

**EL PASO COUNTY EMERGENCY SERVICES AGENCY
BOARD MEETING MINUTES
JANUARY 9, 2008**

BOARD MEMBERS PRESENT/ABSENT: Chair Sallie Clark, Vice Chair Radford, Secretary Bryan Jack, Treasurer Jeff Wanderscheid, Marilyn Gifford, Robert Helton, Rick Martinez, Jim Reid, and Jack Sharon were present. Absent: Jeri Howells. Vice Chair Radford and Marilyn Gifford arrived later in the meeting. Advisory members: Dan Molner and Valerie Brickell were present. Jane Fredman, ESA Attorney and Bob West, ESA Compliance Administrator were also present.

QUORUM

A quorum of Agency Board Members was present. Chair Clark called the meeting to order at 2:00 p.m.

1. CHANGES TO AGENDA/POSTPONEMENTS

Ms. Fredman requested that a discussion of the procurement process be added to item 4-A.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF THE MINUTES

Boardmember Sharon stated the following should be added at the end of the October Compliance report on page 2 "Boardmember Sharon requested Mr. West to track and report any delays in transport that occur while the Contractor is at Level 0." In addition, he requested the following comment from Vice Chair Radford be added to the end of the first paragraph on page 4, "the ESA Board must vote to approve the use of penalty funds for any reason other than to fund grants under this Program."

A motion was made by Boardmember Reid to approve the December 5, 2007 minutes as amended and the motion was seconded by Secretary Jack. The motion passed unanimously by "aye" vote with seven members in attendance.

4. REGULAR BUSINESS

A. RFP Update

Mr. West gave an update to the Board regarding what Jon Altmann of Public Safety Research Group (PSRG) has accomplished thus far. He reported that Mr. Altmann has met with the majority of stakeholders in December and is compiling a performance based draft RFP to be presented to the Board during his next visit on

January 21 – January 24. He stated the RFP should be discussed in executive session; that several options will be presented to the Board and the purpose is not to write the contract but to set minimum requirements. In addition, he recommended that make up of the evaluation committee be discussed at that time.

Ms. Fredman distributed a Procurement Integrity Certification Confidentiality and Non-Disclosure Agreement and requested that any Boardmembers and staff that will be part of the RFP process sign the agreement.

Chair Clark set January 22nd or 23rd as a tentative date for the executive session.

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Vice Chair Radford arrived.

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After further discussion from the Board, January 23, 2008 at 5:00 p.m., was scheduled to hold a special meeting to include an executive session. The location will be determined.

B. Committee Reports

Grant

Boardmember Helton reported that the committee will not meet until he receives clarification regarding the balance of the grant fund.

Compliance

Boardmember Reid stated that the draft compliance process/policy is in the Board's packet for review; that changes by the Board should be submitted to Mr. West prior to next month's meeting.

Medical

Boardmember Sharon reported that the committee did not meet this month and a draft of the complaint process will be presented to the Board at next month's meeting.

Chair Clark asked what the status is for finding a replacement for Bill Mayfield's position on the committee.

Boardmember Sharon said he will follow up with Boardmember Gifford.

Contingency Planning

There was no report.

5. **NEW BUSINESS**

A. Financial Report December 2007 and January 2008

Jeff Wanderscheid presented the financial report for December 2007 and January 2008.

December

The financial report summary included:

- Revenue in the amount of \$64,276.79 from the Contractor for administrative fees and penalties assessed for July and August 2007;
- An expense of \$5,809.11 for the CSFD Contract Administration;
- An ending balance of \$32,174.52

Boardmember Sharon questioned if the revenue received should be higher on the December report.

Ms. Martinez stated that she did not include the beginning balance with the current month's revenue.

Boardmember Sharon agreed with Chair Clark's suggestion to modify the total to reflect a more accurate number; that the beginning balance should include the total operating revenue.

Chair Clark questioned how much of the grant fund has been allocated to pay for the consultant.

Treasurer Wanderscheid stated the consultant has not been paid therefore, nothing was allotted.

