

**Mountain Counties
Emergency Medical Services Agency
Board of Directors Meeting Minutes
June 12, 2023**

Location: Copperopolis Fire Station Training Room
370 Main St., Copperopolis, CA 95228

Time: 10:00 AM

Board Members Present: Gary Tofanelli (Chairperson) – Calaveras County; Jeff Brown (Vice Chairperson) – Amador County; Terry Woodrow - Alpine County; Miles Menetrey – Mariposa County

Guests: Chris Edgerly – Calaveras County Public Health; Diane Evensen – Amador County Public Health; Alan McNany – American Legion Ambulance; Chief Mike Johnson – Ebbetts Pass Fire District

Staff: Tom Morton – Acting Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant; Derek Cole – Agency Counsel

A. Call to Order

The meeting was called to order at 10:00 AM by Chairperson Tofanelli with a quorum of four members present.

B. Welcome and Introductions

Ms. Watson did a roll call of the Board Members. Self-introductions of staff and guests were conducted.

C. Correspondence

None

D. Additions, Deletions, Corrections to Agenda

None

M/S/C (Brown/Woodrow) To approve the meeting agenda as submitted.

Motion Passed 4-0

E. Public Forum

None.

F. Approval of Consent Calendar

M/S/C (Woodrow/Brown) To approve the consent calendar.

Motion Passed 4-0

G. Amendment to Agreement with Mercy Medical Transportation, Inc.

Mr. Morton explained the previous Amendment 9 is set to expire on June 30, 2023. Some developments coming out of the Mariposa Board of Supervisors resulted in a request that the Agency extend the present agreement with Mercy Medical Transportation, Inc. for 12 months thru June 30, 2024 while the County researches and possibly develops a new EMS model.

Chairperson Tofanelli asked if Mariposa County was planning to leave the JPA.

Mr. Morton said the County has not given notice they are leaving the JPA, but the Agency has to have a contract in place with the ambulance provider while the County goes through their process to explore a new EMS model.

Supervisor Menetrey shared the ownership of Mercy Medical Transportation, Inc. had requested financial support from the County in order to continue operations. The County has agreed to give the provider \$25,000 per month while the County looks at working out the alliance model which would change the ambulance service from operating as a private entity to operating under the County umbrella.

Chairperson Tofanelli asked Agency Counsel what a new contract would look like if the ambulance is operating under the County umbrella.

Mr. Cole responded there would be a contract between the Agency and the County for the provision of ambulance services in accordance with Agency medical control. It would require further research, but can be done.

M/S/C (Menetrey/Woodrow) To approve the amendment to the agreement with Mercy Medical Transportation, Inc.

Motion Passed 4-0

H. FY 2023/2024 Member County Contribution Letters

Ms. Watson presented the FY 2023/2024 Member County Contribution Letters. The calculations continue to be based on the State Department of Finance population estimates and the \$0.44 per capita rate approved by the JPA Board of Directors in December 2008.

M/S/C (Brown/Menetrey) To approve the FY 2023/2024 Member County Contribution Letters.

Motion Passed 4-0

I. FY 2023/2024 Member County Agreements

Chairperson Tofanelli asked for comments from the Board members. There were no questions or comments.

Ms. Watson affirmed there were no substantive changes to the agreements other than to update the term dates, contract values, and date of notice to withdraw from the JPA.

M/S/C (Woodrow/ Brown) To approve the FY 2023/2024 Member County Agreements.
Motion Passed 4-0

J. FY 2023/2-2024 Proposed Preliminary Budget

Ms. Watson discussed the elements of the proposed preliminary budget.

The income sources are from the State General Funds; the Budget Change Proposal Funds from the State; and the local funds. The State funds are the major source of revenue and the use of these funds is specifically denoted in the budget to match the requirements of the EMSA 104 funding document as well as the Agency's revised Budget Change Proposal document submitted at EMSA's request in September 2022.

The personnel expenses reflect five full-time positions which we have determined are the best configuration to perform the Agency's workload and responsibilities.

The previously approved stipends for disaster preparedness, the EMS Duty Officer program, and the internal IT work are recommended for removal as the budget can no longer support them.

