

**Mountain-Valley  
Emergency Medical Services Agency  
Board of Directors Meeting Minutes  
May 9, 2022**

Location: Via Zoom  
Time: 10:00 AM

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

Guests: Mary Ann Lilly – Stanislaus County Health Services Agency; Alan McNany – American Legion Ambulance; Deb Thrasher – Stanislaus County Health Services Agency; Richard Murdock – Stanislaus County Office of Emergency Services; Jim Whitworth – Mariposa County Public Health; Holly Sandman - Amador Public Health; Diana Evenson – Amador Public Health; Eric Lewis – PHI; Jewel Warr – Stanislaus County CEO’s Office; Mary Velasquez – Memorial Medical Center

Staff: Cindy Murdaugh – Executive Director; Susan Watson – Executive Secretary / Financial Services Assistant; Derek Cole – Agency Counsel; Tom Morton – Communications/Data Systems Coordinator

**A. Call to Order**

The meeting was called to order at 10:00 AM by Chairperson Tofanelli with a quorum of five members present.

**B. Welcome and Introductions**

Ms. Watson conducted a roll call of the JPA Board members. Chairperson Tofanelli called for self-introductions by guests.

**C. Correspondence**

None.

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

M/S/C (Woodrow/Browm) To approve the agenda as presented.

**Motion Passed 5-0**

**E. Public Forum**

None.

**F. Approval of Consent Calendar**

M/S/C (Condit/Menetrey) To approve the consent calendar.

**Motion Passed 5-0**

**G. FY 2022/2023 Member County Contribution Letters**

Ms. Watson presented the Member County Contribution letters for FY 2022/2023. The calculations remained at \$0.44 per capita and were based on the 2022 Population Estimates by County published by the State of California Department of Finance on May 1, 2022.

M/S/C (Menterey/Woodrow) To approve the FY 2022/2023 Member County Contribution Letters as presented.

**Motion Passed 5-0**

**H. FY 2022/2023 HPP Grant Participation**

At Chairperson Tofanelli's request, Ms. Murdaugh communicated with the Health Officers in Alpine, Amador, Calaveras and Mariposa Counties regarding the additional allocation of HPP Fund dollars that would be needed in order for the Agency to apply for and received HPP Grant funding from CDPH for FY 2022/2023.

Ms. Watson explained the fund allocation process for Multi-County LEMSAs, which is comprised from a portion of each member county's HPP Grant allocation. With the loss of Stanislaus County from the JPA, the Agency is currently well short of the CDPH minimum allocation of \$43,000. The required increased allocation was calculated proportionately among the remaining four member counties and that information is what Cindy communicated to the Health Officers.

Supervisor asked the approximate additional amounts per County.

Ms. Watson replied:  
Alpine \$400  
Amador \$12,000  
Calaveras \$15,000  
Mariposa \$6,000

Vice-Chairperson Brown asked for review of Amador County's allocation.

Ms. Watson replied:  
Original Allocation \$3,200  
Additional Allocation: \$12,000

Chairperson Tofanelli asked the response from the Health Officers.

Ms. Murdaugh reported that the greatest concerns were heard from Amador and Calaveras Counties, who said the applications and plans were already developed and in place and they have not seen any increases in their HPP Grant fund from CDPH over the years, but costs to carry out the grant activities had grown over the same period.

Chairperson Tofanelli asked with the loss of Stanislaus County's hospitals, were there be increased costs for the remaining hospitals in the four member counties?

Ms. Watson responded the grant allocation would be \$43,000 as the minimum amount that can be granted. If the MVEMSA is unable to apply for and receive the HPP grant funding through a direct contract with CDPH, the Agency will still support the member county healthcare coalitions and HPP grant activities as part of our disaster preparedness function.

Vice-Chairperson Brown was contacted by the Amador County Health Officer on Friday after the conversation with Ms. Murdaugh. Amador does not know where they are coming up with the extra \$12,000.

Ms. Watson explained the HPP Grant funding comes from the federal level and there is an allocation that comes down to the State every year. The State further allocates to the individual counties.

Supervisor Menetrey confirmed the Agency is seeking a \$43,000 grant, but the member counties have to make the contribution for that to happen.

Ms. Watson affirmed and explained the allocation process as well as the burden created in this grant funding for the Agency with the loss of Stanislaus County from the JPA.

Supervisor Menetrey asked if the money has to be available by July 1, 2022.

