



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

January 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 January 23, 2024, at 10:06 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on January 24, 2024, at 10:11 a.m., 24 hours prior to the time set for the meeting.

Trustees Present:

Phil Lakin

Chief Richard Kelley – 1:07 arrival

Allison Petersen – 1:04 arrival

Tammy Powell

Scott Vaughn

Wiley Williams

Chief Bryan Wood

Others Present:

Johna Easley, EMSA

Adam Paluka, EMSA

Lora Conger, EMSA

Sonia Coleman, EMSA

Michael Cunningham, EMSA

Lee Gibson, EMSA

James Davis, EMSA

Michael Parrish, EMSA

Christopher Jenkins, EMSA

Tracy Johnson, EMSA

Jim Orbison, Riggs Abney

Paula Kelly, City of Oklahoma City

Trustees Absent:

Chief Michael Baker – Excused

Dr. Jeffrey Goodloe – Excused

Jan Slater – 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.

CONSENT AGENDA

- 1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated November 15th, 2023.**
- 2. Capital Purchase approval of purchase of powerloads from Stryker Medical for \$113,842.00.**
- 3. Capital Purchase approval of purchase of ventilators from Zoll Medical Corporation for \$78,073.00.**
- 4. Capital Purchase approval of purchase of 800Mhz radios from Motorola Solutions for \$88,341.00. 5. Capital Purchase approval of purchase of property at 1345 N. Lansing Ave, Tulsa, Oklahoma from The Ryvers G. Reeder Trust for \$1,350,000.00 subject to marketable title, an appraisal, and such terms and conditions in a to be negotiated, agreed upon, and executed Purchase and Sale Agreement which is subject to future approval of the Board of Trustees.**

A motion was made by Mr. Williams and seconded by Mr. Pate to approve the consent agenda.

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

NAY: None

ABSENT: Chief Baker, Chief Kelley, Ms. Petersen, Ms. Powell

The motion is passed.

REGULAR AGENDA

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

*** Ms. Petersen arrived at 1:04 p.m.***

- 2. Approval of Updated EMSA Dedicated ALS Medical Standby and Dedicated Paramedic Standby Rates** - Johna Easley, President & Chief Executive Office – Ms. Easley told the Board that after an internal cost analysis and market research to determine fair market value, she is asking Trustees to approve an updated Dedicated ALS Medical Standby rate of \$240 per hour with a four hour minimum. The current Dedicated ALS Medical Standby rate is \$135 per hour and was last updated in 2018. Ms. Easley told the Board it was determined that EMSA underbilled for Dedicated ALS Medical Standbys by more than \$700,000 in 2023. The Dedicated Paramedic Supervisor Rate would be increased to \$125 per hour from \$85 per

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hour. Mr. Williams asked if the new rates would bring special events to cost, and Ms. Easley said the rate would be just above cost so the rate will not have to be raised for at least three years.

A motion was made by Mr. Williams and seconded by Mr. Vaugh to approve the Updated EMSA Dedicated ALS Medical Standby and Dedicated Paramedic Standby Rates.

AYE: Mr. Lakin, Mr. Pate, Ms. Petersen, Ms. Powell, Mr. Vaugh, Mr. Williams, Chief Wood

NAY: None

ABSENT: Chief Baker, Chief Kelley, Ms. Powell

The motion is passed.

*** Chief Kelley arrived at 1:07 p.m.***

3. President's Report

- a. **Operational Compliance Report-** Johna Easley, Chief Executive Officer– Ms. Easley told Trustees the Eastern Division was in compliance for Priority One calls in the month of December 2023, but the Western Division compliance percentage was lower than expected. Ms. Easley said bed delays remain an issue as well as volume increases year over year and month over month. December 2023 was the third highest volume month of the year – likely affected by cold and flu season. Ms. Easley said the entire healthcare ecosystem has been affected by these challenges, not just the EMSA system. Mr. Pate asked about the bed delay program in Tulsa and if it will be implemented across the system, and Ms. Easley said St. John took the lead on that initiative, but she is continuing to have discussions with other hospitals. Ms. Powell asked if Edmond's departure from the EMSA system would impact response time compliance. Ms. Easley asked Michael Cunningham to explain the expected impact of Edmond's departure on the Western Division. Mr. Cunningham said, he expects call volume to drop by 1,000 calls and 800 transports per month.

*****Meeting was in recess between 1:14 – 1:28 p.m.*****

Mr. Cunningham said this would equate to an 8% decrease in their overall workload. He said that reduction should add a 1-3% improvement in response time compliance in the Western Division. Ms. Easley presented new options for shift schedules have resulted in EMSA adjusting its headcount goals, so the removal of Edmond did not result in any staffing changes.

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- b. Financial Update**— Lora Conger, Chief Financial Officer - Ms. Conger shared a financial update through December 2023 and told Trustees revenues were outpacing budgeted projections – much of that related to the deposit of GMT funds. Ms. Conger said there were some transports from early 2023 that were caught in the billing system and did not get billed in a timely manner and internal processes have been put in place to ensure that does not happen again. Ms. Conger said operating expenses continue to be over budget – mainly due to salary and wages tied to contract labor. Repairs and maintenance related to EMSA’s aging fleet are also over budget. Ms. Powell asked if contract labor usage is decreasing, and Ms. Conger and Ms. Easley said that is happening and will continue to dwindle through the end of March.
 - c. Revenue Cycle Update** – Sonia Coleman, Director – Revenue Cycle Management – Ms. Coleman told Trustees EMSA’s days to bill did increase due to many factors, but mainly due to holidays and staff members who were out of the office. She said aging payors and aging commercial payors are staying steady – Ms. Coleman said she has assigned an AR representative to help recover funds in the commercial space. The Board and Ms. Coleman discussed the graphs contained in her report and how best to read them.
 - d. President Commentary**- Johna Easley, Chief Executive Officer – Ms. Easley said there will be new slides in the future to display the updated KPIs. She said it may take a few months to get them tweaked, and she may ask Board Members for their feedback on the updated slides and the information displayed.
- 4. Medical Director’s Report – Dr. Jeffrey Goodloe, Chief Medical Officer – No Report.**
 - 5. New Business – No New Business.**
 - 6. Trustees’ Reports – No Trustees’ Report.**
 - 7. Next Meeting – Wednesday, March 27, 2024, at 1:00 p.m. via videoconference.**
 - 8. Adjourn – The meeting was adjourned by Mr. Lakin at 1:57 p.m.**

Adam Paluka, Assistant Secretary

Date