



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

September 22, 2021, at 1:00 p.m. via Teleconference

1417 N Lansing Avenue, Tulsa, OK 74106

1111 Classen Drive, Oklahoma City, OK, 73103

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 September 21, 2021, at 10:47 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on September 21, 2021, at 10:47 a.m. more than 24 hours prior to the time set for the meeting.

Trustees Present:

Chief Michael Baker

Mr. Larry Stevens

Councilor Phil Lakin

Ms. Tammy Powell

Ms. Kelly Dyer Fry

Dr. Goodloe

Mr. Wiley Williams

Chief Bryan Wood

Others Present:

Jim Winham, EMSA

Adam Paluka, EMSA

Angela McLain-Johnson, EMSA

Lora Conger, EMSA

Frank Gresh, EMSA

James Davis, EMSA

May Williams, EMSA

Amanda Jameson, EMSA

Kris Koepsel, Riggs Abney

Tyler Walden, AGH Financials Auditor

Trustees Absent:

Ms. Jan Slater - Excused

Mr. Scott Vaughn - Excused

Ms. Allison Petersen - Excused

EMERGENCY MEDICAL SERVICES AUTHORITY
Special Board of Trustees Meeting
September 22, 2021

A quorum was present, and the meeting was called to order at 1:00 p.m. by Chairman Wiley Williams

CONSENT AGENDA

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated August 25, 2021.

A motion was made by Mr. Stevens and seconded by Chief Baker, the Board of Trustees voted to approve Board Minutes from the EMSA Board of Trustees Regular Meeting dated August 25, 2021.

AYE: Chief Baker, Ms. Fry, Councilor Lakin, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater

The motion is passed.

REGULAR AGENDA

1. **Chairman's Report** – Mr. Williams requested an Executive Session with the Board to discuss employment issues to include evaluation of CEO Mr. Winham and to discuss a replacement for Angela McLain-Johnson, Chief Compliance Officer.

2. **President's Report**

- a. **Operational Compliance Report**-Frank Gresh, Chief Information Officer – Mr. Gresh presented the Response Time Compliance Report for August 2021 to the Board. Mr. Gresh reported the Eastern Division Beneficiary jurisdictions were not in compliance in all categories. In the Eastern Division Non-beneficiary jurisdictions, not in compliance on Priority 1 and 2 calls, in compliance on Priority 3 calls and there were no Priority 4 calls. The Western Division Beneficiary jurisdictions were not in compliance in all categories. The Western Division Non-beneficiary jurisdictions were not in compliance in Priority 1, 2 and 3 calls and there were no Priority 4 calls. Mr. Gresh shared the running 12- month compliance for both divisions as well as exclusions.

Mr. Stevens states the City of Edmond continues to have significant concerns to Priority 1 response times, especially over the last three months. People in the Edmond community have brought these concerns to the Edmond City Council. Mr. Stevens states the need to see improvements in Compliance.

- b. **Financial Report**- Lora Conger, Chief Financial Officer- Ms. Conger reported EMSA's audit for FY 2021 has been completed. Tyler Welden, Auditor from AGH, LLC., referenced the Government's letter to report the highlights of the internal audit. EMSA received an unqualified/clean audit

EMERGENCY MEDICAL SERVICES AUTHORITY
Special Board of Trustees Meeting
September 22, 2021

opinion this year and there are no concerns in the financial statements. He said there were no changes to the planned audit procedures, accounting policies are preferable, and no significant or unusual transactions. Mr. Welden explained three audit adjustments outlined in the report. There were no changes to the management representations and no other conflicts or disclosures. There was one deficiency as a result of the significant changes in EMSA's accounting operations after assuming Operations this year causing a large increase of transactions being processed. The concerns are increased risk and transactions not being able to be done as timely as they were in the past.

A motion was made by Councilor Lakin and seconded by Mr. Stevens, the Board of Trustees voted to accept the auditor's report for FY21.

AYE: Chief Baker, Ms. Fry, Councilor Lakin, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater

The motion is passed.

