

CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY
Meeting of the Board of Directors
July 28, 2014, 9:00 am
Lake Valley Fire Protection District
2211 Keetak Street, South Lake Tahoe, CA 96150
Training Classroom Fire Station 7

I. Regular Meeting

A. Call to Order - the meeting was called to order by Director Bettencourt at 9:07 am.

B. Roll Call - present at the meeting were:

Board Chairperson Robert Bettencourt
Board Member JoAnn Conner
Board Member Angela Swanson
John Rice, standing in for Board Member David Huber
Executive Director Ryan Wagoner
Captain Marty Creel, South Lake Tahoe Fire Department
Chief Jeff Meston, South Lake Tahoe Fire Department
Chief Gareth Harris, Lake Valley Fire Protection District
Rich Todd, El Dorado County EMS Director

Dr. Corey McCloud, Barton Memorial Hospital

C. Pledge of Allegiance - the pledge was led by Director Bettencourt

D. Approval of Agenda - a motion was made by Angela Swanson and seconded by JoAnn Conner to approve the agenda. The motion passed unanimously.

E. Approval of Minutes from 05-22-14 - Director Swanson requested that the term "ambulance contract" should be changed to "JPA dispatch service" on page two. Secondly, the fact that they "knew they were going to do that" regarding the proposal was specific to Chief Harris' statement....not the Board's understanding. Discussion ensued regarding the history of the discussion. The recommendation was for the change "we {staff} knew..." be made to the statement. A motion was made by Angela Swanson and seconded by JoAnn Conner to approve the minutes with the discussed changes from 05-22-14. The motion passed unanimously.

F. Approval of Minutes from 06-23-14 - a motion was made by Angela Swanson and seconded by JoAnn Conner to approve the minutes from 06-23-14. The motion passed unanimously.

II. Old Business

A. Psychiatric Transfers

A discussion ensued regarding psychiatric transfers and the potential for seeking services from other ambulance services during times of high usage for the JPA. Director Swanson suggested that more meetings occur during the next 60-90 days to study the data regarding IFTs and the usage of ambulances at peak times. She suggested that Barton and community members be involved in the discussion. She expressed concern that the JPA is the only ambulance providing 5150 H&S transports. Director Conner believed that we have not identified the needs before coming up with a solution. Her concern was that when a psych patient is being

transported, anything can go wrong - causing issues for anyone driving a patient in a car versus an ambulance. She suggested that the Chiefs get together with Barton and work out a solution based on the needs. Dr. Corey McCloud suggested re-negotiating the contract with the County to realign the needs of the JPA. Executive Director Wagoner reminded the Board that a two-hour meeting had already occurred regarding the issues involving representatives from all sides. The County (Dr. Brazzel) is looking into options for transfer of psych patients. One action item was whether or not a letter should be written to address response times. Director Swanson and Director Conner requested more data before an action was taken. Director Bettencourt noted that direction was already given to work out the situation between the players, and he requested clarification on the additional needs being asked for by the other Directors. Director Swanson wants to see in writing a clear outline of what the needs are. Director Bettencourt was concerned that the two issues (IFTs and psych transfers) were being merged together. Director Conner was concerned that Mental Health does not have additional funding to add support to the system.

Chief Harris clarified that Mental Health's role is evaluating the patients for Medi-Cal care funding. The transfer of any psych patient is a lower priority than medical-need IFTs. The contract allows the JPA to bring in outside ambulance services to provide a transfer. Mental Health may be eliminating the ability for personnel to evaluate patients in the middle of the night due to cost. Many meetings have occurred over the issue. Chief Meston believes that short term need for private providers to transfer is necessary at this time. The focus is on the IFT, where it should be on what is a reasonable expectation for ambulance availability to the community. A trial study should not be considered at this time due to the cost.

Director Swanson advised that the issue of IFTs was not placed on the agenda, and until the data is provided to the Board she is not comfortable with making decisions on the issue. She asked for clarification on whether Board action is necessary to ask for outside assistance for transfers. Chief Harris advised that the contract states that when the services are over-taxed, the JPA can authorize Barton to contract for certain transfers. Executive Director Wagoner asked for direction to write policy based on the current contract. Director Rice agrees that the data needs to be presented to the Board. Chief Harris advised that the JPA runs out of ambulances weekly, and seasonally - daily. Director Rice believes that long term decisions can be made on data, but that short term solutions should rely on what the contract already says. Director Bettencourt redirected the conversation back to psych transfers and recommended that more meetings be held regarding psych transfers issues can be resolved. He also believes that the majority of the work and decisions needs to happen at the staff level, then brought back to the Board with recommendations. It was agreed that a long-term resolution and policy needs to be established. It was recommended that the issue be tabled.

Direction was given for the staff to work through the issues and bring recommendations back to the Board.

The issue of restraints was discussed, and it was clearly stated that the policy requires restraints for 5150 H&S patients during transfers. The issue with a Nevada facility not accepting a patient was resolved by Barton.

Director Rice requested some information regarding the transfer data and whether it had been presented. Director Swanson requested further data that is broken out thoroughly and thoughtfully. Chief Meston suggested that the Board receive monthly updates on call volumes.

Captain Creel advised the Board that the current CAD program in the dispatch center is not able to provide the correct data due to the poor system that is used.

It was established that further direction is not needed to provide the nexus to trigger the event for use of outside entities for transfers. The language is already in the contract.

