



Board of Directors

Commissioner Sallie Clark, Chair
Chief Carl Tatum, Vice-Chair
Jeffery S. Force, Secretary
T. Wayne Florek, Treasurer
Julie Kiley, M.D.
Timothy Hurtado, D.O.
Commissioner Peggy Littleton (Alternate)

Chief Steve Murphy
Chief Matt Love
Chief Jeremy Gardner
William Normile
Councilmember Sam Gieck
Lieutenant Mike Skeldum (Alternate)

EL PASO COUNTY EMERGENCY SERVICES AUTHORITY BOARD MEETING AGENDA

Wednesday, June 11, 2014 – 3:00 p.m.

El Paso County Transportation and Environmental Complex - Training Room West
3275 Akers Dr., Colorado Springs, CO 80922

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**
3. **APPROVAL OF THE MINUTES OF MAY 14, 2014**
4. **NEW BUSINESS**
 - A. IGA & Bylaws – Resolution Amendment Recommendation (Kenneth Hodges)
 - B. Medical Control Committee Policy & Procedure (Vice-Chair Tatum)
 - C. Audit Update (Caroline Sasaki)
 - D. RFP Proposal Recommendation (Vice-Chair Tatum)
 - E. 2014 Budget (Caroline Sasaki)
 - F. Board Member/Staff Comments
5. **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consent to the executive session is not given, the item may be discussed in open session or withdrawn from consideration.

6. 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 June 10, 2014. Please call Caroline Sasaki at 520-7654 or email her at carolinesasaki@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
June 25, 2014	Planning Committee	4:00 PM	ESA offices, 2880 International Circle, Suite 110
July 9, 2014	Monthly Board Meeting	3:00 PM	3275 Akers Dr. Training Room West
July 30, 2014	Planning Committee	4:00 PM	ESA offices, 2880 International Circle, Suite 110
August 6, 2014	Monthly Board Meeting	3:00 PM	2880 International Circle, 2 nd Floor Hearing Room

ESA May Board Meeting

MINUTES

MAY 14, 2014

2:12 P.M.

 PIKES PEAK REGIONAL BUILDING DEPARTMENT
 2880 INTERNATIONAL CIRCLE, COLORADO SPRINGS

FACILITATOR	Jim Reid, Commissioner Sallie Clark
NOTE TAKER	Caroline Sasaki
ATTENDEES	Chief Carl Tatum, Sam Gieck, T. Wayne Florek, William Normile, Dr. Julie Kiley, Jeffery Force, Dr. Timothy Hurtado, Chief Steve Murphy, Chief Matt Love, Chief Jeremy Gardner, Kenneth Hodges
ABSENT	None.

Agenda topics

1. CHANGES TO AGENDA/POSTPONEMENTS

DISCUSSION
None.

2. PUBLIC COMMENT

DISCUSSION
Jim Reid thanked Commissioner Clark and the City of Fountain for their efforts in making this new organization happen. He continued by thanking Chief Tatum and Eileen Gonzales for their role in negotiating the new contract, and Caroline Sasaki for her assistance. He thanked the new board members for volunteering their time (Councilmember Sam Gieck, Chief Steve Murphy, Chief Matt Love, and Chief Jeremy Gardner), and returning members for continuing to give their time. Lastly, he thanked AMR for staying at the table to provide the citizens of El Paso County with ambulance service.

3.A. ELECTION OF OFFICERS

DISCUSSION	
Jim Reid led the first order of business to elect a new chairperson. Chief Tatum nominated Commissioner Clark as Chair. As there were no other nominations, no motion and second were required. Commissioner Clark accepted the position through the end of the the current year only due to other commitments. Chair Clark then proceeded with motions to elect the remaining officers.	
MOTION	PERSON RESPONSIBLE
Motion to elect Chief Carl Tatum as Vice-Chair.	Dr. Hurtado
Second	Wayne Florek
VOTE	
Vote to elect Chief Carl Tatum as Vice-Chair.	Unanimous
MOTION	PERSON RESPONSIBLE
Motion to elect Jeff Force as Secretary.	Chief Jeremy Gardner
Second	Bill Normile
VOTE	
Vote to elect Jeff Force as Secretary.	Unanimous
MOTION	PERSON RESPONSIBLE
Motion to elect Wayne Florek as Treasurer.	Chief Carl Tatum
Second	Jeff Force

VOTE	
Vote to elect Wayne Florek as Treasurer.	Unanimous

3.B. IGA & BYLAWS

DISCUSSION
<p>Kenneth Hodges addressed the board and referred them to the IGA and the Bylaws in their binders. He stated they form the structure and limitations of the board, and rather than going through them, he would address any concerns the board may have about them. Mr. Hodges also pointed out that the officers just elected will serve as the executive committee, which will supervise staff, and sign grant applications, documents, and expenditure authorizations up to \$25,000. Chair Clark suggested that all board members familiarize themselves with both documents. A question arose regarding the fact there are 12 members on the board, and how that would affect a vote resulting in a tie. Kenneth Hodges replied the board is subject to Robert's Rules of Order, and so the motion would fail. Dr. Kiley brought up term limits for the physician positions, and a discussion ensued. The main concern being that those positions are appointed by the hospitals, and usually will be limited by term in some other way. Additionally, the hospitals don't have a large number of staff that could rotate through. The board agreed they would like to see the IGA be changed so those two positions would not be term limited. Mr. Hodges informed the board that a motion could not be entertained during this meeting, but it could be added to the agenda for the next meeting. At that point, the change to the IGA could be brought before the Board of County Commissioners and Fountain City Council for approval.</p>

3.C. OPEN BOARD POSITION

DISCUSSION
<p>Chair Clark suggested drafting a letter to mayors of other towns that would qualify to extend invitations. Chief Tatum additionally suggested posting the open seat on both the county website and the ESA website.</p> <p>The open position is listed on pg. 4 of the IGA as: "One (1) Elected Official and Alternate Elected Official or official designee from another municipality in El Paso County covered by the ESA's ambulance service contract, appointed jointly by the Board of County Commissioners and Fountain City Council, excluding Colorado Springs."</p>

3.D. SUBCOMMITTEE CREATION

DISCUSSION
<p>Jim Reid suggested combining three of the old committees into one, and keep the Medical Control Committee separate. He proposed combining the Agenda Planning Committee, the Grant Committee, and the Compliance Committee into a "Planning Committee". There would then be two committees, the Planning Committee and the Medical Control Committee. Kenneth Hodges informed the board that no motion or vote was needed, just an agreement. The board agreed to create the two committees, with Dr. Kiley heading the Medical Control Committee. Mr. Reid added that it would be beneficial to have more fire district representation in the Planning Committee, and the board agreed, with the fire chiefs in acknowledgment, to attend.</p>

3.E. FUTURE ESA BOARD MEETING DATES

DISCUSSION	
<p>The board discussed the option of keeping future meetings on the first Wednesday of every month at 2:00pm or moving the meetings to the evenings. There was a suggestion to move the meetings one hour later, and the board agreed that holding future meetings at 3:00pm on the first Wednesday of each month would work with their schedules (subject to change due to holidays or business needs).</p>	
MOTION	PERSON RESPONSIBLE
Motion to set future meetings at 3:00pm on the first Wednesday of each month.	Bill Normile
Second	Dr. Hurtado
Approved.	Unanimous

3.F. STATEMENT OF POSTING LOCATIONS

DISCUSSION
<p>Caroline Sasaki presented the annual notice of public places for posting of meeting notices as required by the Colorado Open Meetings Law. Notice of all ESA regular and special meetings include an agenda and shall be posted at the El Paso County administrative offices at 200 S. Cascade Ave., Colorado Springs, Colorado. ESA meetings are regularly held at the</p>

Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado. The official custodian of the ESA minutes is Board Secretary Jeff Force, and minutes are kept in the ESA's offices at the Pikes Peak Regional Development Center, Suite 110, Colorado Springs, Colorado.

3.G. 2014 BUDGET

DISCUSSION

Caroline Sasaki presented a budget example, and informed the board that it won't be approving a budget until the new contract is complete and signed. The main purpose of reviewing a sample budget was to prepare for the final budget and for the board to ask questions or bring up concerns. Jim Reid reminded the board that certain line items are no longer in the budget (legal, office space, etc), because those costs are covered by the County. Commissioner Clark added she would like to separately track services that are no longer being paid by the ESA, but are instead being paid by the County. Additional discussion focused on expenses for future RFP processes, and where funds for that will come from.