Chair Clark said an amount still needs to be budgeted; that part was taken out of the grants fund and the remaining amount from the reserve funds.

Ms. Martinez stated that \$20,000 has been allocated from the grant fund and \$30,000 from reserves.

Boardmember Sharon asked if the January beginning balance is approximately \$108,577.60, why we need to take \$20,000 from the grant fund.

Vice Chair Radford mentioned that it was set up that way originally when the budget was approved.

Boardmember Sharon questioned if whoever wins the contract will replenish the money used.

Treasurer Wanderscheid confirmed that they would however; he expressed concern that the consultant be completely paid before any grant money is spent.

Chair Clark requested \$20,000 money be encumbered so that the remaining grant money can be used for its intended purpose.

January

The finance report summary included:

- Revenue in the amount of \$8,940.00 from the Contractor for penalties assessed for September and October 2007;
- An expense of \$5,842.56 for the CSFD Contract Administration;
- An ending balance of \$33,736.76

Boardmember Sharon requested amended reports to reflect the correct ending balances for December and January.

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Marilyn Gifford arrived.

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A motion was made by Vice Chair Radford to approve the December 2007 and January 2008 financial reports as amended with the beginning balances be included in the revenue portion and the motion was seconded by Boardmember Reid. The motion passed unanimously by “aye” vote with nine members in attendance.

B. Establish the Posting Place for Public Notices

Ms. Martinez said that in compliance with the Sunshine Act, the State annually requires committees and boards to designate the established posting place for public notices and the location of their meetings. She added that the Board recognized the City Clerk’s Office located at 30 S. Nevada and the El Paso County Administration Building, 27 E. Vermijo as the established posting places at its June 2007, Board meeting and updated the Bylaws to reflect this.

A motion was made by Boardmember Reid to approve the established posting place for public notices and the motion was seconded by Boardmember Helton. The motion passed unanimously by “aye” vote with nine members in attendance.

C. Election of Officers

A motion was made by Boardmember Sharon to elect Jim Reid as Chair, Jeff Wanderscheid as Vice Chair, Bryan Jack as Secretary, and Robert Helton as Treasurer and the motion was seconded by Boardmember Radford. The motion passed unanimously by "aye" vote with nine members in attendance.

D. Member/Staff Comments

Ted Sayer, AMR, stated they received twelve Phillips monitors as stated at the October 7, 2007, City Council budget presentation.

In addition, he stated there were several mission failures due to an engine defect; that they are working with the manufacturer to resolve the problem.

Mr. West clarified that a mission failure occurs only when a patient is on board and asked if that was the case.

Mr. Sayer said he is not sure and will research it.

Dale Kuykendall invited the Board to view the patient simulator in the new ambulance parked in front of the building.

Boardmember Radford invited the Board to visit Ms. Martinez at her new office in the City Administration Building. In addition, she requested input from the Board regarding her and Boardmember Clark's role in serving as liaisons to Ms. Martinez and Mr. West respectively.

Boardmember Clark requested call volume trends from Mr. Sayer at February's meeting.

Additionally, she noted that according to AMR's community relation report, January is National Volunteer Blood Donor Month and requests the Board participate in passing ceremonial resolutions for certain EMS community activities or events when applicable.

Tawnya Silloway, AMR, stated there are still slots open to donate blood.

6. **EXECUTIVE SESSION REQUESTS**

There were no requests for executive session items.

In accordance with the Colorado Open Meetings Law, Section 24-6-402 (4), C.R.S., the El Paso County Emergency Services Agency, in open session, will determine whether it will hold a closed executive session. The matter for executive session will be limited to consideration of any documents protected by the mandatory nondisclosure provisions of the Open Records Act. 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.

ADJOURNMENT

A motion was made by Boardmember Clark to adjourn the meeting at 2:50 p.m., and the motion was seconded by Boardmember Radford, and the motion passed unanimously by "aye" vote with nine members present.

Respectfully Submitted,

Lisa R. Martinez

Lisa R. Martinez
Contract Business Administrator