

**Mountain-Valley
Emergency Medical Services Agency
Board of Directors Meeting Minutes
August 12, 2015**

Location: Copperopolis Fire Station
Training Room
370 Main St.
Copperopolis, CA 95228
Time: 9:00 AM
Board Members Present: Terry Woodrow – Alpine County; Debbie Ponte – Calaveras County; John Carrier (Vice-Chair) – Mariposa County; Jim DeMartini – Stanislaus County
Board Members Absent: Louis Boitano - Chair
Guests: Mike Johnson
Staff: Richard Murdock - Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant

A. Call to Order

The meeting was called to order at 9:01 am by Vice-Chairman Carrier with a quorum of members present.

B. Welcome and Introductions

The Vice-Chairman welcomed those present and self-introductions were accomplished.

C. Correspondence

None

D. Additions/Deletions, Corrections to Agenda

Item K was corrected to include the correct description of “*The Board will be asked to approve the FY 15/16 EMS Authority Agreement.*”

M/S/C (Woodrow/Ponte) To Approve the Agenda as corrected.

Vote: 4-0 with 1 excused

Motion Passed

E. Public Forum

None

F. Approval of Consent Calendar

M/S/C (Woodrow/DeMartini) To Approve the Consent Calendar.

Vote: 4-0 with 1 excused

Motion Passed

G. FY 13/14 Financial Audit Report

Mrs. Watson presented the findings of the annual audit performed by Fechter and Company of the Agency's FY 13/14 financial records. The reports were found to be a fair and accurate representation of the Agency's financial activities. One finding with a recommendation involved some missing credit card receipts. The Agency's corrective action includes maintaining the currently restricted access to the credit card and the creation of a lost receipt affidavit and process to document the associated purchase. The Board was asked to approve the audit report as written.

M/S/C (Ponte/Woodrow) To Approve the FY 13/14 Financial Audit Report.

Vote: 4-0 with 1 excused

Motion Passed

H. Draft FY 14/15 Year End Financials

Mrs. Watson presented the draft FY 14/15 Year-End Financial Reports, summarizing the year's activities and highlighting the value of the Agency's General Fund. An adjustment for Local Funds Interest will be made upon receipt of the June activity report from the Stanislaus County Auditor. This report has a planned release during August 2015. The ending balance of the Unreserved portion of the fund is in compliance with Policy 170.00, Reserve Fund Limits. The Board was asked to approve the financial reports.

M/S/C (Ponte/Woodrow) To Approve the Draft FY 14/15 Year-End Financial Report.

Vote: 4-0 with 1 excused

Motion Passed

I. Change in Accounting Method

Mrs. Watson described the current accounting method of Modified Accrual versus the accounting method of Full Accrual. Government Accounting Standards Board (GASB) Statements 33 and 34 were cited, and the benefits of each method reviewed. A recommendation from the financial auditors, Fechter and Company, to consider moving the Agency's accounting method to the full accrual method was also discussed and the Board was asked to approve this recommended change effective July 1, 2015.

M/S/C (Woodrow/Ponte) To Approve a Change in Accounting to the Full Accrual Method Effective 7/1/15

Vote: 4-0 with 1 excused

Motion Passed

J. Authorized Signatures

Mrs. Watson explained the Agency's need for updated signature cards for both the Stanislaus County Auditor and Valley First Credit Union. The Board was asked to approve and issue a Resolution citing the names of the authorized signatures.

After discussion, the Board directed some extra coordination be done with the Stanislaus County Auditor and the Credit Union to determine if the Board Resolution could cite Agency position titles rather than individual names in the Board Resolution. This would provide the Agency with some flexibility in the event of future personnel changes. The Board Resolution will be edited as needed to reflect the results of that coordination.

M/S/C (Ponte/DeMartini) To Approve and Issue a Board Resolution as Formatted to Update Authorized Signatures for Account Signature Cards with the Possible Edit from Citing Individual Names to Citing Agency Position Titles.

Vote: 4-0 with 1 excused

Motion Passed

K. Proposed FY 15/16 EMS Authority Agreement

Mr. Murdock explained the provisions of the FY 15/16 EMS Authority Agreement for State matching funds. There is an increase of approximately \$5000 over last year with the calculation methods remaining consistent from years past. The Board was asked to approve the agreement and issue a Board resolution authorizing the Agency to enter into the agreement.

M/S/C (DeMartini/Woodrow) To Approve the FY 15/16 EMS Authority Agreement and Issue a Board Resolution Authorizing the Agency to Enter into the Agreement.

Vote: 4-0 with 1 excused

Motion Passed

L. Advanced EMT Program

Mr. Murdock discussed the current challenge with the corporate offices of both Dignity Health (Mark Twain Medical Center) and Sutter Health (Sutter Amador Hospital). Both are requiring extensive background checks on the AEMT students before the hospitals will allow the students to complete their required clinical time. There has been a delay in determining who will receive the background check reports.

Twelve firefighters from Calaveras County completed the classroom portion of the AEMT class in April 2015. Two have pulled out of the program to go to paramedic school. Mark Twain Medical Center will offer another student orientation in September. Once the clinical time is completed, the students will have ride time with American Legion Ambulance before taking the National Registry Exam. The Agency will work with the students to help them complete the program.

Supervisor Ponte observed that orientation during fire season is not the best timing for students who are volunteer firefighters. She recommended adequate notice be given and recommended a better timeframe to be in December. She also wants to promote the accomplishment of the twelve students who have completed the program to date.

Supervisor Carrier advised the Agency to put together a Best Practices/Lessons Learned package for organizations who want to offer an AEMT Program in the future.

M. Amador County Transportation Plan

Mr. Murdock reported the State EMS Authority approved the 2011 Amador County Transportation Plan except for the language relating to Critical Care Transport. There was no regulation for this type of transport at the time of the 2011 EMS Plan. Supervisor Boitano and American Legion Ambulance have agreed to this change. The attorney was notified that the appeal is withdrawn.

N. Five Year EMS Plan

Mr. Murdock stated he is using a template provided by the State to develop the five year EMS Plan for the period of 2011 – 2016. His goal is to bring the plan to the Board at the October meeting. There will be an annual report thereafter to include the transportation plan and trauma plan. There are new regulations written for both STEMI and Stroke facility designations, and the Inter-Facility Transfer process is changing with Critical Care Paramedics.

Supervisors Ponte and Carrier agreed these are positive changes for the community.

O. Executive Session

Executive Session began at approximately 10:00 am and ended at approximately 10:25 am.

P. Results of Executive Session

Information was received and direction given.

Q. Agency and County Reports

Alpine County – No report.

Amador County – No report

Calaveras County – The EMS Oversight Committee, which had been appointed by the Board of Supervisors for many years, was recently disbanded. Currently a grass-roots committee has formed and is in the process of revamping its format. Pat Murphy from the Agency is involved. Mr. Murdock said there has been positive feedback to this change.

Mariposa County - EMS contract renewal discussions began with the Agency Executive Director. A recent MCI with one fatality and several injuries was handled well by EMS responders. The National Park Service is currently conducting a source investigation of an incident involving a child who contracted the Plague while camping at the Crane Flat campground in Yosemite National Park.

Stanislaus County – Things have improved with Westside Ambulance under new management. The County is currently meeting with AMR to improve contract compliance. Mr. Murdock reported that AMR has eliminated the use of ambulances assigned to the 9-1-1 system for Inter-Facility Transfers.

R. Next Scheduled Meeting

October 14, 2015, 9:00 AM, Copperopolis Fire Station Training Room

S. Adjournment

Vice-Chairman Carrier adjourned the meeting at approximately 10:35 AM.