



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

July 24, 2024, at 1:00 p.m. via Teleconference

1417 N Lansing Avenue, Tulsa, OK 74106

6205 S. Sooner Road, Oklahoma City, OK 73135

Board of Trustee Meeting Minutes:

NOTICE AND AGENDA for the Regular Meeting of the Board of Trustees for the Emergency Medical Services Authority, a Public Trust, were filed on July 22, 2024, at 9:51 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on July 22, 2024, at 9:46 a.m., 24 hours prior to the time set for the meeting.

Trustees Present:

Chief Michael Baker

Chief Richard Kelley

Phil Lakin

Shane Pate

Tammy Powell

Jan Slater

Scott Vaughn

Wiley Williams

Others Present:

Johna Easley, EMSA

Lora Conger, EMSA

Michael Cunningham, EMSA

Lee Gibson, EMSA

Sonia Coleman, EMSA

Michael Parrish, EMSA

James Davis, EMSA

Christopher Jenkins, EMSA

Adam Paluka, EMSA

Tracy Johnson, EMSA

Michele Robinson, EMSA

Kris Koepsel, Riggs Abney

Trustees Absent:

Dr. Jeffrey Goodloe - Excused

Allison Petersen - Excused

Chief Bryan Wood – Excused

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A quorum was present, and the meeting was called to order at 1:00 p.m. by Chairman Phil Lakin and he read the following Consent Agenda items.

CONSENT AGENDA

- 1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated May 22, 2024.**
- 2. Accept and file May and June 2024 Financial Reports.**
- 3. Ratification of Fiscal Year 2025 Professional Services Agreement between The City of Oklahoma City and EMSA.**
- 4. Ratification of Contract for Special Arrangements between the City of Oklahoma City and EMSA.**
- 5. Ratification of Amendment to Professional Service Agreement with UOHSC Department of Emergency Medical Center for Medical Oversight of the EMS System, more particularly the services of Chief Medical Officer Dr. Jeffery Goodloe.**
- 6. Ratification of Professional Services Agreement with the Board of Regents of the University of Oklahoma, Health Sciences Center, Department of Pediatrics, more particularly the services of Assistant Chief Medical Officer Dr. Curtis Knoles.**
- 7. Ratification of Sole Source Purchase of 9-1-1 Routing and Call Handling Equipment from AT&T for \$413,477.**
- 8. Approval of a Sole Source Capital Purchase of four Yamaha Emergency Response style golf carts from Diversified Golf Carts, Inc. for \$109,400.**
- 9. Approval of a Sole Source Capital Purchase of four Field Operations Supervisor Vehicles from All Star Ford for \$238,580.**
- 10. Approval of a Sole Source Capital Purchase of 155 UESCOPE VL460 Video Laryngoscopes from Boundtree Medical for \$209,541.**
- 11. Approval of a Sole Source Capital Purchase of two immersive simulation rooms from Worldviz for \$165,000.**
- 12. Approval of a Sole Source Capital Purchase of two Advanced Hal S3201 High-fidelity multipurpose patient simulators from Gaumard for \$104,850.**

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13. Award of RFP and Engagement with AGH for External Audit Services FY24-FY26 for \$154,500.

Chief Kelly requested that item number 4 on the Consent Agenda relating to the Ratification of Contract for Special Arrangements between the City of Oklahoma City and EMSA be removed from the consent agenda. The Chairperson removed consent agenda item number 4 from the consent agenda and advised that it would be taken up separately and called for a motion on the remaining consent agenda items.

Mr. Vaughn motioned and Chief Baker seconded the motion to approve consent agenda items one through three and five through thirteen.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Powell, Ms. Slater, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Ms. Petersen, Chief Wood

The motion is passed.

*****Chief Kelley recused from discussion and action on removed Consent Agenda item 4 and left the meeting room at 1:03 p.m. *****

4. Ratification of Contract for Special Arrangements between the City of Oklahoma City and EMSA.

Mr. Williams motioned, and Ms. Powell seconded the motion to approve the ratification of Contract for Special Arrangements between the City of Oklahoma City and EMSA formerly consent agenda item number four.

AYE: Chief Baker, Mr. Lakin, Mr. Pate, Ms. Powell, Mr. Vaughn, Mr. Williams

NAY: Ms. Slater

RECUSED: Chief Kelley

ABSENT: Ms. Petersen, Chief Wood

The motion is passed.

SPECIAL MEETING AGENDA

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1. Chairman's Report- Phil Lakin, Chairman of the Board– No report.

