bold;">Yes</span>	View/Print Invoice: <span style="color: green; font-weight: bold;">Yes</span>	Statistics Tab: <span style="color: green; font-weight: bold;">Yes</span>	Trip Notes Information: <span style="color: green; font-weight: bold;">Yes</span>	View/Print Receipt: <span style="color: green; font-weight: bold;">Yes</span>	Reporting Tab: <span style="color: green; font-weight: bold;">Yes</span>	Customer History Information: <span style="color: green; font-weight: bold;">Yes</span>	View PCR: <span style="color: green; font-weight: bold;">Yes</span>	Transport Tab: <span style="color: green; font-weight: bold;">Yes</span>	Services Information: <span style="color: green; font-weight: bold;">Yes</span>	View PCR Only: <span style="color: red; font-weight: bold;">No</span>	Month End Tab: <span style="color: red; font-weight: bold;">No</span>	Diagnosis & Alerts Information: <span style="color: green; font-weight: bold;">Yes</span>	Collection Agency: <span style="color: red; font-weight: bold;">No</span>	Download Tab: <span style="color: red; font-weight: bold;">No</span>	Trip History Information: <span style="color: green; font-weight: bold;">Yes</span>	Profit Centers Only: <span style="color: red; font-weight: bold;">No</span>	
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## Client Portal – Reporting

portal.webillems.com

Main Preferred Company: Wittman Enterprises, LLC

Main - Dashboard Statistics Preferences Reporting Transports Log Off

**Instructions**

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

**Report Selector**

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

**Report Description**

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

**Search Criteria**

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

**Display Options**

**Report Viewer**

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

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

**Profit Center: [none]**

Payor Category	# of Titles	Gross Charge	Contr. Allow	Net Charges	Rev. Adj.	Payments	Write-Offs	Refunds	Balance	Average
Insurance	903	1,621,707.06	30,122.52	1,591,584.54	0.00	996,686.20	275.58	5,008.92	599,631.68	1,762.55
Medicare	2,180	4,430,100.50	3,481,092.99	949,007.51	1,002.97	846,496.07	1,102.32	415.43	100,821.58	435.32
Medi-Cal/Medicaid	1,716	3,064,905.84	2,805,268.64	259,637.20	-0.89	178,183.58	23,009.93	145.67	58,590.25	151.30
Private	707	845,906.94	0.00	845,906.94	2,161.53	27,640.02	46,531.35	0.00	769,574.04	1,196.47
Custody	1	1,735.91	1,337.77	398.14	0.00	398.14	0.00	0.00	0.00	398.14
<b>Sub-Totals for: [none]</b>	<b>5,507</b>	<b>\$9,964,356.25</b>	<b>\$6,317,821.92</b>	<b>\$3,646,534.33</b>	<b>\$3,163.61</b>	<b>\$2,049,404.01</b>	<b>\$70,919.18</b>	<b>\$5,570.02</b>	<b>\$0.00</b>	<b>\$398.14</b>

Report Courtesy of Wittman Enterprises, LLC Page 1 of 3

## Client Portal- EMS Calls

portal.webillems.com

Main Preferred Company: Wittman Enterprises, LLC

Main - Dashboard Statistics Preferences Reporting Transports Log Off

**Search Options**

Date Of Service

Customer Name

Incident Number

Run Number

Social Security Number

Date Of Birth

**Search Criteria**

Partial (Slower Result Time)

Exact (Faster Result Time)

First Name

Last Name

Powers

**Display Options**

Show Zero Balance Calls

Cancelled Calls Only

Show Tickets Continuously

Display Calls Reset

**Search Results**

Page 1 of 2

Job	Profit Center	Date of Service	Run Number	Incident Number	Customer Name (Last, First)	Date of Birth	Balance Due
0001-A		2015-10-26	293236	12314567	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-16	293236	12314566	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-09	293236	12314565	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-13	293236	12314564	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-23	303236	12314563	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-16	303236	12314562	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-30	313236	12314561	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-12	313236	12314560	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-04	323236	12314569	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-11	323236	12314568	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-29	323236	12314576	POWERS, NICOLE	1982-01-22	\$0.00
0001-A		2015-10-19	333236	12314588	POWERS, NICOLE	1982-01-22	\$0.00

## Client Portal - EMS Call Detail

portal.webillems.com

Main Preferred Company: Wittman Enterprises, LLC

Main - Dashboard Statistics Preferences Reporting Transports Transport Detail Log Off

**Customer Information**

Company Name: Wittman Enterprises, LLC	Service Date: 10/09/15	Statement
Customer Name: Powers, Nicole	Incident Number: 1134567	Invoice
Address: 123 Jump St.	Run Number: 293237	Receipt
City, State & Zip: Rocklin, CA 95785	Last 4 of SSN: 6789	Patient Care Report
Phone: (916) 232-1234	Transporting Age: 33	Print Page
Date of Birth: 01/22/1982		

Services Billing Diagnosis & Alerts Trip Notes Trip History Customer History

**Pick-Up Facility**

Facility: Mercy Medical Center - Merced

Address: 301 E 13th St.