Contractual expenses include the Agency Medical Director; a temporary agreement with a former employee to help relieve some of the certification workload; the annual financial audit; legal expense; and the annual maintenance fees for the FirstWatch software surveillance tool.

Operating expenses are still reflective of a frugal budget, but do address all of the major items to accomplish the Agency's work.

The FY 2023/2024 budget is balanced. No use of contingency funds is required.

Supervisor Menetrey asked if Mariposa County is participating in FirstWatch.

Mr. Morton explained the use of FirstWatch for quality improvement is being used by Mercy Medical Transportation, Inc. and the Agency. However, the online compliance utility to measure response time standards is stalled at this time because there is not yet an executed updated ambulance provider contract that contains response time standards.

Supervisor Menetrey noted the response time standards requirement has been the point of contention for years in trying to get a new agreement established with Mercy Medical Transportation, Inc. The County is discussing this to try to monitor response times but excuse fines.

Mr. Morton clarified that the proposed EMS Specialist I Response and Transport Coordinator position is actually the EMS Specialist I position previously filled by Mr. Morton before he became the Acting Executive Director.

There was recently a successful interview with a Disaster Response Coordinator candidate and if references check out as expected, the Agency will offer the position to this individual.

Mr. Morton further recommended disposal of the present EMS Duty Officer vehicle as the cost of maintaining it is no longer reasonable for how the vehicle is being used.

After discussion, the Board made the use and disposition of the vehicle the Acting Executive Director's decision with the recommendation to come back to the Board to request contingency funds to purchase a replacement vehicle if the need arises.

**M/S/C (Brown/Menetrey) To approve the FY 2023/2024 Preliminary Proposed Budget.
Motion Passed 4-0**

K. Agency and County Reports

Agency –

- Mr. Morton reported:
 - The issues with DMV were resolved regarding the SimLab vehicle, so it is now legally registered, licensed and insured. A local mechanic who works with the fire departments in Calaveras County has evaluated and provided a quote for repairs and maintenance to render the vehicle safe to operate. Then the vehicle will go to The Sign Shop in Copperopolis for the exterior design application.
 - There are six highly qualified candidates for the Agency Medical Director. Interviews will be conducted next week.
- Ms. Watson reported:
 - The annual financial audit for FY 21/22 is still ongoing. There was an internal issue at the auditing firm with the auditor previously assigned to us. A previous auditor who last audited our books a couple of years ago was contracted by the auditing firm to come in and complete our audit.
 - The auditing standards have changed and there is an entire formal manual we need to create for the Board's review and approval; and then semi-annual Board review moving forward.

- The Board will need to decide on the next audit engagement at the next meeting. The FY 22/23 audit will be due to EMSA by December 31, 2023.

Alpine County – No report.

Amador County – Vice Chairperson Brown shared the County is going through an assessment of benefits for Amador Fire Protection District. The Board of Supervisors will be discussing roads in Amador County at tomorrow's meeting.

Calaveras County – No report.

Mariposa County – Supervisor Menetrey said the County is trying to keep Mercy Medical Transportation in the county and provide help to them the best it can.

L. Closed Session

The Board entered into closed session at 11:23 AM.

M. Results of Closed Session

The Board returned from closed session at 11:41 AM.

Mr. Cole reported the Board of Directors met in closed session on two items. There was an item regarding an employment matter. Direction was given to legal counsel, but no other reportable action was taken. Second, there was a potential litigation item. The Board received an update from legal counsel, but no other reportable action was taken.

N. Election of the Chairperson and Vice-Chairperson

M/S/C (Woodrow/Menetrey) To elect Jeff Brown as the FY 23/24 Chairperson.

Motion Passed 4-0

Supervisor Woodrow thanked Supervisor Tofanelli for all his work as Chairperson during the controversial times of the recent years.

M/S/C (Tofanelli/Woodrow) To elect Miles Menetrey as the FY 23/24 Vice-Chairperson.

Motion Passed 4-0

O. Next Scheduled Regular Meeting

Monday, August 14, 2023 at 10:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

P. Adjournment

Chairperson Brown adjourned the meeting at 11:49 AM.