

**Mountain Counties
Emergency Medical Services Agency
Board of Directors Meeting Minutes
November 3, 2023**

Location: Copperopolis Fire Station Training Room
370 Main St., 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; Alan McNany – American Legion Ambulance; Dr. Rita Kerr – Amador County Public Health; Chris Edgerly – Calaveras County Public Health; Jesse Figueroa – Mercy Medical Transport, Inc.; Chief Mike Johnson – Ebbetts Pass Fire District; Dr. Eric Sergienko - Mariposa County Public Health

Staff: Tom Morton – Acting Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant; 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 9:05 AM by Chairperson Brown with a quorum of four members present.

B. Welcome and Introductions

All meeting attendees provided self introductions.

C. Correspondence

None

D. Additions, Deletions, Corrections to Agenda

Mr. Morton requested Items H and I be deleted from the agenda.

M/S/C (Woodrow/Menetrey To continue items H and I to the next meeting and approve the remainder of the agenda as submitted.

Motion Passed 4-0

E. Public Forum

None.

F. Approval of Consent Calendar

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

Motion Passed 4-0

G. Agreement with the State of California Emergency Medical Services Authority for FY 2023/2024 State General Funds

Ms. Watson presented the annual agreement with the State EMS Authority for FY 2023/2024 State General Funds. This year's allocation includes both the initial allocation of \$272,919 plus the Budget Change Proposal augmentation of \$384,000. The total of \$656,919 supports 85% of the Agency's operating budget for this fiscal year.

Chairperson Brown noted the Agency address listed in the agreement needs to be updated to reflect the Copperopolis location.

Ms. Watson will follow-up for that correction.

M/S/C (Tofanelli/Menetrey) To approve the FY 2023/2024 Agreement with the State of California Emergency Medical Services Authority for State General Funds.

Motion Passed 4-0

H. Agreement with NORCAL Ambulance for Non-Emergency Interfacility Transfers

Continued to next meeting.

I. Agreement with AmWest Ambulance for Non-Emergency Interfacility Transfers

Continued to next meeting.

J. Board Resolution – Closure of Account at Valley First Credit Union

Ms. Watson explained the need for a Board Resolution to officially close the Agency's accounts with Valley First Credit Union. All remaining funds will be transferred to the Agency account with Umpqua Bank.

M/S/C (Tofanelli/Woodrow) To approve the Board Resolution to close the accounts with Valley First Credit Union as submitted.

Motion Passed 4-0

K. Draft Year-End Financial Reports FY 2022/2023

Ms. Watson reviewed the draft Year-End Financial Reports for FY 2022/2023. These records are currently under audit by Roman Richardson, CPA.

The Board had approved the use of \$70,000 in contingency funds to cover the costs to prepare the Copperopolis Agency office location and relocate out of the Modesto office. By fiscal year end, a part of these costs were covered by local funds, so the amount of contingency funds used was \$46,667.

Supervisor Tofanelli shared concerns about the aged receivables for unpaid invoices from stakeholders in Stanislaus County prior to July 1, 2022.

Mr. Cole stated he will work with Ms. Watson toward resolution of the Accounts Receivable.

M/S/C (Menetrey/Tofanelli) To approve the draft year-end financial reports for FY 2022/2023 as presented.

Motion Passed 4-0

L. Pending Retirement of Executive Secretary/Financial Services Assistant

Ms. Watson shared her plans to retire and requested to be involved with the recruitment and selection of her replacement. She further requested the Board to consider double-funding her position for a period of up to 90 days so she can train the new employee.

The Board approved a recruitment action to begin ASAP and the double-funding of the Executive Secretary/Financial Services Assistant position for an initial period of up to 120 days.

M. Agency and County Reports

Agency – Mr. Morton reported:

- The SimLab is up and running safely and is available. The mechanic is finishing up some minor repairs to the seats and to address a couple of leaks.
- The Disaster Coordinator is doing a very good job and has many connections throughout the region.
- The financial audit currently underway is a very thorough process.
- The Agency is addressing gaps and overall things are going well.
- There is one outstanding issue with splitting the electrical meter in the Agency office.
 - Supervisor Tofanelli will follow up on this

Mariposa County – Vice-Chairperson Menetrey spoke with Dr. Sergienko regarding the alliance ambulance funding and RFP process. He is looking for some data requested from the Agency.

- Mr. Morton explained the challenges with answering the data request.

Alpine County – No report.

Calaveras County – Supervisor Tofanelli thanked Mr. McNany for the donation of the ambulance.

Amador County – No report.

N. Closed Session

The Board entered into closed session at 9:46 AM.

O. Results of Closed Session

The Board returned from closed session at 9:55 AM.

Mr. Cole reported the Board of Directors met in closed session to discuss an employee personnel matter. The Board received an update, but no reportable action was taken.

P. Next Scheduled Regular Meeting

Friday, December 15, 2023 at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

Q. Adjournment

Chairperson Brown adjourned the meeting at 9:58 AM.