

**EL PASO COUNTY EMERGENCY SERVICES AGENCY
BOARD MEETING MINUTES
FEBRUARY 6, 2008**

BOARD MEMBERS PRESENT/ABSENT: Chair Jim Reid, Vice Chair Jeff Wanderscheid, Secretary Bryan Jack, Treasurer Robert Helton, Sallie Clark, Marilyn Gifford, Rick Martinez, Margaret Radford, and Jack Sharon were present. Absent: Jeri Howells. Advisory members: Dan Molner, Rosemary Bakes-Martin, 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 Reid called the meeting to order at 2:00 p.m.

1. CHANGES TO AGENDA/POSTPONEMENTS

Lisa Martinez requested the approval of the January 23, 2008 special meeting minutes be added to the agenda.

2. PUBLIC COMMENT

Mark Bruning, AMR CEO, stated he will be moving to a different position within the company and Bob Zuckswert. Mr. Zuckswert introduced himself and expressed his enthusiasm in taking on this new role.

David Ross, M.D., informed the Board that he was contacted by Emory School of Medicine and was asked if our EMS system would be interested in participating in a multi-city trial evaluating cardiac arrest outcomes. He added that he will obtain further information this month and will update the Board.

In addition, he said the Colorado Medical Society is attempting cause the State legislature to make a statutory change to facilitate non-physician peer review protection.

3. APPROVAL OF THE MINUTES

January 9, 2008 Regular Meeting

Vice Chair Wanderscheid stated on page 4, second paragraph, his name is misspelled.

A motion was made by Boardmember Clark to approve the January 9, 2008 minutes as amended and the motion was seconded by Treasurer Helton. The motion passed unanimously by "aye" vote with nine members in attendance.

January 23, 2008 Special Meeting

Ms. Fredman stated "Special" should be added before "Board" in the title.

A motion was made by Boardmember Clark to approve the January 23, 2008 special meeting minutes as amended and the motion was seconded by Treasurer Helton. The motion passed unanimously by "aye" vote with nine members in attendance.

4. REGULAR BUSINESS

A. Agreement Compliance Report November/December 2007

Mr. West presented the compliance reports for November 1, 2007 through November 30, 2007 and December 1, 2007 through December 31, 2007.

November

Mr. West reported that there were seven potential occurrence of Contractor Level 0; that the Contractor request five exemptions due to the Mass Casualty Incident (MCI) that took place on November 5, 2007, between the timeframe of 1:00 and 2:00 p.m. He stated within this one hour there were twenty-one calls for service which is unusually high.

He recommended a penalty of \$2,020.00 be assessed.

December

There were two potential occurrences of Contractor Level 0, one exceeded the two minute average; the other was a result of the MCI that took place at New Life Church on Sunday, December 9, 2007.

He recommended a penalty of \$3,900.00 be assessed.

Mr. West thanked the First Responders for their assistance during the recent tragedies in the past few months.

A motion was made by Treasurer Helton to approve the November/December 2007 compliance report and the motion was seconded by Secretary Jack. The motion passed unanimously by "aye" vote with nine members in attendance.

B. RFP Update

Mr. West stated that Jon Altmann, Public Safety Research Group, has provided draft RFP language; that he, Curt Decapite, Gina Abbott, and Ms. Martinez met to review the language; combine with the City's boiler plate language, and ensure the RFP meets procurements standards.

He reported that the group will again meet on Monday, February 11, 2008, to review the final draft; that a special meeting will need to be convened so the Board can review it prior to release to the public. He added that respondents will have sixty days to reply.

After further discussion, the Board agreed to hold a special meeting on February 27, 2008 at 5:00 p.m., at 27 E. Vermijo, Finance Office – 5th Floor.

A motion was made by Boardmember Radford to approve holding a special meeting on February 27, 2008 and the motion was seconded by Treasurer Helton. The motion passed unanimously by "aye" vote with nine members in attendance.

C. Committee Reports

Grant

Boardmember Helton reported that the committee will meet this month.

Boardmember Clark requested to serve on the committee.

Compliance

Chair Reid reported the Compliance Committee met on February 4, and there were no issues with the November/December compliance report.

Medical

Boardmember Sharon reported that the committee approved a draft of the medical complaint process which will be presented to the Board at its March 5, meeting for approval.

In addition, he said that they discussed several RSI cases that were reviewed and there are on-going educational opportunities for the AMR and Colorado Springs Fire Department paramedics involved.

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

Boardmember Gifford said they will have a replacement next month.

Contingency Planning

There was no report.

