

**Mountain Counties  
Emergency Medical Services Agency  
Board of Directors Meeting Minutes  
June 21, 2024**

Location: Zoom

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: Mimi Carter– Mariposa County Health Officer; Lindsey Clark – Amador County Public Health

Staff: Cindy Murdaugh – Executive Director; Susan Watson – Executive Secretary/Financial Services Assistant; 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; Dave Ritchie – Agency Counsel

**A. Call to Order**

The meeting was called to order at 9:03 AM by Chairperson Brown with a quorum of four members present.

**B. Welcome and Introductions**

Chairperson Brown asked for Mrs. Ramirez to call on each individual for self- introductions.

**C. Determination of Safety**

M/S/C (Woodrow/Menetrey) To approve Determination of Safety.

Roll Call Vote:

Alpine County Aye

Amador County Aye

Calaveras County Aye

Mariposa County Aye

**D. Correspondence**

None

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

**M/S/C** (Menetrey/ Woodrow) 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**

**F. Public Forum**

None.

**G. Approval of Consent Calendar**

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

Roll Call Vote:

Alpine County Aye

Amador County Aye

Calaveras County Aye

Mariposa County Aye

**Motion Passed 4-0**

**H. FY 2024/2025 Member County Contribution Letters**

Ms. Watson presented the FY 2024/2025 Member County Contribution Letters. The calculations are based on the State Department of Finance population estimates and the \$0.44 per capita rate approved by the JPA Board of Directors in December 2008.

Ms. Watson confirmed an update for point of contact for Amador County to Joann Hassen.

**M/S/C** (Tofanelli/Woodrow) To approve the FY 2024/2025 Member County Contribution Letters.

Roll Call Vote:

Alpine County Aye

Amador County Aye

Calaveras County Aye

Mariposa County Aye

**Motion Passed 4-0**

**I. FY 2024/2025 Member County Agreements**

Ms. Watson presented the FY 2024/2025 Member County Agreement updates are to reflect current dates for FY 2024/2025, Opt out date to January 2025, and the County Contribution amount to match County Contribution Letters.

**M/S/C (Menetrey/Woodrow) To Approve FY 2024/2025 Member County Agreements**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**J. Medical Director Agreement with Dr. Kimberly Freeman**

Ms. Watson Explained a clause in the agreement states there are three twelve-month extensions allowed. this is our first twelve-month extension to reflect fiscal year 2024/2025.

**M/S/C (Woodrow/Tofanelli) To Approve first twelve-month extension with Dr. Freeman**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**K. FY 2024/2025 Office Lease Extension**

Ms. Watson stated the agreement with Cardoza Enterprise reads that the Agency has three successive one-year periods to extend the lease with a thirty-day notice to extend. Cardoza Enterprises has informed us there will be no increase with this extension.

**M/S/C (Menetrey/Tofanelli) To approve and sign The Agency office Lease extension**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**L. Agreement with Mercy Medical Transport ,Inc.**

Ms. Murdaugh explained this three-month extension will give the Agency and Mercy Medical Transport enough time to finalize the language within the contract.

**M/S/C (Menetrey/Woodrow) To approve and sign Mercy Medical Transport Extension**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**M. FY2022/2023 Financial Audit Report**

Mr. Richardson presented to the Board a power point presentation.

The audit found no evidence of material misstatements or fraud and it was the opinion of the auditor that all financial statements fairly represent the financial activities of the Agency FY 2022/2023. One finding was the demand is segregation of accounting duties, which is limited due to the size of the Agency. Solution would be having the Board approve the monthly financials.

Mr. Richardson asked if the Board can be brought into closed session for further discussion about the audit report.

Mr. Richie stated that the topic is not agendized and cannot be brought into closed session. He informed Mr. Richardson in order to not violate the Brown Act He will need to address the questions or concerns with Agency staff then the legal counsel will agendize this topic.

Mr. Richardson Stated the topic is confidential with auditing standards and can not be brought to the Agency staff for comment.

Supervisor Tofanelli suggested that Mr. Richardson bring any concern of any matter to Mr. Cole for approval to be conducted into closed session.

Chairperson Brown asked if the Chair could review the monthly financial statements.

Mr. Richardson agreed this action to be sufficient and the Person approving the financial statements to be consistent on how approvals are done.

