**CALIFORNIA TAHOE EMERGENCY SERVIES OPERATIONS AUTHORITY**

**Meeting of the Board of Directors**

**April 2, 2014 at 8:30 am**

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

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

1. **Regular Meeting**
2. Call to Order – 8:35 am - quorum was established
3. Roll Call – Present at the meeting were:

Board Chairperson Robert Bettencourt

Board Director Dave Huber

Board Director Angela Swanson

Board Director JoAnn Conner

Fire Chief Jeff Meston City of South Lake Tahoe Fire Department

Fire Chief Gareth Harris Lake Valley Fire Protection District

Fire Captain Marty Creel South Lake Tahoe Fire Department

Executive Director of the JPA Tony Gasporra

Karl Koeppen Shift Commander South Lake Tahoe Fire Department

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

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

**Rich Todd, EMS Administrator for CTESOA**

**Doug Bailey Engineer Paramedic South Lake Tahoe Fire Department**

**Meghan Nickels Firefighter Paramedic Lake Valley Fire Protection District**

**Kim George Engineer Paramedic South Lake Tahoe Fire Department**

**Sophie Tetlow Firefighter Paramedic South Lake Tahoe Fire Department**

**Conner Alexander Firefighter Paramedic South Lake Tahoe Fire Department**

**Trent Renner Firefighter Paramedic South Lake Tahoe Fire Department**

**Al Martinez Firefighter Paramedic South Lake Tahoe Fire Department**

**Ron Sitton Engineer Paramedic Lake Valley Fire Protection District**

**Ryan Mahnken Firefighter Paramedic Lake Valley Fire District**

**Leona Allen, Administrative Assistant Lake Valley Fire District**

**Sallie Ross-Filgo Administrative Assistant South Lake Tahoe Fire / Recording minutes**

1. Pledge of Allegiance

No Communications from the Audience on Non Agenda Items.

1. Approval of Agenda – Angela Swanson asked that Staff Reports be informational only and no action should be taken. Angela asked that no action be taken on new business either, due to not being given any information about the items ahead of time and her impending absence at 10:00am today. Dave Huber made a motion to approve the agenda with the aforementioned amendment and seconded by Angela Swanson. All were in favor. Motion passed unanimously.
2. Approval of Minutes 2-27-14 - A motion was made by Angela Swanson to approve the minutes of February 27, 2014 and was seconded by Dave Huber. All were in favor. Motion passed unanimously.
3. **Old Business**
4. Item # 6 will be discussed after the Executive Director position has been filled.
5. Item # 7 will be discussed after the Executive Director position has been filled.
6. Item # 8 will be discussed after the Executive Director position has been filled.
7. Executive Director RFP –
8. Memo from Fire Chiefs – Re: Executive Director Interview Process -
9. Schedule Special Meeting Post Interview process on 4-14-14. – Jeff Meston said there have been several inquiries about the Executive Director position. Will keep working with Chief Harris in recruiting. There was discussion about putting together another RFP if necessary. Will see what happens on April 6th, which is the final filing date.
10. Interim Dispatch Contract – Brian Uhler talked about the draft proposal for dispatch service (see attachment) and talked about the background of the billing. There was further discussion about billing and how dispatch works and what qualifies a JPA call. There was another discussion about asking the County for more money.

(Board member Swanson left the meeting at 10:15am)

Brian Uhler offered the JPA the following arrangement: The past due balance the JPA owes the City will be forgiven, and a new 1 year contract will be put into place at the dollar amount of $150,000 for dispatch services.

Marty Creel suggested suspending the Capital replacement for next year to pay for dispatch.

There was further discussion about dispatch and it was decided to put this item on the agenda for the next regular meeting.

1. **New Business**
2. El Dorado County EMS Agency – Rich Todd said the numbers for February look really good. EMS Week is May 18-23 this year. Looking for nominations for paramedics.

The CAMPAC Training will be at the end of April.

1. Executive Director Recruitment Process – Gareth Harris discussed the marketing – all newspapers and the Lake Tahoe and Northern Nevada region have ads in them for the position, as well as CTESOA.org, Firerecruit.com, Firecareers.com and Western Fire Chiefs Daily Dispatch.
2. ePCR Transmission Problem – Rich Todd said that there was a recent update to the ePCR system and during that update, the electronic pcrs were not uploading properly. The problem has been identified, and all is ok now. The County has had the member agencies cease to submit the pcrs exclusively electronically and has gone back to both faxing and electronically sending pcrs, since December.

