

**Mountain-Valley  
Emergency Medical Services Agency  
Board of Directors Meeting Minutes  
June 13, 2018**

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

Time: 9:00 AM

Board Members Present: Terry Woodrow (Chairperson) – Alpine County; Lynn Morgan – Amador County; Miles Menetrey – Mariposa County; Jim DeMartini (Vice-Chairperson) – Stanislaus County

Board Members Absent: Gary Tofanelli – Calaveras County

Guests: Alan McNany, Ted Novelli, Brian Dickson

Staff: Cindy Murdaugh – Interim Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant

**A. Call to Order**

The meeting was called to order at 9:01 AM by Chairperson Woodrow with a quorum of four members present.

**B. Welcome and Introductions**

The Chairperson welcomed those present and self-introductions were conducted.

**C. Correspondence**

None

**D. Additions/Deletions, Corrections to Agenda**

M/S/C (Morgan/Menetrey) To approve the agenda as written.

Vote: 4-0

**Motion Passed**

**E. Public Forum**

None

**F. Approval of Consent Calendar**

M/S/C (DeMartini/Menetrey) To approve the Consent Calendar.

Vote: 4-0

**Motion Passed**

**G. RFP Consultant Agreement with The Abaris Group**

Ms. Murdaugh presented the agreement with The Abaris Group to provide EMS Consulting Services for the development of an RFP for Emergency Ground Ambulance Service in Stanislaus County. The goal is to have a new ambulance provider contract in place effective May 1, 2019. The Abaris Group was the sole responder to the Agency's RFP for EMS Consulting Services and have assured their ability to complete the scope of work within the required timeline. There will be no fiscal impact on the Agency, as the Stanislaus County of Board of Supervisors has designated \$200,000 in System Enhancement Funds to pay for the consultant.

Supervisor DeMartini expressed the Stanislaus Board of Supervisors' support of the RFP for emergency ground ambulance service. An error was noted on Page 7, Item 10 where a duplicate word should be removed in the final version of the agreement.

**M/S/C (DeMartini/Menetrey)** To approve the agreement with the Abaris Group to include the correction noted, and to authorize the Interim Executive Director to sign the contract.

Vote: 4-0

**Motion Passed**

**H. Agreement for Paramedic Protocols with Acid Remap LLC**

Ms. Murdaugh explained the purpose and effectiveness of the mobile app for paramedic protocols. This renewal agreement will be for a period of three years beginning August 12, 2018 and ending on August 31, 2021.

**M/S/C (Menetrey/Morgan)** To approve the contract renewal for Acid Remap LLC and to authorize the Interim Executive Director to sign the agreement.

Vote: 4-0

**Motion Passed**

**I. FY 18/19 Member County Contribution Letters**

Ms. Murdaugh reviewed the calculation formula of \$0.44 per capita used to compute each member county's annual contribution. Population figures are taken from the California Department of Finance population estimates released on May 1, 2018.

It was noted the letter for Stanislaus County would be need to be corrected in the first sentence to reflect the accurate county name and reissued.

**M/S/C (Morgan/Menetrey)** To approve the FY 18/19 Member County Contribution Letters with the noted correction.

Vote: 4-0

**Motion Passed**

**J. FY 18/19 Member County Contracts**

Ms. Murdaugh cited the common changes to each of the FY 18/19 Member County Contracts were the updates to the term dates and the contract value which reflected the calculation in the FY 18/19 County Contribution Letters. Additionally, the requirement for Calaveras County to provide office space for Agency staff was removed at the County's request. Agency staff is able to work from a location at Mark Twain Medical Center when office space is needed.

**M/S/C (Menetrey/DeMartini)** To approve the FY 18/19 Member County Contracts.

Vote: 4-0

**Motion Passed**

**K. FY 18/19 Medical Director Agreement with Dr. Katherine Shafer**

Ms. Murdaugh reviewed the performance of Dr. Shafer and recommended an increase in compensation from \$60,000 annually to \$65,000 annually. A large project planned for FY 18/19 is a thorough review and update of Advanced Life Support treatment protocols.

