



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

**Regular Board of Trustees Meeting**

**December 15, 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 **November 16, 2021, at 11:20 a.m.** with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on **November 16, 2021, at 1:07 p.m.**, 24 hours prior to the time set for the meeting.

**Trustees Present:**

Chief Michael Baker  
Ms. Kelly Dyer Fry  
Dr. Goodloe  
Ms. Allison Petersen  
Ms. Tammy Powell  
Ms. Jan Slater  
Mr. Larry Stevens  
Mr. Scott Vaughn  
Mr. Wiley Williams

**Others Present:**

Jim Winham, EMSA  
Christopher Jenkins, EMSA  
Adam Paluka, EMSA  
Lora Conger, EMSA  
Johna Easley, EMSA  
Bryan Jones, EMSA  
May Williams, EMSA  
Amanda Jameson, EMSA  
Brian Bottom, EMSA  
Tracy Johnson, EMSA  
James Davis, EMSA  
Chief Cobb, OCFD  
Kris Koepsel, Riggs Abney  
Scott Moore, Consultant

**Trustees Absent:**

Councilor Phil Lakin- Excused  
Chief Bryan Wood- Excused

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December 15, 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 November 17<sup>th</sup>, 2021.

A motion was made by Mr. Stevens and seconded by Chief Baker, the Board of Trustees voted to accept the minutes.

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

NAY:

ABSENT: Councilor Lakin, Chief Wood, Ms. Peterson, Mr. Vaughn

The motion is passed.

**REGULAR AGENDA**

1. **Chairman's Report-** Mr. Williams introduced Consultant Scott Moore who provides HR relating consulting and is also assisting the Board with looking at long-term goals and objectives.

\*\*\* Mr. Vaughn arrived at 1:03 p.m. \*\*\*

2. **President's Report**

- a. **Operational Compliance Report-** Christopher Jenkins, Interim Deputy Chief of Operations— Mr. Jenkins presented the Response Time Compliance Report for November 2021 to the Board. Mr. Jenkins reported the Eastern Division Beneficiary jurisdictions were not in compliance in Priority 1 and 3 calls, and in compliance in Priority 2 and 4 calls. In the Eastern Division Non-beneficiary jurisdictions, compliance was not met on Priority 1 and 2 calls, but compliance was achieved 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. Jenkins shared the running 12-month compliance for both divisions as well as exclusions. Data representing the percentage of minutes late was shared for both divisions. Dr. Goodloe provided answers to questions regarding current quality of care and other system aspects that are impacted by compliance. Additional data regarding bed delays for both divisions was shared.

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- b. Financial Report-** Lora Conger, Chief Financial Officer- Ms. Conger reported EMSA's Year to Date FY22 Income Statement, Trending of Realization Rates and Total AR, FY22 Operating Expenses. Ms. Conger answered specific questions about EMSA's financial statements.

\*\*\* Ms. Peterson arrived at 1:25 p.m.\*\*\*

- c. Patient Billing Services-** Amanda Jameson, Deputy Chief-Patient Billing Services- Ms. Jameson reported call volume trends and total cash collections over the last 14-months. Ms. Jameson shared an update from payments and AR aging from the VA. Ms. Jameson answered questions regarding the delay in payments received from the VA. Information on the PAYGO (pay-as-you-go) Rule and Sequestration and how it will impact EMSA was shared.
- d. Key Performance Indicators Report-** Adam Paluka, Chief Public Affairs Officer – Mr. Paluka reported on the KPIs for November 2021. Mr. Paluka reported that patient satisfaction in both divisions remains high. There have been meetings with the Patient Satisfaction vendor to adjust some of the survey methodology to ensure we are getting an accurate representation from our Patients. EMSA has continued with the suspension of community outreach participation due to the increase of COVID cases but, have been able to do some virtual outreach. Information Technology had a good month. A lot of the media outreach in November was explaining the BLS system launch and how it will affect the communities.
- e. President Commentary-** James Winham, Chief Executive Officer – Mr. Winham gave an update on the move of Operations to the new facility at 6205 S. Sooner Road. Phase two of the move, all the offices from the Classen location, will occur on January 17<sup>th</sup>. A grand opening for the new facility is scheduled for Spring of 2022. Mr. Winham reported our current scheduling system, Telestaff, was victim of a nationwide ransomware but this did not affect payroll. Mr. Winham gave an overview of the current headcount and the status of how COVID-19 is affecting our current staff. Johna Easley answered questions regarding mandating COVID-19 vaccinations. Bryan Jones presented a plan to mitigate bed delays. Mr. Jones shared that our administrative staff will be meeting with hospitals to create a partnership and collaborate to reduce bed delays. In addition, the presentation and information will be shared at the next Medical Control Board meeting. Scott Moore gave additional information about bed delay solutions from other communities. Dr. Goodloe shared information from EMSA history regarding the attempts to find solutions to bed delays. Dr. Goodloe advised the Board and EMSA leaders to be cautious of the integrity of the data used on reporting bed delays prior to meeting with the hospitals.

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A motion was made by Ms. Powell and seconded by Ms. Slater, the Board of Trustees voted to accept the minutes.

AYE: Chief Baker, Ms. Fry, Ms. Peterson, Ms. Powell, Ms. Slater, Mr. Stevens, Mr. Vaughn, Mr. Williams

NAY:

ABSENT: Councilor Lakin, Chief Wood

The motion is passed.

- 3. Approval of the renewal of line of credit with Prosperity Bank-** Lora Conger, Chief Financial Officer. Ms. Conger explained the annual line of credit renewal of two million dollars with Prosperity Bank. This is a line of credit that must have approval from the beneficiary cities prior to any amount draw down. She explained the fees associated with the line of credit.

A motion was made by Ms. Peterson and seconded by Ms. Slater, the Board of Trustees voted to accept the minutes.

AYE: Chief Baker, Ms. Fry, Ms. Peterson, Ms. Powell, Ms. Slater, Mr. Stevens, Mr. Vaughn, Mr. Williams

NAY:

ABSENT: Councilor Lakin, Chief Wood

The motion is passed.

- 4. Chief Medical Officer's Report-** Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe did not have a report.
- 5. New Business** – No new business.
- 6. Trustees' Reports** – No Trustees' Reports
- 7. Next Meeting** – Wednesday, January 26<sup>th</sup>, at 1:00 p.m. Live meeting required.
- 8. Adjourn** – The meeting was adjourned by Mr. Williams at 2:45 p.m.

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May Williams, Assistant Secretary

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Date