Kim George elaborated more on some of the problems the member agencies have been experiencing with the ipcr program, after doing some research by contacting other agencies that use other vendors. Members of the Board expressed concern about the performance of ipcr, and Kim George explained that every vendor has problems; it’s not exclusive to ipcr. There was a discussion about perhaps changing vendors and Kim George explained that this would be very expensive and does not recommend it. We have had a good relationship with ipcr for 4 years, they have been very good to CalTahoe, and no vendor is perfect yet, the problems are industry-wide. There are trying to find solutions to the problems.

Angela Swanson said she does not want to explore other vendor options until we can see if the problems are able to be worked out. Talked about how she is uncomfortable with the idea of faxing paper instead of just using the electronic transmission.

Rich Todd said there is a training course available from Forte and the County – will send to the East Slope Paramedics.

1. **Staff Reports -**
2. Jeff Meston deferred his Staff Report to his employees – Marty Creel passed out a chart that shows use of Auto Pulse machines to show how the equipment the JPA purchased is working. (see attachment) We are above the national average of field saves due to the new Auto Pulse machines. Marty Creel will be bringing these statistics to the MAC meeting next week.

Dave Huber has had 2 requests for AED’s at the college and at a day care center – would like the JPA to get involved somehow in helping out.

Rich Todd mentioned that EMS week in 2016 will be focusing on bystander CPR. Kim George talked about the hands-only CPR event that SLTFA recently put on at Heavenly Village, and how successful it was.

Dave Huber said that new operational policies and procedures will be coming out soon. He is working on a letter for the board to present to the County regarding 321P transfers.

1. No report by Chief Harris
2. Executive and Deputy Director Reports - Tony Gasporra said that he had received a donation in January from Bryan Pond from Cal-Star, and will be sending out a thank you letter.

a. Reports –

b. EMS Committee – Sophie Tetlow reported on the Lake Valley and South Lake Tahoe EMS Committee. They have had 2 meetings so far.

Narcotic Storage is inadequate right now. It needs to be double locked. Looking into gun safes being put inside the ambulances.

Plastic gurney straps are needed instead of the fabric ones due to sanitary and wear and tear concerns. Is talking with Stryker about this.

The ORCA Bags need to be put on the ambulances – they are disposable and are being purchased under budget constraints.

Is researching monitors – got demos from Zoll and from Phisio Lifepack 15 - asked for input after the demos. We are recommending the phisios. Quote is for $147,000. (for 6 monitors) There is a trade in value associated with them. Noted that strips from the phisio monitors can be loaded on to the ipads and electronically sent with the pcrs.

There orange boxes on the ambulances that currently carry all the equipment needed into houses on calls. This is very awkward for the paramedics and so there were other options looked at. SLT was given a demo bag to sample from Life Assist, and all the paramedics from SLT and LV like it.

Tony Gasporra said that he was the one who ordered the orange boxes in the first place and that they work well.

Sophie Tetlow said there are inconsistent long forms being used between the new agencies. This makes things difficult. We are creating a new form. Also coming up with a solution for securing the orange boxes and bags inside the ambulance. Looking at other agencies to see how they do things.

Talked about the lock-out tag-out and how it’s working. This is not working because medicines are expiring. Working on a solution. Noted that Lake Valley was not recording their nitrous oxide, but the issue is now resolved.

Chief Harris asked Sophie to summarize the costs for budget needs for next year.

c. CAD Integration Update – Kim George said Cyrun integration is moving forward. The reports are being auto-populated from CAD to ipcr. The tests are working.

d. Financial reports – Tony Gasporra went over the budget line by line. (see attached)

Kim George to contact AT&T to try and lower the phone bill.

Leona Allen said the County misinterpreted the budget that was submitted and she and Tony are working on fixing it.

Tony Gasporra said the budget will be cleaned up next month.

JoAnn Conner said she was pleased to see the 2 member agencies working together so well as a team.

1. **Closed Session –**
2. Legal Counsel – This closed session was adjourned at 11:48am
3. **Adjournment** – The open meeting was adjourned at 11:42 AM – Next special meeting is scheduled for April 15th at 5:00pm 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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