

**CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY**  
**Special Meeting of the Board of Directors**  
**December 10, 2012 9:00 am**  
**Lake Valley Fire Protection District**  
**2211 Keetak Street, South Lake Tahoe, CA 96150**  
**530-577-3737**

**Meeting Minutes**

**I. Regular Meeting**

**1. Call to Order**

The meeting was called to order at 9:07 am..

**2. Roll Call**

Present at the meeting were Robert Bettencourt, David Huber, Tom Davis, Angela Swanson, Gareth Harris, Bryan Uhler, Rich Todd, Kim George, Marty Creel, Tony Gasporra, Andy Kaufer, John Poell, Kory Olsen and Leona Allen

**3. Pledge of Allegiance**

**4. Communications from the Audience**

None

**4. Approval of Agenda.**

A motion was made by David Huber and seconded by Angela Swanson to approve the agenda. The motion passed unanimously.

**5. Approval of Minutes from 10-04-2012.**

A motion was made by David Huber and seconded by Angela Swanson to approve the minutes from 10-04-2012. The motion passed unanimously.

**II. Old Business**

**7. Review 2011-2012 Fiscal Year Budget**

Concern was expressed over the bad debt shown on Dave Olivo's financial statement. Bad debt is being carried over through the years, and government entities "excuse" it – not write it off.

Taking sales and subtract operating expenses, the JPA is over budget by several thousand dollars. Operating expenses show that dispatch expenses were double billed and double paid. The City billed twice for dispatch fees, which should be reimbursed. It was suggested that money owed back to the JPA be rolled over into this fiscal year since the 2011/12 books have already been closed. Tony Gasporra

provided documentation of the overpayment. It was also suggested that Tony Gasporra sit down with MaryAnn Brand (City Finance) and work out the problems.

Concern was expressed over the fact that the JPA is not staying within the budget. The Board needs to decide what action to take to rectify the situation, to include approaching the County to renegotiate the contract. The issue of overspending the budget seems to be a reoccurring theme during meetings.

A flat budgeting process has now been established and should simplify billing in the current year, as well as making it easier to project future numbers.

County reports indicate summaries of revenue and expenditures as well as general ledgers. Once the final budget is plugged in the Board can get a better sense of where the JPA stands financially.

If double billing did occur, it is the wish of the Board to close out the books from 2011-2012 and reimburse the JPA for the \$90,000 overbilled.

Rich Todd requested through the County that the 2011-2012 books be audited as soon as possible. Robert Johnson indicated interest in providing those services.

A motion was made by Dave Huber to approve the budget for fiscal year 2011-12 with the dispatch contract fees to be checked. The motion was seconded by Tom Davis and unanimously approved.

#### **8. West Slope JPA Ambulance Sharing Plan**

Marty Hackett has been away so no new information is available. The City Attorney has not yet received any information to review. Tony Gasporra will get the plan to him. A discussion occurred regarding the loss of a part time ambulance on the West Slope and how it may affect the sharing plan. No action is needed.

#### **9. Review Increase of South Lake Tahoe Dispatch Fees**

Chief Uhler reported that the new dispatch fee increase is tied to splitting dispatch center costs in half, even though the JPA has a fixed budget for that item. Chief Harris asked about additional revenues from County 911 fees and whether they help offset dispatch costs. Chief Harris and Tony Gasporra met with Camino dispatch staff members. Camino is an Emergency Command Center where the closest resource concept is used, thus automatic aid agreements are required. Camino is technologically sophisticated and provides professional communications services. The Board will need to sign a letter requesting a quote before one is given, although the letter does not confirm any agreement between the agencies. All five entities (LVFPD, SLTFD, MBFPD, FLLFD and the JPA) would be dispatched from Camino.

On a side note, the City announced that they will be hiring a retired Fire Chief as an interim Chief in January 2013.

Dave Huber made a motion to approve the Executive Director and the Chairperson sign a letter to Camino to get a quote proposal. Tom Davis seconded it. The motion approved unanimously.

Douglas County was also contacted regarding dispatch services for all five entities, and a verbal quote for \$69,000 was given. They have three dispatchers on at all times and provide EMD services 24/7.

Rich Todd advised that the County usually provides an RFP when looking for these services. When the dollar amounts are provided from Camino and Douglas County, the City should be allowed to re-evaluate their numbers based on the same contractual proposals.

Chief Harris provided information to the Board about how a 911 call is received and dispatched or transferred, as well as information on narrow-banding issues for radios. It was noted that Lake Valley FPD has paid for all of the improvements made to the radio systems for narrow banding.

Angela Swanson made a recommendation that an RFP being established to get consistency in proposals. Tom Davis asked that the JPA get the two proposals discussed then move forward with an RFP based on the numbers.

Rich Todd advised the Board that there are some issues contractually with the iPCR as well as with the bio-surveillance system. Kim George reported that the iPCR system is in the works. Tony Gasporra reported that the bio-surveillance system should be up and running prior to the beginning of the year.

It was noted that the JPA Board has a responsibility to provide the best dispatch services at the most efficient costs. If the City intends to charge the proposed \$388,000, then the JPA needs to reconsider its communications center or renegotiate with the County.

The West Slope JPA dispatch costs are significantly higher, but there are more calls for service and more agencies involved.

The Board recommends that the issue of increased fees be tabled for six months until all numbers can be reviewed. No action was taken.

### **III. New Business**

#### **10. CalTahoe Website Development**

There is a need for a format to inform constituents about the JPA and its services, preferably in the form of a website. Development of a site will take some time to provide a quality product. The site should include information about the finances, services, and organizational

Dave Huber moved that the JPA go forward with the website development, with Tony Gasporra working on the site and reporting back to the Board. Tom Davis seconded the motion. It was approved unanimously.

#### **11. Interim Executive Director Position**

Tony Gasporra was given the six-month interim Executive Director position which ends in December. The City is concerned that their EMS personnel are getting left out of the communications loop regarding policy and purchasing decisions. Robert Bettencourt proposed that the individuals working in operations meet on a consistent basis to maintain the line of communications.

Angela Swanson made a motion for the Board to move forward with Tony Gasporra working in the position until June 30, 2013 whereupon the budget will be checked to see if there are funds available for an independent Executive Director. Discussion occurred regarding the difficulties of having line personnel serve as the Executive Director and how the role is defined. Dave Huber seconded the motion. It was approved unanimously.

Discussion occurred regarding establishing a Public Information Officer for the JPA. It was recommended that all press releases go through the Executive Director, with the assistance of the PIOs from SLTFD and LVFPD.

#### **IV. Staff Reports**

Tom Davis left the meeting at 11:44 am.

##### **12. Monthly Financial Statement**

Tony Gasporra passed out new County financial reports. Bank of the West checking account has been closed out.

Chief Harris reported that he is proposing to Kirkwood (Vail Resorts) that the JPA paramedic staff provide services to the ski resort and bill the overtime costs to the County. Billing information would be gathered in the clinic and be given to the County. Staffing would occur mid-week when Barton physicians are not on site. The service would include staffing with an ambulance which could be used for emergency transports only when the air ambulance cannot fly. Mountain Valley EMSA would be the driving force since it's in their service area.

Chief Uhler discussed the idea of having the ski resorts pay for dedicated ambulance service. Rich Todd advised the Board that the resorts already pay taxes for those services.

Rich Todd also reported that the compensation for standby services will be received soon.

Angela Swanson left at 11:55 am. The meeting was immediately adjourned due to lack of a quorum.

*Meeting minutes prepared by Leona Allen*

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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