

**Cal Tahoe Emergency Services Operations Authority**

JPA Board of Directors

Regular Meeting

Monday October 14, 2019 9:00 AM

Lake Valley Fire Protection District

2211 Keetak Street, South Lake Tahoe, CA 96150

Fire Station 7

Minutes

**I. Regular Meeting- Call to Order/ Roll Call/ Pledge of Allegiance**

**A. Chairperson Bettencourt Called the Meeting to Order at 9:00 am**

**C. Board Attendees**

* Bob Bettencourt, Chairperson
* John Rice, Alternate for Director Allen
* Brooke Laine, Director
* Tamara Wallace, Director
* Chief Gary Gerren, Alternate for Director Cathcart

**Other Attendees**

* Ryan Wagoner, CTESOA Executive Director
* Kayla Galinski, CTESOA
* Steve Pevenage, LVFD
* Brad Zlendick, LVFD
* Jim Drennan, SLTFD
* Sue Hennike, County of El Dorado
* Brian Nash, Richardson and Co.
* Mike Marini

**Communications from the Audience on Non Agenda Items.**

None.

**Public’s Chance to speak on any Non-Agenda Items**.

None.

**D. Note about California’s Open Meeting Law**

**1. Approval of Agenda**

Director Laine moves approval of the agenda. Director Wallace seconds. No further discussion. Motion carries unanimously.

**2. Approval of the Meeting Minutes from August 19, 2019**

Director Wallace moves to approve the meeting minutes from August 19, 2019. Director Gerren seconds. No further discussion. Motion carries unanimously.

**3. Audit Presentation by Brian Nash**

Brian opens by reminding the Board that his team provides opinions based on their audit on the General Fund and Government wide statements. Brian makes note that their team has had to do bookkeeping which is not part of their audit scope. Brian makes note of 24 adjustments that his team had to make, as well as items that the JPA’s bookkeeper should be doing but has not. Executive Director Wagoner states that the JPA’s bookkeeper does not agree with the auditor that the items fall under his duties. Brian goes on to point out that the JPA only has about 2 months of operating expenses in reserves, which he recommends having more. Brian makes note of a few places where the budget was over and under for the 2018 year. Brian states that for recommendations, most were repeated because they had not yet been implemented. Executive Director Wagoner explains that since the audit was postponed, many of the recommendations have already been addressed and implemented, such as the implementation of policies and procedures, the budgeting for ETO, taking medical supply inventory and more. Executive Director Wagoner states that there are still discrepancies between the JPA bookkeeper and the auditor recommendations and the bookkeeper charged the JPA more for doing the work that was requested. Chairperson Bettencourt asks if the JPA bookkeeper is willing to do the work if compensated, Executive Director Wagoner states that he is sometimes willing, but there are still things he refuses to do. Discussion regarding the possibility of finding a different CPA and bookkeeper. Chairperson Bettencourt asks if there are any major red flags from the auditor’s standpoint. Brian states that a lot of progress has been made, and that management tries very hard, but from their view the bookkeeper is the biggest hang-up. The Board gives direction to the Executive Director to do research on other CPAs. Director Wallace moves to approve the Audit findings and to send a management letter to the county. Director Laine seconds. No further discussion. Motion carries unanimously.

**4. Chief’s Report**

There are no reports from Chief Drennan, City of SLT, Chief Gerren, FLLF, Chief Pevenage or Chief Zlendick, LVFD.

**5. Discussion- Future Location of JPA**

Executive Director Wagoner explains that the JPA was scheduled to leave Station 2 by the end of December, which was extended slightly into January. Executive Director Wagoner explains that one of the previous options at 3rd St. and James St. was reviewed by a contractor and was well above budget. Another option that was made available at Rufus Allen Blvd, presented many challenges and became unrealistic. Another option has been presented from the 56-acre Project on Lake Tahoe Blvd. That building has been remediated for asbestos and is down to the bones, has many challenges that need to be addressed, and also has no garages. Executive Director Wagoner states that he has been receiving a lot of support from the City Manager and City Planning Department. Chairperson Bettencourt begins the conversation of the possibility of keeping some JPA staff at Station 2. Chief Drennan states that it is a non-starter for a multitude of reasons. Executive Director Wagoner states that Lake Valley has offered up Stations 5 and 6 as a backup plan, but that he would like to continue to pursue the option of the Lake Tahoe Blvd building. Director Wallace asks how and where the ambulances would be parked. Executive Director Wagoner states he has looked into the possibility of tent structures or carports but he is unsure of the coverage at the location, and that he has looked into options for keeping the inside of the ambulances temperature controlled for the medications.

**6. County Communication**

Sue Hennike states they are working on rewriting an ordinance and trying to get the RFP done. Sue states they are hoping to get the RFP to County Council this week, and then on to the State for approval. After it is approved by the state the County will release it. She states that she doesn’t anticipate many changes, with the exception that they now have the option to make IFTs non-exclusive. Chairperson Bettencourt asks what the estimate is on when the RFP will get out. Sue states that they anticipate having the RFP released before the calendar year ends.

**7. Final Budget Approval**

Executive Director Wagoner makes note of a few items that changed from the preliminary budget. Director Laine requests that the line item labeled “RFP” be changed to “County RFP” for clarification. Director Wallace moves approval of the final budget. Director Laine seconds. No further discussion. Motion carries unanimously.

**8. Ambulance Remount Approval**

Executive Director Wagoner explains that when the RFP was put together, the remount number that was given to him was $120,000. The quote that is presented was provided late and over budget, so Executive Director Wagoner is requesting that the Board approve a remount that is not to exceed $130,000. Director Laine moves approval of the ambulance remount proposal not to exceed $130,000. Director Wallace seconds. No further discussion. Motion carries unanimously.

**E. Closed Session- 10:35 am**

Report from Closed Session: By a unanimous vote the Board appointed Ryan Wagoner as an employee of the JPA as Executive Director. By a unanimous vote the Board agreed to conclude negotiations with the Executive Director regarding compensation.

**F. Return to Open Session 11:03 am**

**9. Approval/ ratification of employment agreement with Executive Director**

This item is to approve the employment contract for the Executive Director. The term of the contract is from November 1, 2019 to June 30, 2021. The compensation proposed to be awarded includes an annual salary of $126,500 with no benefits.

**G. Adjournment**

Chairperson Bettencourt adjourns the meeting at 11:05 am