

**EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST**

**Regular Board of Trustees Meeting**

**September 23, 2020 at 1:00 p.m. via Videoconference/Teleconference**

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 Emergency Medical Services Authority, a Public Trust, were filed September 21, 2020 at 8:18 a.m. with the City Clerk of Tulsa and with the City Clerk of Oklahoma City on September 21, 2020 at 8:16 a.m., more than 24 hours prior to the time set for the meeting.

**Trustees Present:**

Mr. Larry McAtee, Teleconference  
Chief Michael Baker, Videoconference  
Ms. Jan Slater, Teleconference  
Ms. Tammy Powell, Teleconference  
Ms. Allison Petersen, Teleconference (1:04 p.m.)  
Dr. Jeffrey Goodloe, Teleconference (1:01 p.m.)  
Mr. Wiley Williams, Teleconference  
Mr. Larry Stevens, Videoconference  
Mr. Phil Lakin, Videoconference  
Mr. Scott Vaughn, Videoconference (1:07 p.m.)

**Trustees Absent:**

Chief Bryan Wood, Excused

**Others Present:**

Jim Winham, EMSA-Videoconference  
Angela McLain-Johnson, EMSA-Videoconference  
Lora Conger, EMSA-Videoconference  
Frank Gresh, EMSA-Videoconference  
John Graham, EMSA-Teleconference  
Johna Easley, EMSA-Videoconference  
Adam Paluka, EMSA-Videoconference  
James Davis, EMSA-Videoconference  
Bryan Jones, EMSA-Videoconference  
Christopher Jenkins, EMSA-Videoconference  
May Williams, EMSA-Videoconference  
Brian Bottom, EMSA-Videoconference  
Jim Orbison, Riggs Abney-Teleconference  
Kris Koepsel, Riggs Abney-Teleconference  
Jeremy Coombs, AMR-Videoconference  
Leo Teafatiller, AMR-Videoconference  
Kim Richards, AMR-Videoconference  
Steve Dralle, AMR-Videoconference  
Tina Wells, AMR-Videoconference  
Barry Coleman, AMR-Videoconference  
Sarah Komes, AMR-Videoconference  
Michael Parrish, AMR-Videoconference  
Cayden Goosen, AMR-Videoconference  
Travis Fletcher, AMR-Teleconference  
Elke Meeus, McAfee & Taft-Videoconference  
Jeff Mosher, City of OKC-Videoconference  
Michael Keith, AGHLC-Videoconference  
Tyler Welden, AGHLC-Videoconference  
Chris Polansky, NPR Tulsa-Videoconference  
William Crum, Oklahoman-Videoconference  
Wayne Conover, Public-Videoconference  
Ricky Dyess, Public-Videoconference  
Anonymous, Public-Videoconference

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

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**CONSENT AGENDA**

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated August 26<sup>th</sup> 2020 and Special Meeting dates September 9, 2020 via tele/videoconference

A motion made by Mr. Stevens and seconded by Mr. Lakin, the Board of Trustees voted to approve Board Minutes from the EMSA Board of Trustees Regular Meeting dated August 26<sup>th</sup>, 2020 and Special Meeting dates September 9, 2020.

AYE: Chief Baker, Ms. Petersen, Mr. McAtee, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Williams, Chief Wood, Mr. Lakin, Mr. Stevens

NAY: None

ABSENT: Mr. Vaughn, Ms. Petersen, and Chief Wood

The motion is passed.

\*\*\* Dr. Goodloe joined the meeting at 1:01 p.m.\*\*\*

**REGULAR AGENDA**

1. **Chairman's Report** – Mr. Williams updated the Board on the purchase of a new property in Oklahoma City, and said the transaction is proceeding. He said he has received a title commitment from the seller, and he will review that as there are many exceptions on the property related to oil and gas lines. He told the Board Phase One of the Environmental Assessment is completed, but that there were would need to be a second assessment because of some things found in the Phase One report.
  
2. **President's Report**
  - a. **Operational Compliance Report**-Frank Gresh, Chief Information Officer – Mr. Gresh presented the Response Time Compliance Report for August 2020 to the Board. Mr. Gresh said that for Eastern Division Beneficiary City, the Operational Contractor was in compliance for Priority One and Two calls but out of compliance for Priority 3 and 4 calls as well as out of compliance in the Non-beneficiary cities on Priority One and Two calls. In the Western Division, the contractor was only in compliance for Priority Two calls in the Beneficiary Cities. Mr. Williams asked when the Operational Contractor would get in compliance and Mr. Gresh said he could not answer that. Mr. McAtee asked who the Board should hold responsible for

answering that question, and Mr. Winham said it is a good question and he does not have answer right now, but they could discuss this later.