3.H. AUDIT UPDATE

DISCUSSION

Caroline Sasaki informed the board that the auditors are scheduled to start their field work on May 27th, and expect to complete it in about ten days.

3.I. WEBSITE UPDATE

DISCUSSION

Caroline Sasaki discussed the updates to the website and the new logo. The board agreed to keep prior documents available on the website on an archive page that relate to ambulance contracts that have expired.

3.J. BOARD MEMBER/STAFF COMMENTS

DISCUSSION

Caroline Sasaki clarified the start time of 3pm for the next board meeting on June 11th. Jim Reid introduced Lieutenant Mike Skeldum of the Fountain Fire Department as the alternate for Councilmember Sam Gieck. Laura Saenz of AMR notified the group that May 21st is National CPR Day. AMR will be at four local YMCAs, the 8th Street Walmart, and the Sky Sox game. She added that the following week is EMS week.

4. EXECUTIVE SESSION REQUEST

DISCUSSION

Chair Clark stated there was a request for an Executive Session to discuss the following topic: reviewing matters that may be subject to negotiations.

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.

MOTION

PERSON RESPONSIBLE

Motion to move into executive session at 3:15pm.

Dr. Hurtado

Second

Bill Normile

Approved

Unanimous

5. ADJOURNMENT

DISCUSSION

The board returned to open session, and Chair Clark stated no formal action was taken in executive session. Chair Clark also addressed the July 2nd meeting as some board members stated they may be out due to the holiday. The board agreed to move the meeting from July 2nd to July 9th at 3pm.

MOTION	PERSON RESPONSIBLE
Motion to Adjourn.	Chief Tatum
Second	Dr. Hurtado
Approved	Unanimous

MEETING ADJOURNED AT 4:13 p.m.

DRAFT

**AMENDED AND RESTATED INTERGOVERNMENTAL
AGREEMENT REGARDING THE EL PASO COUNTY
EMERGENCY SERVICES AUTHORITY**

THIS AMENDED INTERGOVERNMENTAL AGREEMENT, (“Amended Agreement”) is entered into by and between the CITY OF FOUNTAIN, a Colorado home rule city and municipal corporation ("Fountain"), and EL PASO COUNTY, STATE OF COLORADO ("County"), collectively referred to as the "Parties” with an effective date of _____.

WITNESSETH:

WHEREAS, Colorado counties are expressly authorized, by state statute, to regulate, license and/or otherwise provide for emergency services within their jurisdictional boundaries, including by way of statutory example only, the counties' general powers (C.R.S. §§30-11-101 and 107); the counties' ordinance powers (C.R.S. §§30-15-401, *et seq.*); emergency medical services (Colorado Emergency Medical Services Act, C.R.S. §§25-3.5-101, *et seq.*); disaster services (Colorado Disaster Emergency Act of 1992, C.R.S. §§24-32-2101, *et seq.*); and emergency telephone services (C.R.S. §§29-11-101, *et seq.*); and

WHEREAS, more specifically, the Board of County Commissioners of El Paso County, State of Colorado, as the governing legislative body of the County ("BoCC"), has the express statutory authority, pursuant to C.R.S. §30-11-107(1)(q), to "organize, own, operate, control, direct, manage, contract for, or furnish ambulance services"; and

WHEREAS, the BoCC further has the exclusive statutory authority, pursuant to C.R.S. §§25-3.5-301, *et seq.*, to license ambulance services within the unincorporated and incorporated areas of the County; and

WHEREAS, Fountain, as a home rule municipality, is a political subdivision of the State of Colorado, and likewise, has similar powers for the provision of emergency services within its jurisdictional boundaries pursuant, generally, to Article XX of the Colorado Constitution, municipal home rule powers, City Charter and City Code provisions, and the applicable state statutes referenced above and Title 31 C.R.S.; and

WHEREAS, more specifically Fountain has the express statutory authority, pursuant to C.R.S. §31-15-201(1)(f), to "organize, own, operate, control, direct, manage, contract for, or furnish ambulance service"; and

WHEREAS, the Parties acknowledge that Fountain operates its own ambulance service through the Fountain Fire Department; and

WHEREAS, Article XIV, Section 18, of the Colorado Constitution, and C.R.S. §§29-1-201, *et seq.*, provide for and encourage political subdivisions of the State of Colorado to make the most efficient and effective use of their powers and responsibilities by cooperating and contracting with each other; and

WHEREAS, C.R.S. §29-1-203 provides, in relevant part:

- (1) Governments may cooperate or contract with one another to provide any function, service, or facility lawfully authorized to each of the cooperating or contracting units, including the sharing of costs, the imposition of taxes, or the incurring of debt, only if such cooperating or contracts are authorized by each party thereto with the approval of its legislative body or other authority having the power to so approve.
- (2) Any such contract shall set forth fully the purposes, powers, rights, obligations, and the responsibilities, financial and otherwise, of the contracting parties.
- (3) Any such contract may provide for the joint exercise of the function, service, or facility, including the establishment of a separate legal entity to do so; and

WHEREAS, due to the Parties' shared boundaries and mutual responsibility in the provision of emergency services, the Parties entered into an Intergovernmental Agreement creating a separate public entity, the El Paso County Emergency Services Authority ("ESA") for the purposes of ensuring a coordinated effective and efficient emergency management system, including the provision of ground emergency ambulance services through a contract effective April 1, 2014; and

WHEREAS, the consolidation and coordination of the provision of such emergency services benefits the taxpayers and citizens of the Parties as well as the ultimate consumer; and

WHEREAS, the Parties, in furtherance of their objectives, based membership on the governing board of the ESA of representatives of government, professionals from the medical and emergency services community, and citizens from the community; and

WHEREAS, the April 1, 2014 Intergovernmental Agreement designated Emergency Room Physician Representatives from Memorial Hospital and Penrose Hospital as joint appointees of the BoCC and Fountain, subject to same term limits as other appointees; and

WHEREAS, the Parties deem it in the best interests of the Parties, the ESA, Memorial Hospital, and Penrose Hospital, for the Emergency Room Physician Representatives to be appointed by their respective hospitals without term limits, subject to the approval of the Parties; and

WHEREAS, the Parties intend by entering into this Amended Agreement that the El Paso County Emergency Services Authority shall continue to fall within the definition of a "Public Entity" under the Colorado Governmental Immunity Act, C.R.S. §§24-10-101, *et seq.*; and

WHEREAS, this Amended Agreement shall not become binding and effective unless and until approved by the City Council of the City of Fountain, State of Colorado and

the Board of County Commissioners of the County of El Paso, State of Colorado; and

WHEREAS, it is therefore deemed to be in the best interests of the Parties and for the general public health, safety, convenience and welfare that the Parties enter into this Amended Agreement for the purpose of modifying the ESA.

NOW THEREFORE, in consideration of the mutual covenants and obligations below, it is agreed by and between the Parties as follows:

ARTICLE ONE GENERAL PROVISIONS

1.1 El Paso County Emergency Services Authority. The Parties agree the ESA is an independent legal entity, separate and distinct from the Parties. The jurisdictional boundaries of the ESA shall comprise the corporate boundaries of the City of Fountain, as may from time to time be changed, and the unincorporated areas of the County, as may from time to time be changed (together, the "ESA Service Area"). Any area of the County in which there is a municipality or fire protection or metropolitan district established pursuant to Title 32 of the Colorado Revised Statutes, which is providing an ambulance service or other emergency medical services as may be provided herein, may not be within the ESA Service Area unless such municipality, fire protection or metropolitan district and the ESA agree by formal written agreement to such inclusion within the ESA Service Area.

1.2 Governing Board. The ESA shall be governed by a twelve (12) member Board of Directors ("ESA Board") which shall have the power to provide the functions, services and facilities for which the ESA is formed, as set forth more fully herein.

1.3 Purpose. The ESA will serve the purpose of providing ambulance service and other related emergency medical services, as set forth in Article Six below, Scope of Services, together with such other services which are incidental and/or necessary to perform those services expressly set forth herein. The ESA's overall objective shall be to provide available, coordinated and quality emergency medical services through the establishment of an emergency services system, consisting of at least treatment, transportation, communication, and documentation subsystems, designed to prevent premature mortality and to reduce the morbidity that arises from critical injuries, disasters, exposure to poisonous substances, and illnesses. The ESA shall also coordinate with state and other local governmental entities for the purpose of interfacing with an overall state system providing maximally effective emergency services.

