**CALIFORNIA TAHOE EMERGENCY SERVIES OPERATIONS AUTHORITY**

**Meeting of the Board of Directors**

**October 9 2013 at 8:00 am**

**Lake Valley Fire District Station #7 - Classroom**

**2211 Keetak St, South Lake Tahoe, CA 96150**

1. **Regular Meeting**
2. Call to Order – 8:07 am quorum was established
3. Roll Call – Present at the meeting were:

Board Chairperson Robert Bettencourt

John Rice, General Manager of Sierra at Tahoe, sitting in and voting on behalf of Director Dave Huber

Director Angela Swanson via conference call

Director JoAnn Conner

Executive Director Anthony Gasporra

Fire Chief Jeff Meston City of South Lake Tahoe Fire Department

Fire Chief Gareth Harris Lake Valley Fire Protection District

Rob Hembree Shift Commander South Lake Tahoe Fire Department

Karl Koeppen Shift Commander South Lake Tahoe Fire Dept

Dave **Hekhuis Battalion Chief Lake Valley Fire District**

**Bob Johnson, Auditor for CTESOA**

**Tom Watson, City Attorney for South Lake Tahoe**

**Dr. Corey McCloud, Emergency Room Physician at Barton Hospital**

**Sallie Ross-Filgo Administrative Assistant South Lake Tahoe Fire**

1. Pledge of Allegiance

No Communications from the Audience on Non Agenda Items. Director Bettencourt asked for a moment of silence in honor of fallen Lake Valley Firefighter Mitch Underhill.

1. Approval of Agenda - A motion was made by Angela Swanson to approve the October 9, 2013 agenda with no changes and seconded by JoAnn Conner to approve the agenda with no changes. All were in favor. Motion passed unanimously.
2. Approval of Minutes 7-11-13 - A motion was made by Angela Swanson to approve the July 11, 2013 meeting minutes and seconded by John Rice on behalf of Dave Huber 2nd the motion to approve the minutes. All were in favor. Motion passed unanimously. Regarding the Sept 3, 2013 minutes, JoAnn Conner made a motion to approve the September 3, 2013 meeting minutes and John Rice on behalf of Dave Huber 2nd the motion. All were in favor. Motion passed unanimously.
3. **Old Business**
4. 2011-2012 CTESOA Audit – Bob Johnson, Auditor for CTESOA, was in attendance to discuss the findings of the 2011-2012 Audit of the JPA. The June 2013 Audit will begin in 3 weeks. He talked about Joe Harn, the El Dorado County Controller, and the financial statements, and how 2012 was a transitional year for the JPA. The Executive Director resigned and a new Director and Deputy were put into place. The IFT revenue changed. The new style of revenue will be a set amount which should make it easier to budget. Went over the statement of income and cash on hand, long term debt, and losses. Talked about there not being enough money set aside to pay for expenses. Talked about the management letter and recommendations. The City has been billing the JPA late, Bob asked that they invoice more promptly. Tony Gasporra said that the City has been billing more timely lately. Talked about the JPA purchasing radios from Tamalpais. This may violate fair political practices. The issue is now with the El   
   Dorado County Council. Bob Bettencourt said that there was a special meeting about this issue. There was a written statement turned in by Gareth Harris written to explain this purchase. There was also a 2nd letter written about this issue by the Lake Valley Board of Directors. It was submitted to the City Council and Tom Watson said that it was decided not to forward on to the County Council, due to it being non-prudent. Bob Bettencourt reiterated that the 2 letters were not forwarded to the County Council. Bob Bettencourt asked if this issue will continue or it will be put to bed. Bob Johnson said that the County Council should be contacted to see if they have received the audit findings. JoAnn Conner concurs with this. Tom Watson did not agree. He said that he does not think it is necessary for anyone to call them. Regarding the labor over charge – the City of South Lake Tahoe was charging for 7 people as opposed to 6 people in this year of 2012. Bob Johnson sees this as an over sight, and would consider it as resolved. There was a discussion about the overpayment to the City and the underpayment to the County. Bob Johnson said that he never saw documentation that the Board had decided not to take the overpayment to the City any further and the underpayment to Lake Valley would be paid back. Chief Harris commented that operating practices have changed. The billing has changed, and the way the JPA does business has changed. So things should be different from 2013 on. JoAnn Conner stated that she appreciated Bob Johnson’s comments. Bob Bettencourt said that if the JPA loses the contract, it would be devastating to both agencies. We have to keep working together to make it work. The flat rate billing has helped.
5. El Dorado County EMS Agency – Tony Gasporra gave a report for Rich Todd. Re: the July 11th minutes – we were not fined for any response time that we were over. We are compliant 90% of the time. Tony Gasporra had requested an extension of the contract of the JPA through Rich Todd and Dr. Brazzel. There was a conversation about asking the County for more money due to expenses being more that the income. The issue of the over/under payment has been resolved.
6. The West Slope JPA ambulance sharing plan – Tony Gasporra said that the West Slope has requested the use of extra ambulances if needed. There is a new loaner ambulance agreement in place. Medic 5 is ready for use as a reserve. There are 2 ambulances for sale and they have had no inquiries about them. If they can’t sell them, they are considering sending them to the auction. There is also a consideration of donating them to the west slope. Rich Todd and Marty Hackett are both very interested in this. Tony asked the board what they would like to do. Chief Harris does not want the old ambulances around due to their age and the mileage. If they have not sold by the next board meeting, then they can look at donation. There were other options discussed. JoAnn Conner made a motion to donate one of the ambulances to the Paiute Indian Tribe in Nevada, who have expressed interest in a donation due to their lack of a much needed ambulance. The second ambulance would be loaned to El Dorado County Ambulance sharing Plan. John Rice 2nd the motion on behalf of Dave Huber. All approved. Motion carried. The contract was read at the end of the meeting regarding ambulances and it was confirmed that donation is allowed.
7. EPCR Quote and Contract – Jeff Meston gave 4 quotes for the mandatory electronic   
   PCR program that we are required to purchase, and the 4 quotes are as follows:

1. ipcr $6,100 per year

2. EMS charts $7,170 per year

3. Sansio $44,282

4. Beyond Lucid Technology $7,985

Jeff Meston said that he would like to enter into the contract with ipcr with the City taking the program lead since we have been using them for several years. Gareth Harris stated that not all the west slope Chiefs are happy with this software. JoAnn Conner made a motion to approve the ipcr contract. John Rice 2nd the motion. All approved. Motion was carried.

1. Dispatch RFP Update – Bob Bettencourt talked about the options for dispatch. The quote given by the City was so high, that’s what made the JPA go looking for other providers. Bob said he would like to stay with the City, but the only way that will work is if we are able to get more money from the County. There were quotes for dispatch from other agencies, but they are not relative to just the JPA, they are quoted for fire dispatch for 4 agencies in the basin. Gareth Harris said that Cal Fire quoted $338,000 and Douglas County quoted $150,000. Jeff Meston offered to speak with Chief Uhler about possibly obtaining a less expensive quote for dispatch services. Tony Gasporra said that Marty Creel was supposed to be getting RFP’s for Washoe County and Camino. He is waiting on those numbers. Tony also said that South Lake Tahoe dispatch is breaching their contract by being below standards. Jeff Meston said that he will have some updated numbers by the next meeting. Those numbers will determine what the JPA will be asking for from the County.
2. Organizational Chart Recommendation – Bob Bettencourt discussed what has been talked about in the past. In regards to the Deputy Executive Director, he sees the chair empty more than he sees it full. He wants to have the 2 Executive Directors work together but he hardly ever sees Marty Creel, and he would like to see a 50/50 effort. JoAnn said that Marty Creel was at the last meeting. Jeff Meston wanted to pass on some information/ comments from Angela Swanson. She has requested a workshop style meeting in November to work on meeting protocols, posting, agendas, bylaw reviews, data sharing, and fiscal reports. Jeff Meston said that he was surprised to see that there are no staff reports and detailed expenditures. JoAnn Connor concurred with that statement. JoAnn Conner also stated that she has concerns about communication issues. This is an important function and she wants some more compatibility. Jeff Meston said that there should not be an equal number of board members. Bob Bettencourt agreed. This concern will be addressed at the November meeting. Bob Bettencourt reiterated that he would like to see Marty Creel more. Tony Gasporra said that he has had a rough year and ½. Said that Marty Creel wasn’t being helpful, and that he is doing all the work. JoAnn Conner said she wants to start working as a team. Tom Watson said that the board must set policies, and that they aren’t there. The City isn’t getting information that is needed. He has to make requests to the JPA, and has not received things he has asked for. Tom Watson said the workshop is a good idea. Some policies need to be created. Bob Bettencourt agreed with the workshop idea. Tom Watson wants to make sure the JPA is protected. John Rice spoke on behalf of Dave Huber and said that he appreciates the fresh perspectives of Tom Watson and Jeff Meston. Says that it looks like things are going in a good direction. Also extended the Public Records Act request for Tony so he has more time to get the request together. Rob Hembree talked about his concerns. Does not see continuity between the 2 agencies. Says that they work together on the ground but politically the 2 agencies do not operate the same. Some of the comments here today have been disheartening. Said that he has asked for policies and procedures and he did not get them. Bob Bettencourt said that as a board member, he recommends that this stuff be left up to the Chiefs. There was further discussion. Rob Hembree said that he would like to see policies and procedures in place and a system status plan. Bob Bettencourt agreed. Each department has their own policies, but there is also supposed to be policies in place for the JPA. Bob Bettencourt thanked Rob for his candidacy and wishes to pursue this item.
