

EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Special Board of Trustees Meeting

January 27, 2021 at 1:00 p.m.

220 W. 2nd St., Stroud, Oklahoma 74079

Minutes:

NOTICE AND AGENDA for the Special Meeting of the Board of Trustees for Emergency Medical Services Authority, a Public Trust, were filed January 25, 2021 at 11:49 a.m. with the City Clerk of Tulsa and with the City Clerk of Oklahoma City on January 25, 2021 at 11:49 a.m. more than 48 hours prior to the time set for the meeting.

Trustees Present:

Mr. Larry McAtee
Chief Michael Baker
Ms. Jan Slater
Ms. Tammy Powell
Mr. Wiley Williams
Mr. Larry Stevens
Ms. Allison Petersen

Others Present:

Jim Winham, EMSA
Angela McLain-Johnson, EMSA
Lora Conger, EMSA-Videoconference
Frank Gresh, EMSA
Adam Paluka, EMSA-Videoconference
James Davis, EMSA-Videoconference
Bryan Jones, EMSA-Videoconference
Christopher Jenkins, EMSA-Videoconference
John Graham, EMSA-Teleconference
May Williams, EMSA-Videoconference
Tina Wells, AMR-Videoconference
Johna Easley, EMSA-Videoconference
Jim Orbison, Riggs Abney
Kris Koepsel, Riggs Abney

Trustees Absent:

Mr. Phil Lakin, Excused
Chief Bryan Wood, Excused
Mr. Scott Vaughn, Excused
Dr. Jeffrey Goodloe, Excused

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A quorum was present, and the meeting was called to order at 1:10 p.m. by Chairman Wiley Williams

CONSENT AGENDA

1. Approval of Board Minutes from the EMSA Board of Trustees Special Meeting December 16, 2020

A motion made by Ms. Slater and seconded by Ms. Powell the Board of Trustees voted to approve Board Minutes from the EMSA Board of Trustees Regular Meeting dated November 18, 2020.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn

The motion is passed.

REGULAR AGENDA

1. **Chairman's Report** – Mr. Williams said the City of Oklahoma City completed the purchase of the new EMSA property on South Sooner Road. He said he is currently working on lease between the City of OKC and EMSA, and he expects that to be done by the next Board Meeting.
2. **President's Report**
 - a. **Operational Compliance Report**-Frank Gresh, Chief Information Officer – Mr. Gresh presented the Response Time Compliance Report for December 2020. In the East, Priority 1 calls and Priority 3 calls were out of compliance for the Beneficiary City as well as Priority 1s and 2s for Non-beneficiary cities. In the West, the Beneficiary jurisdiction was out of compliance for Priority 1, 2, 3, and 4 calls. Additionally, the Western Division non-beneficiary cities were out of compliance for Priority 1s and 2s. Mr. Gresh explained that exclusions were affected by winter weather in the month of December in both divisions. Mr. Winham explained the process that goes into determining if a call will be excluded. Ms. Slater asked about the number of COVID patients EMSA transported in December, and Mr. Winham said that has also affected response times because of the time crews are waiting at hospitals for patients to get a bed. Mr. Williams said there have been negative media stories about the response times, and he reiterated that EMSA is not placing blame on hospitals – this is a nationwide problem amid the pandemic. However, he did say City of Oklahoma City leaders

are not pleased, but EMSA has been aggressively hiring more medics to improve staffing. Mr. Stevens thanked Mr. Winham and Christopher Jenkins for meeting with members of the Edmond Fire Union to explain response times and what EMSA is facing.

- b. **Patient Financial Services Report**- Angela Johnson, Chief Revenue Officer – Ms. Johnson said call volume has returned to pre-COVID levels. Mr. Williams asked if call volume includes exclusions, and Ms. Johnson explained that the figures represent true transports. Ms. Johnson also said cash collections are at normal levels.
- c. **Financial Report**- Lora Conger, Chief Financial Officer – Ms. Conger said patient revenue is over budget, and that is a volume indicator. She said the budgeted decrease in volume due to COVID has not been realized. She explained the income statement as of November 2020 and said there no major concerns.
- d. **Key Performance Indicators Report** – Adam Paluka, Deputy Chief Public Affairs – Mr. Paluka reported on the KPIs for December 2020. Mr. Paluka said Patient Satisfaction scores were above 90% in each division. He said media stories for the month of December were mostly related to the transition that happened on December 1st and significant weather events in both Divisions.
- e. **President Commentary** – Jim Winham, Chief Executive Officer – Mr. Winham gave credit to team members for their work over the last two months since the transition. He said circumstances are difficult, but everyone at EMSA is working extremely hard and morale has improved. He also said relationships with firefighters in the system are as good as they have been in some time.

