**Cal Tahoe Emergency Services Operations Authority**

JPA Board of Directors

Regular Meeting

Monday July 13, 2020 9:00 AM

Zoom Virtual Meeting

Minutes

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

 **A. Chairperson Allen Called the Meeting to Order at 9:03am**

 **C. Board Attendees**

* Leona Allen, Chairperson
* Tamara Wallace, Vice Chair
* Brooke Laine, Director
* Bob Bettencourt, Director
* Mike Cathcart, Director

 **Other Attendees**

* Ryan Wagoner, CTESOA Executive Director
* Kayla Galvan, CTESOA
* Brad Zlendick, Chief LVFD
* Clive Savacool, Chief City of SLT
* Steve Pevenage, LVFD
* Gary Gerren, FLLF
* Fawna Cheney, IBAS

 **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**

Chairperson Allen makes note that there was no section for Chief’s reports on the Agenda. Director Wallace moves approval of the Agenda with the added Chief’s Reports. Director Bettencourt seconds. Further Discussion. Executive Director Wagoner advises to add the Chief’s reports after the approval of the minutes. No additional discussion. Director Allen votes Aye, Director Wallace votes Aye, Director Bettencourt votes Aye, Director Laine votes Aye, Director Cathcart votes Aye. Motion carries unanimously.

**2. Approval of the Meeting Minutes from June 10th, 2020**

Director Bettencourt moves to approve the meeting minutes from June 10, 2020. Director Wallace seconds. No further discussion. Director Allen votes Aye, Director Wallace votes Aye, Director Bettencourt votes Aye, Director Laine votes Aye, Director Cathcart votes Aye. Motion carries unanimously.

**3. Chief’s Reports**

Chief Gerren reports that Fallen Leaf is operational and that they have not had any Covid related cases. Chief Zlendick makes note of how well all the agencies have been working together. Chief Pevenage states they believe all the best practices are currently in place in regards to the Covid response and makes note that there is a shortage of Covid tests nationwide as well as a delay in getting test results back. Chief Savacool reports that South Lake Tahoe’s call volume has increased in the last week, and they are working with the college to have their staff in a constant rotation for getting tested.

**4. Preliminary Financials**

Executive Director Wagoner makes note of complications with accounting over the fiscal year and the challenges of the budget changing due to the new contract. Executive Director Wagoner addresses items on the preliminary financials and makes note that despite some of the hurdles in regards to housing and Covid related expenses, the JPA is still ahead on the budget for the Fiscal year.

**5. Proposal and Approval to Change Accounting Firms**

Executive Director Wagoner explains that he and the office administrator met with Fawna Cheney and her supervisor to discuss some challenges associated with providing the auditor necessary responses for multiple audits. He states that the JPA is in need of an accountant that is willing to work with the auditor and respond to their requests. Fawna states that she had a discussion with the current auditor Brian Nash, where she pointed out issues with the current financials that were presented to her and he felt that she was understanding what his concerns were. Fawna states she feels confident she can provide accurate and timely numbers moving forward. Director Cathcart moves to approve the change in accounting firms. Director Bettencourt seconds. Director Allen votes Aye, Director Wallace votes Aye, Director Bettencourt votes Aye, Director Laine votes Aye, Director Cathcart votes Aye. Motion carries unanimously.

**6. Approval of the Preliminary Budget**

Executive Director Wagoner makes note of specific items on the preliminary budget. Director Laine asks for clarification on anticipated roll-over for tenant improvements. Fawna states that she will make it more clear before approval of the final budget. Director Wallace moves approval of the preliminary budget. Director Bettencourt seconds. Further discussion. Director Laine asks why we are approving the preliminary budget if it is going to be changed. Chairperson Allen states we must have a preliminary budget, Executive Director Wagoner agrees and explains that the preliminary budget must be approved in order for the JPA to pay bills, and in October the Board votes on the Final Budget. No additional discussion. Director Allen votes Aye, Director Wallace votes Aye, Director Bettencourt votes Aye, Director Laine votes Aye, Director Cathcart votes Aye. Motion carries unanimously

**7. JPA Station Construction Update**

 Executive Director Wagoner explains that after the Board approved the construction bids at the previous meeting, documents and insurance requirements were sent out to the subcontractors, to which many responded saying they wished to resubmit their bid for a higher cost, or chose to withdraw. A common complaint was that since there were no plans drawn for the building, they had to cushion their original bids for the unexpected. Executive Director Wagoner explains that there were two routes that the JPA could have gone with, one being to have plans drawn up for the building and bid that out as one large contract, or to have a project manager with subcontractors. Originally the JPA went with the project manager and subcontractors but is now going back and having plans drawn out for one large contract, which he has already met with a firm several times. Additionally, the current project manager never sent his returned contract and has not responded to any attempts to contact him in 2 weeks. Director Wallace assures Executive Director Wagoner that construction projects are difficult and to not take it so hard. Director Cathcart adds to that saying that the problems the JPA is facing are not uncommon. Director Laine asks if there is a financial threshold that allows Executive Director Wagoner to enter into contracts, and if he is taking local businesses as a contract priority. He answers that the Board delegated authority to him through the adoption of CUPCAA, but that any contract will come back to the Board to be ratified before it is official. He also states that the Board can require in the RFP that the contracts must be local, but that so far when attempting to get bids for the subcontractors, getting local bids has been extremely challenging.

 **D. Adjournment**

 Chairperson Allen adjourns the meeting at 9:54am.