**CALIFORNIA TAHOE EMERGENCY SERVIES OPERATIONS AUTHORITY**

**Meeting of the Board of Directors**

**July 11th, 2013 at 9:00 am**

**City of South Lake Tahoe Council Chambers**

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

# I. Regular Meeting

1. Call to Order – 9:00 am quorum was established

1. Roll Call – Present at the meeting were:

Board Chairperson Robert Bettencourt

Director Dave Huber

Director Tom Davis

Director Angela Swanson

Director JoAnn Conner

Executive Director Anthony Gasporra

Fire Chief Bruce Martin City of South Lake Tahoe Fire Department

Fire Chief Gareth Harris Lake Valley Fire Protection District

Marty Creel Fire Captain South Lake Tahoe Fire Department

Kim George Engineer / Paramedic South Lake Tahoe Fire Dept

Sophie Tetlow Firefighter / Paramedic South Lake Tahoe Fire Department

Holt Cawelti Engineer / Paramedic South Lake Tahoe Fire Department

Dave Hekhuis Battalion Chief Lake Valley Fire District

Rich Todd Director of El Dorado County EMS Agency

Dion Nugent of Forte Holdings

Dale Helmstalk of Forte Holdings

Sallie Ross-Filgo Admin Assistant South Lake Tahoe Fire

1. Pledge of Allegiance

No Communications from the Audience on Non Agenda Items

1. Approval of Agenda - A motion was made by Dave Huber moved that there are no changes to the agenda, and seconded by JoAnn Conner to approve the agenda. All were in favor. Motion passed unanimously.

1. Approval of Minutes 5-23-13 - A motion was made by Dave Huber and seconded by JoAnn Conner to approve the minutes. All were in favor. Motion passed unanimously.

# II. Old Business

1. West Slope JPA Ambulance Sharing Plan – Tony Gasporra said that Marty Hackett has forwarded the JPA

Ambulance Sharing Plan changes and corrections have been made. Tony has forwarded the plan to the South Lake Tahoe City Attorney for review. Will be bringing to the next Board meeting.

1. EPCR Quote and contract – This item will be tabled due to no quote available.

1. FTO Accreditation and Internship Fees – Tony Gasporra said that the Board of Directors has agreed not to move forward with increasing the fees for Field Training Officers at this time. They will look into it another time. Chief Martin stated that we will continue to accredit our own employees.

1. Dispatch Update – Tony Gasporra said that Camino has not provided a quote for dispatch services yet. It is supposed to be available on July 30th. Tony will send out a notice to the Board when the quote is available to read. Douglas County is still putting together a quote although Chief Harris mentioned that it will be approximately $150,000. The services to be provided were not broken down exactly the way the services are currently provided. The City of South Lake Tahoe was given an RFP. JoAnn Conner asked if the RFP from Douglas County is offering everything the City is offering and Chief Harris said yes. He said the difference is that Douglas County will offer a higher level of service than the City due to more dispatchers working. Chief Martin will want to look at all the responses together with the rest of the staff and then will present the options to the Board of Directors.

1. Executive Director Recruitment – Bob Bettencourt said that last time they met, it was made clear that the 2 agencies would share the duties of Executive Director. Chief Martin said that at the Boards direction, the 2 Fire Chiefs have met with the Executive Director and the Deputy Director. The next item of new business will be our initial take on organization and how we communicate.

**III. New Business**

1. Organizational Chart Recommendation – Based on what the Board has directed at the last meeting, we are looking at perpetuating the existing circumstances, at least for the time being. Chief Martin’s personal opinion is that he thinks the position is worth revisiting in a few months, or 6 months, or a year. The Executive Director and the Deputy Director should share the responsibilities. Dave Huber made a motion to retain Anthony Gasporra as the Executive Director for a period of 1 year. JoAnn Conner disagreed. She wants Marty Creel to be equal in the responsibilities. JoAnn suggested maybe retaining Tony on a month to month basis. There was no 2nd to that motion. Angela Swanson suggested obtaining a legal counsel opinion on the matter. Chief Martin and Chief Harris put together a simple organizational chart with titles and projects. This is a living document that can change when projects and people change.

