



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

March 27, 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 March 25, 2024, at 3:02 p.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on March 25, 2024, at 2:32 p.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
Jan Slater
Scott Vaughn
Wiley Williams
Chief Bryan Wood

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
Jim Orbison, Riggs Abney

Trustees Absent:

Allison Petersen – Excused
Tammy Powell – Excused

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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 February 28, 2024.

A motion was made by Chief Kelley and seconded by Ms. Slater to approve the consent agenda.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Slater, Mr. Vaugh, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Ms. Powell

The motion is passed.

REGULAR AGENDA

1. Chairman's Report- Phil Lakin, Chairman of the Board– No report.

2. Capital Purchase approval of Panasonic Toughbooks from CDW for \$567,134.40 - Johna Easley, President & Chief Executive Officer

Ms. Easley told Trustees that this is a planned capital expense and per state statute this was sent for formal RFP. Ms. Slater asked about the non-attestation for Medicare and Medicaid, and Ms. Easley said in the contract it is stated that they can't be excluded. Ms. Easley and Mr. Jenkins said this has been taken care of and he believes this was an oversight on the part of CDW.

A motion was made by Ms. Slater and seconded by Mr. Williams to approve the Capital Purchase approval of Panasonic Toughbooks from CDW for \$567,134.40.

AYE: Chief Baker, Chief Kelley, Mr. Lakin, Mr. Pate, Ms. Slater, Mr. Vaugh, Mr. Williams, Chief Wood

NAY: None

ABSENT: Ms. Petersen, Ms. Powell

The motion is passed.

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3. Organizational Performance Indicators

- a. **Operational Compliance Report-** Johna Easley, Chief Executive Officer– Ms. Easley told Trustees Priority 1 Response Time Compliance was met in the Eastern Division and Western Division. Both were at 93% for the month of February 2024. She also discussed transport volume and bed delay with Trustees. She also discussed factors affecting the amount of unit hours produced in each Division in February. She celebrated the achievement with the Directors of Operations and the Field Operations Teams in both Divisions.
 - 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 -4.6% in the East due other operating revenue missing target by \$97,000. Year-to-date net income exceeds budget by \$1.3 million. The East's operating expense variance was under budget by \$34,000 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 -229% in the West this was due to unbudgeted contract labor costs in the Western Division. Year-to-date net income exceeds budget by slightly more than \$1,000,000. The West's operating expense variance was at -20% 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 41 which is below the standard of 50 days. She said days-to-bill in February dropped to 18 days but was still higher than the standard of 15 days due to staffing. Cash collections exceeded the \$7 million goal and ended the month at \$8.81 million – mainly due to receiving payments on older outstanding facility invoices.
 - d. **President Commentary-** Johna Easley, Chief Executive Officer – Ms. Easley told Trustees the 1345 N. Lansing Avenue Property closed on March 15th at a final purchase price of \$1,269,000. She also reported the Supplemental Service Agreement with the Oklahoma City Fire Department approved at the February Board meeting was approved by the Oklahoma City Council at their March 26th meeting. She was happy to announce that a Revenue Integrity and Compliance Manager, Michele Robinson, has been hired and will be based in Tulsa. Ms. Robinson will start at EMSA on April 1st. Finally, she told Trustees that they would be getting a strategic planning update at the April Board of Trustees Meeting and there would a presentation about EMSA's economic impact.
4. **Quarterly Medical Director's Report** - Dr. Jeffrey Goodloe, Chief Medical Officer – Dr. Goodloe went over quarterly updates from the Officer of the Medical Director. He updated Trustees on the launch of Whole Blood in the Tulsa Metro on July 1st. He reported 911 BLS (Dual EMT) Ambulance Response in Tulsa and OKC and said the BLS program continues to perform well and as intended. He shared Paramedic credentialing numbers and discussed

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the EleGARD CPR Device and why the device could be a valuable addition to the tools clinicians use on scene.

5. New Business – No New Business.

6. Trustees' Reports – No Trustees' Reports.

7. Next Meeting – Special Meeting, Wednesday, April 17, 2024, at 1:00 p.m. via videoconference.

8. Adjourn – The meeting was adjourned by Mr. Lakin at 2:05 p.m.

Adam Paluka, Assistant Secretary

Date