



Board of Directors

Chief Carl Tatum, Chair
Chief Steve Murphy, Vice-Chair
Jeffery S. Force, Secretary
T. Wayne Florek, Treasurer
Julie Kiley, M.D.
Timothy Hurtado, D.O.
William Normile

Commissioner Sallie Clark
Commissioner Peggy Littleton (Alternate)
Chief Matt Love
Councilmember Gary Smith
Councilmember Sam Gieck
Lieutenant Mike Skeldum (Alternate)
Chief John Hillman

EL PASO COUNTY EMERGENCY SERVICES AUTHORITY BOARD MEETING AGENDA

Wednesday, November 4, 2015 – 3:00 p.m.
Pikes Peak Regional Development Center
2880 International Circle
2nd Floor Hearing Room, Colorado Springs, CO 80910

Call to Order – Determination of a quorum

This meeting is being recorded to assist in the production of meeting minutes.

1. **CHANGES TO AGENDA/POSTPONEMENTS**
2. **PUBLIC COMMENT FOR ITEMS NOT SCHEDULED ON THE AGENDA**
3. **APPROVAL OF THE MINUTES FOR OCTOBER 7th, 2015**
4. **REGULAR BUSINESS**
 - A. Treasurer's Report for October 2015 (Wayne Florek) [Action /Approval]
 - B. Committee Reports
 - Research Committee (Chief Steve Murphy) [Information]
 - C. Scatter Map Data (Chelsia Baker) [Information]
 - D. Community Relations Report September 2015 (Twyla Kuemmerly) [Information]
5. **NEW BUSINESS**
 - A. 2014 Audit Presentation (Ted Sayer) [Information]
 - B. 2016 ESA Board Meeting Schedule (Ted Sayer) [Action/Approval]
 - C. 2016 Budget Update (Ted Sayer) [Information]
 - D. Board Member/Staff Comments

6. EXECUTIVE SESSION REQUESTS

In accordance with the Colorado Open Meetings Law, Section 24-6-402 (4), the El Paso County Emergency Services Authority, in open session, will determine whether it will hold a closed executive session. The matter for executive session will be limited to the topics identified in Section 24-6-402 (4) of the Open Meetings Law, and the topic for discussion will be stated in the open session in as much detail as possible without compromising the purpose of the executive session. The Chair shall poll the ESA members, and upon consent of two-thirds of the members present, an executive session will be held. If consent to the executive session is not given, the item may be discussed in open session or withdrawn from consideration.

7. ADJOURNMENT

PACKETS ARE SENT VIA E-MAIL TO EXPEDITE INFORMATION

Pursuant to the Colorado Open Meetings Law, CRS §24-6-401, et Seq. and ARTICLE TWO Section 2.9.C of THE EL PASO COUNTY EMERGENCY SERVICES AUTHORITY Agreement, this agenda was posted at the El Paso County's administration offices at Centennial Hall, 200 S. Cascade Ave., Colorado Springs, Colorado on or before September 1, 2015. Please call Ted Sayer at 520-7654 or email him at tedsayer@elpasoco.com if you wish to submit your name and e-mail address to receive notice of future meetings.

TENTATIVE SCHEDULE OF UPCOMING COMMITTEE MEETINGS			
DATE	MEETING	TIME	LOCATION
November 18, 2015	Research Committee	3:00 PM	2880 International Circle, 1 st Floor Conference Room
November 18, 2015	Planning Committee	4:00 PM	2880 International Circle, 1 st Floor Conference Room
December 2, 2015	Monthly Board Meeting	3:00 PM	2880 International Circle, 2 nd Floor Hearing Room

ESA May Board Meeting

MINUTES OCTOBER 7, 2015 3:02 P.M.

PIKES PEAK REGIONAL BUILDING DEPARTMENT
2880 INTERNATIONAL CIRCLE, COLORADO SPRINGS

FACILITATOR	Chief Carl Tatum
NOTE TAKER	Ted Sayer
ATTENDEES	Commissioner Peggy Littleton, Councilmember Sam Gieck, Jeffery Force, Chief Steve Murphy, Chief Matt Love, William Normile, Dr. Timothy Hurtado, Dr. Julie Kiley, Kenneth Hodges
ABSENT	Commissioner Sallie Clark, Chief Jeremy Gardner, Jim Reid

Agenda topics

1. CHANGES TO AGENDA/POSTPONEMENTS

DISCUSSION	
	None.

2. PUBLIC COMMENT

DISCUSSION	
	None.