After much discussion, direction was given to follow the contract regarding using outside ambulance companies for transfers when necessary and that the Chiefs can make operational decisions regarding the use of that mutual aid.

B. CTESOA Contract Funding

To be discussed during closed session.

C. El Dorado County EMS Agency

Rich Todd reported that the numbers from last month look good, including exception reports and time compliance. Regarding the Sand Fire, some evacuations are being lifted but water restrictions are still in place. Total is 3,800 acres with 50% containment. Cause is a vehicle driving across dry vegetations. Red Cross may be shutting the shelter down today.

A discussion regarding Critical Care Transport changes occurred with the County, with the possibility of widening the scope of paramedics so that they can provide CCTs. GEMT checks have been cut, but the County has not received any funds yet. The money will go into the General Fund, not CSA3 - potentially in excess of \$1 million.

D. FY 2014/2015 Budget Second Draft

Executive Director Wagoner presented a draft budget, but requested that the discussion be tabled until the financials from the County are received. Director Swanson recommended that a 60-day budget be passed to maintain operations, and that a capital reserve line item (\$100,260.00) be added so that a balanced budget can be attained. Chief Harris noted that the purchase of an ambulance should be discussed before changing the budget.

A motion was made by Angela Swanson to approve a budget with revenues/expenditures of \$2,060,000.00 and a capital reserve line item for \$100,260.00. The motion was seconded by JoAnn Conner. The motion was approved unanimously.

III. New Business

A. Board Policies and Procedures

A draft policies and procedures manual was presented to the Board. LAFCO was contacted regarding the formation of the JPA Board, and they advised Director Huber that they had no jurisdiction or oversight of the JPA. Directors Swanson and Conner had conflicting information from the same agency. Director Swanson requested a copy of the current by-laws from Executive Director Wagoner.

The policy and procedure manual presented has been worked on since the end of 2013 by Captain Creel and B/C Hekhuis, and they believe it should be ready for legal counsel. It was the opinion of Attorney Bill Wright and Attorney Tom Watson that the JPA has the right to purchase equipment and supplies without going to bid. Captain Creel advised that the draft policy was based on what other JPAs have in place. Director Bettencourt believed that there are current JPA policies that had been developed several years ago as required by an audit. He requested that staff attempt to get those policies, and then go forth with development of a final set of policies - especially as it pertains to the purchase policy. Chief Harris recommended that the Board look at what is currently in place, and then move forward. The purchasing policy seems to be reliant on codes that may not be applicable to the JPA. He expressed concern over going "low bid" when equipment quality could be at issue. Director

Swanson pointed out some conflicting verbiage in the draft document, to include the mixture of policy manual for operations and staff. Direction was given to get in touch with Bryan Pond and find the old policies, then move forward with final policy development.

C. Legal Counsel RFP

The attorney for Lake Valley FPD recommended that the JPA find its own legal counsel. The attorney for the City of South Lake Tahoe recommended the same, and that the cost would be \$5,000-\$10,000 per yet. He recommended that several attorneys be solicited by both agency attorneys to provide services for the JPA. Direction was given to have the attorneys work together to develop a short letter soliciting those services from known attorneys, then bring those individuals/firms to the Board for informal interviews. The Board requested to be able to review the candidates at the next meeting.

IV. Staff Report

A. SLTFD Fire Chief Meston

Paramedic/Firefighter Mike Fuller - a 10 year SLTFD veteran - is going to work for LA County Fire Department. On August 25th the City will be hosting an airport crash exercise.

B. LVFPD Fire Chief Harris

Chief Harris made a report regarding REACT - a group that works with schools and agencies to develop response guidelines to school shootings. He proposed that the JPA look into the purchase of protective equipment for EMS personnel (i.e. bullet proof vests) during these types of incidents. Director Swanson requested that more information be presented about needs versus costs, and that it should be part of an entire budget discussion.

C. Executive Director

Executive Director Wagoner advised that a billing training occurred with the County which included information that reimbursement procedures are getting more difficult because of insurance companies. He is trying to find out what the reimbursement rate is from the County. The next training will involve the technology provider - Forte Holdings.

There are some bills that are still outstanding from the City as they are behind. The other bill is the outstanding management fee due to each agency. Part of the issue from the City was the extra \$59,000, which was removed in the most recent invoices received. The Board directed him to make sure that the contract with the dispatch center be signed. A discussion occurred regarding the income and expenses statement. Direction was given to issue the check for the invoiced management fee since the agencies have balanced their budgets on that amount.

D. Financial Reports FY 2013/2014

This item was covered under the Executive Director's report.

E. City of South Lake Tahoe Fuel Fee

Executive Director Wagoner reported that the JPA could realize a 20% savings by going to a fuel card. Direction was given to proceed with the contract for a fuel card.

Rich Todd advised that the auditor will be contacting Executive Director Wagoner soon regarding the 2013/14 audit.

V. Closed Session

The Board chose to go into closed session at 11:42 am.

Minutes taken by L. Allen

The Board returned from closed session at 12:40 am.

No action was taken. The Board directed Executive Director to put the current Ambulance Contract and the new contract on the agenda for direction and action.

Adjournment - The open meeting was adjourned at 12:42 AM - Next meeting is scheduled for August 13th at 9:00am at the South Lake Tahoe City Airport.

Minutes taken by R. Wagoner