

# CALIFORNIA TAHOE EMERGENCY SERVICES OPERATIONS AUTHORITY

Meeting of the Board of Directors  
City of South Lake Tahoe Airport  
1901 Airport Road, South Lake Tahoe, CA  
Monday, April 13, 2015 - 9:00 am

## Minutes

- I. Regular Meeting
  - A. Call to Order - the meeting was called to order by Chairperson Bettencourt at 9:03 am.
  - B. Roll Call - present at the meeting:
    - Chairperson Robert Bettencourt
    - Director Wendy David
    - Director Dave Huber
    - Executive Director Ryan Wagoner
    - SLTFD Chief Jeff Meston
    - LVFPD Chief Gareth Harris
    - Legal Counsel David Hale
    - LVFPD Battalion Chief John Poell
    - LVFPD Battalion Chief Dave Hekhuis
    - SLTFD Shift Commander Kenin Fairley
    - SLTFD Captain Marty Creel
    - SLTFD Captain Tyler Jack
    - LVFPD Captain Chad Stephen
    - LVFPD Engineer Perry Quinn
    - SLTFD Engineer Steve Monday
    - SLTFD Firefighter/Paramedic Mike Mileski
    - SLTFD Firefighter/Paramedic Sophie Tetlow
    - SLTFD Firefighter/Paramedic Scott Blasser

Absent: Newly appointed Director Tom Davis
  - C. Pledge of Allegiance

Communications from the audience - none

  - D. Approval of agenda
    - A motion was made by Director Huber and seconded by Director David to approve the agenda as presented. The motion passed unanimously.
  - E. Approval of minutes from March 11, 2015
    - A motion was made by Director Huber and seconded by Director David to approve the minutes from March 11, 2015. A change in the stated location in the minutes was made from Lake Valley Station 7 to the Airport.
    - Director Huber asked to table the minutes as a portion of a discussion regarding the policies and procures was not mentioned in the minutes. A motion was made by Director Huber and seconded by Director David to table the minutes. The motion passed unanimously.

II. Consent Agenda  
None

II. Continued Business

A. Policies and Procedures Manual

A few changes were made, to include the name of the Executive Director (was Deputy Director). In addition, the County's interpretation of the budget deadlines did not meet statutory requirements and were changed by the attorney. It may have to move back to the County's deadlines for consistency. Language regarding 5150 patients was also discussed, and can be covered during a closed session. Minor name changes regarding the name were also made. Director Huber discussed some concern regarding when the City makes appointments for Council Members and how that affects the JPA Board. Having the City appoint JPA representatives during the December meeting when the Council Members are sworn in would be helpful. Discussion occurred regarding the appointment timing of a City Council member.

ED discussed changes that were made to new flat-rate charges from each agency. The history of the policy manual was reviewed by the ED. The attorney advised the Board that the policies may be adopted today, but that changes may be made in the future.

A motion was made to approve the policy manual subject to changing the budget timeframes back to the County's schedule, giving direction to the attorney to make minor change to the JPA agreement. A motion was made by Director Huber and seconded by Director David. The motion passed unanimously.

B. Ambulance Order Status

ED advised that the new ambulance arrived two weeks ago. The approved amount did not include tax, which was approved during the 13/14 budget where the new invoice amount is \$152,748. A motion was made by Director Huber and seconded by Director David approving the Braun invoice increasing in the price of the Ambulance \$152,748 due to taxes. The motion passed unanimously.

ED Wagoner requested permission to begin the process of placing the ambulance currently on loan in CSA 7 into surplus. ED Wagoner stated CSA 7 may be interested in purchasing the surplus ambulance for \$12,500. Director Huber made a motion to enter the ambulance into surplus and work with CSA 7 in the selling of the ambulance. Director Bettencourt seconded the motion. The motion passed unanimously.

C. EMS Agency Information and Status Update

Rich Todd was not present - item was tabled.

D. Dispatch Request for Proposal

The term of the contract was discussed, which is five years plus one year extensions. The attorney believes that you do not have to request extensions. At the end of August 2016, the dispatch contract could be completed. Director Huber discussed the history of the dispatch contract. The attorney clarified the current contract. Director Huber asked if the City has applied for a one year extension. Director David believes that the answer is no. Since the City does not intend to be part of the JPA after August 2016, it was decided to formally request that the City extend the dispatch contract through that time period.

Director Huber and Director David made a request of City to supply dispatch services to terms of contract through end of August 31, 2016 at the cost of \$150,000.

