

**EMERGENCY MEDICAL SERVICES AUTHORITY – A Public Trust
Board of Trustees Meeting**

Wednesday, February 22, 2012
EMSA Corporate Offices
1111 Classen Dr., OKC, OK 73103
1417 N. Lansing Ave., Tulsa, OK 74106

NOTICE AND REVISED AGENDA for the meeting of the Board of Trustees of the Emergency Medical Services Authority, a Public Trust, was posted February 21, 2012 in the offices of the City Clerk of Oklahoma City at 8:11 am, and with the City Clerk of the City of Tulsa on February 21, 2011 at 8:14 am, more than 24 hours prior to the time set for the meeting.

A quorum was present. The meeting was called to order at 1:10 p.m. by Dr. Jim Rodgers.

TRUSTEES PRESENT

Mr. Phil Morgans
Dr. Jim Rodgers
Mr. Clay Bird
Mr. Gary MARRS
Mr. Joe Hodges
Ms. Lillian Perryman
Mr. Larry Stevens
Dr. Jeffrey Goodloe

OTHERS PRESENT

Steve Williamson, EMSA
Kent Torrence, EMSA
Angie Lehman, EMSA
Ann Laur, EMSA
Frank Gresh, EMSA
Kelli Bruer, EMSA
Tracy Johnson, EMSA
Stephen Dean, Paramedics Plus
Jim Orbison, Riggs/Abney
Doug Dowler, City of Oklahoma City
Ziva Branstetter, Tulsa World

TRUSTEES ABSENT

Dr. Jim Griffin, Dr. Tyree Seals, Dr. Ed Shadid

CONSENT AGENDA

1. Approval of Regular Board Minutes of December 14, 2011

Upon motion made by Mr. MARRS and seconded by Ms. Perryman, the Board of Trustees voted to approve the Regular Board Minutes of December 14, 2011.

AYE: Mr. Gary MARRS, Mr. Larry Stevens, Dr. Jim Rodgers, Ms. Lillian Perryman, Mr. Phil Morgans, Mr. Clay Bird

NAY: None

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ABSTENTION: None

ABSENT: Mr. Joe Hodges, Dr. James Griffin, Dr. Ed Shadid, Dr. Tyree Seals

REGULAR AGENDA

1. Chairman's Report

None.

2. Chief Financial Officer's Report

Mr. Kent Torrence presented an overview of the financial statements for the four months ending January 31, 2012. The Eastern Division had a YTD profit of \$112 thousand compared to a budgeted profit of \$120 thousand. The Western Division had a YTD net loss of \$4,158K thousand compared to a budgeted net loss of \$4,253 thousand. The YTD collection rate for the Eastern Division was 60.0% compared to a budgeted collection rate of 60.0%. The YTD collection rate for the Western Division was 56.0% compared to a budgeted collection rate of 60.0%. The Eastern Division had 203 more emergency transports than budgeted YTD, and 633 less non-emergency transports than budgeted. The Western Division had 1,076 more emergency transports than budgeted YTD, and 666 less non-emergency transports than budgeted.

Mr. Rodgers asked why the number of non-emergency runs in the western division was so much less than in the eastern division. Mr. Williamson explained that more wheelchair/stretchers are operating in the Oklahoma City area than in Tulsa. The aid van services are licensed to provide non-emergency transportation for people with physical limitations who require transportation to various locations, including doctor's appointments and hospital releases. They are not licensed to transport patients who need specialized equipment and/or treatment by a licensed paramedic. Mr. Williamson stated that the aid van services have been transporting patients who should be taken by ambulance. He is encouraging the State Health Department to police and rectify this situation.

3. President's Report

Mr. Williamson reviewed the compliance reports for the months of December, 2011, and January, 2012. Response times for the eastern division were compliant in all categories for both months. In the western division, all categories were in compliance with the exception of Priority 3 calls, which are non-emergencies. There were no areas of discrimination in either division for either month.

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Mr. Williamson then reviewed the exclusion reports for the month of December, 2011. Three percent of calls were excluded in the eastern division and four percent in the western division.

