**CALIFORNIA TAHOE EMERGENCY SERVIES OPERATIONS AUTHORITY**

**Special Meeting of the Board of Directors**

**September 3, 2013 3:00 pm**

**South Lake Tahoe Airport**

**1901 Airport Road, South Lake Tahoe, CA 96150**

1. **Special Meeting**
2. Call to Order – 3:00 pm
3. Pledge of Allegiance
4. Roll Call – Present at the meeting were Board Chairperson Robert Bettencourt; Director Joanne Conner; Director Dave Huber; Director Angela Swanson; Executive Director Anthony Gasporra; Chief Gareth Harris, Lake Valley Fire Protection District; and Chief Bruce Martin, South Lake Tahoe Fire Department
5. Approval of Agenda - A motion was made by Dave Huber and seconded by Angela Swanson to approve the agenda of September 3, 2013. The motion passed unanimously.
6. Closed Session

A. Closed Session pursuant to Section 54857.6 Brown Act – The Board chose not to go into closed session.

1. Expense Billing to JPA**/**7. Auditors Report June 30, 2012**/**8. Labor Overcharge

Director Bettencourt advised the Board that the 2011/2013 audit has been presented by Bob Johnson but that the numbers are somewhat skewed

Regarding the labor overcharge noted in the auditor’s report – page 6 Labor Overcharge – the issue was addressed by Board last year. The Board opted to settle for a certain amount and compensated Lake Valley for the amount under-billed. The auditor recommended that the JPA Board should have recouped the monies from the City that was overbilled. The previous decision by the Board was to not look back, but rather go forward with a billing process that was equitable to both agencies.

Director Huber stated that the Board has already addressed this issue previously with the fixed billing and should not have to deal with this again.

Regarding the expense billing to the JPA – the auditor noted that radios were purchased for the JPA through Chief Harris’ licensed business. Director Bettencourt presented a report of facts and invoices from Chief Harris to demonstrate that the items in question were purchased without personal gain, as well as being a savings to the JPA. He also presented a letter drafted to the County Counsel presenting the facts and asking for a resolution to the issue. It was noted that this was not a “contract” but rather a single purchase.

Director Swanson requested that the City’s legal counsel look over the documents being provided. Director Bettencourt agreed, but reminded the Board that there is some urgency for getting the letter out before the next fiscal year’s audit at the end of this month.

Director Huber recommended that a motion be made to approve the letter pending approval by the City’s Attorney. Director Swanson discussed amending it to having the City’s Attorney meet with Director Bettencourt as Chairperson. Director Conner advised that she believes the Attorney should review it prior to any motion being made. Director Swanson expressed concern that the Board may or may not have approved the actual purchase knowing the connection between the business and Chief Harris.

The Board decided that it needs to approve the final letter once attorneys from both agencies have reviewed it. Director Bettencourt will e-mail the letter and accompanying documents to the City’s Attorney for review and approval. It will be requested that the review be accomplished by September 6th. A second special meeting will be scheduled on September 9th at 0800 hours at the airport.

Director Bettencourt advised the Board that they should be prepared to discuss the end- of-year numbers during the October meeting. Director Swanson would like to place on October’s agenda a review of policies that would cover the issues covered in the audit.

Director Swanson thanked Director Bettencourt for his diligence.

1. **Adjournment** – The meeting was adjourned at 4:01pm.

*Meeting minutes prepared by Leona Allen*

Minutes Submitted by Anthony Gasporra, Executive Director/JPA:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Minutes approved by Robert Bettencourt, Chairperson Cal Tahoe JPA Board of Directors:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_