

**CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY**  
**Meeting of the Board of Directors**  
**February 26, 2013 at 8:30 am**  
**Lake Valley Fire Station #7**  
**2211 Keetak Street, South Lake Tahoe, CA 96150**

**I. Regular Meeting – 8:30am**

1. Call to Order – 8:33 am – Quorum was established
2. Roll Call – Present at the meeting were Board Chairperson Robert Bettencourt; Director Dave Huber; Director Angela Swanson; Director JoAnn Conner; Executive Director Anthony Gasporra; Chief Gareth Harris Lake Valley Fire Protection District; Chief Brian Uhler City of South Lake Tahoe Police Department; Chief Bruce Martin South Lake Tahoe Fire Department; Battalion Chief Andy Kaufer; Engineer Kim George South Lake Tahoe Fire Department, Captain Marty Creel South Lake Tahoe Fire Department; Bryan Pond, Past Executive Director of the JPA; Sallie Ross-Filgo Administrative Assistant SLTFD, taking minutes.
3. Pledge of Allegiance
4. Communications from the Audience on Non Agenda Items – Bob Bettencourt made a comment about the last meeting being cut short – there was no closed session, no formal report due to a lack of a quorum.
5. Approval of Agenda – change meeting time to 8:30am. A motion was made by Dave Huber moved to approve the agenda with 1 change. Motion was seconded by JoAnn Conner to approve the agenda with 1 change. Motion passed unanimously.
6. Approval of Minutes from 12-10-12. Angela Swanson would like to amend the minutes regarding delaying action on the dispatch fees from Section 9. The Board wanted to give Chief Martin a chance to participate in the action items before they are taken. Dave Huber made a motion to approve the minutes from 12-10-12 with aforementioned amendment. Angela Swanson 2<sup>nd</sup> the motion. Motion passed to approve the 12-10-12 minutes with amendment.

**II. Old Business**

7. West Slope JPA Ambulance sharing plan – Tony Gasporra said that the plan is being looked at by Nira Feeley, Deputy City Attorney for the City of South Lake Tahoe. Will get together with Marty Hackett after she is done with it. Hopefully will have more information about it by the next meeting.  
Medic Unit #5 (The reserve ambulance) will be housed at Station 7. It is in the process of being stocked.
8. Cal Tahoe Website Development – Bob Bettencourt said that the Cal-Tahoe website is up and running – he is working on getting it linked with the City and Lake Valley websites.

The financial policies will be on the website and hopefully the public will have a better understanding of how the ambulance system works. Chief Martin said that he would like to find out about getting stat tracking on the site to see if it is being utilized.

There is a section where the public can comment on the website. Angela Swanson would like for that to be taken down. The group concurred. Angela also asked that the Board please be informed of press releases before they go out.

Bob Bettencourt said that any public comments or Public Information must go through the respective chains before the press is informed of anything.

9. Interim Executive Director Position – Bob Bettencourt said that Tony Gasporra has done an excellent job. Streamlining has gone well. There is no longer a line item in the JPA budget for the Executive Director Position, and wants to keep Tony Gasporra in the position for 1 more year. Tony came up with a job description that covers his position and passed it out to the group.

Bob Bettencourt said that this is a coordinator position, not a supervisory position.

Dave Huber said that the Board is open to hearing any issues or changes requested for this position. Dave Huber said that he thinks Tony has done an excellent job. He has an office and all the paperwork is in 1 place.

JoAnn Conner said that the Board needs to look carefully at the appearance the JPA is giving to the public. Although it seems as if Tony has done a good job, he is an interested member of one of the agencies. There should be someone in the position that does not work for either agency. Someone that is impartial to both agencies. Angela Swanson stated that the structure of the JPA Board is broken. The Board members are not receiving reports as they should.

The Board needs to talk about the amount of time Tony has spent doing this work. The amount of work warrants a paid position. The fact that a Lake Valley employee is working in this position creates an imbalance in the relationship. We need a neutral party in this position. The budget needs to have \$50,000 put back in it to hire a position. The next 18 months are crucial to the contract that is financially flawed. We need someone that's more of an expert in contracts. We also have some very broad budget issues. This is too much work for a full time Lake Valley employee.

Tony Gasporra said that he has been working with Bob Toscano and Bob Johnson about getting the budget numbers.

Angela Swanson said that she still does not feel that a City of South Lake Tahoe or a Lake Valley employee should be in this position. This will harm the contract in the long run due to deteriorating relationships among the 2 agencies.

