

**Cal Tahoe**

**Emergency Services Operations Authority**

**JPA Board of Directors Regular Meeting**

Monday October19, 2015 ***9:00am.***

City of South Lake Tahoe City Council Chambers

1901 Airport Rd South Lake Tahoe, CA 96150

**Minutes**

**I. Regular Meeting - Call to Order/Roll Call/Introductions**

**A. Call to order at 9:01 a.m.**

**B. Board Attendees:**

* Bob Bettencourt, Chairman of the Board
* Dave Huber, Director
* Wendy David, Director
* Tom Davis, Director

**Other Attendees:**

* Ryan Wagoner, Executive Director
* Jeff Meston, Fire Chief for SLTFD
* Gareth Harris, Fire Chief for LVFD
* Marty Creel, SLTFD
* Brad Zlendick, LVFD
* Dave Hekuis, LVFD
* Ted Jackson, LVFD
* Steve Pevenage, LVFD
* Tom Watson, City Attorney
* Dustin Winter, SLTFD
* Jon Anderson, SLTFD
* Chris Wildman, SLTFD
* Doug Bailey, SLTFD
* Al Martinez, SLTFD
* Perry Quinn, LVFD
* Mike Mileski, SLTFD
* CJ Stinson, SLTFD
* John Poell, LVFD
* Sophie Tetlow, SLTFD
* Sallie Ross-Filgo, SLTFD, Taking minutes

**C.**  **Pledge of Allegiance**

No communication from the public at this time…see below for public comment.

**D. Approval of Agenda**

Chief Harris proposed a change to the agenda – would like to see if the JPA would like to consider surplusing another ambulance.

***Motion*** *to approve the agenda with above changes was made by Dave Huber seconded by Tom Davis. All were in favor. No further discussion. Motion carries unanimously.*

**E. Consideration of Approval of May 12, 2015 Minutes**

***Motion*** *to approve the May 12, 2015 Meeting Minutes was made by Dave Huber seconded by Wendy David. All were in favor. Motion carries unanimously.*

**F. Consideration of Approval of July 20, 2015 Minutes**

***Motion*** *to approve the July 20, 2015 Meeting Minutes was made by Dave Huber seconded by Tom Davis. All were in favor. Motion carries unanimously.*

**II. Consent Agenda**

***Review payment of the bills for August 2015 and September 2015***

Wendy David asked if the Board of Directors could review the bills each month. Board gave direction to Ryan Wagoner to provide access to a spreadsheet. It was decided Ryan would send the spreadsheet monthly electronically. Chief Meston suggested this be in the Policies and Procedures. The Board agreed.

***Motion*** *to approve the distribution of the spreadsheet of bills paid to the Board of Directors monthly was made by Wendy David seconded by Tom Davis. All were in favor. Motion carries unanimously.*

**III. Continued Business**

**A. El Dorado County EMS Agency information and status update.**

Ryan Wagoner read some information for the group on behalf of Rich Todd, who was not able to attend. El Dorado County is in the process of putting out an RFP for epcr services. The ambulance rate review will go to the Board of Supervisors on Nov 13th. They are asking to raise the ambulance rates by 20%-30%. Chief Meston suggested collecting the ipads to save data in light of the new direction that the paramedics go back to submitting paper pcrs. Chief Harris explained how the GEMT money will be spent by the Board of Supervisors. They will be purchasing the new epcr service. Also, paramedics must fax the 12 lead strips with the pcrs.

PUBLIC COMMENT: Sue Keast from City dispatch spoke about the new call center at Cal-Star and a few things that aren’t working for dispatch. There are a few communication problems she would like addressed.

Barton doctors are calling for transfers, when they should now come from the call center.

Transfer center is calling the dispatch center for times, even though dispatch has already given times to the paramedics. They subsequently call paramedics at all hours of the day for times.

Ryan Wagoner to agendize these issues for discussion at the next meeting. Chief Harris said the County is aware of this issue. Wendy David said she wants Barton Hospital and representatives from the call center to participate in our meetings.

**IV. New Business**

**A. Elect Chairperson, Vice-Chairperson, Secretary, and Treasurer**

This should have taken place in July. Dave Huber suggested changing the bylaws to read “Elect Officials in January” (1st meeting of calendar year)

***Motion*** *to table Item IV. A. was made by Dave Huber seconded by Tom Davis. All were in favor. Motion carries unanimously.*

**B. Consideration by the Board of approval to amend the JPA By-Laws to reflect a three member board consisting of one City of South Lake Tahoe appointed representative and two representing Lake Valley Fire Protection District.**

***Motion*** *to table Item IV. B. was made by Dave Huber seconded by Tom Davis. 3 were in favor. 1 was not in favor. Motion carried by majority.*

**C. Review and approve the fiscal year end June 30th, 2014 audit by Goodell, Porter, Sanchez & Bright, LLP.**

Wendy David asked for the highlights and Ryan Wagoner read through the document and highlighted some findings:

* Inventory records
* Need updated asset list
* In process of auditing 14/15
* Proper accounting for equipment
* Purchase orders
* Supporting documents for cash disbursement / payments
* Checks and deposits
* Adopt Policies and Procedures

Ryan Wagoner did respond to the recommendations.

