



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

February 28, 2024, 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 February 27, 2024, at 10:49 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on February 27, 2024, at 11:11 a.m., 24 hours prior to the time set for the meeting.

Trustees Present:

Chief Michael Baker
Dr. Jeffrey Goodloe
Chief Richard Kelley
Phil Lakin
Shane Pate
Allison Petersen
Tammy Powell
Jan Slater
Scott Vaughn
Wiley Williams

Others Present:

Johna Easley, EMSA
Adam Paluka, EMSA
Lora Conger, EMSA
Michael Cunningham, EMSA
Lee Gibson, EMSA
Sonia Coleman, EMSA
Michael Parrish, EMSA
James Davis, EMSA
Christopher Jenkins, EMSA
Tracy Johnson, EMSA
Kris Keopsel, Riggs Abney
Jason Ferbrache, City of Oklahoma City
Bret Logan, City of Oklahoma City
Megan Pottinger, Student

Trustees Absent:

Chief Bryan Wood – Excused

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Board of Trustees Meeting
February 28, 2024**

A quorum was present, and the meeting was called to order at 1:01 p.m. by Chairman Phil Lakin.

CONSENT AGENDA

1. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated January 24, 2024.

A motion was made by Mr. Williams and seconded by Chief Kelley to approve the consent agenda.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Chief Wood

The motion is passed.

REGULAR AGENDA

- 1. Chairman's Report-** Phil Lakin, Chairman of the Board– No report.
- 2. Capital Purchase approval of property located at 1345 N. Lansing Ave, Tulsa, Oklahoma from The Ryvers G. Reeder Trust for \$1,269,000.00 pursuant to a Purchase and Sale Agreement to be negotiated by the President/CEO in consultation with legal counsel. -** Johna Easley, President & Chief Executive Officer

Ms. Easley told Trustees that they approved this purchase for \$1.35 million at a previous Board of Trustees' Meeting pending a contract and appraisal. The property appraised for less than the agreed upon purchase price - \$1.17 million, a difference of \$180,000. Ms. Easley said EMSA did negotiate a new purchase price \$1.269 million to account for the difference in appraisal. Ms. Easley said this is the only optimal space for expansion of the Tulsa headquarters – this property is needed for additional parking and expansion of EMSA's Education Department. Mr. Williams asked if there were any title issues, and Ms. Easley said none that she was aware of. Ms. Slater asked if only would be using the facility – and Ms. Easley said the secured parking would be for EMSA employees, but this would free up spots in the Union Square lot that EMSA shares with the City of Tulsa. Mr. Pate asked if legal counsel has reviewed the purchase. Mr. Koepsel said there were no obvious issues, but the final sale is contingent on a clear title.

A motion was made by Mr. Williams and seconded by Mr. Pate to approve capital purchase of the property located at 1345 N. Lansing Ave, Tulsa, Oklahoma from The

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Ryvers G. Reeder Trust for \$1,269,000.00 pursuant to a Purchase and Sale Agreement to be negotiated by the President/CEO in consultation with legal counsel.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Petersen, Ms. Powell, Ms. Slater, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Chief Wood

The motion is passed.

***** Chief Kelley left the meeting at 1:06 p.m.*****

3. Approval of Contract for Special Arrangements between the City of Oklahoma City & EMSA
– Johna Easley, President & Chief Executive Officer

Ms. Easley told Trustees that in November 2022 EMSA updated its governing documents to allow EMSA to enter a contract for special arrangements with beneficiary and non-beneficiary jurisdictions if they had an interest in supplemental ambulance transport service. The City of Oklahoma City expressed such an interest and EMSA has been working with the City on a contract for special arrangements and operational plan to move forward with that. The City of Oklahoma City expects to have four ALS equipped ambulances operational in the City 24/7/365 through the Oklahoma City Fire Department. EMSA and the City have been working on an operations plan for a year and a half. Before the City can apply for its transport license with the State of Oklahoma, this contract must be executed. Ms. Easley invited Jason Ferbrache, Assistant City Manager for the City of Oklahoma City, to speak to the Board about this endeavor. Mr. Ferbrache expressed his gratitude for the service EMSA provides to Oklahoma City residents and looks forward to many years of future collaborations. He said the City was looking to be part of the solution when EMSA was failing to meet response time compliance amid high demand. He said this sort of supplemental service agreement is common for the City and is similar to an arrangement the City has in its trash/refuse collection department.

