

Emergency Services Agency Board Meeting

MINUTES

MAY 7, 2008

2:00 PM

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

FACILITATOR	Commander Jim Reid
NOTE TAKER	Laurie Schneider
ATTENDEES	Commander Jim Reid, Jeff Wanderscheid, Chief Bryan Jack, Robert Helton, Councilwoman Margaret Radford, Commissioner Sallie Clark, Dr. Marilyn Gifford, Mayor Jeri Howells, Chief Rick Martinez, Dan Molner, Wayne Florek, Valerie Brickell, Jane Fredman, Bob West and Laurie Schneider

Agenda topics

1. CHANGES TO AGENDA/POSTPONEMENTS

DISCUSSION	None.
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2. PUBLIC COMMENT

DISCUSSION	None.
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3. APPROVAL OF THE APRIL 2, 2008 MINUTES

DISCUSSION	No comments or discussion.	
MOTION		PERSON RESPONSIBLE
Motion to approve the April 2, 2008 minutes		Sallie Clark
Second		Rick Martinez
Approved		Unanimous

INTRODUCTION OF NEW BOARD MEMBER, T. WAYNE FLOREK

DISCUSSION	
Mr. Florek is the Senior Citizen representative on the Board. He has worked in the high-tech/software industry for approximately 20 years in Boulder, Colorado. He has lived in Colorado Springs for 5 years.	

4. REGULAR BUSINESS – FINANCIAL REPORT

DISCUSSION	
Treasurer Helton presented the April 2008 financial report. Beginning with the April report, all statements will be prepared based on the general ledger. The reports will not include expenses that have been billed, but not actually paid. This change should eliminate month to month surprises.	
For the Board's information, a copy of the December 2007 year-end financial report is included with your meeting packet. This is the financial report that will be given to the Auditors, who are scheduled to come on June 26 th and 27 th .	
MOTION	PERSON RESPONSIBLE
Motion to approve the Financial Reports	Sallie Clark
Second	Jeff Wanderscheid

Approved	Unanimous
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4. REGULAR BUSINESS – COMPLIANCE COMMITTEE REPORT

DISCUSSION
The compliance committee did meet. The report will be given next month.

4. REGULAR BUSINESS – MEDICAL CONTROL COMMITTEE REPORT

DISCUSSION
The committee did not have an RSI review; there were not a lot of cases, so they will be continued to next month. The committee discussed at length the process of receiving patient complaints and has developed a new procedure to help expedite the distribution of the complaints. The new process is: AMR will provide the disk to the ESA Administrator The ESA Administrator will forward the medical complaints to the designated members of the Medical Control Committee. All complaints will be forwarded to the Compliance Committee.

5. NEW BUSINESS – AMR CONTRACT EXTENSION

DISCUSSION	
At the last meeting, the procurement specialists recommended extending the AMR contract for an additional 6 months. The current contract extension, which goes through June 30, 2008, does not allow sufficient time for a transition, if needed. This Third Amendment needs approved from this Board to forward it to the County Board of Commissioners and City Council. The only change from the previous amendment is the credit to AMR for any carryover from the 2007 budget was to be reflected in their second payment for the year, it will now be adjusted in their final payment, due in October 2008.	
MOTION	PERSON RESPONSIBLE
Motion to approve the 6 month extension and forward to the two governments	Sallie Clark
Second	Robert Helton
Approved	Unanimous

5. NEW BUSINESS – ADOBE ACROBAT V.8 PURCHASE

DISCUSSION	
The version that we currently have, PDF Creator does not allow for redacting information and has limited features for creating and editing documents. The government/non-profit price for the software is \$213.37	
MOTION	PERSON RESPONSIBLE
To purchase Adobe Acrobat v.8 Software	Robert Helton
Second	Jeff Wanderscheid
Approved	Unanimous

MEMBER/STAFF COMMENTS

DISCUSSION
Wayne Florek asked what the process is for reviewing the RFP. The closing date for proposals in this Friday, May 9 th . A selection committee has been established to review the proposals After the review committee selects the potential vendor, negotiations will begin to finalize an agreement The vendor recommendation is brought to the Board for approval. Commissioner Clark asked about keeping the current ESA website up-to-date and improving the site.

Laurie has contact information for FrontPage training. Both Laurie and Bob will be trained so that there are two people who can update the website.

Laurie is working with the City IT department and Yahoo, our webhost, to resolve access issues. Yahoo's help function is done via email, so it has been cumbersome to get the needed information.

Once we have the website up-to-date, Laurie would be happy to meet with any Board members regarding improvements to the website and preparing a proposal for this work.

Dan Molner is now a voting member on the Board. There is a new Network Director for Detox who is willing to apply for his advisory position. Dan will follow up with her on her application status.

MEETING ADJOURNED AT 1:23 pm.