

CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY

Meeting of the Board of Directors

January 13, 2014 at 8:30 am

Lake Valley Fire District Station #7 - Classroom

2211 Keetak St, South Lake Tahoe, CA 96150

I. Regular Meeting

1. Call to Order – 8:32 am - quorum was established

2. 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

Rob Hembree Shift Commander South Lake Tahoe Fire Department

Karl Koeppen Shift Commander South Lake Tahoe Fire Department

Kenin Fairley Shift Commander South Lake Tahoe Fire Department

Dave Hekhuis Battalion Chief Lake Valley Fire District

Bob Johnson, Auditor for CTESOA

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

Rich Todd, EMS Administrator for CTESOA

Mike Mosca Captain Lake Valley Fire Protection District

Brad Zlendick Battalion Chief Lake Valley Fire Protection District

Holt Cawelti 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

Brenen Davis Firefighter Paramedic South Lake Tahoe Fire Department

Scott Blasser Firefighter Paramedic South Lake Tahoe Fire Department

Garrett Knapp Firefighter Paramedic South Lake Tahoe Fire Department

Perry Quinn Engineer Paramedic Lake Valley Fire Protection District

Mike Mileski Firefighter Paramedic South Lake Tahoe Fire Department

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

3. Pledge of Allegiance

No Communications from the Audience on Non Agenda Items.

4. Approval of Agenda – Angela Swanson asked if an addition could be made to the agenda regarding the CTESOA organizational chart. This will be pending the advice from the City Attorney. A motion was made by Angela Swanson to approve the January 13, 2014 agenda with no changes and seconded by Dave Huber to approve the agenda with no changes. All were in favor. Motion passed unanimously.

5. Approval of Minutes 11-18-13 - A motion was made by Dave Huber to approve the November 18, 2013 meeting minutes and seconded by Angela Swanson with one change being made to the date, as the year was incorrect. One other change was requested, to reflect in the minutes that Angela Swanson was present via conference call. All were in favor. Motion passed unanimously.

II. Old Business

6. Electing a 5th Board Member – Jeff Meston has a methodology on how to elect a 5th board member. Dave Huber does not see the need for a 5th board member. A 3 vote approval has been working for 13 years and a 3 member vote would protect the 2 agencies. JoAnn Conner said that we keep repeating the same issues – A 5th person would offer a fresh perspective. Dave Huber disagreed and Bob Bettencourt said a 4 person board encourages cooperation, and said that the current way is working.
Jeff Meston said that the 5th person would not need to be an elected official, it could be anybody that applied, and was screened, and a selection could be made. Angela Swanson said she wants the organization to run effectively, and does not know if the 2 agencies are able to see eye to eye. Bob Bettencourt said that sometimes there are subjects that get brought to the board that belong at the Chief level. Wants to work on the budgets and voting on issues, not on operational stuff.
Chief Harris said that the design of the 5th board member would be a swing vote. The way it is now works fine. There has never been a 2-2 vote. Gareth Harris requested that this item be tabled for a later meeting and at this time it can just be a discussion. Jeff Meston said that 90% of the time the 4 member board works but 10% of the time it does not – gave the example of dispatch. Jeff Meston is ok with whatever the board decides to do. Angela Swanson made a motion to table item 6 and talk about it again after an Executive Director is brought on board. It will be listed under Old Business / Action at a later time.

7. Freedom of Information Act – Marty Creel said that the 2012-2013 financials were sent to Tom Watson, and at this time has not heard back from him.

III. New Business

8. 2012-2013 Audit Review – Bob Johnson said that all JPAs are difficult to operate. If people are able to rise above their personal differences, it can work. Thanked Marty Creel and Tony Gasporra for participating in the audit so professionally. The products of the audit are recommendations for the accounting and the management letter. Talked about the financial statements – amount of profitability – revenue vs. expense – how cash was managed.
Bob Johnson said there is \$1,000,000 in the JPA bank. Wants to know what the budget is for the upcoming year and how the reserve should be used. This money could be used for equipment, or for a new Executive Director and a separate office. Jeff Meston said that the largest expenditures are salaries. Gareth Harris said that the revenue is fixed in order to live within our means. Angela Swanson said we are required to keep a minimum reserve fund. Wants clarification on how much we are supposed to keep in reserve, and how much we can spend down. Bob Johnson said that if the JPA needs more operating income, that the numbers have to show that there is a need and it must be taken to the County to “ask for a raise”. There was further discussion about the audit and Bob Johnson said the JPA has done a good job on the budget and forecasting. It is important to get monthly financials (accountability). Members of the board discussed the fluctuating expenses throughout the year, although there are no conclusive answers to the revenue vs. expenditures. There was a discussion about the IFT money. No resolutions to the budget issues at this time. Bob Johnson also talked about policies and the lack of policies within the JPA. Bob Johnson suggested that a fixed amount should be put into reserves each year. Bob Johnson said 2013 is the 1st really clean year of revenue vs. expenses. He talked about the City not submitting 2 months’ worth of billing but also said this has improved. Talked about the form 700 and Gareth Harris says this has been resolved. Bob Johnson talked about the City over billing for 7 positions instead of 6 for a period of time. Blames the board for this. They should have been looking at the monthly invoices. Bob Johnson talked about the dispatch fees and said that it appears to be a simple matter. Mentioned the \$12,000 per year the JPA gets for the 100+ miles on transfers.
Angela Swanson wants to discuss this further at a later time, due to lack of clarity.
There was a discussion about Heavenly – what they used to pay and why and why they are not paying now. Jeff Meston suggested that the 2 Chiefs look into the possibility of a revenue source from Heavenly.

