



EMERGENCY MEDICAL SERVICES AUTHORITY – A PUBLIC TRUST

Regular Board of Trustees Meeting

March 26, 2025, at 1:00 p.m. via Teleconference

1417 N Lansing Avenue, Tulsa, OK 74106

6205 S. Sooner Road, Oklahoma City, OK 73135

Board of Trustees' 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 25th, 2025, at 9:05 a.m. with the offices of the City Clerk of Tulsa and with the City Clerk of Oklahoma City on March 25th, 2025, at 9:06 a.m., 24 hours prior to the time set for the meeting.

Trustees Present:

Dr. Jeffrey Goodloe – 1:06 p.m. Arrival
Chief Richard Kelley
Councilor Phil Lakin
Shane Pate
Allison Petersen
Commissioner Laurel Robers - 1:05 p.m. Arrival
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
Michele Robinson, EMSA
Chris Giles, EMSA
Jason Ferbrache, City of OKC
Kris Koepsel, Riggs Abney

Trustees Absent:

Tammy Powell - Excused

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A quorum was present, and the meeting was called to order at 1:03 p.m. by Chairman Lakin.

CONSENT AGENDA

- 1. Approval of a Professional Services Agreement with Gallup for employee engagement for \$89,150.00.**
- 2. Accept and file January and February 2025 Financial Reports.**
- 3. Acceptance of January and February 2025 Organizational Key Performance Indicators.**
- 4. Approval of Board Minutes from the EMSA Board of Trustees Regular Meeting dated January 22, 2025.**

Mr. Vaughn motioned, and Mr. Pate seconded the motion to approve the Consent Agenda.

AYE: Chief Kelley, Councilor Lakin, Mr. Pate, Ms. Petersen, Commissioner Roberts, Ms. Slater, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Ms. Powell

The motion is passed.

REGULAR MEETING AGENDA

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

***** Commissioner Roberts arrives at 1:05 p.m. and Dr. Goodloe arrives at 1:06 p.m. *****

- 2. Review and Approval of Updated EMSA Purchasing Policy – Lora Conger, Chief Financial Officer – Ms. Conger briefed Trustees on an updated Purchasing Policy for EMSA. The new policy includes style changes. Ms. Conger told Trustees the most significant policy update keeps EMSA in line with Oklahoma's Public Trust Act requiring purchases over \$100,000 or higher to go through an RFP or RFQ process and then be approved by the EMSA Board. The previous threshold was \$50,000.**

Mr. Pate motioned, and Mr. Williams seconded the motion to approve the updated EMSA Purchasing Policy.

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AYE: Chief Kelley, Councilor Lakin, Mr. Pate, Ms. Petersen, Commissioner Roberts, Ms. Slater, Mr. Vaughn, Mr. Williams

NAY: None

ABSENT: Ms. Powell

The motion is passed.

- 3. Bi-annual Organizational Compliance Update** – Michele Robinson, Compliance and Privacy Officer – Ms. Robinson shared an update on EMSA’s fourth quarter 2024 compliance activities. Ms. Robinson discussed compliance consultations, employee screenings, and supplier and contractor compliance screenings – with no major issues discovered. EMSA follows OIG self-disclosure protocol to avoid liability. She also briefed the Board on how EMSA is conducting compliance trainings resulting in risk scores being lowered.
- 4. Capital Investment and Resource Allocation Overview** – Lora Conger, Chief Financial Officer – Ms. Conger updated the board on EMSA’s capital purchases and the organization’s increasing commitment to capital investments in the past few years. She focused the purchases of ambulances, system-wide replacements of stretchers, stretcher loaders, ventilators, Toughbooks, and radios. EMSA also made significant IT infrastructure upgrades. She said one of EMSA’s most important goals was to lower the average age of ambulances in the EMSA fleet. Ms. Conger also detailed the growth EMSA has made in growing the size of the organization and in turn, growth in EMSA’s payroll. She finished with a balance sheet comparison between 2020 and 2025, showcasing the financial stability strong financial position of EMSA – she made a special note to call out the \$15M operation reserve EMSA has on hand that continues to earn interest.
- 5. President and Chief Executive Officer Report** – Johna Easley, President and CEO – Ms. Easley and members of her Senior Leadership shared an update on EMSA’s Strategic Plan with the Board of Trustees. She said this update for the period of 2023 to 2024 serves to give Trustees insight into how much progress has been made on the key goals and initiatives of the Strategic Plan.

Ms. Easley and EMSA Chief Public Affairs Officer Adam Paluka shared the progress made in Goal 1: clarify and expand the ways we measure and communicate EMSA’s impact and value in our community. They highlighted increased frequency of meetings with city leaders in Tulsa and Oklahoma City, EMSAcare marketing initiatives and increased social media engagement. They said EMSA is still working to get its Community Ambassador Team assembled, and that is currently in the planning stages.

Ms. Easley moved to goal 2: Advocate for regulatory change and find innovative ways to get people the care they need to reduce unnecessary healthcare expenditures in our community. She shared progress made with bed delay reduction and increased BLS

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utilization. She said that EMSA is still working to explore alternative response options, and some of those initial brainstorming conversations have already happened.

She then elaborated on the progress made in Goal 3: Build a team culture that is innovative, inviting, and safe. Those advancements include many workforce initiatives such as a decrease in attrition, increased paramedic school capacity, and a large jump in the number of internal promotions. Ms. Easley said work remains to be done on improving mental health and wellness initiatives and building more internal leadership development pathways.

Ms. Conger spoke about the work being related to goal 4: Diversify our financial model to enhance EMSA's ability to provide exceptional care to our patients for years to come. Those include increasing EMSA's Strategic Operational Reserve by \$13.9M, keeping the EMSAcare draw well below EMSA's compound annual growth rate, and celebrating the Revenue Cycle Team's 6.9% increase in revenue collection. She said EMSA is in the process of building a timeline and plan to conduct a charge master review and the organization continues to look at possibly implementing reimbursement for treatment-in-place.

Finally, Ms. Easley gave a summary of progress made on goal 5: Develop an engaged, informed, & resilient board that can be EMSA's champions. She said she and the Board are working on this goal in tandem and have already instituted small group meetings to better inform Trustees and implemented KPI based reporting to the Board. She said she is working with Mr. Lakin and Ms. Powell to bring in a consultant in June to work with the Board on best practices and is working to develop documents that inform Board roles and responsibilities. She also gave a high-level overview of the Board Presentations and Reports sent to Trustees on a monthly basis and during Board meetings.

6. **New Business** – None.
7. **Trustees' Reports** – None.
8. **Next Meeting** – Wednesday, May 28, 2025, at 1:00 p.m. via videoconference.
9. **Adjourn** – The meeting was adjourned by Councilor Lakin at 2:24 p.m.

Adam Paluka, Assistant Secretary

Date