Brian Dickson provided a positive testament to Dr. Shafer's advocacy to provide I-Gel airways for rural areas.

**M/S/C (Morgan/Menetrey)** To approve the FY 18/19 Medical Director Agreement with Dr. Katherine Shafer.

Vote: 4-0

**Motion Passed**

**L. FY 18/19 Assistant Medical Director Agreement with Dr. Kevin Mackey**

Ms. Murdaugh presented a six month contract renewal for Dr. Kevin Mackey as the Assistant Medical Director. The compensation remains unchanged at \$10,000 annually, yielding a contract value of \$5,000. The scope of work continues to involve the Community Paramedicine project which has been extended by the State through November 2018; and oversight of the Ketamine Study.

**M/S/C (Menetrey/DeMartini) To approve the FY 18/19 Assistant Medical Director Agreement with Dr. Kevin Mackey.**

Vote: 4-0

**Motion Passed**

**M. FY 18/19 Proposed Preliminary Budget**

Ms. Watson presented the FY 18/19 Proposed Preliminary Budget, citing funding sources, expense calculations and factors which may require a future budget revision. The proposed budget is balanced.

Ms. Murdaugh addressed the Health Information Exchange project line included in the budget, citing State EMS Authority guidance and potential requirements. More clarification from the State is forthcoming.

**M/S/C (Morgan/Menetrey) To approve the FY 18/19 Proposed Preliminary Budget**

Vote: 4-0

**Motion Passed**

**N. FY 16/17 Financial Audit Report**

Ms. Watson reviewed the findings in the annual financial audit performed by Stroub Noble Thompson CPAs. The Agency's FY 16/17 financial records were examined with a material weakness cited for inadequate internal controls over preparation of the financial statements; and a significant deficiency identified for inadequate separation of accounting duties due to small staff size. There was no evidence of apparent fraud or material misstatements and overall the opinion of the auditors was that the financial statements fairly represented the financial position of the Agency in accordance with generally accepted accounting principles in the United States of America.

To address the material weakness finding, the Agency will develop a process to document supervisory review of incremental steps in the development and preparation of the financial statements.

**M/S/C Menetrey/Morgan) To accept the FY 16/17 Financial Audit Report.**

Vote: 4-0

**Motion Passed**

**O. FY 15/16 HPP Grant Audit Report**

Ms. Murdaugh reviewed the results of the California Department of Public Health financial audit of the Agency's FY 15/16 Hospital Preparedness Program grant funds. The report concluded the Agency complied with all requirements for the administration of the grant monies. There were no deficiencies noted.

**M/S/C Menetrey/Morgan) To accept the FY 15/16 HPP Grant Audit Report.**

Vote: 4-0

**Motion Passed**

**P. Review of JPA Agreement**

It its annual review of the Joint Powers Agreement, the Board decided to submit the agreement to each member county Board of Supervisors for updated approvals. Direction given.

**Q. Review of the ByLaws**

It its annual review of the ByLaws, the Board decided to submit the ByLaws to each member county Board of Supervisors for updated approvals. Direction given. A further discussion of the ByLaws will be conducted at the October 2018 JPA Board of Directors meeting.

**R. Election of the Chairperson and Vice-Chairperson**

The Board elected Supervisor Terry Woodrow as the Chairperson and Supervisor Jim DeMartini as the Vice-Chairperson for FY 18/19.

**S. Agency and County Reports**

*Alpine County* – No report.

*Amador County* – American Legion Ambulance will schedule another ambulance unit in Ione to deal with needs from the Buena Vista Casino.

*Mariposa County* – No report.

*Stanislaus County* – The County decided to go out for bid for the ambulance contracts.

**T. Executive Session**

The Board convened Executive Session at 10:00 AM.

**U. Results of Executive Session**

The Board returned from Executive Session at 10:15 AM. Direction given.

**V. Next Scheduled Meetings**

(Special) June 21, 2018 at 9:00 AM, Copperopolis Fire Station Training Room

(Regular) August 8, 2018 at 9:00 AM, Copperopolis Fire Station Training Room

**W. Adjournment**

Supervisor Woodrow adjourned the meeting at 10:16 AM.