

EMERGENCY MEDICAL SERVICE AUTHORITY – A Public Trust
Regular Board of Trustees Meeting
Wednesday, May 24, 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 May 22, 2017 at 8:31 a.m. in the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on May 22, 2017 at 8:39 a.m., more than 24 hours prior to the time set for the meeting.

TRUSTEES PRESENT

Ms. Kelly Brader
Mr. Larry McAtee
Ms. Jan Slater
Mr. Wiley Williams
Ms. Allison Petersen
Chief Bryan Wood
Mr. Phil Lakin (1:17 p.m.)
Dr. Jeff Goodloe

TRUSTEES ABSENT

Dr. Jim Rodgers (Excused)
Mr. Joe Hodges (Excused)
Mr. Larry Stevens (Excused)

OTHERS PRESENT

Steve Williamson, EMSA
Jim Winham, EMSA
Frank Gresh, EMSA
Tracy Johnson, EMSA
Angela Lehman, EMSA
Kelli Bruer, EMSA
Julie Roberts, EMSA
Sonny Geary, AMR
Tina Wells, AMR
Lara O'Leary, AMR
Heath Wright, AMR
Karoline Newell, Schnake Turnbo
Hannah Jackson, Schnake Turnbo
Jim Orbison, Riggs Abney
Chris Page, OKC Paramedic
Derek Weinkauf, Tulsa EMT

A quorum was present and the meeting was called to order at 1:00 p.m. by Madam Chair Allison Petersen.

CONSENT AGENDA

1. Approval of Board Minutes from EMSA’s Board of Trustees Special Meeting dated April 26, 2017 at 1:00 p.m.

Upon motion made by Ms. Slater and seconded by Chief Wood, the Board of Trustees voted to approve the Board Minutes from EMSA Board of Trustees Special Meeting dated April 26, 2017 at 1:00 p.m.

AYE: Mr. McAtee, Chief Wood, Mr. Williams, Ms. Brader, Ms. Petersen, Ms. Slater

NAY: None

ABSENT: Dr. Rodgers, Mr. Hodges, Mr. Stevens, Mr. Lakin

The Motion was passed.

2. Approval of EMSA Updated Purchasing Policy

Ms. Petersen brought the updated EMSA Purchasing Policy before the Board for approval upon recommendation from both the EMSA Legal and Finance Committees. Ms. Slater inquired as to how the \$50,000 limit above which we need to take professional services out for bid is determined and if it is a statutory amount. Ms. Lehman responded that there is no statutory amount for professional services—EMSA set it at \$50,000 and elected not to bring amounts between \$50,000-\$100,000 before the Board. Ms. Petersen added that although these purchases are not coming before the Board, they still must go through the RFP process, which means it is signed off on by our CFO and CEO prior to the contract being signed. Ms. Lehman informed the Board that we request documentation of qualifications for professional services on all dollar amounts.

Ms. Petersen introduced our newest Board member, Mr. Wiley Williams from the City of Oklahoma City representing the Western district. Mr. Williams asked what the rationale for topping the limit out at \$100,000 rather than \$50,000 for bringing before the Board. Ms. Lehman stated there would be quite a few between \$50,000 and \$100,000 and the committees felt like \$100,000 would be more of the larger items, i.e., software, maintenance, attorneys, etc. Ms. Slater asked if anything below that amount will be brought before the Finance Committee and Ms. Lehman stated only if it is sole source. Ms. Slater confirmed with Ms. Lehman that once an item is brought to the Finance Committee, it is then passed on to the Board.

Upon motion made by Ms. Slater and seconded by Ms. Brader, the Board of Trustees voted to approve the updated EMSA Purchasing Policy.

AYE: Ms. Petersen, Ms. Slater, Chief Wood, Mr. McAtee, Ms. Brader, Mr. Williams

NAY: None

ABSENT: Dr. Rodgers, Mr. Hodges, Mr. Stevens, Mr. Lakin

The Motion was passed.

REGULAR AGENDA

1. Chairman's Report

None at this time.