1.4 Immunity. The ESA shall be a "Public Entity" as defined by the Colorado Governmental Immunity Act, C.R.S. §§24-10-101, *et seq.*

1.5 Duration of the Amended Agreement. This Amended Agreement shall be in effect from the time it is fully executed by the Parties and shall continue until and unless revised, cancelled or terminated by one of the Parties as provided in Article Eight below, Termination. This Amended Agreement may be terminated by either party hereto, by providing written

notice of termination as provided in Article Eight.

ARTICLE TWO ORGANIZATIONAL STRUCTURE

2.1 Board of Directors Composition. The ESA's governing Board shall be comprised of twelve (12) members who shall serve without compensation but may be reimbursed for their actual expenses incurred in serving the ESA. The following members shall be appointed to the Board. Under no circumstances shall the Parties appoint any person to serve on the ESA board who is an agent, employee, director, officer, member, principal, partner (general or limited), stockholder, or contractor of the Ambulance Contractor and/or who has any type of financial interest of whatsoever kind or nature in the Ambulance Contractor.

One (1) Citizen Representative who is a resident of El Paso County and may also be a resident of Fountain jointly appointed by the BoCC and the Fountain City Council: Bill Normile

One (1) Senior Citizen Representative who is a resident of El Paso County, and may also be a resident of Fountain jointly appointed by the BoCC and the Fountain City Council: T. Wayne Florek

One (1) El Paso County resident who is currently employed or has previously been employed as a certified EMT or paramedic, appointed jointly by the BoCC and the Fountain City Council: Jeff Force

One (1) Emergency Room Physician Representative recommended by Memorial Hospital, subject to approval by the BoCC and the Fountain City Council: Dr. Julie Kiley, M.D.

One (1) Emergency Room Physician Representative recommended by Penrose Hospital, subject to approval by the BoCC and the Fountain City Council: Dr. Timothy Hurtado, M.D.

Four (4) Representatives appointed by the Pikes Peak Fire Chiefs Forum, one from a fire district located in the northern County, one from the southern County, one from the eastern County, and one from the western County, subject to approval by the BoCC and the Fountain City Council: Chief Carl Tatum (south), Chief Steve Murphy (west), Chief Matt Love (north), and Chief Jeremy Gardner (east).

One (1) County Commissioner Representative and alternate County Commissioner Representative, appointed by the BoCC: Commissioner Sallie Clark (Representative), Commissioner Peggy Littleton (Alternate)

One (1) Fountain City Council Representative and Alternate Fountain City Council Representative or official designee from the City of Fountain,

appointed by the Fountain City Council: Council Member Sam Gieck (Representative), Lieutenant Mike Skeldum (Alternate)

One (1) Elected Official and Alternate Elected Official or official designee from another municipality in El Paso County covered by the ESA's ambulance service contract, appointed jointly by the BoCC and Fountain City Council, excluding Colorado Springs:

2.2 Ex-Officio Board Members. The ESA Board may appoint ex-officio members of the Board as is deemed necessary by the ESA Board. Ex-Officio Board members shall have no voting rights and shall not be counted to constitute a quorum.

2.3 Term of Board Members/Vacancies. The County Commissioner Representative, Elected Official Representative from Fountain, Emergency Room Physician Representatives, and chiefs of fire districts shall be appointed as described above and are not subject to term limits, however, no elected official who is no longer in elected office shall be permitted to continue in service. All other members shall be subject to two (2) two (2) year terms of service for a total of four (4) consecutive years. Initial terms of the following members shall be modified for purposes of staggering membership, as follows:

Bill Normile: Two Years

T. Wayne Florek: One Year

Jeff Force: Two Years

Any vacancy in a position held by a Commissioner or Elected Official Representative from Fountain shall be filled by the elected body appointing the position within ninety (90) days of the vacancy taking place. Any vacancy in a position held by appointees from the Fire Chief's Forum, Memorial Hospital, or Penrose Hospital shall be filled by the appointing body within ninety (90) days of the vacancy taking place, subject to approval of the BoCC and Fountain City Council. To the extent any other vacancy occurs, or a term expires, the BoCC and the Fountain City Council jointly shall take action to fill the vacancy for the unexpired or new term within ninety (90) days of the vacancy or expiration of the term. A Director whose term has expired may serve until a successor is appointed. In the event a person is appointed to fill one-half or less than one half of a term of office, the person shall be permitted to serve an additional two (2) full terms.

2.4 Removal of ESA Board Members. The County Commissioner Representative, Elected Official Representative from Fountain, Emergency Room Physician Representatives, and fire district chiefs shall serve at the discretion of their respective appointing bodies. Other members of the ESA shall serve at the discretion of the BoCC and the Fountain City Council and may be

removed by joint action of the BoCC and the Fountain City Council at any time for any or no reason. An ESA Board member may resign by giving notice to the ESA Board Chair or Secretary. Notice of removal or resignation of an ESA Board member shall be given to the Parties and the ESA Board.

2.5 Voting and Quorum. Each member of the ESA Board shall have one (1) vote. A quorum of the ESA Board shall consist of at least seven (7) of the ESA Board members. No official action may be taken by the ESA Board on any matter unless a quorum is present. The affirmative vote of a majority of the ESA Board members present at the time of the vote shall be required for the ESA Board to take any action.

2.6 Amended Bylaws, Rules and Regulations. *Appendix A*, attached and incorporated by reference, are Amended Bylaws, Rules and Regulations which shall govern the conduct of the ESA Board. The ESA Board may modify or adopt additional Bylaws and Rules and Regulations as necessary for the conduct of the ESA, so long as such Bylaws and Rules and Regulations are consistent and not in conflict with the provisions of this Amended Agreement. Modified or additional bylaws, rules and regulations adopted by the ESA Board shall not be in force until they are formally approved by the BoCC and Fountain City Council.

2.7 Officers of the ESA Board. The ESA Board shall elect a Chair, Vice Chair, Secretary and Treasurer from its members. The officers shall perform the duties normal for their office including, but not limited to, the following:

- A. The Chair shall preside over all ESA Board meetings and sign all contracts or agreements on behalf of the ESA, except contracts or agreements which may be signed by officers delegated that responsibility by the ESA Board or by this Amended Agreement, and shall perform such other duties as may be authorized by the ESA Board.
- B. The Vice Chair shall perform all of the Chair's duties in the absence of the Chair and such other duties as may be authorized by the ESA Board.
- C. The Secretary shall attest to all contracts or agreements signed by the Chair, Vice Chair, or other officers of the ESA, except routine purchase orders which need no attestation; shall keep and maintain the minutes and records of the ESA; and shall perform such other duties as may be authorized by the ESA Board.
- D. The Treasurer shall keep and maintain the financial books and records of the ESA and sign routine purchase orders which need no attestation; and shall perform such other duties as may be authorized by the ESA Board.

2.8 ESA Board Executive Committee. The ESA Board shall appoint an Executive Committee made up of the ESA Board Chair, Vice Chair, Secretary, and Treasurer. In the event the Commissioner Representative does not hold the office of Chair, Vice Chair, Secretary, or Treasurer, the Commissioner Representative, or Alternate Commissioner Representative in the Commissioner Representative's absence, shall also be appointed as a full voting member of the

Executive Committee. The Executive Committee shall be authorized to supervise and manage ESA staff in administering the ground ambulance service contract. Authority of the Executive Committee shall include but not be limited to: reviewing and signing grant applications, or authorizing the Contract Administrator or designee to do so, signing documentation on behalf of the ESA or authorizing the Contract Administrator or Contract Administrator's designee to do so, and authorizing regular contract related expenditures, subject to the limitations contained in Article Three, below.

