

**Mountain Counties Emergency Medical Services Agency
Board of Directors Meeting Minutes
August 23, 2024**

Location: Copperopolis Fire Protection District, Training Room
370 Main Street, Copperopolis, CA. 95228

Time: 9:00 AM

Board Members Present: Jeff Brown (Chairperson) – Amador County; Miles Menetrey (Vice Chairperson) – Mariposa County; Terry Woodrow - Alpine County; Gary Tofanelli – Calaveras County

Guests: Joanne Hasson– Amador County Public Health; Tracy Dehn – Amador County Public Health

Staff: Cindy Murdaugh – Executive Director; Thomas Morton – Acting Executive Director; Andrea Ramirez – Executive Secretary/Financial Services Assistant; Mark Ferreira – QI Coordinator; Marc Stevenson – Disaster Preparedness Coordinator; Dr. Kimberly Freeman – Agency Medical Director; Derek Cole – Agency Counsel.

A. Call to Order

The meeting was called to order at 9:02 AM by Vice Chairperson Menetrey with a quorum of four members present.

B. Welcome and Introductions

Vice Chairperson Menetrey asked for Mrs. Ramirez to call on everyone attending via Zoom for self- introductions. The Board did self-introductions.

C. Correspondence

None

D. Additions, Deletions, Corrections to Agenda

M/S/C (Woodrow/Tofanelli) To approve the agenda as submitted.

Roll Call Vote:

Alpine County Aye

Amador County Aye

Calaveras County Aye

Mariposa County Aye

Motion Passed 4-0

E. Public Forum

None.

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F. Approval of Consent Calendar

M/S/C (Woodrow/ Tofanelli) To approve the consent calendar.

Roll Call Vote:

Alpine County Aye

Amador County Aye

Calaveras County Aye

Mariposa County Aye

Motion Passed 4-0

G. Segregation of Duties

Mrs. Ramirez explained that the monthly financials approval process is documented in the Accounting Policies and Procedures Manual. Monthly financials are to be approved by the Executive Director and then approved by the JPA Board at each meeting.

Ms. Murdaugh asked if Derek had a prior conversation with the auditor after the JPA Board Meeting on June 21, 2024, regarding this topic.

Mr. Cole confirmed his discussion with the auditor. He is familiar with his concerns. There is not a legal answer to this question, it is based on best practices with a practical matter of what works for the Agency.

Supervisor Tofanelli asked if the Agency policy is meeting state funding regulations.

Mr. Cole stated he is unaware of any specific prohibition or state mandate concerning the way the Agency has their monthly financial reports approved. The Agency is obligated to have their financial audit done, accepted, and approved by the JPA Board members.

Supervisor Tofanelli stated he is wanting to make sure that the Agency is following the policies and procedure regarding state funding.

Mr. Morton commented he is not aware of EMSA ever challenging our financial reporting. The Agency occasionally does an audit with EMSA with no findings.

Ms. Murdaugh stated reaching out to the state to question the monthly financials approval process and their regulations would be best.

Supervisor Tofanelli asked if this approval is a state requirement of not.

Ms. Murdaugh stated that the auditor's concern with segregation of duties has been an issue even with Stanislaus in house because we have one finance person. Unrealistic for the Agency to have more than one finance person.

Supervisor Tofanelli asked if Mr. Cole can reach out to the State to make sure there are no changes in the approval process.

Mr. Cole welcomes the direction to reach out to the state for confirmation. No vote or action is needed for this item.

H. Accounts Receivable Balance Sheet

Mrs. Ramirez explained that Ms. Murdaugh, Mr. Morton, Mr. Cole have a copy of the A/R List and are working closely together on sending out Final invoices.

I. Draft Year End Financial Reports FY 2023/2024

Ms. Ramirez presented to the Board the year-end financial reporting.

M/S/C (Tofanelli/ Woodrow) To Approve Draft Year End Financial Reports FY 23/24

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

Motion Passed 4-0

J. Agreement with the State of California Emergency Medical Services Authority for FY 2024/2025 State General Funds

Ms. Murdaugh presented the FY 24/25 agreement with Emergency Medical Services Authority with matching state general funds allocation of \$656,759 which is 85 % of the Agency's approved operating budget. Base funding of \$272,759, and \$384,000 from the augmentation approved in the budget change proposal in September 2022 to support regional agencies throughout California.

M/S/C (Woodrow/Brown) To approve Agreement with the State of California Emergency Medical Services Authority for FY 2024/2025 State General Funds with the Executive

Directors Signature

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

Motion Passed 4-0

K. Agency and County Reports

Mr. Ferreira reported the Agency rolled out our new protocols July 1, 2024.

We restarted, rebranded, renamed our quality improvement group to CQI to continuous quality improvement. The Agency has conducted an MICN Class, 5 Paramedic Orientations. The Agency has utilized the high-fidelity mannequin in completing paramedic ALS call review. Hopefully conducting another MICN class in September. Scheduling the paramedic orientations on set dates throughout the month. Scheduling 1 MICN class every quarter.

Mr. Morton reported since he has been back from medical leave, he has been working on IT issues and switching over to the serverless environment, backed up to the cloud.

Implementation of laptops instead of desktops the Agency will be able to access our virtual information from anywhere.

Mr. Stevenson reported the Agency assisted Calaveras County with the Aero Fire, the Agency assisted with MHOAC, air coordination and public health through that event. The Agency assisted with Mariposa County during French Fire, Public health, EOC, and John C Freemont. ICS Training, Tabletop exercises for Mariposa County.

Ms. Murdaugh reported cleaning up processes and streamlining workflow within the agency, a lot of technical stuff however the focus is getting the Mercy Medical Transportation contract completed. I will be meeting with Dr. Freeman and Mr. Ferreira to discuss the clinical data involved in the contract.

Dr. Freeman reported rolling out the protocols and taking feedback, restarting committees, continue with constant improvement and working on other policies that need to be updated and improved including a new policy that has to do with Kirkwood and the way they receive patients in certain situations.

Supervisor Tofanelli asked Tom if all the electrical in the office was up to date and taken care of.

Tom stated, yes, the contractor completed the work there was one glitch with the multi copier machine was still tripping a breaker. The contractor put in another circuit and popped another breaker so the copier can now be on its own breaker.

Mr. Cole reported he is involved in a group that is sponsored by EMSA to comprehensively look at the regulations for the EMS Act. This group has a lot of stakeholders including LEMSAs, ambulance providers, fire providers, and others. Due to EMSA wanting to take a greater roll the agencies could be required to produce more reporting and paperwork which could mean the agency could need more staff.

Ms. Murdaugh explained the multi-county agencies meet separately and with the state routinely to discuss challenges that the rural counties have regarding EMS support. The Agency already completes additional reporting in regard to the additional funds that we receive, quarterly reports on how the funding is being utilized and the gaps we still see.

MR. Morton shared he started attending the EMSAAC legislative committee meetings. The Agency also has good communication with other multi-county LEMSA's and share concerns and perspectives with each other.

Alpine County – No Report

Amador County – No Report

Calaveras County – No Report

Mariposa County – Vice Chairperson Menetrey reported the French fire on July 4, 2024, burnt close to the perimeters of houses just like the Aero Fire in Copperopolis. The strike team did a great job on saving the town. Then the fire in Coulterville and then another fire last week in Summitville, Mountain Road that leads to the Chowchilla River. Fair coming up next weekend for Mariposa County.

L. Next Scheduled Regular Meeting

Friday, October 25, 2024, at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

M. Adjournment

Chairperson Brown adjourned the meeting at 9:58 AM.