3. **New Business**
4. Is out of sequence…will address #12 later in the meeting.
5. Is out of sequence…will address #13 later in the meeting.
6. Is out of sequence…will address #14 later in the meeting.
7. Public Records Act Request …was addressed in Item #11
8. **Staff Reports**
9. Review Depreciation of Equipment – this item was tabled
10. Mental Health Transfers – Dr. Corey McCloud spoke about this and said that he feels that some contractual obligations are not being met. On Sept 23, Barton had a 5150 suicidal patient that needed to be transported but was refused by South Lake Tahoe Fire after being at Barton for over 24 hours. Dave Hekuis explained that there was already a transfer in route and there was a 911 call in progress. That would put the transfer time for the patient that was waiting after midnight which is why it was put on delay. Dr. McCloud disagreed with that. He said it was refused, and Rob Hembree stated that he never refused the transfer; he only delayed it until the morning, as to not put his ambulance driver in a fatigue situation, which is within his management rights to choose not to do. Rob Hembree said that this is where a policy would have been helpful. There was further discussion about this matter. This item is going to be deferred to the MAC Meeting later today.

12. Budget Review- Bob Bettencourt feels as if this budget is confusing to read. Tony Gasporra asked for approval of the preliminary budget. Jeff Meston asked for 2 changes in the preliminary budget. Change the software line to read $6,100 and drop the contingencies line to $9,600, then it will balance. There was further discussion about the budget and expenses. John Rice on behalf of Dave Huber made a motion to approve the preliminary budget with the 2 changes. JoAnn Conner 2nd the motion. All approved. Motion carried.

13. Policies – Tony Gasporra passed out the ambulance policies. This came from a flash drive that was given to Tony by Bryan Pond. All of these are in draft form. JoAnn requested that these are given to all parties involved, especially Marty. Tony asked that the Board review these policies at the November workshop. Bob Bettencourt suggested that the next meeting have an agenda item that states that the policies should be worked on, and finalized and approved.

Bob Bettencourt proposed November 18th as the board meeting / workshop date beginning at 8:30am.

14. AB678 – Bob Bettencourt would like to see the board packets out 1 week in advance – wants packets printed, sent and email responses to Tony and Marty that people received their packets. Bob also wants to set dates for future meetings. Bob Bettencourt encouraged Tony Gasporra to work with Marty Creel. Tony Gasporra stated that he did not go to the AB678 seminar regarding medi-cal and medi-caid supplemental reimbursement program. There is an application process and we are hoping to get some reimbursement. Gareth Harris talked about the Assembly Bill further. The Act will reimburse up to 50% of the cost of the ambulance service. The County will be able to collect this money; however, the member agencies may be able to collect on the BLS side.

Item # 18 was tabled

1. **Closed Session**
2. **Adjournment** – The meeting was adjourned at 1:10 PM - Next meeting is scheduled for Monday November 18, 2013 at the South Lake Tahoe City Council Chambers.

*Meeting minutes recorded by Sallie Ross-Filgo*

Minutes Submitted by Anthony Gasporra Executive Director/JPA:

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

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