2.9 Meetings. Meetings of the ESA Board and its Executive Committee shall be held at the call of the Chair and shall be conducted in accordance with the following requirements:

- A. The ESA Board shall hold a minimum of one (1) bi-monthly regular meeting, at such time and place as the ESA shall decide and may, upon the call of the Chair or of any three (3) ESA Board members, hold special meetings. Any regular meeting may be canceled by the affirmative vote of a majority of the ESA Board members at a meeting where a quorum is present or by the Chair for good cause.
- B. The ESA Board's Executive Committee may establish any regular meeting schedule it deems fit and may, upon the call of one of its members and any two (2) ESA Board Executive Committee members, hold special meetings.
- C. All regular and special meetings held by the ESA Board, the ESA Board's Executive Committee, and any other subcommittees at which public business is discussed or at which formal action may be taken shall be open to the public and subject to the Colorado Open Meetings Law, C.R.S. §§24-6-401, *et seq.* Notice of all regular and special meetings shall include an agenda and shall be posted in a designated public place no less than 24 hours prior to the meeting.
- D. The ESA Board shall keep minutes of its proceedings showing the presence or absence of each ESA Board member and the vote of each member upon every motion. Failure to vote and any abstentions shall be noted in the minutes. Minutes and records of the ESA Board shall be open to the public and subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, *et seq.*

ARTICLE THREE POWERS OF THE ESA

3.1 Plenary Powers. For the purposes set forth in Article Six, Scope of Services, and except as otherwise limited by this Amended Agreement, the ESA, in its own name and as provided herein, shall exercise all powers lawfully authorized by the Parties pursuant to C.R.S. §29-1-203, including all incidental, implied, expressed or such other powers as necessary to execute the purposes of this Amended Agreement. The ESA shall act through its Board, its officers and employees as authorized by the ESA Board pursuant to the Bylaws and Rules and

Regulations. The ESA shall not have the power to levy taxes nor to incur debt on behalf of either Party. The ESA shall not have the power to act as agent for or on behalf of either of the Parties without their written consent.

3.2 General Enumerated Powers. For the purposes set forth in Article Six, Scope of Services, the ESA's powers shall be those powers delegated by the Parties through this Amended Agreement. Such powers include the following:

- A. To hold, acquire, manage, maintain, operate and sell or dispose of all real and personal property in the name of the ESA subject to the final approval of the Parties;
- B. To make and enter into contracts, subject to payment by annual appropriations of the Parties, including those with the Parties hereto, for goods, services or to implement the powers of the ESA subject to the limitations herein;
- C. To sue and be sued in the ESA's own name;
- D. To hire and fire agents, employees, consultants, professionals and volunteers pursuant to the Bylaws and Rules and Regulations of the ESA;
- E. To provide for the furnishing of services, privileges, or public works, including buildings, improvements or other facilities, necessary for purposes of this Amended Agreement;
- F. To fix, maintain, and revise fees, rates, rents, and charges for functions, services, or facilities provided by the ESA subject to the review and final approval of the Parties;
- G. To provide a level of service for the service area of the ESA that is at least substantially the same as presently provided by the Parties within their respective jurisdictions, and to make improved changes in the level of service consistent with this Amended Agreement;
- H. To prepare and recommend an annual operating budget, and any necessary amended or supplemental budgets for review and approval by the Parties, as set forth in Article Five, Budgets/Funding/Debt;
- I. To prepare and implement a pay and benefits compensation plan for all employees of the ESA;
- J. To recommend the adoption, modification, and amendment of the Bylaws and Rules and Regulations, subject to final approval by the City Council and the Board of County Commissioners as set forth in Section 2.7 above;
- K. To adopt, modify, and amend operating procedures and guidelines for the

conduct of the ESA's internal and external affairs;

- L. To create standing and ad hoc subcommittees of the ESA to address particular issues or projects related to the purpose of the ESA;
- M. To enter into agreements with the Parties for the purpose of securing any necessary professional, administrative, or support services, with the understanding that the Contract Administrator will be a County staff member appointed by the County Administrator;
- N. To keep and maintain financial books and records to account for all expenditures of funds, and to obtain an independent audit conducted by Certified Public Accountants selected by the ESA Board of such records annually with the results of same submitted to the Parties;
- O. To accept contributions, grants, or loans from any public or private agency, individual, the State of Colorado or the United States, or any department, instrumentality or agency thereof, for the purpose of financing its activities;
- P. To adopt financial and investment policies for the ESA; and
- Q. To take all actions necessary or appropriate to carry out and implement the provisions of this Amended Agreement, and more specifically, Article Six, Scope of Services.

3.3 Spending Authority. The ESA is limited in its spending authority to the annual total budget recommended by the ESA Board and approved by the Parties. Annual expenditures shall not exceed revenues, including any reserve funds, as approved by the ESA Board. The ESA Board shall adhere to generally accepted accounting principles and state law.

3.4 Participating Agencies. A municipality, fire protection district or metropolitan district within El Paso County may become a member of the ESA effective upon the execution of an intergovernmental agreement between the ESA and the municipality, fire protection or metropolitan district (a "Participating Agency"). The rights and obligations of a Participating Agency and its relationship with the ESA shall be set forth in the intergovernmental agreement.

ARTICLE FOUR PERSONNEL

4.1 Intent of the Parties. It is the expressed intent and objective of the Parties that the ESA should utilize the present personnel resources of the County and not employ its own personnel. Specifically, the ESA's Contract Administrator will be a County staff member appointed by the County Administrator. The use of any additional personnel of any party shall be by appropriate arrangement of the ESA and the Parties.

4.2 Employment Status. The ESA shall not hire, retain or contract with any person who is an agent, employee, director, officer, member, principal, partner (general or limited), stockholder, contractor of the Ambulance Contractor and/or who has any type of financial interest of whatsoever kind or nature in the Ambulance Contractor. The foregoing provisions do not prohibit the ESA, by and through its fee system with said contractor, from receiving funding from the Ambulance Contractor for purposes of providing compensation and benefits to any employee of the ESA. The ESA shall be solely responsible for establishing personnel policies, rules and regulations for its employees, in accordance with this Amended Agreement. Any liability or other financial obligation incurred or caused by the ESA, its Board, officers, agents or employees, shall be exclusively the responsibility of the ESA.

4.3 Compliance with Law. The ESA shall comply with all applicable federal, state and local law relating to employment standards and practices, including those pertaining to equal employment opportunity and nondiscrimination. The ESA shall maintain such levels of workers' compensation coverage as mandated by state law.

4.4 Indemnification. The ESA shall, to the extent permitted and within the limitations of the Colorado Governmental Immunity Act, indemnify and defend each director, officer, and employee of the ESA in connection with any claim or actual or threatened suit, action, or proceeding in which he or she may be involved in his or her official capacity by reason of his or her being or having been such director, officer, or employee, or by reason of any action or omission by him or her in any such capacity.

4.5 Conflicts of Interest. All directors, officers and employees of the ESA shall comply with the provisions of Title 24, Article 18, Parts 1 and 2, of the Colorado Revised Statutes.

ARTICLE FIVE BUDGETS/FUNDING DEBT

5.1 Annual Budget. No later than August 15 of each year, the ESA shall notify the Parties of any proposed change in the level of service to be provided by the ESA for the next fiscal year. No later than October 1 of each year, the ESA Board shall prepare a proposed recommended annual budget for the next fiscal year and shall submit a copy of the same to the Parties for their review and approval, the review and approval of which shall occur no later than December 15 of the relevant year for the following fiscal year. The proposed annual budget shall be balanced, shall conform with the requirements of the Local Government Budget Law of Colorado, C.R.S. §§29-1-101, *et seq.*, and shall include, at a minimum, a detailed estimate of all proposed expenditures, anticipated revenues, and an estimate of the contributions, if any, to be made by the Parties. The proposed annual budget shall contain a statement of the level of service the ESA anticipates it will provide for the next fiscal year and shall identify any change in the level of service from the preceding year. Such budget shall be submitted to the Parties on such forms as each may prescribe. The submission should be made to each Party's budget office, where final approval of the ESA's budget shall be by the BoCC and Fountain City Council during their respective budget process.

5.2 Parties' Contributions Fountain shall not be obligated to nor be expected to make any monetary contributions to the ESA. Funding for the ESA is anticipated to be paid by the ambulance service contractor awarded a contract to provide ambulance service by the ESA, and by the BoCC and such other funding as may be available. If the BoCC disapproves of its requested contribution, for whatever reason, the BoCC shall notify in writing Fountain and the ESA of such disapproval on or before November 1. If the ESA and the BoCC cannot agree on the recommended contribution by December 1, then the budget of the ESA for the next year shall be the prior year's operating budget plus an amount for inflation, as determined by such increase, if any, from the prior calendar year based on Article X, Section 20, of the Colorado Constitution, and the BoCC's contribution, as adjusted for inflation, shall remain the same as in the prior year. If either Fountain or the BoCC is dissatisfied with the ESA's adopted budget pursuant to this subsection they shall have the right to terminate this Amended Agreement pursuant to Article Eight below, Termination.

5.3 Supplemental Contributions. In the event of an unforeseen or unanticipated event, which results in the need for additional funds, the ESA Board shall prepare a supplemental or amended budget and present a request for supplemental contributions from the BoCC to the BoCC for its consideration. Any supplemental contribution request must be accompanied by documentation of the need for such request, options, and the impact of not funding said request.