Supervisor Tofanelli asked if the monthly financials can be added to the consent agenda for the whole Board to approve it.

Mr. Richardson confirmed that decision is up to the Board to make that decision.

**M/S/C (Tofanelli/Woodrow) To approve FY 22/23 Financial Audit Report**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**N. Agency Accounting Policies and Procedures Manual**

Ms. Watson described this formal document was developed to cover the Agency's accounting methods. This manual is a requirement from the Auditor to be formally adopted by the Board of Directors.

**M/S/C (Tofanelli/Menetrey)** To approve and adopt Accounting Policies and Procedures Comes back to our next meeting in August to discuss the approval of monthly financials

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**O. FY 2024/2025 Proposed Preliminary Budget**

Ms. Watson discussed the proposed preliminary budget for FY 24/25. This balanced budget is based on the notification from the state of what our state funding will be for the FY 24/25. This also includes all current contractual obligations that we have and the current agency fee schedule that is associated with certifications. The expenses are based on a twelve-month history from April 2023 thru March 2024 FY 23/24 plus current insurance policy premiums.

Supervisor Tofanelli requested that Susan get together with Mr. Cole to help assist with a list from the accounts receivables list if the debt we can write off to uncollectable debt.

MS. Watson assured him she will get with Mrs. Ramirez and Mr. Cole for preparation.

**M/S/C (Menetrey/Tofanelli)** To approve FY 2024/2025 Proposed Preliminary Budget

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**P. Joint Powers Agreement**

Ms. Watson Presented the Joint Powers Agreement is on our annual roster for the Board to review and approve there has been no change to the Joint Powers Agreement.

**M/S/C (Menetrey/Woodrow)** To Joint Powers Agreement

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

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**Q. ByLaws**

Ms. Watson presented the Bylaws are for review, no changes were made.

**M/S/C (Woodrow/Menetrey) To Joint Powers Agreement**

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

**R. Agency and County Reports**

Ms. Murdaugh Reported the Agency has received the Note from the state regarding the funds we will receive and there was no cut in our allotted amount. Ms. Murdaugh Stated that Mark Ferreira and Dr. Freeman have made some major improvements since he started in April 2024. They have had 4 training sessions with the prehospital providers regarding the new policies that were approved in the April 2024 Board meeting.

Dr. Freeman expressed it was a great experience educating the providers and getting questions answered. We will be following QI very strictly with the implementation of these policies the next couple of weeks and follow up with more education.

Ms. Murdaugh explained the Agencies is currently working on the Mercy Medical Transportation Contract there is a lot of verbiage that needs to be changed.

Ms. Watson informed the Board the Agency we sold the duty officer vehicle to San Andreas Fire District.

Mr. Stevenson reported Aero Fire in Calaveras County the Agency responded with public health, Health and Human Services and integrated with EOC in calaveras county coordinated response with the hospital long term care and EMS Agency and communicated that with staff of updates. Submitted situational reports with the region of our impact level.

Ms. Watson reported this will be her last Board meeting and thanked the Board of Supervisors for the opportunity to contribute to the Agency for as long as she did.

The Board and staff of MCEMSA tell Susan Farewell and thank you for all the years, and best wishes on her future endeavors.

Alpine County – No Repot

Calaveras County –

Supervisor Tofanelli reported the Aero fire is completed and we lost three buildings one of which was an outbuilding. Thank you to all the fire crews involved in the Aero fire they did a great job.

Mariposa County –

Vice-Chairperson Menetrey reported a couple small fires within the County but fire crews got a handle on them quickly.

Amador County –

Chairperson Brown reported Amador County had a Disaster Counsel Meeting, Appreciating Mr. Stevenson attending the meeting.

S. **Election of the Chairperson and vice-Chairperson**

Supervisor Woodrow pointed out it is normal to have a two-year stint with the elected chairperson and Vice-Chairperson.

M/S/C (Woodrow/Tofanelli) To Nominate Jeff as the Chairperson and Vice-Chairperson Menetrey for an additional one- year period

Roll Call Vote:

Calaveras County Aye

Alpine County Aye

Amador County Aye

Mariposa County Aye

**Motion Passed 4-0**

T. **Next Scheduled Regular Meeting**

Friday, August 23, 2024, at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

U. **Adjournment**

Chairperson Brown adjourned the meeting at 10:33 AM.