

**Mountain-Valley
Emergency Medical Services Agency
Board of Directors Meeting Minutes
November 4, 2021**

Location: Via Zoom
 Time: 10:00 AM
 Board Members Present: Gary Tofanelli (Chairperson) – Calaveras County; Jeff Brown (Vice-Chairperson) – Amador County; Terry Woodrow – Alpine County; Buck Condit – Stanislaus County
 Board Member Absent: Miles Menetrey – Mariposa County
 Guests: Chief Richard Murdock; Clint Bray; Deb Thrasher; Eric Lewis; Jesse Figueroa; Cindy Woolston; Mary Ann Lilly; Jewel Warr; Alan McNany; Michael Courtney; Chris Parnell; Chief Mike Johnson
 Staff: Cindy Murdaugh – Executive Director; Susan Watson – Executive Secretary / Financial Services Assistant; Dave Ritchie – Agency Counsel; Justin Murdock – EMS Critical Care Coordinator; Amy Diaz – Front Office and Certifications; Brenda Freese – Certifications, Training and Data Registrar; Jim Whitworth – Quality Improvement/Trauma Coordinator

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 conducted a roll call of the JPA Board members. Chairperson Tofanelli called for self-introductions by staff and guests.

C. Correspondence

None.

D. Additions/Deletions, Corrections to Agenda

M/S/C (Woodrow/Brown) To approve the agenda as written.
Motion Passed 4-0-1

E. Public Forum

None.

F. Approval of Consent Calendar

M/S/C (Condit/Woodrow) To approve the consent calendar.
Motion Passed 4-0-1

G. Agreement with Platinum Professional Planning, LLC

Ms. Murdaugh reminded the Board the Agency chose to contract with Platinum Professional Planning, LLC to assist with designated MHOAC tasks in support of the COVID-19 response in Stanislaus County. The Agency has been assisting Stanislaus County with these functions throughout the pandemic. Agency staffing was hit hard when the Education/Disaster Coordinator went out on an extended leave of absence and remains out to date. The EMS Critical Care Coordinator and the Data Systems Analyst/Communications Coordinator have been shouldering the MHOAC workload in addition to their regular responsibilities; but this has impacted the performance of other Agency responsibilities related to the specialty care centers and FirstWatch data integration/validation projects. The contractor is Shannon Williams who used to work for

Stanislaus County and is very knowledgeable in the MHOAC program. She has been able to step in with little training. She is handling the specified duties Monday thru Friday, 8 AM to 5 PM. The contract is being paid from the unpaid wages, employer SEP-IRA contributions, and employer payroll taxes previously budgeted for the absent employee.

The term of the contract began October 12, 2021 and will end NLT June 30, 2022. If the absent employee comes back to work, the workload will be readjusted within the Agency and the contract terminated.

Supervisor Condit expressed support of the agreement.

Supervisor Condit and Chairperson Tofanelli asked why the agreement started October 12, 2021. Ms. Murdaugh replied it was due to workload considerations.

Supervisor Tofanelli noted the contractor did not sign the agreement until October 25, 2021 and there was an Agency transitional training period cited in the contract.

Ms. Watson explained the conversation with the contractor regarding Scope of Work took place and the Agency was coordinating the details of the agreement with Agency Counsel prior to obtaining signature and bringing the agreement to the Board.

Ms. Murdaugh further addressed the training transition period which was completed in less than two weeks.

**M/S/C (Condit/Brown) To approve the agreement with Platinum Professional Planning, LLC.
Motion Passed 4-0-1**

H. Presentation by Stanislaus County

Chief Murdock shared a PowerPoint presentation to provide an update on Stanislaus County's transition to a Single County EMS Agency.

He reviewed the timeline and history of the County's decision to withdraw from the JPA which will be effective June 30, 2022.

The County identified needs and goals to be accomplished with a Single-County EMS Agency design.

Next steps for September 2021 thru December 2021 include regular coordination meetings from multiple County departments; classification study/salary determination for EMS Agency staffing; evaluation of all other costs; analysis of estimated revenues; coordination with the remaining JPA counties to include their determination of whether contracted services will be desired.

Next steps for January 2022 thru June 2022 include recommendations to the Board of Supervisors on structure, classifications, staffing, and preliminary budget for FY 2022-2023; begin recruitment and establish infrastructure in preparation for July 1 implementation; work with JPA counties on transition and support through the process.

Supervisor Condit asked the status of the classification studies. Chief Murdock said they were close to completion. Stanislaus County contracted with a former contractor used many times to perform the classification study.

Chairperson Tofanelli asked clarification on the recruitment process. Chief Murdock said once the Board of Supervisors approves the classifications, the job descriptions will be built out and then fly the job announcements. There is a process that Agency staff would have to go through to apply for the positions.

Chairperson Tofanelli noted the timeframe for hiring looks like April, May, June 2022? Chief Murdock said the timing was unclear at this time.

Mrs. Lilly suggested it would be best to coordinate timing so that the needs of the Agency and the County can be met as well as possible.

Chairperson Tofanelli asked if the Agency positions to be offered are covered under the union. Chief Murdock answered the management positions for Executive Director and Deputy Director are non-union; and he was unsure of the union representation for the non-management positions. Mrs. Lilly noted that is all subject to Board of Supervisors approval.

Chairperson Tofanelli asked if there is a management union in Stanislaus County. Chief Murdock said there are for public safety such as the Sheriff's Department; but not within the Office of Emergency Services.

I. Planning Discussion

Vice Chairperson Brown had been away the past two weeks and did not have an opportunity to obtain a report from Supervisor Menetrey. Further, there have not been any responses from El Dorado County to date.

Chairperson Tofanelli shared he and Supervisor Woodrow met with Supervisor Ryan Campbell of Tuolumne County along with their Assistant CAO and Health Officer. Tuolumne County is going to wait through the holidays and try to meet again in January 2022. Chairperson Tofanelli and Supervisor Woodrow may have an opportunity to do a presentation to their Board of Supervisors in January/February timeframe. It was a productive first meeting.

Chairperson Tofanelli and Supervisor Woodrow had a meeting with Agency Counsel concerning some items with more to be completed in those conversations.

Chairperson Tofanelli has been working on a preliminary budget and will postpone sharing that until the conversations with Agency Counsel are completed.

Chief Murdock expressed concern that Stanislaus County needs to hear back from the JPA regarding their plan for when Stanislaus County pulls out. Otherwise the staffing recommendation to the Stanislaus County Board of Supervisors won't include a model to support contracted services. Chairperson Tofanelli indicated there may be discussion at the December JPA Board which will be held prior to December 31, 2021.

J. Closed Session

The Board entered into closed session at 10:41 AM.

K. Results of Closed Session

Open session resumed at 11:06 AM.

No action was taken.

L. Agency and County Reports

Agency: No further report.

Stanislaus County: No report. .

Calaveras County: No report.

Amador County: No report.

Alpine County: No report

M. Next Scheduled Regular Meeting

M/S/C (Woodrow/Condit) To set the next meeting for December 16, 2021 at 10:00 AM via Zoom..
Motion Passed 4-0-1

N. Adjournment

Chairperson Tofanelli adjourned the meeting at 11:13 AM.