5.4 Payment of Annual Contributions. If the Parties approve a budget that requires the BoCC to provide a monetary contribution to the ESA, the BoCC agrees to remit to the ESA quarterly, in advance, its allocated one quarter (1/4) share of the total estimated annual costs and expenses of the ESA. The ESA Board is authorized to approve other arrangements for payments by the BoCC.

5.5 Books and Records. The ESA shall provide for the keeping of accurate and correct books of account on an accrual basis in accordance with the Local Government Uniform Accounting Law, C.R.S. §§29-1-501, *et seq.*, and generally accepted government accounting principles, showing in detail the capital costs, costs of special services, maintenance and operating costs, and all financial transactions of the ESA. The ESA's books of account shall correctly show any and all revenues, costs, expenses, or charges paid from or to be paid by funds obtained from federal or state sources, the BoCC's private contributions, revenue generated by the ESA's activities or any other revenue received by the BoCC. The ESA's books and records shall be open to inspection upon reasonable notice during normal business hours to the Parties. The ESA Board shall provide for the auditing of all books and accounts and other financial records of the ESA on an annual basis in accordance with the Colorado Local Government Audit Law, C.R.S. §§29-1-601, *et seq.*, by an independent Certified Public Accountant selected by the ESA Board. The audit shall be presented to the Parties no later than thirty (30) days after receipt of the audit report by the ESA Board.

5.6 Annual Appropriation of Funds. Notwithstanding anything in this Amended Agreement to the contrary, financial obligations of the BoCC to make payments to the ESA are expressly contingent upon funds for the intended purposes herein being appropriated, budgeted, and otherwise made available. In the event that funds are not appropriated, in whole or in part, sufficient for performance of one of the Parties' obligations under this Amended

Agreement, or appropriated funds may not be expended due to a Party's spending limitation, either under Article X, Section 20, of the Colorado Constitution or the City's Charter, as may be applicable, then the non-funding Party may terminate this Amended Agreement, and such termination shall not be deemed a default or breach of this Amended Agreement by such Party. This subsection 5.6 shall control and supersede all other provisions of this Amended Agreement inconsistent therewith. It is the intention of the Parties that the annual appropriation requirements set forth in this Amended Agreement shall bring this Amended Agreement and any renewals into compliance with Article X, Section 20, of the Colorado Constitution .and any applicable City Charter provisions.

5.7 Debt of the Parties. To the extent that the BoCC incurs debt to support its contribution to the ESA, such debt shall remain exclusively a debt of the BoCC incurring the debt, and shall not be the responsibility of the ESA.

ARTICLE SIX SCOPE OF SERVICES

6.1 Enumerated Services. Except as otherwise limited by this Amended Agreement, the ESA is established for the primary purpose of providing available coordinated and quality ground emergency ambulance services, together with such other services which are incidental and/or necessary thereto, for the service area of the ESA, including but not limited to the following. Notwithstanding any provisions that may be interpreted to the contrary, the Parties agree that this Scope of Services shall only apply to emergency or 911 related services. Under no circumstances shall non-emergency or non-911 related services be subject to the direction or control of the ESA, its Board or any employee, agent or contractor.

- A. Development and implementation of a ground emergency ambulance service provider system which will best serve the pre-hospital needs of the ESA Service Area, taking into consideration sole source, “failsafe franchise,” and other similar systems which do not require local government subsidies.
- B. Development and implementation of ground emergency ambulance service criteria and standards, including by way of example only, performance standards, levels of service and delivery, required response times, financial oversight, and remedies of non-performance.
- C. Preparation and letting of a request for proposal(s) for a ground emergency ambulance service provider system consistent with this Amended Agreement, at such frequency as deemed necessary and desirable by the ESA Board and the Parties, which will allow for and encourage open and competitive participation by all interested ambulance service providers.
- D. Evaluation and recommendation of any proposals obtained through the procurement set forth above for a ground emergency ambulance service provider system. Any contract, including, but not limited to, any amendment, extension or modification thereto, for ambulance services shall be subject to

final approval by the Parties.

- E. Consideration and evaluation of the utilization of the Parties' current ground emergency ambulance services in lieu of, or as a supplement/addition to, the ambulance services to be provided.
- F. Submittal to the Parties of any recommended changes to state and local laws, rules and regulations governing the provision of ambulance services and the licensing of ambulance personnel, vehicles and services.
- G. Coordination with the public and other interested State and local governmental entities.
- H. Periodic status reports to the Parties.
- I. Public education and information.
- J. Development and implementation of incidental and/or necessary services related to the foregoing, including but not limited to, standardized data reporting and communications notification systems.

6.2 Professional, Administrative and Support Services. The ESA may enter into additional agreements with the Parties for the purpose of securing any necessary professional, administrative and support services in accordance with this Amended Agreement.

6.3 Withholding Services. Except as otherwise provided in this Amended Agreement, the ESA, acting through its Board, may not withhold services from any portion of the ESA Service Area.

6.4 Additional Services. In conjunction with or subsequent to the implementation of the enumerated services set forth in subsection 6.1, the ESA Board may recommend to the Parties the development and implementation of additional emergency medical services. Any such recommendation shall provide, in detail and at a minimum, a descriptive narrative of the additional services being proposed, a work program and implementation schedule, the justification and public necessity for the same, other available options, a cost-benefit analysis both to the public and each of the Parties, and a financing plan. The ESA shall not have the authority to provide such additional emergency services without the written approval of the Parties; which mutual approval shall be by amendment to this Amended Agreement prescribing any conditions, restrictions and limitations to the ESA Board's exercise thereof. Any amendment to this Amended Agreement concerning the provision of the additional emergency services shall, at a minimum, address the Parties' composite representation on the ESA Board, and the Parties' level of funding or contributions regarding such additional emergency services.

ARTICLE SEVEN EXCLUSION OF FOUNTAIN AMBULANCE SERVICES

7.1 Acknowledgement of Ambulance Services by the City of Fountain. The Parties acknowledge and agree the City of Fountain provides its own ambulance services for emergency transport through the Fountain Fire Department which ambulance services are funded by the City of Fountain.

7.2 Response Area of Fountain Ambulance Services. In providing ambulance services, the City of Fountain may provide ambulance services in any area whether within or outside of the corporate limits of the City of Fountain which is a response area of the Fountain Fire Department without authorization from the ESA and transport a patient without regard to any jurisdictional boundaries to a destination to discharge the patient.

7.3 ESA Shall have No Authority over Fountain Ambulance Services. The ESA shall have no authority over ambulance services provided by Fountain. Ambulance Services provided by Fountain shall be solely governed by Fountain. Fountain shall determine all aspects of its ambulance services including but not limited to rates, charges, and conditions of service.

7.4 Mutual Aid or Other Agreements. The City of Fountain may enter into mutual aid agreements or any other agreements with ambulance providers or ambulance contractors whether or not such ambulance service providers or ambulance contractors are members of the ESA including the use of ambulances from other ambulance service providers or ambulance contractors without authorization of the ESA.

7.5 Selection of Physician-Advisor The City of Fountain may select its own physician-advisor to act as physician-advisor to The City of Fountain which may be a different person than the physician-advisor for the ambulance contractor with the ESA.

7.6 No Ambulance Services by Ambulance Contractor within the City of Fountain. No emergency transport ambulance services shall be provided by the Ambulance Contractor selected by the ESA within the city limits of the City of Fountain as now existing or subsequently changed without the written consent of the City of Fountain.

ARTICLE EIGHT TERMINATION

8.1 Termination by Notice. This Amended Agreement or any renewals thereof may be terminated by either of the Parties, provided that:

- A. The Party intending to terminate this Amended Agreement provides, unless otherwise provided herein, at least six (6) months written notice to the other Parties; and
- B. The effective date of termination shall be on December 31 of any calendar year, provided said termination shall be no sooner than six (6) months after service of the written notice of termination, and except that the Amended Agreement may not be terminated so long as the ESA has financial indebtedness

or other obligations outstanding, unless provision for full payment thereof by escrow or otherwise has been made pursuant to the terms of such financial indebtedness or obligations.

8.2 Prior Appropriation of Funds. The Parties agree that if funds are appropriated for the services being provided by the ESA, such funds will be contributed to the ESA as provided herein during the notice of termination period.

8.3 Assets and Contributions. After notice of termination, the Parties thereafter agree to negotiate a division of assets based upon the following guidelines:

- A. The Parties intend that such division of assets, to the extent possible, will ensure that each Party retains viable and adequate emergency service capabilities and will return each Party to the position such Party would have been in had the ESA not been created.
- B. Upon termination, those assets which were contributed by the Parties shall be returned to the contributing Party unless provided for differently in this Amended Agreement or other written agreement by the Parties.
- C. Any other assets remaining upon termination of the ESA, after the payment of lawful debts and other encumbrances on the assets, shall become property of the County.