2. Nomination and Election Officers of the Board of Trustees:

- **Chairman Phil Lakin**
- **Vice Chairman Tammy Powell**
- **Secretary/Treasurer Chief Bryan Wood**
- **Assistant Secretary Adam Paluka**

Ms. Easley told Trustees that after discussions with current Board Officers, she is requesting Officers from FY 2024 are retained for FY 2025 for continuities sake. Trustees agreed that schedule made sense for the Board.

*****Chief Kelley returned to the meeting at 1:05 p.m.*****

Ms. Slater motioned, and Mr. Williams seconded the motion to approve the nominated Board of Trustees Officers.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Powell, Ms. Slater, Mr. Vaugh, Mr. Williams

NAY: None

ABSENT: Ms. Petersen, Chief Wood

The motion is passed.

3. Approval of Corporate Officers who may conduct business on behalf of the Authority:

- **Johna Easley, Chief Executive Officer**
- **Lora Conger, Chief Financial Officer**

Chief Baker motioned, and Chief Kelley seconded the motion to approve the Corporate Officers who may conduct business on behalf of the Authority.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Powell, Ms. Slater, Mr. Vaugh, Mr. Williams

NAY: None

ABSENT: Ms. Petersen, Chief Wood

The motion is passed.

4. Organizational Performance Indicators

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- a. **Operational Compliance KPIs** - Johna Easley, Chief Executive Officer– Ms. Easley told Trustees Priority One Response Time Compliance in the East in June 2024 was at 92%. She said there was a slight transport volume increase from the previous month at 1% and explained the breakdown of unit hours lost for Trustees. She then told Trustees compliance for the Western Division would be reported differently moving forward to account for the Oklahoma City Fire Department’s Supplemental Transport Service that launched in June. Priority One Response Time Compliance in Oklahoma City was at 91%, Compliance for OKCFD was at 94% but OKCFD was unable to produce the contracted unit hours for the month of June, and combined compliance for the combined Western Division System landed at 91%.
- b. **Financial KPIs** – Lora Conger, Chief Financial Officer - Ms. Conger presented June 2024 Financial KPIs. She presented Net Income Budget Variance for the Eastern Division, 6%, and told Trustees this metric was now a cumulative number for the entire year and will encompass all preceding months moving forward. The Operating Expense Budget Variance in the East was at -2%, due primarily to labor costs being higher than anticipated. In the Western Division Net Income Budget Variance was -1%, primarily due to lower-than-expected transport volume. The Operating Expense Budget Variance in the West was at -7%, due primarily to decreasing contract labor.
- c. **Revenue Cycle Management KPIs** – Sonia Coleman, Director – Revenue Cycle Management – Ms. Coleman presented the Revenue Cycle Management KPIs. Ms. Coleman said days in AR for June decreased slightly to 42. She said the increase in days to bill is primarily due to some staffing challenges. She said new employees are in the training process and she expects those numbers to improve. She said cash collections exceeded the monthly goal of \$7 million. Cost to collect increased slightly due to the late arrival of some invoices in June.
- d. **Patient Satisfaction KPIs** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka presented EMSA’s Patient Satisfaction KPIs for June. He explained the survey responses were done via text message and in the East the Patient Satisfaction Score for June landed at 93.59 with high scores in the ambulance subcategory. The Western Division ended March at 92.01, with the dispatch score coming in at an exceptional 95.45. Paluka discussed how EMSA continues to work with the survey vendor EMS Survey Team to improve response rates.
- e. **President’s Commentary**- Johna Easley, Chief Executive Officer – Ms. Easley introduced EMSA SimTEP, Simulation Training for EMS Professionals, that EMSA is working toward. SimTEP will launch first in Oklahoma City and then will move to Tulsa when the new facility opens. This training will be carried out with high fidelity simulation equipment and a 360-degree immersive simulation room environment. These elements will be implemented in the next two months and once they are up and running, EMSA will seek accreditation from the Society for Simulation in Healthcare in 2025. Ms. Easley invited Trustees to a

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ribbon cutting in Oklahoma City in September and said she believes EMSA SimTEP can be just as successful as EMSA Advantage.

5. **New Business** – Mr. Pate asked about the receipt and acceptance of the Financial Reports and Ms. Easley said those had been added to the Consent Agenda.
6. **Trustees' Reports** – No Trustees' Reports.
7. **Next Meeting** – Wednesday, September 25th, 2024, at 1:00 p.m. via videoconference.
8. **Adjourn** – The meeting was adjourned by Mr. Lakin at 1:47 p.m.

Adam Paluka, Assistant Secretary

Date