***Motion*** *to approve the audit was made by Wendy David seconded by Dave Huber. Further discussion. All were in favor. Motion carries unanimously.*

Bob Bettencourt asked for the minutes from the meetings to be sent out 2 weeks in advance for review.

**D. Consideration by the Board to request Cal Tahoe JPA Contract Extension Letter extending to contract year August, 2020.**

The JPA has tried to negotiate with the County about the contract. There was a discussion about whether or not to ask for an extension of the contract period. Chief Meston suggested that extending the contract will hurt the negotiating power of the JPA. Bob Bettencourt said we should not be jeopardizing the JPA. Dave Huber said he would like to extend the contract. Wendy David said she doesn’t know if extending the contract is the best intent of the JPA.

***Motion*** *to request extension from the County was made by Dave Huber. There was no 2nd.*

*Motion denied.*

**E. Consideration by the Board to donate the surplus ambulance to Georgetown Fire District**

Chief Harris would like to donate the surplus ambulance to Georgetown Fire. They currently have possession of the ambulance on a loaner basis, and they have requested the JPA donate it to them.

In addition, there is a 2nd ambulance that should be surplused. It is currently not in service. Chief Meston said Tahoe Douglas Fire has expressed interest in the 2nd ambulance. They are in need of a back-up unit, and asked if the 2nd ambulance could be donated to them. Reno Fire may be interested in this 2nd ambulance as well, and they said they could pay $12,000 for it.

***Motion*** *to donate 1st ambulance to Georgetown Fire was made by Dave Huber. Seconded by Bob Bettencourt. Further discussion. All were in favor. Motion carries unanimously.*

Staff was directed to loan the 2nd ambulance to Tahoe Douglas Fire immediately. A formal consideration item will be agendized at a later time. Tom Watson to draw up a simple loan agreement.

**V. Old Business**

**A. Consideration by the Board of approval of the final budget fiscal year 2015-2016**

Discussion about the budget. Wendy David asked about the new monitors. Ryan Wagoner explained why they have not been purchased yet. Ryan said Lake Valley did not have a chance to demo the new monitors – the City took their time. Lake Valley is now demoing the monitors and a decision will be made soon on which monitor to buy. Wendy David said there is an urgency factor. Sophie Tetlow came to the table and explained that the monitors are not performing as they should. They continually fail. Blood pressure cuffs fail, intubation equipment fails, and a recent cardiac call failed. Tom Davis wants the 2 agencies to work together and choose a monitor, and buy it.

***Motion*** *to approve final budget was made by Tom Davis. Seconded by Wendy David. Further discussion. All were in favor. Motion carries unanimously.*

**B. Consideration by the Board to approve amending the JPA agreement with the City of South Lake Tahoe**

***No action***

**C. Consideration by the Board of approval to amend the JPA bylaws to reflect a three member board consisting of one City of South Lake Tahoe appointed representative and two representing Lake Valley Fire Protection District.**

***No action***

**F. Consideration to amend the Cal Tahoe JPA Operating agreement.**

***No action***

**Staff Reports**

**A. SLTFD Fire Chief Meston**

Staffing levels are down at SLTFR. Things are uncertain. Has put out a job announcement to hire 6 EMTs and 6 Paramedics to run the ambulances on the City side until Lake Valley decides what they will do.

**B. LVFD Fire Chief Harris**

In the process of hosting ABC Classes. JPA Class – encourages participation by the City.

Hoping County makes a decision soon so they can start their process.

**C. Executive Director**

Next Transfer Center meeting on Thursday Nov 17th. Rate increase – Reviewing RFP for epcr programs. Will be going to paper PCRs beginning Oct 26th. Chief Harris said the County has been put out an RFP for a new billing company. Chief Meston suggested the fines we were charged be reversed since their system wasn’t working for them.

**D. Financial Reports FY 2014/2015**

Ryan Wagoner talked about vehicle maintenance. There have been several significant purchases made for repairs on 2 ambulances; therefore, the vehicle maintenance budget has taken a hit. Chief Harris requested Ryan Wagoner amend the financial report dates to read July 1, 2015 – August 31, 2015.

Ryan Wagoner stated that the JPA pays the insurance in advance, would like to stop that practice and pay small amounts more frequently (quarterly instead of yearly)

**G. General Counsel**

Wendy David asked about the circumstances surrounding our legal counsel resigning the position. It was explained to her that our former JPA Attorney decided to resign.

**VI. Board Communications**

Davis talked about our priorities:

1. Purchase monitors

2. Keep Board informed in writing of the purchasing process and when it is complete

3. Loan TDFD the 2nd ambulance immediately.

Dave Huber has met with Tom Davis about the transition (subcommittee) Lake Valley is not in a position to supplement the City’s emergencies without financial support from the County. Still working on this issue.

**VII. Closed Session**

*None*

***Motion*** *to adjourn by Dave Huber, second by Tom Davis and motion carries unanimously.*

***Adjournment – 11:16am***

Minutes taken by Sallie Ross-Filgo, South Lake Tahoe Fire Rescue

Next regular meeting will be January 11th, 2015 at 9:00am at Lake Valley Fire Protection District Station #7 Classroom.