8.4 Wind-up and Liquidation. In the event of termination of this Amended Agreement, the ESA Board shall wind-up and liquidate the assets of the ESA. In addition, any debts of the ESA shall not constitute debt or financial obligation or become the responsibility of the Parties. The Parties agree that during the notice of termination period, the ESA will continue to provide those services then being provided by the ESA in accordance with this Amended Agreement.

8.5 Non-Appropriation of Funds. To the extent possible, the provisions of this Article Seven shall govern a Party's non-appropriation of funds as set forth in Subsection 5.6 above, Annual Appropriation of Funds.

ARTICLE NINE MISCELLANEOUS PROVISIONS

9.1 Notices. Any notice required hereunder shall be given in writing and shall be sufficient if deposited in the United States Mail, postage prepaid, to:

County: Chair, Board of County Commissioners
200 S. Cascade Avenue, Ste 100
Colorado Springs, CO 80903

With a copy also provided to the Administrative Services Director at the above address.

Fountain: City Manager
Fountain City Council
116 S. Main St.
Fountain, CO 80817

9.2 Consent. Whenever any provision of this agreement requires consent or approval of the Parties, the same shall not be unreasonably withheld.

9.3 Amendments. No alterations, amendments or modifications hereof shall be valid unless executed by an instrument in writing by the Parties with the same formality as this Amended Agreement. Neither this Amended Agreement, nor any term hereof, can be changed, modified, or abandoned, in whole or in part, except by an instrument in writing, and no prior, contemporary, or subsequent oral agreement shall have any validity whatsoever.

9.4 Severability. If any clause or provision herein contained shall be adjudged to be insubstantial and invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, such invalid or unenforceable clause or provision shall not affect the validity of the Amended Agreement as a whole and all other clauses or provisions shall be given full force and effect.

9.5 Binding Effect. The provisions of this Amended Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and permitted assigns.

9.6 Assignment and Delegation. No Party shall assign any of the rights, nor delegate any of the duties, created by this Amended Agreement without the written consent of the other Party.

9.7 Parties in Interest. Nothing in this Amended Agreement, expressed or implied, is intended or shall be construed to confer upon any person other than the Parties, any right, remedy or claim under or by reason of this Amended Agreement, this Amended Agreement being intended to be for the sole and exclusive benefit of the Parties. This Amended Agreement shall not be construed to create a duty as a matter of law or contract for the provision of emergency services in the County or Fountain by either the ESA or the Parties, nor shall this Amended Agreement be construed as creating a benefit enforceable for any person. Nor shall this Amended Agreement be construed to create a duty as a matter of law or contract for either of the Parties or the ESA to assume any liability for injury, property damage, or any other damage that may occur by any action or non-action taken, or service provided to the public or any person, as result of this Amended Agreement.

9.8 No Personal Liability of Party Officials. No covenant or agreement contained in this Amended Agreement or any formal action of the ESA Board shall be deemed to be a covenant or agreement of any elected or appointed official, officer, agent, servant or employee of any Party in his or her individual capacity.

9.9 Governing Law. This Amended Agreement shall be subject to and shall be interpreted under the laws of the State of Colorado and the Parties' various Charters, Codes, Ordinances, Resolutions, and Rules and Regulations. Court jurisdiction shall be

exclusively in the District Court for El Paso County, Colorado.

9.10 Paragraph Headings. The paragraph headings are inserted only as a matter of convenience and for reference and in no way are intended to be a part of this Amended Agreement or to define, limit or describe the scope or intent of this Amended Agreement or the particular paragraphs hereof to which they refer.

9.11 Singular and Plural. Whenever the context shall so require, the singular shall include the plural and the plural shall include the singular.

EL PASO COUNTY, COLORADO

APPROVED AS TO FORM:

By: _____
Dennis Hisey, Chair
Board of County Commissioners
El Paso County

By: _____
Kenneth Hodges
County Attorney's Office

ATTEST:

By: _____
El Paso County Clerk and Recorder

CITY OF FOUNTAIN, COLORADO

APPROVED AS TO FORM:

By: _____
Mayor
City of Fountain

By: _____
Patrick McDivitt
City Attorney's Office
The City of Fountain

ATTEST:

By: _____
Fountain City Clerk

APPENDIX A
AMENDED AND RESTATED BYLAWS,
RULES, AND REGULATIONS OF THE EL
PASO COUNTY EMERGENCY SERVICES
AUTHORITY

ARTICLE I.
BACKGROUND AND PURPOSE

These Amended and Restated Bylaws are adopted pursuant to Section 2.7 of the Amended and Restated Intergovernmental Agreement (“IGA”) creating the El Paso County Emergency Services Authority (“ESA”). These Bylaws are intended to supplement the provisions of the IGA.

ARTICLE II.
BOARD OF DIRECTORS

Section 1. General Powers. The affairs of the “ESA” shall be conducted by a Board of Directors (“Board”) as outlined in Article 2 of the IGA, which shall exercise the powers of the ESA as set forth in the IGA.

Section 2. Ex-Officio Members. The Board may appoint ex-officio members as deemed necessary by the Board and as outlined in the IGA.

Section 3. Appointments. The Representatives and Alternate Representatives from the Fountain City Council, El Paso County Board of County Commissioners (“BoCC”), Memorial Hospital, Penrose Hospital, and Fire Chiefs Forum shall be appointed or recommended by their respective appointing bodies. The Fire Chiefs Forum, Memorial Hospital, and Penrose Hospital Directors are subject to approval of the BoCC and Fountain City Council. All other Directors shall be appointed jointly by the BoCC and the Fountain City Council. The provisions of this section apply whenever an ESA Board member vacancy occurs, either by the expiration of a Director’s term or otherwise. Vacancies occurring through the removal or resignation of a Director must be filled as soon as possible, but not more than ninety (90) days following the notice of removal or resignation.

Section 4. Terms. The term of office for each Director other than Representatives and Alternate Representatives from Fountain City Council, BoCC, Memorial Hospital, Penrose Hospital, and the Pikes Peak Fire Chiefs Forum Representatives shall be two (2) years. A Director whose term has expired may serve until a successor is appointed, but in no case may an elected official serving as a Director who no longer holds elected office continue in service.

Section 5. Term Limits. Representatives and Alternate Representatives from Fountain City Council, BoCC, Memorial Hospital, Penrose Hospital, and the Pikes Peak Fire Chiefs Forum are not subject to term limits. Each other Director shall serve no more than two (2) consecutive terms, for a total of four (4) consecutive years. If a Board Member who is subject to term limits is appointed to fill one-half or less of a term of office, the person shall be permitted to serve an additional two (2) full terms.

Section 6. Removal of Directors. The County Commissioner Representative and Elected Official

Representative from Fountain shall serve at the discretion of their respective bodies. Other members of the ESA shall serve at the discretion of the BoCC and the Fountain City Council and may be removed jointly by the BoCC and the Fountain City Council at any time for any or no reason. An ESA Board member may resign by giving notice to the ESA Board Chair or Secretary. Notice of removal or resignation of an ESA Board member shall be given to the Director so removed and the ESA Board.

ARTICLE III. MEETINGS

Section 1. Regular Meetings. Regular meetings shall be held regularly at a date, time, and location to be determined by the Chair at the previous meeting. Regular meetings may be canceled by the affirmative vote of the majority of Board members present at a meeting where a quorum is present, or by the Chair for good cause.

Section 2. Order of Business. The order of business at regular Board meetings shall be:

- A. Call to Order. The Chair shall call the Board to order and determine whether a quorum is present.
- B. Approval of Minutes. The minutes of the preceding meeting shall be submitted for approval and shall be approved by a majority vote of those present, pending any corrections by Directors.
- C. Old Business. The Board shall hear and act upon those items which were postponed from previous meetings.
- D. New Business. The Board shall hear and act upon those items appropriately placed on the agenda.
- E. Adjournment. Upon the completion of all items on the agenda, the Chair shall declare the meeting to be adjourned.

Section 3. Special Meetings. Special meetings may be held upon the call of the Chair or of any three (3) Directors.

