



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

October 27, 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 October 25, 2021, at 4:19 p.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on October 25, 2021, at 4:19 p.m. more than 24 hours prior to the time set for the meeting.

Trustees Present:

Ms. Kelly Dyer Fry
Councilor Phil Lakin
Ms. Tammy Powell
Ms. Jan Slater
Mr. Larry Stevens
Mr. Scott Vaughn
Mr. Wiley Williams

Others Present:

Jim Winham, EMSA
Adam Paluka, EMSA
Lora Conger, EMSA
Frank Gresh, EMSA
Johna Easley, EMSA
Christopher Jenkins, EMSA
May Williams, EMSA
Marian Nolen, EMSA
Jim Orbison, Riggs Abney

Trustees Absent:

Chief Michael Baker- Excused
Dr. Goodloe- Excused
Ms. Allison Petersen - Excused
Chief Bryan Wood- Excused

**EMERGENCY MEDICAL SERVICES AUTHORITY
Special Board of Trustees Meeting
October 27, 2021**

A quorum was present, and the meeting was called to order at 1:01 p.m. by Chairman Wiley Williams

CONSENT AGENDA

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated September 22nd, 2021.
2. Approval of Board Minutes from the EMSA Board of Trustees Special Meeting dated October 7th, 2021.
3. Approval of EMSA Board of Trustees Schedule of Regular Meetings for 2022.

A motion was made by Mr. Stevens and seconded by Mr. Vaughn, the Board of Trustees voted to approve Board Minutes from the EMSA Board of Trustees Regular Meeting dated September 22nd, 2021, minutes from the EMSA Board of Trustees Special Meeting dated October 7th 2021, and the EMSA Board of Trustees Schedule of Regular Meetings for 2022.

AYE: Ms. Fry, Councilor Lakin, Ms. Powell, Ms. Slater, Mr. Stevens, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Chief Baker, Ms. Peterson, Chief Wood

The motion is passed.

REGULAR AGENDA

- 1. Chairman's Report** – Mr. Williams reported that the committee tasked to evaluate CEO/President Mr. Winham has met and has also met with Mr. Winham to discuss items from the October 7, 2021 Executive Session. Mr. Williams reported that it is likely there will be another Executive Session in place of the regular November Board of Trustees meeting. There were three items on the OKC City Council agenda that were received well- the EMSACare Report, an introduction of the ordinance changes to allow for the BLS ambulances to respond to lower acuity calls and an extension of the window of opportunity. All these items were approved by City Council. The ordinance will be heard in public hearing at the next City Council meeting and adopted at the last City Council meeting in November. A request will be made for the ordinance to be implemented immediately due to emergency.
- 2. President's Report**

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- a. **Operational Compliance Report**-Frank Gresh, Chief Information Officer – Mr. Gresh presented the Response Time Compliance Report for September 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, 2 and 4 calls, in compliance on Priority 3 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. There was continued conversation regarding staffing, increased recruiting efforts, increasing call volume and bed delay issues.
- b. **Financial Report**- Lora Conger, Chief Financial Officer- Ms. Conger reported EMSA’s FY22 Income Statement, Trending of Realization Rates, FY21 Operating Expenses and Revenue and Expense per Transport. Ms. Conger responded to questions regarding realization rates and changes in EMSA’s practices for the way we have been stating accruals in our financials.
- c. **Key Performance Indicators Report** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka reported on the KPIs for September 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. We have had good tracking on our Recruiting website. Mr. Paluka provided an update of the EMSACare campaign. Information Technology had a good month.
- d. **President Commentary** – James Winham, Chief Executive Officer – Mr. Winham gave an overview of the destination delays, current headcount, Team Members not working due to COVID-19 and the most up to date organization chart. Mr. Winham responded to questions regarding hospital bed delays and contributing factors. A detailed overview of the organization chart was shared. An update on the new OKC facility remodel and move-in plan was also shared.

A motion was made by Ms. Slater and seconded by Mr. Vaughn, the Board of Trustees voted to accept the President’s report.

AYE: Ms. Fry, Councilor Lakin, Ms. Powell, Ms. Slater, Mr. Stevens, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Chief Baker, Ms. Peterson, Chief Wood

The motion is passed.

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- 3. Approval of Memorandum of Understanding between the City of Nichols Hills and the Emergency Medical Services Authority-** Wiley Williams, Chairman of the Board. Mr. Williams stated that he received a request from Chief Baker to table this agenda item until the November Board of Trustees meeting.

A motion was made by Mr. Stevens and seconded by Ms. Fry, the Board of Trustees voted to revisit the MOU between the City of Nichols Hills and EMSA at a later meeting.

AYE: Ms. Fry, Councilor Lakin, Ms. Powell, Ms. Slater, Mr. Stevens, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Chief Baker, Ms. Peterson, Chief Wood

The motion is passed.

- 4. Approval of Bank of Oklahoma 401(a) Matching Retirement Plan-** Lora Conger, Chief Financial Officer. Ms. Conger gave details of the 401(a) discretionary contribution plan with Bank of Oklahoma Financial and the need to implement the additional plan to better benefit EMSA Team Members. There were additional inquiries about the plan and a request by the Board Members to review the plan documents of the proposed 401(a) plan. This agenda item will be moved to the next Board of Trustees meeting following a review of the plan documents by a committee within the Board of Trustees.
- 5. Chief Medical Officer's Report-** Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe was not present and there was no report.
- 6. New Business** – No new business.
- 7. Trustees' Reports** – No Trustees' Reports
- 8. Next Meeting** – Wednesday, November 17, 2021, at 1:00 p.m. It is possible this meeting will include an Executive Session which would necessitate holding the meeting in Stroud, Oklahoma.
- 9. Adjourn** – The meeting was adjourned by Mr. Williams at 2:09 p.m.

May Williams, Assistant Secretary

Date