- c. **Key Performance Indicators Report** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka reported on the KPIs for August 2021. Mr. Paluka reported that overall, patients in both divisions are still exceedingly pleased with EMSA's services. EMSA has continued with the suspension of community outreach participation due to the increase of COVID cases. There were a lot of media hits for the heat and heat alerts. There were several media interviews regarding response times, staffing situation, sign-on bonuses, etc. Information Technology had a good month. The EMSACare subscriber campaign is underway in Oklahoma City.
- d. **President Commentary** – James Winham, Chief Executive Officer – Mr. Winham announced Chief Compliance Officer, Angela McLain-Johnson is departing EMSA and Chief Operating Officer, John Graham is retiring from EMS and those positions will be posted soon. He gave an update of the renovations and move in plans for the new facility in Oklahoma City. He gave an overview of the current headcount and Team Members not working due to COVID-19. Mr. Winham shared data outlining the effects of hospital bed delay on the EMSA system. He shared data of current transport trends over several years. Mr. Winham shared current action items being implemented to help improve staffing and increasing response times.

Mr. Winham responded to questions regarding quickly fixing the current issues. There was continued conversations regarding how to assist with the staffing shortage.

*** Councilor Lakin left the meeting at 2:08 p.m.***

A motion was made by Ms. Powell and seconded by Mr. Stevens, the Board of Trustees voted to accept the President's report.

EMERGENCY MEDICAL SERVICES AUTHORITY

Special Board of Trustees Meeting

September 22, 2021

AYE: Chief Baker, Ms. Fry, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater, Councilor Lakin

The motion is passed.

- 3. Approval and Award of Request for Proposal-The purpose of RFP was to solicit proposals from qualified vendors for Ballistic Vests for field Team Members-Frank Gresh, Chief Information Officer** Mr. Gresh outlined the five proposals received. He made the recommendation to move forward with purchasing Ballistic Vests through Safe Life Defense who had the lowest price and were able to match specifications.

A motion was made by Ms. Fry and seconded by Chief Wood, the Board of Trustees voted to approve Safe Life Defense as the vendor for Ballistic Vests for field Team Members.

AYE: Chief Baker, Ms. Fry, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater, Councilor Lakin

The motion is passed.

- 4. Approval of a Resolution approving Amendment Number Seven to Amended and Restated Trust Indenture dated March 23, 1990, for Emergency Medical Services Authority-James Orbison, Legal** Mr. Williams explained the need for a six-month extension to the window of opportunity. Mr. Orbison explained further and added this adjustment had been made in the past.

A motion was made by Mr. Stevens and seconded by Ms. Powell, the Board of Trustees voted to approve the resolution.

AYE: Chief Baker, Ms. Fry, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater, Councilor Lakin

The motion is passed.

- 5. Consider, discuss, and approve the appointment of an interim Compliance Officer for EMSA-Wiley Williams, Chairman of the Board.** Mr. Winham stated that there needs to be board approval for an interim Compliance Officer following departure of Angela McLain-Johnson. Mr. Winham recommends that Johna Easley, Chief Administrative Officer fill that role in the interim.

EMERGENCY MEDICAL SERVICES AUTHORITY
Special Board of Trustees Meeting
September 22, 2021

A motion was made by Chief Baker and seconded by Chief Wood, the Board of Trustees voted to appoint Johna Easley as the Interim Chief of Compliance.

AYE: Chief Baker, Ms. Fry, Ms. Powell, Mr. Stevens, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Mr. Vaughn, Ms. Slater, Councilor Lakin

The motion is passed.

6. **Chief Medical Officer's Report**- Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe shared that he and the Medical Control board share in the concerns of the Board of Trustees regarding response times. Dr. Goodloe stated that although the timeliness of ambulance response to Priority 1 is of concern, the quality of care continues to be high.
7. **New Business** – No new business.
8. **Trustees' Reports** – No Trustees' Reports
9. **Next Meeting** – Wednesday, October 27, 2021, at 1:00 p.m. Live meeting required.
10. **Adjourn** – The meeting was adjourned by Mr. Williams at 2:28 p.m.

May Williams, Assistant Secretary

Date