Section 4. Meetings of the Executive Committee. The ESA Board's Executive Committee may establish any regular meeting schedule it deems fit and may upon the call of one of its members and any two (2) ESA Board Executive Committee members hold special meetings. The Executive Committee has the authority to review and sign grant applications, or authorize the Contract Administrator or Contract Administrator's designee to do so, sign documentation on behalf of the ESA or authorize the Contract Administrator or Contract Administrator's designee to do so, and authorize regular contracts or purchase orders up to \$25,000. Contracts or purchase orders of \$25,000 or more are not valid or enforceable until approved by the ESA Board.

Section 5. Quorum. A quorum of the ESA Board shall consist of at least seven (7) Directors. A quorum of the ESA Board's Executive Committee shall consist of at least three (3) Committee Members. No official action may be taken unless a quorum is present.

Section 6. Voting. Each Director shall have one vote. Ex-officio members shall not be permitted to vote. The affirmative vote of a majority of Directors present at a meeting where a quorum is present is required for the Board to take any formal action.

Section 7. Rules of Order. Regular and special meetings of the Board shall be conducted according to Robert's Rules of Order.

Section 8. Attendance. A Director's failure to attend three (3) or more regular or special meetings in a twelve-month period constitutes grounds to recommend the removal of said Director.

Section 9. Work Sessions. The Chair may from time to time call work sessions for the purpose of receiving information, hearing presentations and discussing information. No official or formal action may be taken at such work sessions.

Section 10. Open Meetings Requirements. All regular and special meetings and any subcommittee meetings where public business is discussed or at which formal action may be taken shall be open to the public and subject to the Colorado Open Meetings Law, C.R.S. §§ 24-6-401, *et seq.* Notice of all regular and special meetings shall include an agenda and shall be posted at the El Paso County Administration Building, located at 200 S. Cascade, Colorado Springs, Colorado, no less than 24 hours prior to the meeting. Meeting notices may also be posted on the ESA's website, www.esaboard.org.

Section 11. Open Records Requirements. The Board shall keep minutes of its proceedings showing the presence or absence of each Director and the vote of each Director upon every motion. Failure to vote and any abstentions shall be noted in the minutes. Minutes and records of the Board shall be open to the public and subject to the Colorado Open Records Act, C.R.S. §§24-72-201, *et seq.*

ARTICLE IV. OFFICERS

Section 1. Officers. At the Board's first regular meeting of the calendar year, the Board shall elect a Chair, Vice Chair, Secretary, and Treasurer.

Section 2. Duties of Officers. Officers shall perform the duties customary for their office, including but not limited to the following:

- A. The Chair shall preside over all Board meetings and sign all contracts or agreements on behalf of the ESA, except contracts or agreements which may be signed by officers delegated that responsibility by the Board, the Board's Executive Committee, or by the IGA, and shall perform other duties as authorized by the Board.
- B. The Vice Chair shall perform all the duties of the Chair or the Treasurer in the absence of the Chair or the Treasurer, and such other duties as may be authorized by the Board.
- C. The Secretary shall attest to all contracts or agreements signed by the Chair, Vice Chair, or other officers of the ESA, except routine purchase orders which need no

attestation, shall oversee the keeping and maintenance of the minutes and records of the ESA, and shall perform such other duties as may be authorized by the Board.

D. The Treasurer shall sign routine purchase orders which need no attestation, shall oversee the keeping and maintenance of the financial books and records of the ESA, and shall perform such other duties as may be authorized by the Board.

Section 3. Absence of Chair and Vice Chair. In the absence of the Chair, the Vice Chair shall act as Chair. In the absence of both the Chair and Vice Chair, the Directors shall, provided that a quorum is present, elect by majority vote a temporary Chair to act until the Chair or Vice Chair appears.

Section 4. Vacancy of Chair. A vacancy of the office of Chair shall be filled by the Vice Chair, and a new Vice Chair shall be elected at the next regular meeting of the Board. The new Chair and Vice Chair shall then serve until elections at the first meeting of the following year.

ARTICLE V. RECORD-KEEPING

The Contract Administrator or Contract Administrator's designee shall keep all records of the Board under the oversight of the Secretary and the Treasurer. Subject to the direction of the Board, the Contract Administrator or Contract Administrator's designee shall prepare all correspondence of the Board, receive and file all materials referred to the Board and copies of all e-mail and written correspondence of the Directors, send out all notices required by law, prepare and keep agendas, minutes, and files of the Board's proceedings, keep and maintain the financial books and records of the ESA, and perform other duties as assigned by the Board.

ARTICLE VI. BUDGETING

Section 1. Annual Budget. No later than October 1 of each year, the Board shall submit a recommended budget for the next fiscal year to the Fountain City Council and the Board of County Commissioners for their review and approval.

Section 2. Budget Submittal Requirements. The recommended annual budget and any supplemental budget requests shall conform to and be submitted in accordance with the requirements outlined in the IGA.

ARTICLE VII. CONTINGENCY ACTIONS

Section 1. Procedures. In the event of a contingent action involving the provision of emergency ambulance services, the following procedures shall apply:

- A. The Contract Administrator or Contract Administrator's designee shall notify the Chair of the contingent situation.
- B. The Chair or his/her designee shall contact all Directors, advisory members, and ex-

officio Members to convene a special meeting. Public notice of the meeting shall be given in compliance with the Colorado Open Meetings Law.

- C. At the special meeting, the Board shall review the contingent situation and consider possible actions in accordance with the emergency ambulance services contract. The Board shall take such action as is necessary to ensure the adequate provision of emergency ambulance to the extent practicable.
- D. Directors shall keep appropriate elected officials informed.

Section 2. Information to be Available. For the purpose of implementing this Article:

- A. Directors and ex-officio members shall keep their respective agencies and the contract administrator advised of their availability and emergency contact information at all times.
- B. The Contract Administrator shall have available for Board use, the City of Fountain and El Paso County, an Emergency Operations Plan and current roster of all County emergency ambulance service providers with a list of equipment.

ARTICLE VIII. AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed by the affirmative vote of at least two-thirds of the Directors at any regular or special meeting of the Board where a quorum is present, subject to final approval by Fountain City Council and the BoCC.

RESOLUTION NO.

EL PASO COUNTY EMERGENCY SERVICES AUTHORITY BOARD OF DIRECTORS

RESOLUTION PROPOSING AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT AND BYLAWS

WHEREAS, the El Paso County Emergency Services Authority (“ESA”) was formed by intergovernmental agreement between the El Paso County Board of County Commissioners (“BoCC”) and the City of Fountain City Council (“Fountain”); and

WHEREAS, the initial makeup of the ESA Board of Directors (“Board”) provides that the Memorial Hospital and Penrose Hospital Emergency Room Physician Representatives are jointly appointed by the BoCC and Fountain, and subject to term limits; and

WHEREAS, the Board deems it in the best interests of the ESA, the BoCC, Fountain, Memorial Hospital, and Penrose Hospital, for the Emergency Room Physician Representatives to be appointed by their respective hospitals, subject to the approval of the BoCC and Fountain, without term limits.

NOW, THEREFORE, BE IT RESOLVED by a vote of ___ in favor and ___ opposed from the ESA Board of Directors that the attached Amended and Restated Intergovernmental Agreement and Amended and Restated Bylaws, Rules and Regulations, are hereby recommended for approval and ratification by the BoCC and Fountain.

DONE THIS ___ day of June, 2014 at Colorado Springs, Colorado.

**BOARD OF DIRECTORS
OF THE EL PASO COUNTY EMERGENCY SERVICES AUTHORITY**

By: _____
Sallie Clark, Chair

ATTEST:

By: _____
Jeff Force, Secretary



EL PASO COUNTY EMERGENCY SERVICES AUTHORITY MEDICAL CONTROL COMMITTEE POLICY AND PROCEDURE

1.0 Introduction

The Emergency Medical and Trauma Services Act, Section 25-3.5-101, *et seq.*, Colorado Revised Statutes, and the State Board of Health Rules Pertaining to Emergency Medical Services, 6 CCR 1015-3 (the State EMS Rules), requires each county to have a written complaint and investigation policy and procedure to address complaints against licensed ambulance service providers operating in the county (6 CCR 1015-3 § 12.4). The ESA, through its Medical Control Committee (MCC), provides this complaint policy and procedure for medical-related complaints arising out of ambulance services provided by the ambulance services contractor contracting with the ESA.

The MCC makes recommendations to the ESA regarding uniform system-wide medical protocols, quality assurance, and assessment of the ESA Contractor's level of training. Subject to patient confidentiality and privacy issues, the MCC will follow the policies and procedures outlined below to review medical complaints and complaint resolution that arise within the scope of the Contract.