Mr. Williamson informed the Board that St. Anthony Hospital recently opened two free-standing emergency departments in the Oklahoma City area. He asked Mr. Joe Hodges, President and CEO of St. Anthony Hospital, to update the board on the facilities and how they function with the hospital. Mr. Hodges explained that the centers were put in areas that were previously underserved by travel distance to a quality health care provider. Volume in both facilities has been significant and the number of patients has exceeded expected projections. Patients who need to be transported from the free-standing emergency departments to a hospital are being taken by EMSA to St. Anthony, as well as other facilities. The free-standing ED's also contain physician office space and specialty clinics.

Mr. Williamson informed the Board the U.S. House and Senate recently passed H.R. 3630, thereby extending the Medicare Ambulance Relief 2% urban, 3% rural and super rural bonus payment through December 31, 2012.

4. EMSA's Participation in the American Ambulance Association

This item was tabled until the next regularly scheduled meeting on March 28, 2012.

5. Payment of EMSA's American Ambulance Association Related Travel

This item was tabled until the next regularly scheduled meeting on March 28, 2012.

6. Approval of Records Retention Policy

The Board of Trustees reviewed EMSA's Records Maintenance Policy. The policy requires that different types of records be retained for specific periods of time in order to meet state and federal requirements, optimize the use of space, minimize the costs of record retention and ensure that outdated and useless records are destroyed.

Upon motion made by Mr. Marrs and seconded by Mr. Stevens, the Board of Trustees voted to approve EMSA's Records Maintenance Policy.

AYE: Mr. Gary Marrs, Mr. Phil Morgans, Dr. James Rodgers, Mr. Clay Bird, Ms. Lillian Perryman, Mr. Larry Stevens

NAY: None

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ABSTENTION: None

ABSENT: Dr. Tyree Seals, Mr. Joe Hodges, Dr. James Griffin, Dr. Ed Shadid

7. Approval of Purchasing Policy

Mr. Williamson explained to the Board that EMSA's counsel, Jim Orbison of Riggs Abney, reviewed EMSA's Purchasing Policy, and made the additions marked in red. The additions further clarify the policy by stipulating the Oklahoma Statutes and Acts followed in the policy.

Upon motion made by Mr. Bird and seconded by Mr. Morgans, the Board of Trustees voted to approve EMSA's Purchasing Policy.

AYE: Ms. Lillian Perryman, Dr. James Rodgers, Mr. Phil Morgans, Mr. Larry Stevens, Mr. Clay Bird, Mr. Gary Marrs

NAY: None

ABSTENTION: None

ABSENT: Dr. Tyree Seals, Mr. Joe Hodges, Dr. James Griffin, Dr. Ed Shadid

8. Appointment of HR Committee for Review and Recommendations Resulting from President/CEO Evaluation

Mr. Williamson noted that Mr. Jim Orbison, EMSA's counsel, has reviewed EMSA's By-laws and the legislation associated with executive sessions and with public meetings via teleconference and video conference. Mr. Orbison explained that EMSA's By-laws state the Board of Trustees and all committees of the Board must follow the Open Meeting Act and, therefore, all meetings of the Board and its committees, other than executive sessions, must be open to the public. Per the legislation, the Board may not enter into executive session via video conference, therefore, Mr. Williamson's evaluation must be handled in a different manner.

If it is the Board's desire to have an executive session not open to the public to review and discuss the evaluations, the executive session must be held in a location where all board members can attend in person.

Mr. Williamson will check the availability of a meeting room in Stroud for the April and May board meeting dates, should the Board decide to go into executive session. He asked Mr. Orbison, in the meantime, to write an explanation as to how the By-laws and the Open

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Meeting Act determine the structure and rules the EMSA Board meetings follow. This information will be presented at the March board meeting to assist the Trustees with their decision regarding Mr. Williamson's evaluation.

9. Medical Director's Report

Dr. Goodloe is attending the faculty pre-conference and main conference of the EMS State of the Science XIV – A Gathering of Eagles. He has submitted a report for the Board to read in his absence.

10. New Business

None.

11. Trustees' Reports

None.

12. Next Regular Meeting

The next meeting of the EMSA Board of Trustees will be on Wednesday, March 28, 2012 at 1:00 pm via video conference at the EMSA Administrative Offices, 1111 Classen Drive, Oklahoma City (Western Division) and 1417 N. Lansing Ave., Tulsa, OK (Eastern Division).

13. Adjourn

The meeting was adjourned at 1:43.

Ann C. Laur, Secretary

Date: