

**EMERGENCY MEDICAL SERVICE AUTHORITY – A Public Trust**  
**Regular Board of Trustees Meeting**  
**Wednesday, August 23, 2017 at 1:00 p.m. via Video Conference**  
**EMSA Corporate Offices**  
1111 Classen Drive, Oklahoma City, OK  
1417 North Lansing Avenue, Tulsa, OK

**Minutes:**

**NOTICE AND AGENDA** for the Regular Meeting of the Board of Trustees for the Emergency Medical Services Authority, a Public Trust, were posted August 18, 2017 at 3:25 p.m. in the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on August 18, 2017 at 3:10 p.m., more than 24 hours prior to the time set for the meeting.

**TRUSTEES PRESENT**

Ms. Kelly Brader  
Ms. Jan Slater  
Chief Bryan Wood  
Mr. Larry McAtee  
Mr. Larry Stevens  
Mr. Wiley Williams  
Mr. Phil Lakin (1:01 p.m.)  
Dr. Jim Rodgers (1:01 p.m.)

**TRUSTEES ABSENT**

Ms. Allison Petersen (Excused)  
Dr. Jeffrey Goodloe (Excused)

**OTHERS PRESENT**

Steve Williamson, EMSA  
Jim Winham, EMSA  
Frank Gresh, EMSA  
Tracy Johnson, EMSA  
Angela Lehman, EMSA  
Kent Torrence, EMSA  
Kelli Bruer, EMSA  
Julie Roberts, EMSA  
Heath Wright, AMR  
Tina Wells, AMR  
Rick Ornelas, AMR  
Chief Blocker, OKC Fire  
Christian York, City of OKC  
Hannah Jackson, Schnake Turnbo  
Jim Orbison, Riggs Abney  
Kris Koepsel, Riggs Abney

A quorum was present and the meeting was called to order at 1:00 p.m. by Madam Vice Chair, Jan Slater.

**CONSENT AGENDA**

**1. Approval of Board Minutes from EMSA's Board of Trustees Regular Meeting dated June 28, 2017 at 1:00 p.m.**

Upon motion made by Mr. Stevens and seconded by Mr. Williams, the Board of Trustees voted to approve the Board Minutes from the EMSA Board of Trustees Regular Meeting dated June 28, 2017 at 1:00 p.m.

AYE: Chief Wood, Mr. McAtee, Ms. Brader, Mr. Williams, Ms. Slater, Mr. Stevens, Mr. Lakin, Dr. Rodgers

NAY: None

ABSENT: Ms. Petersen, Dr. Goodloe

The Motion was passed.

**REGULAR AGENDA**

**1. Chairman's Report**

Ms. Slater told the Board she is filling in as Chair at the request of Madam Chair Petersen and there is no report at this time.

**2. Election and Approval of EMSA Board of Trustees Slate of Officers for Fiscal Year 2018:**

Ms. Slater provided a brief overview of the EMSA bylaws regarding the election and approval of officers. She then opened nominations for Chairman of the Board of Trustees. Mr. Williams nominated Jan Slater for the office of Chairman. As there were no other nominations, Ms. Slater called for a vote to approve.

AYE: Ms. Brader, Mr. Lakin, Mr. McAtee, Dr. Rogers, Ms. Slater, Mr. Stevens, Chief Wood, Mr. Williams

NAY: None

ABSENT: Ms. Petersen, Dr. Goodloe

The nomination for Jan Slater as Chairman was passed.

Ms. Slater opened nominations for Vice Chairman of the Board of Trustees. Ms. Slater nominated Allison Petersen for the office of Vice Chairman. As there were no other nominations, Ms. Slater called for a vote to approve.

AYE: Ms. Brader, Mr. Lakin, Mr. McAtee, Dr. Rogers, Ms. Slater, Mr. Stevens, Chief Wood, Mr. Williams

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NAY: None

ABSENT: Ms. Petersen, Dr. Goodloe

The nomination for Allison Petersen as Vice Chairman was passed.

Ms. Slater opened nominations for Secretary/Treasurer of the Board of Trustees. She told the Board there is nothing in the EMSA bylaws preventing them from re-electing Dr. Rodgers for this office. Chief Wood nominated Dr. Jim Rogers for the office of Secretary/Treasurer. As there were no other nominations, Ms. Slater called for a vote.

AYE: Ms. Brader, Mr. Lakin, Mr. McAtee, Dr. Rogers, Ms. Slater, Mr. Stevens, Chief Wood, Mr. Williams

NAY: None

ABSENT: Ms. Petersen, Dr. Goodloe

The nomination for Dr. Jim Rodgers as Secretary/Treasurer was passed.