Angela Swanson said that this situation is fine for the short term, but it's time to create a new position as a board, and a recruitment should be done. The job should pay \$40,000 or \$50,000 per year.

JoAnne Conner said that she was concerned about employee burnout as well.

Dave Huber asked Angela to put her computer away and she complied.

Bob Bettencourt said that there is a strained relationship here and we need to bring it to the table. Wants to alleviate this tension. Wants to get to a point where they can have quarterly meetings instead of every month. Wants to get through the tensions. Wants to help in any way he can. We don't have funding in the budget for hiring an outside Executive Director.

JoAnn Conner – There is a perception that the Board is made up of 2 Lake Valley Board members, 2 Chiefs, and 1 Lake Valley employee. This is not a neutral balance. It causes tension and that's what we want to avoid.

There was further discussion about the Executive Director position.

JoAnn Conner said she feels that the JPA is broken due to the tension between the 2 departments. People are not treating each other with respect.

Andy Kaufer said that regarding working out in the field – the community perception is good about both of our fire services. We work together just fine.

Angela Swanson has not been satisfied with the quality of management and administrative skills over the last 2 years. We need to hire an outside person. Angela gave examples of where we need a stronger Executive Director, such as stronger management and better administrative skills. It is not appropriate for this agency to have one of the member agency employees in the Executive Director position.

Bob Bettencourt said the Fire Chiefs are a key to making things work.

Bryan Pond said the friction at the lake is much less than the west slope. Letting the Fire Chiefs work things out is a good idea.

Chief Martin's impressions on the service are that there is high quality service being provided but each agency is obviously working independently. There are some cultural differences. Collaboration is work. It is harder than a single agency doing it. There are some influential reasons about the tone that has been set but we need positive efforts to get participation from people. One of the functions of the Executive Director ought to be to make sure the line level relationship is being built to the extent it needs to be built. In the EMS world, the coordination of the EMS Officers is usually at the Battalion Chief level. There needs to be a person in the position that has a strong managerial level skillset, especially if we are talking about money and contracts. The job description is good. Wants to make sure that the person in the position has taken all the proper management classes to provide good service. There needs to be some minimum qualifications set for the position. For example, the Executive Director should have Executive Officer classes and EMS Program management such as those offered at the National Fire Academy. Given the current state of the inter-agency relationships, a neutral 3<sup>rd</sup> party in the Executive Director position might be a good idea. The County contract has some room for improvement.

Bob Bettencourt likes the ideas – the elite skills would be great, but we just can't afford it. Wants to get back on track. Shall we make a motion? Issues to the board?

Chief Martin will work with his staff to bring issues to the board.

Dave Huber wants to know what needs to be amended in the job description.

Angela Swanson said the Executive Director position was only supposed to be interim. There are things that are lacking. The contract is not a good one. It needs to be renegotiated.

Bob Bettencourt said that communication is the key to getting to the root of the issues. We would like to rely heavily on the 2 Chiefs.

Chief Harris looked at the service to the community that we have been providing. We can make it work with what we have. Having the extra money to hire an Executive Director would be great, but we have to live within our means. We are doing well. We can't ignore the tensions between the 2 agencies, but in reality, we have 2 solid quality fire agencies

that are business partners that rely on each other for the success of both of our agencies. We can't lose sight of our missions. We are making it work, and living within our means. Regarding the Executive Director being a neutral 3<sup>rd</sup> party, I am ensuring that there is communication between the 2 departments and that Tony remains unbiased. Tony has been promoted to a Lieutenant's position and has received a raise. Tony is doing a great job and we would like to see him remain in the position. It is an administrative position that oversees the work of the 2 agencies. We are making it work. Brian Uhler and I made great strides to develop a budget that we can live with given our income available. Lake Valley has absorbed the cost of Tony's time, and we think he is doing a great job.

Dave Huber and Angela Swanson to get together to discuss the position.

Dave Huber moved to table the Executive Director position to the next Board meeting.  
Angela Swanson 2<sup>nd</sup> the motion.

### **III. New Business**

10. iPCR Quote and Contract - Barbara Winn from Forte Holdings was in attendance to give a presentation on the iPCR program that the JPA has been receiving at no cost for the past 2 years, as the Cal-Tahoe agency has been an Alpha Pilot Client for the iPCR program. Forte Holdings, the owners of the iPCR program would like for us to continue using their products. They are based out of El Dorado County and have over 350 clients. They are the first company to develop an ePCR based program for the ipads. Went on to explain how the program works and why it's important. Also went on to say that becoming electronic is being mandated by our County. We no longer have a contract with them but they would like us to purchase their product. There was no quote given at this time but the final quote is being worked on and will be sent soon.