3. APPROVAL OF MINUTES FROM SEPTEMBER 2, 2015 ESA MEETING

DISCUSSION	
	None.
MOTION	PERSON RESPONSIBLE
Motion to approve the minutes of the Minutes from August 5 th 2015.	Bill Normile
Second	Chief Murphy
Approved	Unanimous

4.A. AUGUST 2015 COMPLIANCE REPORT

DISCUSSION	
	Ted Sayer presented the August 2015 compliance report. Noted degradation in compliance in Suburban 12. Assessments of \$395.
MOTION	PERSON RESPONSIBLE
Motion to accept the May and July 2015 Compliance Report	Commissioner Peggy Littleton
Second	Dr Julie Kiley
Approved	Unanimous

4.B. TREASURER'S REPORT FOR AUGUST 2015

DISCUSSION	
MOTION	PERSON RESPONSIBLE
Motion to accept the August 2015 Treasurer's Reports.	Chief Matt Love

Second	Commissioner Peggy Littleton
Approved	Unanimous

4.C. RATIFICATION OF THE 2016 BUDGET

MOTION	PERSON RESPONSIBLE
Motion to approve the 2016 Budget as presented	Chief Steve Murphy
Second	Commissioner Peggy Littleton
Approved	Unanimous

5.A. EL PASO COUNTY BOARD OF COUNTY COMMISSIONERS AMBULANCE RESOLUTION UPDATE

DISCUSSION
Ted Sayer updated the board on the process to update the county resolution that regulates ambulance services throughout El Paso County. He asked that any questions or ideas be sent to him.

5.B. AMBULANCE RE-CERTIFICATION

DISCUSSION
AMR Operations Manager Shawn Howe presented a recertification request for an ambulance that received a new motor and transmission. There were no questions.

5.C. 2014 AUDIT UPDATE

DISCUSSION
Ted Sayer presented an update on the audit process for 2014. He reported that Rubin Brown estimated returning the completed audit to him within the next one to two weeks.

5.D. MEMBER/STAFF COMMENTS

DISCUSSION
None

6. EXECUTIVE SESSION REQUESTS

DISCUSSION
None.

7. ADJOURNMENT

DISCUSSION	
None	
MOTION	PERSON RESPONSIBLE

Motion to adjourn.	Jeff Force
Second	Chief Matt Love
Approved	Unanimous

MEETING ADJOURNED AT 3:59 P.M.

ESA OCTOBER 2015 FINANCIAL REPORT
Reported on Nov, 2015

	2015 Budget	October 2015 Current Month Actuals	2015 YTD Actuals	2015 Unobligated Balance	2015 Variance %
OPERATING REVENUES					
Contract Administration (Per Agreement)					
ESA Administration	\$ 80,000.00	\$ -	\$ 60,000.00	\$ (20,000.00)	-25.0%
Appropriation from Fund Balance	\$ -	\$ -	\$ -	\$ -	0.0%
Operating Revenue Subtotal (Contract Administration)	\$ 80,000.00	\$ -	\$ 60,000.00	\$ (20,000.00)	-25.0%
Other Operational Revenue					
Interest	\$ 75.00	\$ -	\$ -	\$ (75.00)	-100.0%
Compliance Assessments (Allocated to Grants Fund)	\$ -	\$ -	\$ 4,335.30	\$ 4,335.30	0.0%
Operating Revenues Subtotal (Other)	\$ 75.00	\$ -	\$ 4,335.30	\$ 4,260.30	5680.4%
TOTAL OPERATING REVENUES (All Sources)	\$ 80,075.00	\$ -	\$ 64,335.30	\$ (15,739.70)	-19.7%

	2015 Budget	October 2015 Current Month Actuals	2015 YTD Actuals	2015 Unobligated Balance	2015 Variance %
OPERATING EXPENDITURES					
Contract Administration (Per Agreement)					
El Paso County Compliance Administration	\$ 67,475.00	\$ 5,512.17	\$ 53,270.14	\$ (14,204.86)	-21.1%
Contract Research/Evaluation	\$ -	\$ -	\$ -	\$ -	0.0%
Financial Audit / Accounting	\$ 8,000.00	\$ 2,050.00	\$ 4,015.00	\$ (3,985.00)	-49.8%
Insurance	\$ 2,500.00	\$ -	\$ 1,930.00	\$ (570.00)	-22.8%
Office/Automation Expenses	\$ 2,000.00	\$ -	\$ 2,005.38	\$ 5.38	0.3%
Information Services	\$ 100.00	\$ -	\$ -	\$ (100.00)	-100.0%
Operating Expenses Subtotal (Contract Administration)	\$ 80,075.00	\$ 7,562.17	\$ 61,220.52	\$ (18,854.48)	-23.5%
Other Operational Expenses					
Grants (From Actual / Available Compliance Assessments)	\$ -	\$ -	\$ -	\$ -	0.0%
Operating Expenses Subtotal (Other)	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING EXPENDITURES (All Sources)	\$ 80,075.00	\$ 7,562.17	\$ 61,220.52	\$ (18,854.48)	-23.5%