5. **NEW BUSINESS**

A. Financial Report February 2008

Treasurer Helton presented the financial report for February. The financial report summary included:

- Revenue in the amount of \$90,000.00 from the Contractor for Contract Administration for January through June as stated in the contract extension;
- Refund in the amount of \$285.00 for a canceled EMS conference;
- An expense of \$5,093.84 for the CSFD Contract Administration;
- An ending balance of \$148,573.81.

Boardmember Clark asked what the balance of the grant fund is. In addition, she inquired if the \$111,240.76 listed as Unallocated/undesignated Fund Balance includes encumbered funds.

Treasurer Helton said the Grant Fund balance is \$37,333.05 which includes the \$20,000.00 encumbrance for the consultant and the \$111,240.76 includes all monies that have been encumbered for Mr. Altmann's professional services.

Boardmember Clark mentioned that because that line reads "unallocated/undesignated" it is misleading and implies that it is money that can be spent right now when really it will be used for expenses throughout the year.

After further discussion, Boardmember Clark suggested that the report be revised to show more accurate totals.

Boardmember Radford added that unallocated/undesignated indicates a saving account.

A motion was made by Boardmember Clark to approve the February 2008 Financial Report as amended and the motion was seconded by Boardmember Radford. The motion passed unanimously by "aye" vote with nine members in attendance.

B. ESA Audit

Treasurer Helton presented the 2006 Audit and reported that Bondi & Co. had the following suggestions for the ESA:

- Quarterly reconciliation of the accounting records provided by the City of Colorado Springs to the internal financial reports reviewed every month by the Board.

- Establish a new code for Grants.
- Accrue year-end revenue in order to record transactions in the correct period.

He mentioned that per the Intergovernmental Agreement, the audit must go before City Council and the Board of County Commissioners for review.

A motion was made by Vice Chair Wanderscheid to approve the ESA Audit as presented and the motion was seconded by Boardmember Radford. The motion passed unanimously by “aye” vote with nine members in attendance.

C. Approval of Compliance Policy/Procedure

Boardmember Clark questioned if Ms. Fredman had reviewed the policy.

Ms. Fredman stated she had.

A motion was made by Treasurer Helton to approve the Compliance Policy/Procedure as written and the motion was seconded by Boardmember Clark. The motion passed unanimously by “aye” vote with nine members in attendance.

D. Make up of the RFP Evaluation Committee

Mr. West said that City and County Contracting will establish the scoring criteria and oversight of the committee and Mr. Altmann suggested the make-up of the evaluation committee consist of the following representatives:

- 1 City
- 1 County
- 1 Memorial Hospital
- 1 Penrose Hospital
- 1 Citizen/Business at Large
- 1 EMS individual residing outside of the City and County

In addition, he stated that the group will be sequestered until a recommendation has been made.

Boardmember Clark was of the opinion that the committee should consist of seven (7) people in order to avoid a tie vote and that someone from the Board should be on the committee.

Chair Reid indicated that the scoring system that will be developed by Procurement will prevent tie votes; he will ensure there is representation from the Board.

Boardmember Radford suggested an additional citizen-at-large committee member, to include one citizen from the County and one from the City, be added to the committee.

Boardmember Brickell expressed concern regarding the lack of representation of the acute care hospital.

Boardmember Clark stated that those that are not chosen to be on the committee will have to opportunity to provide input in the contract negotiation phase.

Boardmember Martinez expressed concern regarding the possibility of bias from outside agencies serving on the committee; that he requests to review the names of suggested individuals before making any decisions.

A motion was made by Boardmember Clark to approve the recommended structure of the evaluation committee specifying there will be no more than seven members and will include two citizens-at-large/business members, one from the County and one from the City and the motion was seconded by Secretary Jack. The motion passed unanimously by "aye" vote with nine members in attendance.

E. Member/Staff Comments

Boardmember Clark requested responses to the questions she had regarding AMR's financial audit.

Ted Sayer introduced Brenda Sanford, AMR, to discuss the material.

Ms. Sanford distributed the responses to the Board for review on the request of Boardmember Clark.

There was no further discussion.

Boardmember Sharon asked when the two Boardmember positions would be filled.

Boardmember Clark said that City Council, the County Commissioners, and Chair Reid would interview the applicants on February 23.

6. EXECUTIVE SESSION REQUESTS

There were no requests for executive session items.

ADJOURNMENT

A motion was made by Boardmember Radford to adjourn the meeting at 3:00 p.m., and the motion was seconded by Vice Chair Wanderscheid, and the motion passed unanimously by "aye" vote with nine members present.

Respectfully Submitted,

Lisa R. Martinez

Lisa R. Martinez
Contract Business Administrator