ED Wagoner clarified the dispatch contracts and Chief Meston advised that Central Dispatch (EDSO) may be interested in putting in a bid. Director Bettencourt stated that the cost of dispatch is integral to the process and Chief Meston believes that the City (Chief Uhler) will cooperate with any transition necessary. The City representative will return with an answer from the City.

The motion was amended to include approval of the City Council.

FINAL MOTION:

Approved.

The dispatch RFP will follow the decisions regarding the City's future in the JPA. Possibilities regarding future dispatch and JPA numbers and organization were discussed. The RFP and logistics as they pertain to the JPA and fire agencies was also discussed.

Chief Harris recommended approving the concept of putting out an RFP for dispatch services if the City turns down the services contract through August 2016.

- E. Update by Executive Director related to the GEMT negotiations with County. No significant changes have occurred. CSA7 has changed their tune regarding the monies and are proposing its use for a PCR program. Rich Todd advised a portion of the GEMT money has been collected but the County has not announced how the money will be dispersed. There is no official timeline yet regarding the spending of the money. The attorney discussed his perspective on whether or not the funds could be obtained via other methods. ED Wagoner advised that there is a verbal agreement for the 80/20 split with CSA7 after the county purchases a new EPCR program, but there has been no official request. The 80/20 split was based on call-volume information that has not been seen. The Chiefs believe that the split is equitable.

Direction was given to ED Wagoner to officially request the funds from the County based on the 80/20 call volume numbers for this year as well as future years.

- F. Update by Executive Director regarding meeting with HNSA Director Initial communication with County was that only contract as it related to IFTs was being considered. Attorney Hale asked them to respond in writing regarding what was negotiable. The response included opening negotiations for IFTs as well as dispatch costs. The County is requesting information regarding JPA costs, mitigation efforts, etc. ED Wagoner believes an increase in \$300,000 should be requested. The dispatch costs will depend on the result of the RFP responses. ED Wagoner will work with the agencies to determine specific costs for a response.

Director Bettencourt recommended that the South Lake Tahoe City Council and the Lake Valley Board of Directors have a joint meeting to discuss the JPA at some point.

ED Wagoner went over the costs versus budget which includes a 20% cost for IFTs. He will meet with both agencies to get the actual costs pinned down.

### III. New Business

- A. City of SLT JPA Board Member resignation/appointment  
Council Member JoAnn Conner tendered her resignation and Council Member Tom Davis has been assigned to the JPA.

### IV. Staff Reports

- A. SLTFD Chief Meston - working on activities for EMS month, as well as recruitment for the Fire Department.
- B. LVFPD Chief Harris - shared an anecdote regarding the ambulance delivery driver parking in front of a liquor store.

NOTE: Director Huber shared that he has observed ambulance drivers on cell phones while driving around their jurisdictions, which may be negatively perceived by the public.

- C. Executive Director - new auditors began the audit last week. They will have a lot of input regarding JPA procedures, and will have much follow-up in the future.
- D. Financial Reports FY 2014/2015 - The RPF policy was approved with the policy manual approval, which occurred earlier. In the financial reports, the fund balance is now updated as well as some of the expenditures. Communications budget was doubled due to iPad expenses, dispatch contract and insurance premiums have been set, the vehicle maintenance contract will increase as ambulances age, and medical supplies increase at times. Professional services looks to be over, but monies from training will be backed out and placed into the correct line item. Fuel costs have come down with the use of the fuel card and elimination of the City's 20% admin fee. There is no need to purchase the 15/16 ambulance because of the current replacement schedule.

A discussion ensued regarding the purchase of four monitors versus six monitors. Firefighter/Paramedic Tetlow gave an update regarding the 12-leads and how they work, as well as some of the maintenance issues occurring. Additionally, the purchase of power gurneys was discussed with the possibility of upgrading current gurneys at a fraction of the cost. A motion was made by Director David and seconded by Director Huber to go forward with the purchase of six EKG monitors. The motion passed unanimously.

Per ED Wagoner, the bottom line for reserves after purchase: approximately \$460,000

- E. General Counsel - nothing to report

### V. Board Communications

None

VI. Closed Session 11:41.

The board returned from closed session at 12:42. The board made no reportable action on item A. Director Bettencourt made a motion to move forward on action item B and change compensation to \$4,555 a month beginning May 1<sup>st</sup> to August 31<sup>st</sup> 2016. The motion was seconded by Director David. The motion passed unanimously.

F. Director Huber stated he was mistaken on the minutes and recalled the actual discussion regarding the P&P were from a prior meeting. A motion was made by Director Huber and seconded by Director David to approve the minutes from March 11, 2015. The motion passed unanimously.