Ms. Watson responded the application is actually due by May 20, 2022. There has to be a commitment letter from each of the Health Officers from the remaining member counties that is submitted with the grant application.

Supervisor Menetrey asked if the Agency had reached out to Dr. Sergienko since his return.

Ms. Murdaugh replied she had provided the information to him by email and would reach out again this week to speak with his about this issue.

Supervisor Menetrey will follow up with Dr. Sergienko.

Chairperson Tofanelli asked each Board member to speak with their individual Health Officers to see if this will be possible.

Vice-Chairperson Brown asked what the outcome benefit is in this grant participation.

Ms. Watson explained there is a separate grant work plan for the Multi-County LEMSA that addresses several objectives required by the State. There are collaborative projects with each of the member counties; active participation in the HealthCare Coalitions; development and provision of EMS policies and training to support disaster preparedness for surge events that affect the hospitals and the member counties. That kind of support also falls into the Agency's disaster preparedness function. Without the grant, there would not be a separate work plan nor as many deliverables, but we would still be active members of the HealthCare Coalitions and contributing to their work plans to some degree in coordination with the Public Health departments.

Vice-Chairperson Brown asked if there is a bottom dollar cost to benefit number.

Ms. Watson said she would have to research that and try to figure out how to express that information.

Chairperson Tofanelli said the whole idea is to keep the hospitals, EMS Agency, and ambulance providers up to date in the current things that are going on with preparedness for emergencies. There have been a number of emergencies happen in all of our counties over the past couple of years that preparedness probably helped in some way. So, there is a return on the dollar in that way.

Vice-Chairperson Brown wondered if it would be possible to ask the hospitals to contribute some to the increased allocation for the grant especially since this is a last minute request while counties are putting together their budgets.

Chairperson Tofanelli felt that might be reasonable and should be a separate conversation between the Health Officers and the directors of the hospitals.

**I. FY 2022/2023 Proposed Preliminary Budget**

Chairperson Tofanelli explained this budget does not include any money that may or may not be received from Stanislaus County. The final budget will come to the Board within the next 4-5 weeks.

Ms. Watson presented the proposed preliminary budget for FY 2022/2023, detailing the revenue sources and expense justifications. This budget would require the use of Agency contingency funds in order to cover all of the expected expenses.

Chairperson Tofanelli asked about the ambulance coming from American Legion Ambulance for the Sim Lab. Do we know the costs associated with that vehicle?

Ms. Watson affirmed a conversation with Alan McNany would be good to distinguish the costs needed for the budget.

Mr. McNany stated he plans to donate the ambulance to the Agency.

Ms. Watson will research and calculate the associated costs for the final budget.

Chairperson Tofanelli the budget as presented shows a \$338,000 hit to Agency reserves, and the final budget may look different. There can be further discussions at that time.

Chairperson Tofanelli asked for the alternative budget that includes keeping Marilyn Smith on the Agency staff and affirmed that would increase the need for contingency funds to \$408,000. However, Ms. Smith has been with the Agency almost from the beginning and is a vital link in the Agency.

Supervisor Woodrow noted the Board is being asked to approve the budget presented by Ms. Watson. So is the Board also being asked today to approve more money to bring on Ms. Smith, or would this be looked at in more detail later?

Chairperson Tofanelli asked for the Board to vote on this today so Ms. Smith would not be left to the last minute if she is interested in coming to Calaveras.

Ms. Murdaugh notes that Ms. Smith is not a full-time employee. She is a part-time, 50 hour per pay period employee. Her title is Response and Transport Coordinator. Her main responsibilities are to monitor ambulance response compliance through the FirstWatch Online Compliance Utility (OCU). She also works on contracts that come through regarding inter-facility transfers and handles special event coverage.

Supervisor Woodrow noted the increase is about \$70,000. She feels Ms. Smith's position is an integral part of what goes on in the Agency.

Supervisor Menetrey deferred to those who know the inner operational workings to determine if this is a good and necessary part of moving forward.

Vice-Chairperson Brown agreed with Supervisor Menetrey and also noted there will have to be a way to overcome the budget deficit.

Chairperson Tofanelli after July 1, 2022 actual costs will be better determined and the Board will discuss some options for addressing the deficit going forward. He recommended approving the budget to include Ms. Smith.

