**Cal Tahoe Emergency Services Operations Authority**

**Special Meeting of the Board of Directors**

**April 28, 2014 9:00 am**

**City of South Lake Tahoe Airport**

**1901 Airport Road, South Lake Tahoe, CA 96150**

**Downstairs Conference Room**

**I. Special Meeting**

**1. Call to order** – the meeting was called to order by Board Chairperson Bob Bettencourt at 9:00 am with a quorum established.

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

Board Chairperson Robert Bettencourt

Director JoAnn Conner

Director Dave Huber

Director Angela Swanson

Deputy Executive Director Marty Creel

Fire Chief Jeff Meston, Fire Chief, South Lake Tahoe Fire Department

Fire Chief Gareth Harris, Fire Chief, Lake Valley Fire Protection District

Also present:

Rich Todd, El Dorado County Emergency Services

**3. Pledge of allegiance**

The pledge was led by Director Bettencourt

4. **Approval of agenda**

A motion as made by Angela Swanson and seconded by Dave Huber to approve the agenda as presented. The motion passed unanimously.

5. **Approve of minutes from 4-15-14**

A motion as made by Dave Huber and seconded by JoAnne Conner to approve the minutes from 4-15-14. The motion passed unanimously.

**II. Old Business**

**6.** **Executive Director Interview Process**

No discussion occurred.

**III. New Business**

**7. Discussion of Executive Director Job Offer to Ryan Wagoner**

Angela Swanson moved to authorize staff to execute a contract for to Ryan Wagoner to serve as the CTESOA Executive Director. Dave Huber seconded the motion. The motion approved unanimously.

**8. Expectations for CTESOA**

Chief Meston advised the Board that the official expectations were listed as a draft document in the minutes. Dave Huber advised Ryan Wagoner that the Board has not accepted the idea of a fifth member, and that the issue is still up for discussion. Angela Swanson advised that the minutes should be streamlined. A discussion occurred regarding the minutes being posted on the website.

**9. Professional Services Agreement**

Ryan Wagoner went through the agreement and discussed points of concern. It was agreed that the contract compensation should be on a monthly basis ($3,208 per month). It was also agreed that the termination clause should be a “two way street” where the Executive Director would have the same time limit to terminate the contract. No additional licenses are required beyond county and city business licenses. A typo was noted on page 9. The $2 million insurance policy requirement was discussed, and it was decided that a $1 million policy would be sufficient. The line regarding travel and out of pocket expenses not to exceed an amount was taken out. The contract begins on May 1, 2014 and is an annual contract.

**IV. Adjournment**

The meeting was adjourned. A Special Meeting will be held on May 22, 2014, 9:00 am at Lake Valley Fire Protection District and the regular meeting will be held on June 9, 2014, 9:00 am at the City of South Lake Tahoe Council Chambers.

Meeting minutes by L. Allen.