Angela Swanson asked Barbara to look into possible grant options for the product and Barbara said she would watch for them.

11. FTO Accreditation and Internship fees – Kim George passed out copies of our CTESOA SOP. Page 2 shows that the fee for an accreditation is \$150, payable to the Field Training Officer. If the paramedic student is in need of an internship, the Field Training Officer receives \$400. This is paid out of JPA funds that have been given to the City. Kim went on to say that the JPA shouldn't be paying for this, but the cost should be borne by the student. The West Slope pays their FTOs \$1200 which directly comes from the students. For an internship and \$300 for accreditation. Kim George made a request to the Board that the East Slope fees match those of the West Slope or at least \$300 / \$1000.

Marty Creel explained that this practice is a good way to be a good neighbor, as well as keeping our paramedics on their A Game.

There will be a discussion at the next meeting regarding a policy recommendation to change the SOP and the budget.

12. Dispatch Update – Tony Gasporra met with Camino 2 weeks ago regarding a quote for dispatch service. Apparently it is a 21 step process. It will be 1 year until they give us a quote. City of SLT, Camino, Washoe County, and Douglas County have RFP's out for providing dispatch service. Chief Martin said that the contract will have strong specific language in it with measurable performance standards so that it that meets our needs. Chief Martin is a firm believer in saving money but wants to be sure that the quality of service is high and we don't end up paying double the price after the contract expires.

JoAnn Conner indicated that she did not have knowledge about all the RFPs out, she had only heard Camino. We have to be able to articulate the benefits of a changed model. Bob Bettencourt said that the Board would like to see the Dispatch service stay in the City. JoAnn Conner requested to see the RFPs as they come out as well as any other communications that may be necessary for the Board to be aware of. Chief Martin requested to see the RFPs as well. Chief Martin still needs to speak to Chief Uhler and Chief Harris about the dispatch issues. Angela Swanson wants to make sure it is transparent to anybody who wants to see: Why did they choose and how did they choose?

13. iPCR penalties – There were some administrative issues with the iPCRs. Tony passed out a letter that was sent to the CTESOA from Rich Todd saying the penalties were to be forgiven for the past but any fines accrued from March 1<sup>st</sup> 2013 forward will be enforced. JoAnn Conner suggested emailing ipcrs instead of faxing them. City email is not encrypted so that wouldn't be possible at this time.
14. Executive Director Recruitment – Tabled until next meeting

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

15. California State Controller's Office – Tony Gasporra submitted a financial report to the State in a timely manner. Still talking with the County about auditing.
16. Recent Purchase Updates – Press release went out about the 3 new ambulances, gurneys, and auto pulses. City just got trainings on the auto pulses. Lake Valley will be getting theirs in the upcoming 2 weeks. Tony Gasporra said that he wanted to make it known that he would have liked to have known about the training before it occurred. Chief Martin said that it was not a scheduled training. The representative came up to speak with Kim George and decided to give training to the folks that were around the station. It was impromptu. Tony Gasporra said a second time that he would have liked to have been informed that a Zoll representative was being flown out here to do this. Chief Martin said that they could work offline on the comments.
17. South Lake Tahoe Dispatch – Double Billing Resolution  
The concerns have been resolved. There was no double billing that happened on the City's part. All agreed.
18. 2012-2013 Mid Year Budget Review – Tony Gasporra said that the budget does not look correct, pending information from the auditor. The budget was passed out. It came from Bob Toscano from El Dorado County. Tony said that the City had not sent the JPA any invoices for several months. The auditor included the lack of invoices in the budget, which is why it does not look right. It should be corrected soon and Tony will send the revised edition as soon as he gets it. Tony plans on passing out Board packets in the future. Updates will be emailed to the Board.
19. Kim George talked about the iPCR contract. Zoll gave a quote of \$60,000 for 5 years. Marty Hackett (from the West Slope) got a quote from ipcr of \$88,000 per year for 10 licenses.

**V. Closed Session**

20. Began at 12:00 p.m. and ended at 1:00 p.m.

**VI. Adjournment** – The public meeting was adjourned at 11:50a.m. Next meeting TBA.

*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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