



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

**Special Board of Trustees Meeting**

**July 26<sup>th</sup>, 2023, at 11:00 a.m.**

Hampton Inn & Suites Stroud - 915 Ada Webb Dr, Stroud, OK 74079

**Board of Trustee Meeting Minutes:**

**NOTICE AND AGENDA** for the Special Meeting of the Board of Trustees for the Emergency Medical Services Authority, a Public Trust, were filed on July 24, 2023, at 8:47 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on July 24, 2023, at 8:41 a.m., 48 hours prior to the time set for the meeting.

**Trustees Present:**

Chief Richard Kelley  
Allison Petersen  
Tammy Powell  
Jan Slater  
Tammy Powell  
Scott Vaughn  
Chief Bryan Wood  
Phil Lakin  
Wiley Williams

**Others Present:**

Johna Easley, EMSA  
Adam Paluka, EMSA  
Lora Conger, EMSA  
Michael Cunningham, EMSA  
Christopher Jenkins, EMSA

**Trustees Absent:**

Chief Michael Baker - Excused  
Dr. Jeffrey Goodloe - Excused

**EMERGENCY MEDICAL SERVICES AUTHORITY  
Board of Trustees Special Meeting  
July 26, 2023**

A quorum was present, and the meeting was called to order at 11:02 a.m. by Chairman Wiley Williams.

**CONSENT AGENDA**

**1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated June 28, 2023.**

A motion was made by Councilor Lakin and seconded by Mr. Vaughn to accept the June 28, 2023, EMSA Board of Trustees Meeting Minutes.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**2. Capital Purchase approval of purchase of Eastern Division concrete replacement from Weldon Construction for \$200,194.50 – Lora Conger, Chief Financial Officer**

A motion was made by Ms. Petersen and seconded by Chief Kelley to approve the purchase of Eastern Division concrete replacement from Weldon Construction for \$200,194.50.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**3. Capital Purchase approval of purchase of Information Technology infrastructure upgrades from Insight for \$1,125,091.41 – Lora Conger, Chief Financial Officer**

A motion was made by Ms. Slater and seconded by Chief Kelley to approve the purchase of Information Technology infrastructure upgrades from Insight for \$1,125,091.41.

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Special Meeting**

**July 26, 2023**

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**4. Capital Purchase approval Purchase approval of purchase of Information Technology infrastructure upgrades from Insight for \$1,125,091.41 – Lora Conger, Chief Financial Officer**

A motion was made by Ms. Slater and seconded by Chief Kelley to approve the purchase of Information Technology infrastructure upgrades from Insight for \$1,125,091.41.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**REGULAR AGENDA**

**1. Chairman's Report-** Wiley Williams, Chairman of the Board– Mr. Williams expressed his appreciation to fellow Trustees for allowing him to serve as Chairman during a period of tremendous change and growth for EMSA.

**2. Election and Approval of EMSA Board of Trustees Slate of Officers:**

- Chairman (Councilor Phil Lakin)
- Vice Chairman (Tammy Powell)
- Secretary/Treasurer (Chief Bryan Wood)
- Adam Paluka, Assistant Secretary

A motion was made by Ms. Slater and seconded by Mr. Williams to approve the EMSA Board of Trustees Slate of Officers.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Special Meeting**

**July 26, 2023**

NAY: None

ABSENT: Chief Baker

The motion is passed.

**3. Approval of Corporate Officers (who may conduct business on behalf of the Authority):**

- Johna Easley, President & Chief Executive Officer
- Lora Conger, Chief Financial Officer

A motion was made by Councilor Lakin and seconded by Ms. Slater to approve the EMSA Corporate Officers.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**4. Approval of Interlocal Subsidy Agreement between The City of Edmond and EMSA – Johna Easley, President & CEO**

Ms. Easley explained that this is an annual agreement between EMSA and the City of Edmond stipulating what their subsidy amount will be from the EMSAcare funds the City collects. Ms. Easley explained that annually Edmond and Oklahoma City requires Board of Trustees approval of these documents while they City of Tulsa does not require a Subsidy Agreement. Ms. Slater asked if this has any impact on the ongoing City of Edmond Request for Proposals for EMS Services, and Ms. Easley said it did not.