2.0 Definitions

- 2.1 Business Administrator - The ESA staff person who provides business administration services to and on behalf of the ESA.
- 2.2 Confidential Information - Information that is confidential and protected from public disclosure under federal and/or state confidentiality or privacy laws.
- 2.3 Contract – the contract for provision of ambulance services entered into by the ESA and the Contractor.
- 2.4 Contractor – the ambulance services provider that provides ambulance services to the ESA pursuant to the Contract.
- 2.5 Medical Control Committee (MCC) - a committee formed by the ESA to review medical-related complaints involving the Contractor and to make recommendations to the ESA board concerning uniform system-wide medical protocols, quality assurance, and assessment of the ESA Contractor's level of training.
- 2.6 State – the State of Colorado, through its Department of Regulatory Agencies (Board of Medical Examiners) and /or the Department of Public Health and Environment.

3.0 Composition

The MCC shall be composed of the following voting members who shall be appointed by the ESA board:

- Physician/ESA board member appointed from Memorial Health Systems;

- Physician/ESA board member appointed from the Penrose-St. Francis Health Services;
- El Paso County Coroner;
- ~~Colorado Springs~~City of Fountain Fire Department Medical Officer;
- Memorial Health Systems EMS Officer/Representative;
- Penrose-St. Francis Health Services EMS Officer/Representative; and
- At-Large Paramedic not employed by the Contractor

The MCC shall also have the following non-voting members:

- Contractor's medical director; and
- Contractor's clinical specialist.

4.0 Purpose

The purpose of this policy is to provide a mechanism by which the ESA, through the MCC, will:

- 1) monitor the Contractor's compliance with the medical protocols approved by the Emergency Care Committee of the El Paso County Medical Society, which have been adopted by the ESA Board as the medical protocols to be used by the Contractor in the performance of its duties under the Contract;
- 2) oversee all medical-related quality assurance issues reported through the Contractor, the ESA and the State; and
- 3) ensure, by review and oversight of medical-related complaints and trends, that the Contractor's personnel meet adequate training requirements.

5.0 Policy

- 5.1 Medical complaints related to the Contractor's provision of ambulance services can be made to or received from: 1) the ESA, 2) the Contractor, or 3) the State of Colorado, either through the Department of Public Health and Environment (CDPHE) for complaints against or involving the Contractor's paramedics or EMTs, or through the Board of Medical Examiners (BME) for complaints against or involving the Contractor's medical director.
- 5.2 In addition to the oversight responsibilities for individual complaints as set forth below, the MCC will also review all medical complaints and their resolutions to track possible trends. The MCC will report the results of its review and may ~~ESA Medical Control Committee Policy and Procedure 3 of 4 March 4, 2009~~ make recommendations to the ESA Board for modification of the Contractor's services, protocol, or training.
- 5.3 The MCC (and the ESA) will not disclose Confidential Information and will adhere to all applicable federal and state confidentiality and privacy laws when receiving, reviewing, and discussing medical complaints and their resolution.
- 5.4 The ESA reserves the right, at any time and in its sole discretion, to retain an independent physician to investigate any medical-related complaint on behalf of the ESA. The MCC may request the ESA Board to approve the hiring of an independent physician to investigate a medical-related complaint.

6.0 Procedure

- 6.1 Upon the ESA's direct receipt of a medical-related complaint through the ESA website or by any other manner, the Business Administrator will forward the complaint to the

Contractor for investigation and resolution, and will also provide a copy of the complaint with Confidential Information redacted to the two ESA physician/board members and the Contractor's medical director.

- 6.2 Copies of medical-related complaints directly received by the Contractor will be sent to the Business Administrator monthly. If the Contractor has not yet redacted Confidential Information from the complaints, the Business Administrator will redact all Confidential Information before promptly forwarding the redacted complaints to the two ESA physician/board members and the Contractor's medical director.
- 6.3 The Contractor will promptly investigate all complaints and will submit to the Business Administrator a written summary of each complaint, the results of its investigation, and the Contractor's resolution of the complaint. The Business Administrator will then provide a copy of each complaint and the Contractor's resolution to the two ESA physician/board members and the Contractor's medical director.
- 6.4 The two ESA physician/board members will independently review each complaint and resolution within thirty days of receipt. If the two ESA physician/board members agree with the Contractor's resolution, the matter will be considered closed. Upon resolution of the complaint, the Business Administrator will communicate with the complainant, if the complaint was received directly by the ESA, or will communicate with the Contractor to ensure that the complainant has been contacted in writing about the resolution of the complaint.
- 6.5 If the two ESA physician/board members disagree on or with the Contractor's resolution of the complaint, then additional information will be sought from the Contractor. If consensus between the two ESA physician/board members on the Contractor's resolution of the complaint still cannot be reached, then the MCC ESA Medical Control Committee Policy and Procedure 4 of 4 March 4, 2009 will review the complaint and resolution. Recommendations from the MCC regarding complaint resolution will then be forwarded to the Contractor to consider for adoption.
- 6.6 For medical-related complaints filed directly with the State, the Contractor will promptly notify the Business Administrator and the two ESA physician/board members of the filing of the complaint and, as soon as available, the results of the State's investigation. The ESA or MCC may obtain complaint investigation information directly from the investigating State agency.
- 6.7 The MCC chair will provide the ESA Board at its regular meetings with a report that will advise the Board of the number of medical complaints reviewed by the two ESA physician/board members, the number of complaints where the resolution was deemed appropriate, and the number of cases where resolution required involvement of the MCC.
- 6.8 The ESA Board has the discretion to alter, on a case-by-case basis, the procedure set forth herein for the review and disposition of medical complaints.

7.0 Assessment of ~~Performance of Contractor's Personnel and Standards~~ High Risk, Low Volume Procedures

- 7.1 ~~The MCC will provide general oversight and assessment of the medical training of Contractor's personnel. The Contractor will provide the MCC with a report on a regular basis showing ongoing continuing medical education courses and licensing and certification programs of its personnel. The MCC shall review the contractor's protocols upon initiation of the contract, and with each revision of the protocols, to identify any~~

procedures that may be determined to be high risk, low volume. The MCC shall evaluate each high risk, low volume procedure to determine if the need exists to monitor it for safety and efficacy.

7.2 ~~The Contractor will provide written notice to the MCC if it intends to submit to the State a waiver from Rule 500 provisions for 911 operations (that fall under the scope of the Contract) or if it proposes a change in the medical protocol approved the ESA. Such notice will be given sufficiently in advance of the Contractor's submission to allow discussion of the proposed waiver or modification with the MCC and the ESA. The MCC shall develop a policy and procedure that will be used to monitor each high risk, low volume procedure. The MCC shall report these findings, along any resultant recommendations to the ESA.~~

7.3 All Contractor usages of high risk, low volume procedures performed under the Contract shall be reviewed by the Contractor's QA/QI process, including a review by the Contractor's medical director. All Contractor transports under the Contract in which RSI (rapid sequence intubation) is performed will be reviewed by the medical directors of both the Contractor and the Colorado Springs Fire Department.

8.0 Review of Medical Complaint Trends

The MCC will monitor trends in medical complaint type, frequency, and pattern of involvement of Contractor personnel. If the MCC notes a trend in the data provided by the Contractor, the MCC will discuss with the Contractor possible solutions to the trend.

Item 4.E.

**2014 BUDGET
EL PASO COUNTY EMERGENCY SERVICES AUTHORITY (ESA)**

	2014 Budget
<u>OPERATING REVENUES</u>	
Contract Administration (Per Agreement)	
ESA Administration	\$ 40,000
Operating Revenues Subtotal (Contract Administration)	40,000
Other Operational Revenue	
Interest	20
Compliance Assessments (Allocated to Grants Fund)	-
Operating Revenues Subtotal (Other)	20
TOTAL OPERATING REVENUES (All Sources)	40,020
<u>OPERATING EXPENDITURES</u>	
Contract Administration (Per Agreement)	
El Paso County Compliance Administration	25,000
Financial Audit / Accounting	7,000
Insurance	3,500
Office/Automation Expenses	500
Information Services	300
Contract Research/Evaluation	-
Operating Expenses Subtotal (Contractor Administration)	36,300
Other Operational Expenses	
Grants (From Actual / Available Compliance Penalties Only)	-
Operating Expenses Subtotal (Other)	-
TOTAL OPERATING EXPENDITURES (All Sources)	36,300
<u>VARIANCE: REVENUES OVER EXPENDITURES</u> — <i>Surplus / (Deficit)</i>	3,720