There was a presentation by Dion Nugent and Dale Helmstalk from Forte Holdings. They presented an award for outstanding work on the ipcr program, which has provided Cal Tahoe with free use in exchange for feedback on the product. There were 2 recipients of this outstanding achievement in improving ems award, 1 for Kim George, and 1 for Sophie Tetlow, who were the instrumental people in making the ipcr program successful for the 2 member agencies. There was a 3rd award given to the South Lake Tahoe Fire Department called the Technology Innovation Award. This award has only been given out to 5 agencies in the last 20 years. Dion thanked the South Lake Tahoe Fire Department for being a pleasure to work with on the project. Dion also talked about some new products that ipcr is launching, and how these new products will continue to improve the level of service offered by EMS agencies to patients care. Dion expressed his wish that Cal Tahoe continue their relationship with ipcr. Angela Swanson asked that the Technology Innovation Award be presented a 2nd time in front of the City Council at their next meeting. Dion explained that a quote for the contract was not their purpose today. They wanted to come and recognize the work of the agency. There should be a quote available very soon. Chief Martin said that this technology is remarkable and it has put Cal Tahoe at the forefront of EMS in California. Bob Bettencourt asked Kim George if she would please email the quote from ipcr to the Board as soon as it is available. Angela Swanson asked Rich Todd to pass on this information to the

Board of Supervisors.

1. El Dorado County EMS Agency – Rich Todd has identified potential fines due to non-compliance. Rich explained the importance of staying within the provisions of exceptions and asked that any missing exception reports please be sent to the County immediately.

Marty Creel said that the response times are not the problem; sometimes it’s just getting the exception reports in to the County.

Rich Todd said that the west slope is having financial difficulties right now. They have put out an RFI for ambulance service in El Dorado County on the west slope.

Chief Harris stated that the El Dorado County Chiefs Association has talked about concerns that the east slope proposed taking over the whole County. Talked about Barton – working on the new base hospital contract which expires in August - still trying to get their level 3 trauma verified but not sure when that will happen. When they do become a level 3 trauma center, their level of service will be even higher.

1. 2011-2012 CTESOA Audit – Tony Gasporra said that Bob Johnson the auditor will be here to do the audit for the JPA on July 17th and 18th. Rich Todd has a letter from the auditor regarding some IFT dollars in the contract, and will talk to Tony about this. Bob Bettencourt suggested that there be a paramedics meeting periodically. Tony said that he would try to make that happen. Chief Martin suggested having the meeting piggyback on the CQI meetings if there is time.

# IV. Staff Reports

14. Angela Swanson asked if there could be a standing staff report section in the upcoming agendas. Angela talked about the City having a new City Attorney, Tom Watson, who at some point she would like to introduce to the group, and Mary Morris, who is the new Administrative Services Director for the City.

She will be in charge of the City’s finances.

Tony Gasporra said that there is still an unpaid invoice from the City that the JPA needs to pay in the amount of $57,000. Tony will talk to the 2 Chiefs about billing.

Bob Bettencourt stated that he would like to be able to stay with City Dispatch for services, but also wants to live within the JPA’s budget.

Angela Swanson asked for a current budget for CSA 3 from Tony. Tony said he is working on it with Joe Harn.

Bob Bettencourt asked for an easy-to-read bottom line budget. Tony said he will get it for him by the next meeting. Tony said he will also put it on the website.

Bob Bettencourt introduced Dave Hekhuis, the new Battalion Chief at Lake Valley Fire.

# V. Closed Session - none today

VI. **Adjournment** – The meeting was adjourned at 10:50 AM - Next meeting is scheduled for Wednesday October 09, 2013 at Lake Valley Fire Station 7.

*Meeting minutes submitted 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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