***** Mr. Williams called the meeting into recess for five minutes at 1:25 p.m. due to technical difficulties. The issue was resolved, and the meeting resumed at 1:30 p.m. *****

A motion made by Ms. Petersen and seconded by Chief Baker the Board of Trustees voted to accept the January 2021 President's Report.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn

The motion is passed.

- 3. **Approval and Award of Request for Proposal IT-2020-0002** –The purpose of RFP was to solicit proposals from qualified vendors to get electrical repairs completed and to purchase and install emergency generator(s) for the new Oklahoma City Office. Mr. Gresh explained the selection process and made a recommendation that the Board approve Metroplex based on their proposal and experience.

A motion made by Mr. Stevens and seconded by Ms. Slater the Board of Trustees voted to select Metroplex as the vendor for this project.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn

The motion is passed.

- 4 & 6. **An Executive Session of the Board of Trustees, as authorized by Title 25, §307.B4 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, including, but not limited to, the 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 and litigation in the public interest. Additionally, An Executive Session of the Board of Trustees, as authorized by Title 15 §307.B4 of the Oklahoma Statutes, for the purpose of confidential communications with its attorneys concerning a claim filed with the National Labor Relations Board against EMSA by the IAEP (14-RC-162149), Case 14-CA-271202, 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 claim 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 items. Upon motion made by Ms. Petersen and seconded by Ms. Slater, the Board of Trustees voted to enter an Executive Session at 1:40 p.m.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn

The motion is passed.

***** Ms. Slater leaves the Board Meeting at 2:15 p.m.*****

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

Mr. Williams declared the meeting back in open session at 2:45 p.m. A motion was made by Mr. Stevens and seconded by Chief Baker to allow the CEO to monitor the National Labor Relations Board and keep the of Trustees advised. The Board of Trustees voted to select Metroplex as the vendor for this project.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

8. **Approval of Team Member Policies and Procedures** – Ms. Johnson said there were five policies discussed during the Legal Committee Meeting preceding the Board of Trustees meeting. Mr. Koepsel said the policy for conditions of employment did have some language changes. The other policies were Drug Free Workplace Policy, Workplace Discipline Policy, Employment At-Will Policy, and Employment of Team Member Relatives Policy. All policies come forward with the recommendation of the Legal Committee.

A motion made by Ms. Petersen and seconded by Ms. Powell to approve the Team Member Policies as amended.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

9. **Approval of Amendment to Purchasing Policy** – Ms. Johnson said there was once sentence change but was reviewed and recommended by the Legal Committee.

A motion made by Ms. Petersen and seconded by Chief Baker to approve the Team Member Policies as amended.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

10. **Approval of Claims Resolution Policy** – Ms. Johnson asked Mr. Koepsel to explain this policy. Mr. Koepsel said this revision was related to giving the President expanded ability to settle claims. This was reviewed and amended by the Legal Committee.

A motion made by Ms. Petersen and seconded by Chief Baker to approve the Claims Resolution Policy as amended.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

11. **Approval of Amendments to Bylaws** – Ms. Petersen said the amendments would remove the Board of Trustees as the hiring group for the EMSA Leadership Team with the exception of the Chief Executive Officer.

A motion made by Ms. Petersen and seconded by Ms. Powell to approve the Amendments to Bylaws.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

12. **Approval of Schedule of Events regarding the selection of an Operations Contractor.**

A motion made by Mr. Stevens and seconded by Chief Baker to strike item 12 from the agenda.

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

NAY: None

ABSENT: Mr. Lakin, Chief Wood, Mr. Vaughn, Ms. Slater

The motion is passed.

13. **Medical Director's Report**-Dr. Jeffrey Goodloe, Chief Medical Officer – No report.

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

15. **Trustees' Reports** – No Trustees' Reports

16. **Next Meeting** – Wednesday, February 24, 2021 at 1:00 p.m.

17. **Adjourn** – The meeting was adjourned by Mr. Williams at 2:57 p.m.

Adam Paluka, Assistant Secretary

Date