Bob Johnson suggested there be written policies in place so the JPA is protected. Bob Johnson also recommended that the 2 Chiefs work closely together to make the JPA successful. Angela Swanson asked that the items that are resolved in the financial statement be considered closed matters, with the exception of the dispatch fee and the financial policies.

Dave Huber made a motion that the items of concern in the financial statements are considered a closed matter. Bob Bettencourt 2nd the motion. All were in favor. Motion unanimously carried.

Gareth Harris requested on behalf of himself and Jeff Meston the minutes of this meeting to reflect the appreciation of the 2 Chiefs for the work done by Tony and Marty. He said they both have done strong work and commends both of them.

9. El Dorado County EMSA – Rich Todd said that he hasn't received December's numbers yet but November looks clean. Asked that the exception reports keep coming in. He relies on this information for reporting. The ambulance inflation factor was adjusted for the contract. The operational expenses are now \$170,000 per month. The ambulance rates will be going to the County board over the next 2 months. The rate increase is under review.

Rich Todd said that the GEMT is moving forward – CSA is applying with the state, and working with Metro Fire on a contract. Does not have any numbers yet, but should have numbers in March. CSA will be able to collect 3 past years of money through AB678. Dave Huber asked about the 5150 transfers. Rich Todd said they had a meeting about that on Friday. There are some solutions, including possibly having corrections do the transports.

10. Hiring an Executive Director – Chief Harris said we should pursue hiring an Executive Director. There is a job description that has been created. There will be an RFP that goes out. Looking for direction from the board to go ahead with the RFP process. We do not have any money budgeted for this. Asked that the board dip into the reserves to pay for the position. There should be \$2500 budgeted to do the advertisement and the background process. Jeff Meston said that this will be an independent contractor that is able to set their own hours and will not be given benefits.

Angela Swanson wants to see a draft contract at the Board meeting in February if there are good candidates. Rich Todd will also look the contract over. Bob Bettencourt gave direction to keep rolling with the RFP for an executive Director. Tom Watson agreed.

11. SLTFD Personnel Changes – This item has been resolved. (See item 8)

IV. Staff Reports

12. Mid year budget review – Marty Creel gave this report due to Tony Gasporra being absent due to illness. Marty Creel read through the Income vs Budget report and stated that there needed to be an amendment to the supply number. Otherwise the document is up to date. The supply number is high and he suspects that it is due to the complete outfitting of Medic 5. Once the dispatch issue is resolved, (maybe before) the iPCR system needs to be integrated with the CAD system – it will be a 1 time cost of \$5000.

Angela Swanson said that the supply item may need to be amended at the next budget review. Suggested the contingency account be adjusted to supplement the supply line item. Wants to know what the transportation and travel budget is used for.

Angela Swanson asked about several line items – there was further discussion on what line items are for. There is Capital Reserve replacement line item. Gareth Harris said he would make sure it gets listed.

Bob Bettencourt said thanks to Marty and Tony for providing this income vs. budget statement.

Angela Swanson wants to see this updated and brought to the board at every meeting. Dave Huber requested that this document be sent electronically every month.

Jeff Meston said this budget should be reviewed and approved every month.

Dave Huber said it should be agendaized every meeting for approval as an action item.

Angela Swanson wants to get to the point where the meetings last no more than 1 hour. Angela noted that “from reserves” has no item number. Does not know what those numbers are for either.

Bob Bettencourt would like to see what the expenses are for with a little note next to each item. Jeff Meston expressed his thanks to the board for allowing a new Executive Director to be hired. It will allow for better financial accounting. Dave Huber asked that the new Executive Director be allowed the chance to speak during the staff reports in the future. Chief Meston and Chief Harris have had numerous meetings and things are moving in a positive direction. The Executive Director and Deputy Executive Director have been working together. JoAnn Conner said that she liked that the line personnel had a recent meeting. Bob Bettencourt concurred. Rich Todd said that regarding Government Code 6500 – the guidelines for functioning as a JPA. Any changes to the JPA need to be updated with the controller’s office.

V. Closed Session

- VI. **Adjournment** – The meeting was adjourned at 11:10 AM - Next special meeting is scheduled for Thursday February 27, 2013 8:30am at the South Lake Tahoe City Council Chambers.
The next regular quarterly meeting will be on April 2, 2014 at 8:30am at Lake Valley Fire Station 7.

Meeting minutes recorded by Sallie Ross-Filgo

Minutes Submitted by Anthony Gasporra Executive Director/JPA:

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