**Cal Tahoe Emergency Services Operations Authority**

JPA Board of Directors

Regular Meeting

Monday January 13, 2020 9:00 AM

Lake Valley Fire Protection District

2211 Keetak Street, South Lake Tahoe, CA 96150

Fire Station 7

Minutes

**I. Regular Meeting- Call to Order/ Roll Call/ Pledge of Allegiance**

 **A. Chairperson Bettencourt Called the Meeting to Order at 9:00 am**

 **C. Board Attendees**

* Bob Bettencourt, Chairperson
* Leona Allen, Vice Chair
* Brooke Laine, Director
* Tamara Wallace, Director
* Chief Gary Gerren, Alternate for Director Cathcart

 **Other Attendees**

* Ryan Wagoner, CTESOA Executive Director
* Kayla Galvan, CTESOA
* Steve Pevenage, LVFD
* Brad Zlendick, LVFD
* Jim Drennan, SLTFD
* Bruce Martin, SLTFD
* Michelle Patterson, County of El Dorado
* Nick Clair, Attorney, Lozano and Smith
* Mike Marini
* Steve Denzler
* Michelle Jigante

 **Communications from the Audience on Non Agenda Items.**

 None.

 **Public’s Chance to speak on any Non-Agenda Items**.

 None.

 **D. Note about California’s Open Meeting Law**

**1. Approval of Agenda**

Director Wallace moves approval of the agenda. Director Laine seconds. No further discussion. Motion carries unanimously.

**2. Appoint Board Positions**

Director Laine moves to appoint Leona Allen for Board Chair and Tamara Wallace for Vice Chair, Ryan Wagoner for Secretary and Dave Olivo for Treasurer. Director Wallace seconds. No further discussion. Motion carries unanimously.

**3. Approval of the Meeting Minutes from October 14, 2019**

Director Wallace moves to approve the meeting minutes from October 14, 2019. Director Laine seconds. No further discussion. Motion carries unanimously.

**4. Chief Reports**

 There are no reports.

**5. County Report**

 Michelle Patterson reports that Chad Cossee has been hired as the EMS Emergency Preparedness Supervisor, who will be handling state requirements and day-to-day tasks. She also reports that the company handling ambulance billing has now switched to Whitman Enterprises. Director Wallace asks what the status of the RFP is. Michelle states that it is still under review by County Counsel. Executive Director Wagoner states we have not yet received numbers for the compensation for Long Distance IFTs.

**6. Resolution Adopting CUPCCAA**

Attorney Nick Clair presents the California Uniform Public Construction Cost Accounting Act. He states that at present the JPA is subject to fire district laws regarding construction bidding, which has a threshold of $10,000, and all construction over $10,000 would require a formal bidding process. Under CUPCCAA, the threshold would be raised to $60,000. Director Laine moves to approve the adoption of CUPCCAA with the correction of “procures” to “procedures” in the title. Director Allen seconds. No further discussion. Motion carries unanimously.

**7. Delegation of Authority to Enter into Lease and Construction Contracts**

Executive Director Wagoner explains that the JPA had 4 options that were considered for housing the JPA. Of the 4, the snow plow yard was dismissed fairly quickly due to specific challenges. The Barton complex at the “Y” was made available to lease, and when the preliminary process began of looking at what was needed in order to add a kitchen, shower, etc. the topic of essential services under the Health and Safety code was introduced. Under this code, all essential services are required to be in a building that could withstand any natural disasters. After review by a contractor it was determined that the Barton building would require extensive retrofitting to get up to that code. After this, the JPA asked the City Manager if the LTVA building could be revisited. The City Manager directed the JPA to the Fire Training Building. The surveying firm stated that it would not be likely to get that building up to the Health and Safety code, which brought the JPA back to the LTVA building. Chief Drennan adds that, from the Fire Department’s view, the training center would not be an acceptable option as they will be training new hires, parking is limited, there is concern for the ambulance to be constantly responding past the school and ball fields, and the sweat equity that was put in by fire personnel would considerably lower morale. Director Laine moves approval of the delegation of authority to enter into lease and construction contracts. Director Allen seconds. No further discussion. Motion carries unanimously.

**8. Possible Adoption of Capital Asset Policy**

Executive Director Wagoner explains this was a recommendation that came from the Auditor, and we adopted a version that came from the West Slope JPA. Director Laine moves to adopt the Capital Asset Policy. Director Allen seconds. No further discussion. Motion carries unanimously.

**9. Update to Policies and Procedures**

 Executive Director Wagoner clarifies that the Capital Asset Policy and the Adoption of CUPCCAA need to be added to the policies and procedures now that they have been approved. Director Wallace moves to update the policies and procedures. Director Allen seconds. No further discussion. Motion carries unanimously.

 **E. Adjournment**

 Chairperson Bettencourt adjourns the meeting at 9:52 am