Ms. Slater told the Board it is customary to have an EMSA staff member fulfill the role of Assistant Secretary and unless there is an objection, Julie Roberts will continue in that position.

As approved by the EMSA Board of Trustees, the Slate of Officers for Fiscal Year 2018 are:

Jan Slater, Chairman  
Allison Petersen, Vice Chairman  
Dr. Jim Rodgers, Secretary/Treasurer  
Julie Roberts, Assistant Secretary

**3. Approval of Adjustment of Ambulance Fees for the Services Provided within the Eastern Division of EMSA**

Ms. Slater informed the Board if the proposed emergency rate increase, originally forecast for fiscal year 2019, is approved today, it will go before the Tulsa City Council on Wednesday, August 30, 2017. If passed, the increase will go into effect September 1, 2017. She emphasized to the Board that the increase will not apply to EMSAcare enrollees, but only to residents of the eastern district who are not enrolled in the EMSAcare program. Discussions held. Full details of discussions are included in the meeting transcript.

Upon motion made by Mr. Lakin and seconded by Dr. Rodgers, the EMSA Board of Trustees voted to approve the Adjustment of Ambulance Fees for the Services Provided within the Eastern Division of EMSA:

AYE: Ms. Brader, Mr. Lakin, Mr. McAtee, Ms. Slater, Mr. Stevens, Mr. Williams, Chief Wood, Dr. Rodgers

NAY: None

ABSENT: Ms. Petersen, Dr. Goodloe

The Motion was passed.

**4. President's Report**

**a. Compliance Report** – Jim Winham, Chief Operating Officer – Mr. Winham reported compliance and exclusion numbers for the eastern and western divisions for the months of June and July 2017. During his compliance reporting for non-beneficiary cities, he informed the Board there is a small margin of error regarding compliance for these smaller cities. He reported the number of late calls for the City of Sand Springs resulted in the contractor calling for a plan of action to rework the system plan. Mr. Lakin asked if there are any financial penalties for late calls. Mr. Winham confirmed there are several penalties incurred—the contractor is docked a certain amount for each late call, then once they fall below 89% compliance, another penalty is imposed plus the financial penalty for each one of those individual calls that were late. Another compliance issue in the non-beneficiary reporting is the City of Mustang. Mr. Winham explained this issue as two-fold—the neighboring city of Yukon was providing backup which now comes from farther and different locations. Secondly, 28-30 hours per week were spent on shift change dealing with controlled substances—specifically, the Mustang units had to drive to Oklahoma City to change out their narcotics. He was pleased to report after working closely with the Oklahoma Medical Director's office, this procedure has been changed so that shift change happens in Mustang and they are back in compliance. The exclusion reporting remains consistent and satisfactory for both divisions.

**b. Financial Report** – Kent Torrence, Chief Financial Officer – Mr. Torrence reminded the Board that this is the time of year when the financials run one month behind due to audit preparation and keeping the books open longer to capture all expenses for the fiscal year. He presented the financial statements for the year ending June 2017 and the highlights of collection rates, emergency/non-emergency transports, cash receipts and disbursements for both divisions.

**c. Patient Satisfaction** – Kelli Bruer, Vice President – The Compass Point report for July 2017 was given. It is currently open enrollment period in the eastern division for EMSAcare. Media hits and website visits are holding strong due to heat-related media coverage.

**d. President's Commentary** – Steve Williamson, Chief Executive Officer – Mr. Williamson told the Board he continues watching the legislature in anticipation of what will happen regarding the tobacco tax and the effect on government payments. He shared that EMSA had a great meeting last week with the non-beneficiary jurisdictions. Mr. Williamson gave an update on the building project stating that it is within weeks of completion and plans for a soft move-in late September with the ribbon cutting to take place in October. He added he is proud to announce that EMSA will begin its 40<sup>th</sup> year of operation in October.

**5. New Business**

None at this time.

Mr. Lakin requested to revisit the rate increase proposal as he had additional questions. Discussions were held. Full details of discussions are included in the meeting transcript.

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**6. Trustees' Reports**

None at this time.

**7. Next Meeting** – Wednesday, September 27, 2017 at 1:00 p.m. Ms. Slater informed the Board that this meeting will be an executive session in Stroud, Oklahoma.

**8. Adjourn** - The meeting was adjourned by Madam Chair Slater at 1:57 p.m.

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Julie Roberts, Assistant Secretary

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Date