Ms. Slater asked if EMSA and the Oklahoma City Fire Department would be recruiting from the same pool of potential medics in Oklahoma City. Mr. Ferbrache said that is probably a possibility. Mr. Pate asked about the financial impact to EMSA. Ms. Easley said EMSA anticipates OKCFD's supplemental service will complete an estimated 14,000 transports annually, and that will result in a \$6.8 million dollar revenue impact to EMSA, but EMSA will include that lost revenue in its FY25 budget. Mr. Pate asked when the City would be ready to start this supplemental service. Mr. Ferbrache said he believes the City will have two ambulances operational in April and the remaining two will be operational in July of 2024. Ms. Petersen asked if the City has defined measures of success for this supplemental service.

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Ms. Easley said two operational key performance indicators have been identified in the operations plan for OKCFD – unit hours produced and response time compliance at the same monthly metric as EMSA. Mr. Ferbrache said the City would not continue this endeavor if the supplemental service was not making the system better, but that can't be known until the service begins. Ms. Easley reiterated that any operational performance issues will be worked out between the City of Oklahoma City and EMSA. Ms. Powell asked about the party responsible for billing OKCFD's transports. Mr. Ferbrache said the City will have an outside entity doing the billing. Mr. Williams said they while he will support this endeavor as a Trustee representing the City of OKC, he does so under the understanding that this is not in any way the beginning of the Oklahoma City Fire Department replacing EMSA.

A motion was made by Mr. Pate and seconded by Ms. Powell to approve the Contract for Special Arrangements between the City of Oklahoma City & EMSA.

AYE: Chief Baker, Mr. Lakin, Mr. Pate, Ms. Petersen, Ms. Powell, Mr. Vaugh, Mr. Williams

NAY: Ms. Slater

ABSENT: Chief Kelley, Chief Wood

The motion is passed.

***** Chief Kelley rejoined the meeting at 1:28 p.m.*****

4. Organizational Performance Indicators

- a. **Operational Compliance Report-** Johna Easley, Chief Executive Officer– Ms. Easley told Trustees she was presenting the first set of newly defined KPIs previously agreed to with the Board of Trustees. Priority 1 Response Time Compliance was met in the Eastern Division at 91% but not met in the Western Division, which had a compliance percentage of 89%. The Board also discussed the influencing metrics that affect Priority 1 response time compliance. Ms. Easley also shared compliance in Priority 2 calls and compliance in non-beneficiary jurisdictions.
- b. **Financial Update**– Lora Conger, Chief Financial Officer - Ms. Conger discussed the Financial KPIs to Trustees. She presented net income budget variance for the Eastern Division and told Trustees it was at -49% in the East due to premium pay for special events. Year-to-date net income exceeds budget by \$1.4 million. The East's operating expense variance was at \$105,000 which is line with expectations. Again, premium was a driver of this metric. Ms. Conger presented net income budget variance for the Western Division. This was at 31% in the West this was due to higher than budgeted realization rates for January 2024. Year-to-date net income exceeds budget by \$1.4 million. The

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West's operating expense variance was at -22% driven by contract labor usage in the West.

- c. **Revenue Cycle Management Update** – Sonia Coleman, Director – Revenue Cycle Management – Ms. Coleman told Trustees days-in-AR was at 42 which is below the standard of 50 days. She said days-to-bill in January was slightly higher than the standard of 15 days due to folks being out of office and an uptick in volume. Cash collections were just short of the \$7 million goal at \$6.97 million – mainly due to impacts from the holidays.
- d. **President Commentary-** Johna Easley, Chief Executive Officer – Ms. Easley thanked Trustees for their support and said additional KPIs would be introduced in Board of Trustees meetings in the coming months.

5. **New Business** – No New Business.

6. **Trustees' Reports** – No Trustees' Reports.

7. **Next Meeting** – Wednesday, March 27, 2024, at 1:00 p.m. via videoconference.

8. **Adjourn** – The meeting was adjourned by Mr. Lakin at 2:07 p.m.

Adam Paluka, Assistant Secretary

Date