

**Mountain Counties
Emergency Medical Services Agency
Board of Directors Meeting Minutes
August 14, 2023**

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

Time: 10:00 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; Alan McNany – American Legion Ambulance; Michelle Tyer – American Legion Ambulance

Staff: Tom Morton – Acting Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant; Marc Stevenson – Disaster Preparedness Coordinator; Derek Cole – Agency Counsel

A. Call to Order

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

B. Welcome and Introductions

All meeting attendees gave self introductions.

C. Correspondence

None

D. Additions, Deletions, Corrections to Agenda

None

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

Motion Passed 4-0

E. Public Forum

None.

F. Approval of Consent Calendar

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

Motion Passed 4-0

G. FY 2021/2022 Financial Audit Report

Ms. Watson presented the FY 2021/2022 Financial Audit performed by Stroub Noble Thompson. The audit found no evidence of material misstatements or fraud and it was the opinion of the auditor that the financial statements fairly represent the financial activities of the Agency during FY 2021/2022. On the subject of internal controls, there was one finding that segregation of accounting duties is limited due to the size of the Agency.

Chairperson Brown suggested he review the monthly financials separately as an additional layer of oversight. Ms. Watson was asked to relay that suggestion to the auditor to see if it will be seen as a correction to the internal controls finding.

M/S/C (Tofanelli/Woodrow) To approve the FY 2021/2022 Financial Audit Report and add the additional layer of oversight for the Board Chairperson to review the monthly financials.

Motion Passed 4-0

H. Financial Audit Engagement Letter

Ms. Watson reviewed the financial audit engagement letter with Roman Richardson, CPA for a period of five years beginning with the audit of the Agency's FY 2022-2023 financial records. The cost of the audit has been adjusted to reflect the smaller budget and number of transactions performed in the Agency's current configuration.

M/S/C (Tofanelli/Menetrey) To approve the financial audit engagement letter with Roman Richardson, CPA.

Motion Passed 4-0

I. Board Resolution – Removal of Signature Authority

Ms. Watson submitted a Board Resolution for review and approval. The resolution authorizes the removal of past employee signatures from the bank signature card for the Agency's account with Valley First Credit Union.

M/S/C (Woodrow/ Menetrey) To approve the Board Resolution for the removal of signature authority as presented.

Motion Passed 4-0

J. Board Resolution – Establishment of Bank Account at Umpqua Bank

Ms. Watson submitted a second Board Resolution for review and approval. The resolution authorizes the Agency to establish a local business checking account at Umpqua Bank and names the designated signature authorities.

M/S/C (Tofanelli/Woodrow) To approve the Board Resolution to establish a bank account at Umpqua Bank as presented.

Motion Passed 4-0

K. Agency and County Reports

Agency –

- Mr. Morton introduced Marc Stevenson as the Agency’s Disaster Preparedness Coordinator who was hired at the end of June 2023. Mr. Stevenson shared a summary of his experience in disaster preparedness and response.
- Mr. Morton shared highlights from the Safety Car Program at American Legion Ambulance:
 - The program started on 2/1/2023.
 - There have been 183 Safety Car Transports with just two transports with issues that have been resolved.
 - 20,964 miles have been saved in ambulance mileage.
 - 637 ambulance hours have been returned back to the streets.
 - Employee morale has improved.
- Mr. McNany noted it has been a successful program and has relieved fatigue for the ambulance crews. American Legion Ambulance has purchased a backup safety vehicle from the Amador Sheriff’s Office.
- Mr. Morton further reported:
 - Dr. Freeman from Tuolumne County was hired as the Agency Medical Director.
 - The SimLab vehicle is in the shop for some front end work. Kamron Dirks is lining up training events.
 - There are two agencies interested in buying the Duty Officer Vehicle

Alpine County – No report.

Amador County – No report.

Calaveras County – No report.

Mariposa County – No report.

L. Closed Session

The Board entered into closed session at 10:25 AM.

M. Results of Closed Session

The Board returned from closed session at 10:42 AM.

Mr. Cole reported the Board of Directors met in closed session to discuss two items. The first item was a conference with legal counsel on anticipated litigation. A report was received, but no further reportable action was taken. Secondly the Board met to discuss a public employee release matter. No reportable action was taken.

N. Next Scheduled Regular Meeting

Wednesday, October 11, 2023 at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

O. Adjournment

Chairperson Brown adjourned the meeting at 10:47 AM.