A motion was made by Mr. Vaughn and seconded by Ms. Slater to approve the EMSA Board of Trustees Slate of Officers.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Special Meeting**

**July 26, 2023**

- 5. An Executive Session of the Board of Trustees, as authorized by Title 25, §307 B.1 of the Oklahoma Statutes, for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Interim President and Chief Executive Officer.**

Mr. Lakin asked for a motion to enter Executive Session. Ms. Slater motioned to enter Executive Session and Councilor Lakin seconded the motion, and the Board voted to enter Executive Session at 11:11 a.m.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

- 6. After a return by the Board of Trustees to the public meeting, discussion, and possible board action on any item of business which concerns the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Interim President and Chief Executive Officer and is considered during the executive session.**

The Board returned from Executive Session at 12:25 p.m. Ms. Powell made a motion to increase the Chief Executive Officer's salary by 15% effective immediately and present to the Board within 30 days performance metrics for EMSA. Councilor Lakin seconded the motion.

AYE: Chief Kelley, Councilor Lakin, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Chief Wood, Mr. Williams

NAY: None

ABSENT: Chief Baker

The motion is passed.

**7. President's Report-**

- a. Operational Compliance Report** – Johna Easley, President & Chief Executive Officer – Ms. Easley thanked the Board and presented the Response Time Compliance Summary for June 2023 to the Board. Ms. Easley said for the first time in recent memory, Eastern Division compliance was below 85% ending at 84%. She attributed that to the Father's

## EMERGENCY MEDICAL SERVICES AUTHORITY

### Board of Trustees Special Meeting

July 26, 2023

Day Storms and associated significant volume increases in the days following the storms due to prolonged power outages and extreme heat. She reported the Eastern Division Beneficiary jurisdictions were not compliant for any category of calls. In the Eastern Division Non-beneficiary jurisdictions, compliance was not met in Priority 1 and 2 calls. There was 100% compliance in Priority 3 and 4 calls. The Western Division Beneficiary jurisdictions showed Priority 1 compliance at 89%, and Priority 2 calls were in compliance. Priority 3 and 4 calls were out of compliance in the Western Division beneficiary jurisdiction. The Western Division Non-beneficiary jurisdictions were not in compliance on Priority 1 calls, but Priority 2 calls were in compliance. Ms. Easley also shared data with Trustees showing response times greater than 15 minutes– this data showed significant drops for 15+ minute responses in the Western Division over the last year and a slight uptick in the Eastern Division, mainly due to the Father’s Day Storms. Ms. Easley also said there was an increase in bed delay in the Eastern Division related to the June Storms and the associated aftereffects. Ms. Easley also shared attrition data for high volume positions specifically EMTs and Paramedics.

- b. Financial Update**– Lora Conger, Chief Financial Officer - Ms. Conger presented financial information as of June 2023 with Trustees. Ms. Conger said financial data is consistent with previous months. She pointed out there is a \$5million patient revenue surplus that is volume driven. She also praised the Revenue Cycle Management Team for their work to move patient accounts through the revenue cycle efficiently. Ms. Conger said operating expenses have a negative variance of \$4million – mainly due to premium pay, over time, and contracted services. Mr. Vaughn asked about the contracted Paramedics, and Ms. Easley explained that BPM numbers will drop after the summer months as that contract draws to a close.
- c. Revenue Cycle Management Report** – Sonia Coleman, Director of Revenue Cycle Management – Ms. Coleman recorded her presentation for the Board. She said trended departmental metrics continue to move in the right direction. Aging payors and accounts continue to decrease. Board members celebrated the continued progress in the Revenue Cycle Management Department.
- d. Key Performance Indicators Report** – Adam Paluka, Chief Public Affairs Officer – Mr. Paluka presented the KPIs for June 2023. He said most media hits in June were related to summer heat and the Father’s Day Storms. He said that EMSA has improved its social media presence and is focused on telling EMSA’s story. Trustees celebrated the positive social media coverage in recent weeks. Mr. Paluka said adding capacity to his team with the recent Public Information Officer hire has helped to increase the frequency and quality of EMSA social media posts.
- e. President Commentary**- Johna Easley, Interim Chief Executive Officer – Ms. Easley thanked Trustees who participated in the strategic planning process. She said the plan will

**EMERGENCY MEDICAL SERVICES AUTHORITY**

**Board of Trustees Special Meeting**

**July 26, 2023**

be presented at EMSA's August Board of Trustees meeting. She praised the entire EMSA Team, especially the Tulsa Team Members who responded to the Father's Day Storms.

**8. Chief Medical Officer's Report-** Dr. Jeffrey Goodloe, Chief Medical Officer – No Report as Dr. Goodloe is traveling.

**9. New Business** – None.

**10. Trustees' Reports** – No Trustees' Report.

**11. Next Meeting** – Wednesday, August 23, 2023, at 1:00 p.m. via videoconference

**12. Adjourn** – The meeting was adjourned by Mr. Williams at 12:57p.m.

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Adam Paluka, Assistant Secretary

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Date