**M/S/C (Woodrow/Brown) To approve the FY 2022/2023 second budget ending with the contingency funds required estimate of \$408,049.**

**Motion Passed 5-0**

**J. Planning Discussion**

Ms. Watson read the email from the landlord for the present office space at 1101 Standiford Ave. in Modesto, CA. The email asked if the Agency would renew our lease and provided the particulars. The Agency is asking the Board for direction on how to respond.

Chairperson Tofanelli noted it will likely take the month of July 2022 in order to move to Calaveras. He recommended issuing a 60 day notice and explaining the reason for the move.

Chairperson Tofanelli is presently finishing negotiations for the new office space in Copperopolis, CA. He anticipates having the lease agreement ready for Board review and approval in the next week or so. Some tenant improvements will be needed before the Agency can move into the new space.

Vice-Chairperson Brown agreed with giving the 60 day notice to the current landlord.

Supervisor Woodrow notes she would feel more comfortable giving notice if the lease for the new office space was already signed.

Chairperson Tofanelli expects this will not be a problem. The new landlord is receptive to the agreement and also wants to get it executed soon.

Supervisor Menetrey agreed with giving the 60 day notice to the current landlord.

**K. Closed Session**

The Board convened closed session at 11:15 AM

**L. Results of Closed Session**

The Board returned from closed session at 11:33 AM.

Mr. Cole reported the Board of Directors met in closed session to discuss one potential litigation item. An update was received and direction was given. No further reportable action was taken.

*Let the record show that Supervisor Menetrey left the meeting at 11:32 AM during closed session.*

**M. Agency and County Reports**

Amador: No report

Alpine: No report

Stanislaus: No report

Calaveras: No report

Agency:

Ms. Watson reported she had reached out to Kathy Gomes at Calaveras County to work out the check processing piece and the details the Agency needs to know from the finance side. She was hoping to meet with Ms. Gomes soon.

Chairperson Tofanelli asked for a rescheduled date to meet at the new office space.

Ms. Murdaugh reported:

- The recruitment for a Quality Improvement Coordinator closed on Friday and the Agency received just one application so far. There were some qualified candidates on Indeed we are waiting to see if any applications arrive via mail this week from them.
- Ms. Murdaugh and Ms. Watson have been providing information and documents requested by Stanislaus County for the upstart of their EMS Agency. Training has been provided to their staff for the financial part of the operation as well as the certification process. A staffing audit is currently underway which will ultimately provide information about currently certified paramedics and MICNs working in Stanislaus County.
- In Alpine County a meeting is being scheduled with Dr. Johnson and Dr. Kann to discuss things Dr. Johnson would like to see in Alpine County moving forward.
- In Amador County the FirstWatch data is currently being validated. The BLS tier response was launched on April 13, 2022 and the Agency is still reviewing and monitoring data on that.
- In Calaveras County response compliance reports are being run. The Agency needs to meet with American Legion Ambulance to go over those numbers to validate the reports.
- In Mariposa County Agency staff met with Dr. Sergienko to review the response map which had not been updated after conversations with prior Agency administration. The corrections have been made and sent to the GIS contractor to produce the updated map for the new contract with Mercy Medical Transport. There will be further coordination with Supervisor Menetrey and Dr. Sergienko to finalize the contract content once the new map is received. Ultimately the agreement will be pushed to Mercy Medical Transport as well.
- The Agency continues to manage the workload in the face of lost employees. Justin Murdock will be leaving on June 3, 2022.

Chairperson Tofanelli asked if the applicants for the QI Coordinator position were from outside our area, and if so would the Agency waive the certification fees.

Ms. Murdaugh responded the fee could be waived. The one application in hand is from a local paramedic. The candidates on Indeed are all from outside our area. They are a combination of paramedics and nurses who all have experience with emergency medicine. Whoever is hired needs to be State licensed if they are from out-of-state.

Mr. Whitworth stated he is happy to help with the transition in any way he can.

Ms. Murdaugh added there had been a call organized by Dr. Sergienko with the Agency, Health Officers and Emergency Preparedness Coordinators in the member counties and was an opportunity to clarify the operations of the EMS Agency. They asked how they could assist in the transition and the Agency did ask for help with the interview panel for the QI Coordinator. They will be notified of other opportunities that arise to assist the Agency moving forward.

**N. Next Scheduled Regular Meeting**

Monday, June 6, 2022 at 10:00 AM via Zoom.

**O. Adjournment**

Chairperson Tofanelli adjourned the meeting at 11:49 AM.