

ESA September Board Meeting

MINUTES

SEPTEMBER 3, 2008 2:00 P.M.

PIKES PEAK REGIONAL BUILDING
DEPARTMENT, 2880 INTERNATIONAL
CIRCLE, COLORADO SPRINGS

FACILITATOR	Chair Jim Reid
NOTE TAKER	Laurie Schneider
ATTENDEES	Commander Jim Reid, Jeff Wanderscheid, Commissioner Sallie Clark, Kandi Buckland, Dr. Jack Sharon, Dr. Marilyn Gifford, Chief Bryan Jack, Robert Helton, Chief Rick Martinez, Dan Molner, Celeste Lippy, Jane Fredman and Laurie Schneider

Agenda topics

1. CHANGES TO AGENDA/POSTPONEMENTS

DISCUSSION	
None.	

2. PUBLIC COMMENT

DISCUSSION	
None.	

3. APPROVAL OF THE MINUTES OF AUGUST 6, 2008

DISCUSSION	
None.	
MOTION	PERSON RESPONSIBLE
Motion to Approve the August 6, 2008 Minutes	Commissioner Sallie Clark
Second	Robert Helton
Approved	Unanimous

4. A. REGULAR BUSINESS – COMPLIANCE COMMITTEE REPORT

DISCUSSION	
There were very few compliance complaints. The medical complaints were forwarded to the Medical Control Committee. Nothing was outstanding. Thank you to Ted for a great job.	

4. A. REGULAR BUSINESS – MEDICAL CONTROL COMMITTEE REPORT

DISCUSSION	
<p>The MCC met prior to this meeting. They reviewed seven RSI cases over the last two months. All cases were appropriate based on the protocol and guidelines. Three medical complaints were reviewed by the doctors. They requested additional information on one case, and all complaints were resolved.</p> <p>Dr. Ross provided an update on the CARES program. The investigation review board at one hospital has reviewed the project and the review is pending at the other hospital. The program will likely start in January 2009.</p> <p>There was a discussion on a protocol change for pain medication in patients with heart attacks and borderline blood pressure. A memo will be sent to the providers and a formal protocol review of County guidelines will be done by Spring of next year.</p>	

4. B. REGULAR BUSINESS - TREASURER'S REPORT FOR AUGUST 2008

DISCUSSION	
<p>The report shows routine payroll and office supply expenses for the month. The fund balance is \$179,400. Questions were asked regarding the RFP Consultant. To date, we have paid half of the \$40,250 contract amount; with the remaining \$20,125 due once the ambulance service contract has been finalized and approved.</p>	
MOTION	PERSON RESPONSIBLE
Motion to Approve the August 2008 Treasurer's Report	Commissioner Sallie Clark
Second	Chief Bryan Jack
Approved	Unanimous

5. A. NEW BUSINESS – 2007 AUDIT

DISCUSSION	
<p>The 2007 audit has been completed and there are four recommendations as a result of the audit. Three of these items have been corrected or implemented. First, staff now reviews the monthly ledgers, and these reports are also reviewed and approved by the ESA Treasurer. The second recommendation was to separate the grant disbursements from the other disbursements and track them separately. A new code has been established for grant expenditures. The third recommendation was in regards to adjusting journal entries. The ESA general ledger now reflects the balances presented in the audit report. The final recommendation was that no one within the ESA has the authority to approve bills before they are paid. The Business Administrator initiates the request for payment and City Contracting has signature authority to approve invoices for payment. If there is any question, City Contracting will contact the Business Administrator, the ESA Treasurer or the ESA Board Chair. We feel that there is sufficient oversight in our current processes, and at this time do not plan to change the invoice review/payment procedures.</p> <p>Commissioner Clark asked how many bills are paid each month. We typically pay two bills by City check each month and process five to seven transactions a month on the City Visa Card. In addition, grant disbursements are done via City check once a quarter.</p>	
MOTION	PERSON RESPONSIBLE
Motion to Approve the Bondi Audit Report and take it to City Council and the Board of County Commissioners	Commissioner Sallie Clark
Second	Dr. Jack Sharon
Approved	Unanimous

5. B. NEW BUSINESS - ESA ADMINISTRATOR RECRUITMENT UPDATE

DISCUSSION	
<p>We have completed the recruitment for a new Business Manager. The interview panel, Commissioner Clark, Jeff Wanderscheid, Bob West, Laurie Schneider and Steve Gess from City Contracting, met with the candidates last Friday. The finalist, Eileen Gonzalez, met with Chair Reid yesterday. He was very impressed with her skill set, which matches well with the job responsibilities for the Administrator position. Commissioner Clark, as part of the interview panel, remarked about Eileen's strong qualifications for the position and that she is a good choice for the Board.</p>	
MOTION	PERSON RESPONSIBLE
Motion to Make an Offer to Hire Eileen Lynch Gonzalez to the Position of the ESA Business Administrator	Commissioner Sallie Clark
Second	Jeff Wanderscheid
Approved	Unanimous

5. C. NEW BUSINESS - APPRECIATION OF CHIEF BRYAN JACK AND ROBERT HELTON

DISCUSSION	
<p>Chair Reid expressed his appreciation to Chief Bryan Jack and Robert Helton for their service on the ESA Board. To Rob Helton, there was quite a learning curve, but your experience and background was instrumental in the success of the Board. To Chief Jack, I can't think of a better paramedic to have on the Board. Your honesty, straight-forward nature and integrity have been an excellent addition to the ESA.</p>	

Chief David Ury, Black Forest Fire and Chair of the Pikes Peak Chief's Forum added his appreciation to Bryan and Rob for their efforts in making things run smoother than anyone anticipated. We tend to elect people who are too busy to do the job, but we know they are the ones who will get the job done.

Commissioner Clark added that Bryan and Rob's time and efforts will make a big difference in the public safety for the citizens of El Paso County.

5. D. NEW BUSINESS – INTRODUCTION OF BRANDON PAYNE

DISCUSSION

Chief Ury announced that the Chief's Forum has elected Chief Brandon Payne to replace Rob. Brandon has been deployed to the hurricane relief efforts and should be at the next meeting.

5. E. NEW BUSINESS – STAFF COMMENTS

DISCUSSION

Chief Bryan Jack thanked the Board for the honor and privilege of being a part of the Board. It was a very interesting first year, but also was very valuable. The outcome of the Board's action will be better service for the citizens for ambulance transport services.

Rob Helton also thanked the Board. He appreciated being involved in the contracting process for the ambulance service after working with the ambulance personnel for so many years.

Jeff Wanderscheid thanked both Bryan and Rob for their service to the Board.

Commissioner Clark passed out a flyer on the public health and safety crisis. This ballot initiative has been coordinated by the Citizens for Effective Government. The Board of County Commissioners has voted to place the initiative on the November ballot and will formalize the resolution at tomorrow's BOCC meeting. The primary benefit of the sales tax increase in this proposal will be to support public safety and health. Commissioner Clark has asked Jane Fredman to research if the ESA Board passing a resolution to support placing this initiative on the ballot for the voters to decide.

MEETING ADJOURNMENT

MOTION	PERSON RESPONSIBLE
Motion to Adjourn	Chief Bryan Jack
Second	Robert Helton
Approved	Unanimous

MEETING ADJOURNED AT 2:36 p.m.