

**CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY**  
**Meeting of the Board of Directors**  
**February 27, 2014, 8:30 am**  
**City of South Lake Tahoe Airport**  
**1901 Airport Road, South Lake Tahoe, CA 96150**  
**City Council Chambers**

**I. Special Meeting**

**1. Call to Order** – the meeting was called to order by Chairperson Bettencourt at 8:36 am.

**2. Roll call** – present at the meeting were:

Chairperson Robert Bettencourt

Director Dave Huber

Director Angela Swanson

Director JoAnn Conner

Fire Chief Jeff Meston, South Lake Tahoe Fire Department

Fire Chief Gareth Harris, Lake Valley Fire Protection District

Executive Director Tony Gasporra

Deputy Executive Director Marty Creel

Engineer Kim George, South Lake Tahoe Fire Department

Rich Todd, El Dorado County EMS Administrator

Engineer Chuck Malone, Lake Valley Fire Protection District

Firefighter Paramedic Ted Jackson, Lake Valley Fire Protection District

Firefighter Paramedic Luke Anderson, Lake Valley Fire Protection District (GO JAMIE!!)

Firefighter Paramedic Conner Alexander, Lake Valley Fire Protection District

**3. Pledge of Allegiance** – the pledge was led by Chairperson Bettencourt

There was no communication from the audience on non-agenda items.

**4. Approval of Agenda**

A discussion occurred regarding whether there would be time for Staff Reports as Director Swanson has another meeting at 11:30 am. Director Huber pointed out that Director Swanson had requested that the reports be available at every meeting during the January meeting. A motion as made by Director Swanson and seconded by Director Huber to approve the agenda as presented. The motion passed unanimously.

**5. Approval of Minutes**

The date in item VI. Adjournment was changed from 2013 to 2014. A motion was made by Director Huber and seconded by Director Conner. The motion passed unanimously.

**II. Old Business**

**6. Election of Board of Directors**

A proposal was made to elect a Chair and Vice Chair – one from each agency – every year. A discussion ensued regarding whether such a change would be productive for the Board.

Director Swanson moved to reorganize the board so that the chair is held by a representative from the City of South Lake Tahoe and a vice-chair is held by a representative from Lake Valley Fire Protection District. The motion as seconded by JoAnne Conner. The vote was tied and the motion died. It was suggested that the Board re-visit the idea of a fifth member after hiring the Executive Director.

### **III. New Business**

#### **7. El Dorado County EMSA**

Rich Todd reported that the January numbers look good. The West Slope is keeping the EMSA busy. The 2012-2103 audit will be going before the Board of Supervisors soon, and the 2011-2012 audit was already approved.

#### **8. Executive Director Scope of Work**

Board Members discussed the term “employee” as it is used in the Scope of Work document as well as the importance of stressing budget maintenance in the position description. In addition, the Board discussed the need for agenda preparation duties as part of the description. The Chiefs advised that the individual or business would work under a special services agreement. Angela Swanson proposed that the following statement be added: “The Executive Director shall develop prepare and post board meeting agendas in accordance with the Brown Act and in cooperation with each agency.” A request was also made to include maintenance of the website and public document requests. The Board directed staff to have legal counsel re-review the terminology regarding “employee.”

Director Huber made a motion to approve the document with the noted changes, and the motion was seconded by Director Conner. Rich Todd noted that the term “Cal Tahoe” shouldn’t be in all upper case letters, and the term “Operations” is not in the proper County EMS title. Marty Creel noted that the reference to annual skills day should be changed to annual review day. Discussion also occurred regarding the reference to making deposits. The motion passed unanimously.

#### **9. Executive Director Request for Proposal**

Director Swanson requested that the need for a resume from applicants is added in the document and a discussion ensued. The issue of pay was also discussed, as well as the need for specific position posting time. Clarification was made regarding the designated point of contact and an applicant’s ability to meet with other employees. Director Swanson requested that the information regarding bid price be moved up on the document and that the interview process be changed so as to not include Board Members. Discussion occurred regarding the application and interview process.

It was decided that the Board Members would interview the top candidates the day after the Chiefs’ interview during a special meeting. Executive Director Gasporra asked for clarification regarding the “secretary” position for the meetings and it was determined that the responsibility for minutes would remain shared between the Administrative Assistants for each agency.

Director Swanson moved to approve the content and the issuance of the Executive Director Request for Proposal with changes as noted, some of which will include but not limited to: Item 3 amended on proposal submission to include a close time; Item 4 to include a one page resume; Item 5 evaluation process to have an opening time; Item 2 will be amended to reflect a committee composed of staff to include the Fire Chiefs and staff members of their choice; Item 3 under Section 5 will be amended to reverse the order of the combination of Items 1-3; Item 6.1 will be amended to reflect that the proposals will be reviewed by the evaluation committee with the oral interview, and the top candidates will be further recommended on to the Board of Directors for an interview on April 15<sup>th</sup> at 5:00 pm. The motion was seconded by Director Conner and passed unanimously.

**10. Memo from Fire Chiefs for Executive Director Interview Process**

Memo to be amended to follow the Board's direction from Item 9.

**11. Schedule Special Meeting Post Interview Process on 04-14-2014**

Memo to be amended to follow the Board's direction from item 9.

**IV. Staff Reports**

**12. SLTFD Fire Chief Meston**

Nothing to report.

**13. LVFPD Fire Chief Harris**

Chief Harris presented information regarding IFTs that involve mental health patients who have no medical needs. The patients are not able to be transported with prisoners by law. The Chief is exploring the option of creating a JPA-based transport system that would not take an ambulance out of the EMS system. The Board requested that the issue be agendaized for the next Board meeting.

**14. Executive and Deputy Director**

**A. Reports**

Deputy Executive Director Creel had nothing to report. Executive Director Gasporra reported that CalSTAR through Bryan Pond donated some King airway tubes to the JPA and he would like to express his thanks. The Board directed him to put the item on the agenda for next meeting.

**B. Financial Reports**

Tabled

**C. Budget Amendment**

Tabled

The Board directed staff to agendaize an update from the lawsuit for the next meeting,

**VI. Adjournment**

The meeting was adjourned at 10:23 am. The next regular meeting will be held on April 2, 2014 at Lake Valley fire Station #7 at 8:30 am.