

**Cal Tahoe Emergency Services Operations Authority**

JPA Board Of Directors

Special Meeting

Tuesday, January 30, 2017 10:00am

Lake Valley Fire Protection District

2211 Keetak Street, South Lake Tahoe, CA 96150

Fire Station 7

Minutes

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

**A. Chairperson Bettencourt called the meeting to order at 10:03am**

**B. Pledge of Allegiance**

**C. Board Attendees**

* Bob Bettencourt, Chairperson
* Tom Davis, Director
* Leona Allen, Director
* Brooke Laine, Director
* Tom Bacchetti, Director, Remote Attendance

**Other Attendees**

* Ryan Wagoner, CTESOA Executive Director
* Kayla Galinski, CTESOA Office Administrator
* Tim Alameda, Fire Chief for LVFD
* Mike Anderson, Lake Valley
* Jeff Meston, Fire Chief for City of SLT
* Dave Hekuis, Lake Valley
* Corey McLeod, Barton Memorial Hospital
* Jeff Michael, Lake Valley
* Andrew Sessions, Lake Valley
* Brian Nash, Auditor
* Dave Olivo, Treasurer

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**

Chairperson Bettencourt moves to move Agenda Item 5 to Agenda Item 2. Director Allen Seconds. No further discussion. Motion carries unanimously.

Executive Director Wagoner states that because we have a Board Member attending remotely via phone, the JPA attorney states each vote requires a roll call.

**2. Extended Warranties for New Ambulance by Andrew Sessions**

Andrew presents the extended warranties offered by Ford and explains why he believes they would be beneficial to the JPA. For a commercial emergency vehicle Ford offers an extended warranty beyond what a personal vehicle warranty would offer. Director Allen asks if the $18,000.00 needs to be paid upfront or if it would be possible to pay in increments. Andrew believes we would be able to do a payment plan. Director Laine suggests splitting the payment if possible to put $9000.00 down now and $9000.00 on the new budget in July. Director Laine moves to purchase 3 premium care extended warranties through Capital Ford with direction to attempt to negotiate a two part payment. Director Davis seconds. No further discussion. Chairperson Bettencourt votes I, Director Allen votes I, Director Laine votes I, Director Davis votes I, and Director Bacchetti votes I. Motion carries unanimously.

**3. Approval of Regular Meeting Minutes January 8, 2018**

Director Davis moves approval of the regular meeting minutes. Director Laine seconds. No further discussion. Chairperson Bettencourt votes I, Director Allen votes I, Director Laine votes I, Director Davis votes I, and Director Bacchetti votes I. Motion carries unanimously.

**4. Presentation of the 2015-2016 Financial Audit by Brian Nash**

Chairperson Bettencourt asks if the recommendations made in the audit are mandatory, legal issues, or just recommendations for better processes. Brian Nash says he will address this at the end. Brian reminds the Board that the audit being reviewed is a year behind, and explains certain points throughout the report. Brian states none of the recommendations are required by law, and if the Board feels that they have a good system, there is no need to implement the recommendations. Brian recommends having a fund balance to save for future expenses with a set amount stating what could be used and setting the amount at the being of the year while the budget is being reviewed. Brian also recommends having two signatures on the bill preparation as well as dual signatures on the checks that get cut, to prevent an unapproved check from being released. It is also recommend that the JPA perform a yearly inventory of medical supplies on June 30th. Brian recommends adding to the policies and procedures to show what the Executive Director Priorities are, what the procedures are for payroll, bill pay etc. and to have a fund for unpaid Earned Time Off and other unfunded liabilities. Chairperson Bettencourt thanks Brian for his work and asks in a general statement how the JPA is doing and if there are any major issues. Brian states that there are no major concerns and reminds the Board that this audit was prior to the JPA being in control. Executive Director Wagoner states that there are some things that will be brought back to the Board for review and some of the recommendations have already been implemented. Director Davis moves to accept the audit report and recommendations. Director Allen seconds. No further discussion. Chairperson Bettencourt votes I, Director Allen Votes I, Director Laine votes I, and Director Davis Votes I. Director Bacchetti had signed off at 11:00am and did not participate in the vote. Motion carries by majority.

Brief Recess at 11:20am. Board resumes at 11:25am.

**5. Mid-Year Budget Review by Treasurer Dave Olivo**

Treasurer Olivo goes through the major points of the year-to-date budget.

**6. Community Paramedic Project Update by Ryan Wagoner**

Executive Director Wagoner explains that the Pilot Project was pulled from legislation and the JPA is not moving forward with the project as a result.

**E. Adjournment**

Chairperson Bettencourt adjourns the meeting at 11:40am.