



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

**Regular Board of Trustees Meeting**

**May 24, 2023, at 1:00 p.m. via Teleconference**

1417 N Lansing Avenue, Tulsa, OK 74106

6205 S. Sooner Road, Oklahoma City, OK 73135

**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 on May 23rd, 2023, at 8:44 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on May 23rd, 2023, at 8:43 a.m., 24 hours prior to the time set for the meeting.

**Trustees Present:**

Chief Michael Baker

Dr. Jeffrey Goodloe

Scot Rigby

Phil Lakin

Tammy Powell

Jan Slater

Scott Vaughn

Allison Petersen

Chief Bryan Wood

**Others Present:**

Johna Easley, EMSA

Adam Paluka, EMSA

Lora Conger, EMSA

Michael Cunningham, EMSA

Lee Gibson, EMSA

Christopher Jenkins, EMSA

Tracy Johnson, EMSA

James Davis, EMSA

Sonia Coleman, EMSA

Jim Orbison, Riggs Abney

Carl Cobb, OCFD

**Trustees Absent:**

Chief Richard Kelley- Excused

Wiley Williams - Excused

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A quorum was present, and the meeting was called to order at 1:03 p.m. by Vice Chairman Phil Lakin

**CONSENT AGENDA**

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated April 26, 2023.

A motion was made by Mr. Vaughn seconded by Chief Wood to accept the April 26, 2023 EMSA Board of Trustees Regular Meeting Minutes.

AYE: Chief Baker, Mr. Rigby, Mr. Lakin, Ms. Powell, Mr. Vaughn, Ms. Petersen, Chief Wood

NAY: None

ABSENT: Chief Kelley, Ms. Slater, Mr. Williams

The motion is passed.

**REGULAR AGENDA**

1. **Chairman's Report-** Phil Lakin, Vice Chairman of the Board— Mr. Lakin told Trustees Mr. Williams is unable to attend the meeting as he is out of town.

2. **President's Report**

- a. **Operational Compliance Report-** Johna Easley, Chief Executive Officer— Ms. Easley reported the Eastern Division Beneficiary jurisdictions were compliant for Priority 1, 2, and 4 calls, but out of compliance for Priority 3 calls in the month of April 2023. The Western Division Beneficiary jurisdictions showed Priority 1 compliance at 84%, and Priority 2 calls were in compliance. The Western Division Non-beneficiary jurisdictions were at 78% compliance - most of those calls originated in the City of Edmond. Ms. Easley discussed the arrival of last contingent of Best Practice Medicine contract Paramedics in Oklahoma City to finish out that contract. She told the Board those contract paramedics should be cleared by the beginning of June. Chief Baker asked about compliance trends and if volume trends should be resulting in increased productivity. Ms. Easley explained there are several factors beyond volume that is affecting compliance including special events and bed delays. Ms. Easley shared the bed delay and headcount reports with Trustees.

**\*\*\* Ms. Slater arrived at 1:09 p.m.\*\*\***

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- b. **Financial Update**— Lora Conger, Chief Financial Officer - Ms. Conger shared a financial update through April 2023 with the Board. She spoke about improved performance resulting from the Revenue Cycle Management Department’s hard work that has had a positive impact on EMSA’s financials, specifically the Realization Rate. The largest variances year to date are due to salary and wages and supplies. Ms. Conger then presented the Fiscal Year 2024 Budget to the Board for approval.

**(1) Approval of Fiscal Year 2024 Budget** - A motion was made by Mr. Vaughn on behalf of the Finance Committee to approve the EMSA Fiscal Year 2024 Budget.

AYE: Chief Baker, Mr. Rigby, Mr. Lakin, Ms. Powell, Ms. Slater, Mr. Vaughn, Ms. Petersen, Chief Wood

NAY: None

ABSENT: Chief Kelley, Mr. Williams

The motion is passed.

- c. **Revenue Cycle Update** – Sonia Coleman, Director – Revenue Cycle Management – Ms. Coleman told Board Members about the substantial decrease in days-to-bill since September of 2022. She also presented other improved Revenue Cycle Management metrics of the Board and detailed how those improvements are beneficial to EMSA’s finances. Ms. Coleman said she is working on other benchmarking metrics and will share those with the Board as soon as they are ready for presentation.
- d. **Key Performance Indicators Report** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka focused on media hits and social media impressions for April. He says the strategy for social media engagement has been to promote positive stories of EMSA, disaster preparedness, and highlight members of our team who are doing great things. He also spoke about the engagement during EMS Week and ways EMSA is engaging with the community to promote EMSA and create goodwill.
- e. **President Commentary**- Johna Easley, Chief Executive Officer – Ms. Easley recognized the 2023 Stars of Life Michael Wilson, Zach Zeiler, and Sharrie Barnes. She told Trustees Zach and Michael were surprised live on TV and Sharrie was surprised at the EMSA offices. She said these individuals will represent EMSA at events put on by the Oklahoma Ambulance Association and the American Ambulance Association. She shared the latest progress on the EMSA strategic plan process. She said she is reviewing applications for the Chief Operating Officer position as well as working on submitting an RFP for ambulance service in the City of Edmond due next month.

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- 3. Medical Director's Report – Dr. Jeffrey Goodloe, Chief Medical Officer** – Dr. Goodloe told Board Members that the Office of the Medical Director has hired a Full-Time Mastered Degreed Statistician and Analyst, Anna Bailey. He also talked about recent travels to learn from other EMS systems about potential endeavors that may be coming to the EMSA system in the future such as video laryngoscopy. He told the board about the intense special event planning that he and his office have assisted with recently, specifically Ironman in Tulsa. He also updated Trustees on mobile integrated healthcare efforts.
- 4. New Business** – No New Business.
- 5. Trustees' Reports** – No Trustees' Report.
- 6. Next Meeting** – Wednesday, June 28, 2023, at 1:00 p.m. via videoconference.
- 7. Adjourn** – The meeting was adjourned by Mr. Lakin at 2:14 p.m.

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Adam Paluka, Assistant Secretary

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Date