VARIANCE: REVENUES OVER EXPENDITURES — Surplus / (Deficit)	\$ -	\$ (7,562.17)	\$ 3,114.78	\$ 3,114.78	0.0%
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CASH POSITION	
2015 BEGINNING FUND BALANCE — Unassigned and Assigned Funds	\$ 17,935.04
As of 10/31/15:	
Grant Fund Balance (Assigned)	\$ 9,745.80
RFP Fund Balance (Assigned)	\$ -
Unassigned Fund Balance	\$ 11,304.02
Cash Receivable	\$ -
Cash Payable	\$ -
ENDING FUND BALANCE — Unassigned and Assigned Funds	\$ 21,049.82

Grant Fund Balance	
\$ 5,410.50	Beginning Balance
\$ 4,335.30	Add: Assmt Rev Rec YTD
\$ -	Add: Interest
\$ -	Less RFP Fund Transfer
\$ -	Less Grant Fund Awards
\$ 9,745.80	Assigned Grant Fund Balance



Community Relations Report September 2015

Donated Special Events/Community Education

- Pikes Peak Towers Blood Pressure Checks
- Jenkins MS Career Education Day
- Memorial CCT & SCT Skills Check Off
- PPCC Emergency Preparedness Day
- Great Plains Regional Pickle Ball Tournament
- Ft. Carson 911 Memorial
- Chick-Fil-A Ride for Heroes
- Pooches in Pink
- Race for the Cure
- SFMC NICU Skills Check Off
- Be Ovary Aware 5K & 3K Run/Walk
- Construction Career Day
- Zombie Run
- CSFD Fire Explorers Tower Day
- Lowe's Safety Saturday

AMR actively participates in the following on an on-going basis

- Safe Kids Coalition
- Drive Smart Steering Committee
- Leadership Pikes Peak
- Colorado Springs Executives Association
- Pikes Peak Fire Fighters Association
- Pikes Peak Chief's Forum
- Pikes Peak Elder Abuse Coalition
- Meal on Wheels



2016 Emergency Services Authority Meeting Schedule

Monthly Board Meetings are held on the first Wednesday of every month at 3:00 pm. Location: Pikes Peak Regional Development Center, 2880 International Circle, Second Floor hearing room (*alternate locations may be used as meeting dates change).

January 6, 2016	July 6, 2016
February 3, 2016	August 3, 2016
March 2, 2016	September 7, 2016
April 6, 2016	October 5, 2016
May 4, 2016	November 2, 2016
June 1, 2016	December 7, 2016

Planning Committee Meetings are scheduled to be held on the following dates for the preceding Board Meetings. The Planning Committee plans for the next month's agenda (for example, the committee sets the agenda for the February Board meeting in the January meeting), makes grant recommendations, and reviews compliance and complaints. Generally, the meeting is posted to begin at 4PM. Location: Pikes Peak Regional Development Center, 2880 International Circle, First Floor Conference Room.

January 20, 2016	July 20, 2016
February 17, 2016	August 24, 2016
March 23, 2016	September 21, 2016
April 20, 2016	October 19, 2016
May 18, 2016	November 23, 2016
June 22, 2016	December 21, 2016

Research Committee Meetings are scheduled to be held on the same Wednesdays as the Planning Committee Meetings. The Research Committee will be looking into other options for the county once the current contract ends. Additionally, the future of ambulance service in the county will be affected by changing landscape of health care under the Affordable Care Act. Generally, the meeting is posted to begin at 3PM. Location: Pikes Peak Regional Development Center, 2880 International Circle, First Floor Conference Room.

January 20, 2016	July 20, 2016
February 17, 2016	August 24, 2016
March 23, 2016	September 21, 2016
April 20, 2016	October 19, 2016
May 18, 2016	November 23, 2016
June 22, 2016	December 21, 2016

Medical Control Committee Meetings are held every four months beginning in February at 12:30 PM. Location: Memorial Administrative Center, 2420 E. Pikes Peak Ave., Classroom B.

February 3, 2016
June 1, 2016
October 5, 2016

NOTE: Meeting dates are subject to change according to business needs.