City, State & Zip: Merced, CA 95341

Phone: (209) 385-7000

**Zones**

Response Zone: None

Dispatch Zone: None

**Run Information**

Call Type: ALS1 Advanced Life Support

Priority: Emergency

Transport: Emergency

Dispatch Comments: This is a test.

**Drop-Off Facility**

Facility: Mercy Hospital - Bakersfield

Address: 2215 Truxton Ave.

City, State & Zip: Bakersfield, CA 93301

Phone: (661) 632-5000

**Profit Center**

Profit Center: None

## SECTION 4: Projections and Pricing

### Superior Performance

Please keep in mind that we are committed to competitive fees for our clients; however, we are not typically the cheapest. As part of our business model, we have chosen to charge our clients a fair market rate that allows us to maintain a superior level of service with a staffing level that provides both exceptional collection results and unmatched customer service. Reducing fees to “beat” the competition would mean that we cannot provide the level of customer service and performance on which our company is built. Wittman Enterprises, generally outperforms our competitors by 10-20% in net collections to our clients’ bottom line. We will collect more for you than our competitors using our 30-year commitment to putting the right people to the task, doing the job thoroughly and doing it the right way, and at the same time providing the best in client and patient services.

Service Levels	Wittman	National Competitor
Immediate availability to patients	✓	
No-cost reporting	✓	✓
Instantaneous response to reporting needs	✓	
Technological automation	✓	✓
Database historical population	✓	✓
Hospital connectivity	✓	✓
Single location with tight HIPAA and compliance controls	✓	
Lowest claims-per- staff ratio	✓	
Full reconciliation and discrepancy research	✓	
Membership program support	✓	
Reliable Internet-based Portal System: <ul style="list-style-type: none"> <li>• Client Portal</li> <li>• Patient Portal</li> <li>• Collection Agency Portal</li> </ul>	✓	
Dedicated Client Liaison and Division Manager to your account	✓	



## EMS Billing Program Proposed Rate Range

### Assumptions

- Approximately 3,000 transports annually
- Medicare/Medi-Cal make up 80% of payer mix
- Authority Fees based on SVFRA-provided document
- Average transport mileage is 7.09 miles per transport

### Proposed Rate Range

- **Between 4% and 5% of net collections** (pending additional information from requested billing reports from your system).
- Respectfully, we request Tritech reports from your billing system that contain the information found in our system's *Charge Type Detail* (by trip date) and *Activity summary* (both are attached to this submitting email for your review). We request each of these reports be run individually for CY-17, CY-18, and CY-19.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA VALLEY  
FIRE DISTRICT AUTHORIZING THE FIRE CHIEF TO EXECUTE AGREEMENT  
WITH WITTMAN ENTERPRISES FOR AMBULANCE BILLING SERVICES**

**WHEREAS**, the City of Sonoma Fire Department commenced ambulance billing services in 1990; and

**WHEREAS**, billing services continued to be performed by District personnel after the City of Sonoma signed a contract for services with the VOM District in 2011; and

**WHEREAS**, with the retirement of the Compliance Officer for the billing office and a desire to explore a more cost-effective method of providing billing services, the EMS Battalion Chief solicited an RFQ for services and received quotes from two (2) providers; and

**WHEREAS**, the proposal received from Wittman Enterprises offered an acceptable quotation for comprehensive billing services and a range of other beneficial services, including cost reports for EMS reimbursements (i.e., Ground Ambulance Emergency Transport [GEMT] and Inter-governmental Transfer [IGT]).

**NOW, THEREFORE**, the SVFD Board hereby authorizes the Fire Chief to initiate and execute an agreement with Wittman Enterprises to provide ambulance billing services, effective in July 2020.

Passed, approved, and adopted at a special meeting of the Board of Directors of the Sonoma Valley Fire District by the following votes. Passed and adopted this July 1, 2020.

\_\_\_\_\_  
President, Board of Directors

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent:\_\_\_\_\_

**CERTIFICATION:**

\_\_\_\_\_  
Clerk of the Board of Directors



**Sonoma Valley Fire District**  
**Special Board of Directors Meeting**  
 Agenda Item Summary  
 July 1, 2020

<b>Agenda Item No.</b>	<b>Staff Contact</b>
6H	Stephen Akre, Fire Chief

**Agenda Item Title**  
 Discussion/action regarding establishing and appointing Directors to Board Standing Committees and Ad Hoc Committees

**Recommended Actions**  
 Establish standing committees

**Executive Summary**  
 After discussion, the Board will appoint up to two (2) directors to serve on SVFD standing committees as follows: a) Finance Committee; b) Personnel Committee; c) Facilities and Equipment Committee.  
 Ad-hoc committees will be appointed as needed for a defined term.

**Alternative Actions**  
 Delay appointing directors to committees

<b>Fiscal Summary – FY 20/21</b>			
<b>Expenditures</b>		<b>Funding Source(s)</b>	
Budgeted Amount	\$	District General Fund	\$
Add. Appropriations Req'd.	\$	Fees/Other	\$
	\$	Use of Fund Balance	\$
	\$	Contingencies	\$
		Grants	\$
<b>Total Expenditure</b>	<b>\$</b>	<b>Total Sources</b>	<b>\$</b>

**Narrative Explanation of Fiscal Impacts (if required)**

**Attachments**