\*\*\* Ms. Petersen joined the meeting at 1:04 p.m.\*\*\*

\*\*\* Mr. Vaughn joined the meeting at 1:07 p.m.\*\*\*

- b. **Patient Financial Services Report-** Angela McLain-Johnson, Chief Revenue Officer – Ms. McLain-Johnson said call and transport volume has mostly returned to pre-COVID levels. She said because of this, the transport and call numbers have trended back to budgeted numbers. She said cash levels are higher in the Western Division because of a payment from Veteran’s Affairs for past transports in 2018 due to a backlog at the VA. Mr. Vaughn asked if those monies were in the AR or reserved because they were so old. Ms. Conger said it was reserved but had not been classified as uncollectable.
  - c. **Financial Report-** Lora Conger, Chief Financial Officer – Ms. Conger said her report would focus on a presentation from the Auditors. Ms. Conger introduced Tyler Weldon and Michael Keith who lead the engagement on the audit. Mr. Weldon reported that EMSA received a Clean or Unmodified Audit Opinion this year. He said there were no changes to the planned audit scope and timing this year, no changes in accounting policies, and no unusual transactions. Mr. Weldon did say there was a segregation of duty issue related to size of the accounting staff, something that has been present in prior audits. Mr. Williams asked if the segregation of duty issue could be handled by hiring more staff. Mr. Weldon said hiring more people who broaden the distribution of work would be one solution. Mr. Winham said EMSA has recently hired another accountant who has not yet started.
  - d. **Key Performance Indicators Report** – Adam Paluka, Deputy Chief Public Affairs – Mr. Paluka reported on the results of the City of Tulsa’s EMSAcare Open Enrollment. He said that for the first in the history of the program the percentage of City of Tulsa Single Family utility accounts that were opted in to EMSAcare increased year over year. The percentage increased from 77.07% in 2019 to 77.45% in 2020. Paluka thanked the individuals at the City of Tulsa and EMSA’s Customer Care representatives who helped make the increase possible.
  - e. **President Commentary** – Jim Winham, Chief Executive Officer – Mr. Winham told the Board field personnel are doing a great job working in the system every day. He said there are some new ambulances that have come online in Oklahoma City recently, they have the new blue and yellow design. Ms. Slater asked about the health of Team Members, and Mr. Winham said the Authority has not had many instances of exposure to COVID. He also said the amount of Team Members who work for the contractor who have been exposed is also lower.
3. **Chief Medical Officer’s Report-** Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe told Trustees he is very proud of the EMSA dispatchers and Fire Department dispatchers, frontline medics in the system, and other Team Members given the COVID-19 pandemic. He said that this continues to be a challenging time. He discussed capacity at hospitals based on the overall health of the communities EMSA serves. He said the Office of the Medical Director recommended to the Medical Control Board, who unanimously approved, that there be no immediate changes to the standards of care in the EMS system into 2021. However, he said his office did have several clinically advanced projects on the horizon within the next one to three years. He said he would let his COVID updates speak for themselves and reminded Board Members to get their annual influenza vaccine.

4. **An Executive Session of the Board of Trustees, as authorized by Title 25, §307 B.4 of the Oklahoma Statutes, for the purpose of confidential communications with its attorneys concerning the lawsuit listed below: Complaint filed by EMSA against American Medical Response Ambulance Service, Inc., in the United States District Court for the Northern District of Oklahoma Civil Action No. 20-CV-00455-GKF-FHM and, with the advice of its attorneys, a determination by the Board of Trustees that disclosure to the public of the communications in such Executive Session will seriously impair the ability of the Board of Trustees to process such claims in the public interest; and**

Mr. Williams called for a motion to enter an Executive Session for such purpose and to make such determination based on the advice of its attorneys. Mr. Orbison advised the Board it should meet in executive session to discuss the agenda item. Upon motion made by Ms. Slater and seconded by Chief Baker, the Board of Trustees voted to enter an Executive Session at 1:35 p.m.

AYE: Chief Baker, Mr. McAtee, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Williams, Mr. Lakin, Mr. Stevens, Mr. Vaughn

NAY: None

ABSENT: Chief Wood

The motion is passed.

\*\*\* Ms. Powell left the meeting at 2:00 p.m.\*\*\*

5. **After a return by the Board of Trustees to the public meeting, vote upon any item of business which concerns the above-described potential claims and is considered during the Executive Session.**

A motion was made at 2:06 p.m. to exit Executive Session by Ms. Slater and seconded by Mr. Vaughn.

AYE: Chief Baker, Mr. McAtee, Ms. Petersen, Ms. Slater, Mr. Williams, Mr. Lakin, Mr. Stevens, Mr. Vaughn

NAY: None

ABSENT: Chief Wood, Ms. Powell

The motion is passed.

6. **An Executive Session of the Board of Trustees, as authorized by Title 25, §307 B.4 of the Oklahoma Statutes, for the purpose of confidential communications with its attorneys concerning claims arising from the Contract dated as of September 25, 2013, between Emergency Medical Services Authority, an Oklahoma public trust ("EMSA"), and American Medical Response Ambulance Service, Inc. ("AMRAS"), as amended, and, with the advice of its attorneys, a**

**determination by the Board of Trustees that disclosure to the public of the communications in such Executive Session will seriously impair the ability of the Board of Trustees to process such potential claims in the public interest.**

Mr. Williams called for a motion to enter an Executive Session for such purpose and to make such determination based on the advice of its attorneys. Mr. Orbison advised the Board it should meet in executive session to discuss the agenda item. Upon motion made by Ms. Petersen and seconded by Mr. Vaughn, the Board of Trustees voted to enter an Executive Session at 2:08 p.m.

AYE: Chief Baker, Mr. McAtee, Ms. Petersen, Ms. Slater, Mr. Williams, Mr. Lakin, Mr. Stevens, Mr. Vaughn

NAY: None

ABSENT: Chief Wood, Ms. Powell

The motion is passed.

**7. After a return by the Board of Trustees to the public meeting, vote upon any item of business which concerns the above-described potential claims and is considered during the Executive Session.**

A motion was made at 2:58 p.m. to exit Executive Session by Mr. Lakin and seconded by Mr. Stevens.

AYE: Chief Baker, Mr. McAtee, Ms. Petersen, Ms. Slater, Mr. Williams, Mr. Lakin, Mr. Stevens, Mr. Vaughn

NAY: None

ABSENT: Chief Wood, Ms. Powell

The motion is passed.

6. **New Business** – No new business.

7. **Trustees' Reports** – None

8. **Next Meeting** – Wednesday, October 28, 2020 at 1:00 p.m. via videoconference/teleconference.

9. **Adjourn** – The meeting was adjourned by Mr. Williams at 3:01 p.m.

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Adam Paluka, Assistant Secretary

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Date