2. Approval of Fiscal Year 2018 Budget

Ms. Petersen moved the meeting on to Mr. Williamson who will present the fiscal year 2018 budget in the absence of Mr. Torrence who is out of town.

Before beginning his presentation, Mr. Williamson took the opportunity to introduce EMSA's 2017 Stars of Life, Mr. Chris Page, Paramedic from the West and Mr. Derek Winekroft, EMT from the East. These outstanding young men will be honored next week by the American Ambulance Association in Washington, D.C.

Mr. Williamson presented a summation of the main parts of the budget. Several discussions were held. Full details of these discussions are included in meeting transcript.

Upon motion made by Ms. Brader and seconded by Ms. Slater, the Board of Trustees voted to approve the fiscal year 2018 budget

AYE: Mr. Williams, Mr. McAtee, Ms. Slater, Ms. Petersen, Ms. Brader, Chief Wood

NAY: None

ABSENT: Dr. Rodgers, Mr. Hodges, Mr. Stevens, Mr. Lakin

The Motion was passed.

Immediately following the vote, Mr. Jim Orbison representing EMSA legal counsel asked if the Board would be meeting later to approve the rate increase as it should be voted on as a separate agenda item apart from the budget. Ms. Petersen stated that the Board could accomplish this at the June Board meeting since the proposed rate increase does not take effect until July. She thanked Mr. Orbison and noted that the approval just given for the annual fiscal year 2018 budget is subject to the approval of the specific identified rate increase at next month's meeting.

3. President's Report

a. Compliance Report-Jim Winham, Chief Operating Officer – Mr. Winham reported the compliance and exclusion numbers for the month of April 2017.

b. Financial Report-Steve Williamson, Chief Executive Officer – Mr. Williamson informed the Board that they all received Mr. Torrence's report prior to the meeting and Mr. Torrence will present the financial information at the June Board meeting.

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c. Patient Revenue Cycle – Angela Lehman, Chief Revenue Officer – Ms. Lehman presented the April 2017 Patient Services Outlook report. Discussions were held regarding the issues with the past due VA payments and the OHCA holding their June payment until July due to their budget shortfalls.

d. Patient Satisfaction-Kelli Bruer, VP Communications/Public Relations – Ms. Bruer presented the April 2017 Compass Point Dashboard report. A discussion was held regarding the reporting of media hits.

e. President’s Commentary-Steve Williamson, Chief Executive Officer – Mr. Williamson informed the Board that he, Ms. Petersen and Mr. Winham met with the State regarding stretcher aid vans and the ongoing requests from these companies for a letter from EMSA stating that they meet all the sole source requirements for them to operate. At this meeting, it was agreed that EMSA is not the entity that should be providing this letter. Mr. Williams confirmed that the City has also received these same types of requests and they are unsure how to handle. Ms. Petersen stated that was the intention of their meeting—for us to understand what exactly is the requirement for that letter and who the appropriate source of that information should be. She added we now know it is not EMSA and EMSA is planning to meet with city managers to let them know that ultimately it will be each city’s decision to make. Mr. Williams asked Ms. Petersen if state law allows the city to make it exclusive and she stated yes, the city can determine how it would or would not grant those letters or to whom it would grant those letters and the city can determine what factors to consider to grant a letter. Mr. Williamson ended his commentary by updating the Board on the new building in the Eastern division—it is proceeding toward completion on time in July.

4. Medical Director’s Report

Dr. Goodloe began his report by announcing it is National EMS Week and a great opportunity to recognize the fine work done every week by our EMTs and paramedics. He stated that clinical care is proceeding quite well and that we are continuing to work on educational products in-house to further strengthen our capabilities in professional education.

5. New Business

None at this time.

6. Trustees’ Reports

None at this time.

7. Next Meeting

The next regular meeting of the EMSA Board of Trustees will be Wednesday, June 28, 2017 at 1:00 p.m. via video conference at EMSA Administrative offices located at 1111 Classen Drive in Oklahoma City and 1417 N Lansing Ave in Tulsa.

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8. Adjourn

The meeting was adjourned at 2:17 p.m.

Julie Roberts, Assistant Secretary

Date