Grand County Emergency Medical Services Special Service District
520 East 100 North
Moab, Utah

October 17, 2023
9:00 a.m.

1. The Grand County Emergency Medical Services Special Service District met in regular session on the above date and time at the Grand County EMS SSD station located at 520 E. 100 N., Moab, Utah. Elizabeth Tubbs called the meeting to order at 9:08 a.m. In attendance were Board Members Elizabeth Tubbs, Evan Clapper, Jim Webster, Lionel Weeks, and Rani Derasary. Board members Jason Taylor and Taryn Kay were excused. Also present were Executive Director Andy Smith, Administrative Coordinator/Clerk, Michelle Mefret, Administrative Coordinator, Jennifer Williams, and Administrative Assistant, Amanda Turner.

2. **Welcome Public Comment –** No public comment.

3. **Approval of Minutes:**
    a. Motion made by Board Member Rani Derasary to approve the July 18, 2023, regular meeting minutes and September 1, 2023, workshop minutes. Motion seconded by Lionel Weeks. Motion carried 5-0.

4. **Presentation: Medical Billing by First Professional Services Corporation.** Dart and Kody McGregor of FPSC presented an overview of ambulance billing including types of ambulance service levels, current state regulated rates, expected collection rates based on types of insurance payers, and data collection they use to predict income. Andy asked FPSC to show the board the dashboards they use to show key indicators of our account. Please see attached Power Point presentation for details.

5. **Updates:**
    a. **Chair Report:** Elizabeth noted that the board has not made an adjustment for the Executive Director's salary for 2024. She talked about the process for setting the Executive Director's compensation. The Executive Committee will meet before the next regular board meeting to set the compensation rate. Evan suggested the board consider different compensation scenarios along with comparable rates in other organizations. Next, Elizabeth talked about the evaluation process for the Executive Director and that it will be tasked to the Evaluation Committee at the annual meeting in January.

    b. **Treasurer Report:** Administrative Coordinator, Jennifer Williams, presented the treasurer report in Jason Taylor's absence. She reported the following bank account balances as of Tuesday, October 17, 2023, as follows: combined Mountain America accounts $107,577.65. PTIF Savings, $558,696.90.

    c. **Board Member Reports:** Rani reported that she is in the process of connecting the city manager with Captain Logan Brewer and Andy to improve communication from the city to EMS about special events and road closures. Elizabeth reported that the County Council had met and determined that the Health Care sales tax split will remain the same as it was in 2023 with the Care Center receiving 57% and GCEMS receiving 43%. GCEMS officially requested $150,000 in TRT funding for the 2024 ambulance and equipment purchases, but the County has not voted on that funding yet.

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d. **Emergency Coordinator:** None

e. **Administrative Staff:** None

f. **Director Report:** Andy passed on a director's update to focus on the presentation of the Budget.

g. **Committee Reports:**
   i. **Evaluation Committee -** None
   ii. **Policy Committee –** Revised sections of the employee handbook have been submitted to a lawyer for legal review but have not been returned.
   iii. **Executive Committee –** None
   iv. **Budget Committee –** Rani said that the budget Committee had met three times with staff and felt the presentations were clear, questions were answered satisfactorily, and the committee felt the budget was ready for presentation to the entire board.

6. **Discussion/Action Items:** *Please see packet for detailed information.*
   a. **Approval of Surplus Equipment and Vehicles – Discussion/Action:** Motion made by Rani Derasary to approve the surplus of equipment and vehicles. Motion seconded by Jim Webster. Motion carried 5-0.

   b. **Approval of Zoll Purchase – Discussion/Action:** Motion made by Lionel Weeks to approve the purchase of Zoll equipment. Motion seconded by Evan Clapper. Motion carried 5-0.

   c. **Approval of Ambulance Gurney – Discussion/Action:** Motion made by Jim Webster to approve the surplus of equipment and vehicles. Motion seconded by Evan Clapper. Motion carried 5-0.

   d. **Approval of Tentative 2024 Budget and Date for Public Hearing – Discussion/Action:** Director Andy Smith began the budget discussion by referencing the strategic planning document that administrative staff have been working on in 2023. He said that the strategic plan informed budget decisions, most notably around the topic of "redefining the employer/employee experience". It commits to full-time employment as GCEMS's primary staffing model. To make full-time employment as or more enticing than PRN, the budget increases pay for full-time employees, returns the HSA benefit, and offers paid parental leave. There was also discussion of the move to a staffing model that favors Paramedics and AEMTs, which would improve our level of service as well as provide opportunities for education to staff. Andy then reviewed actual expenses and income for 2023 as well as income projections and expected expenses for 2024. The board asked Andy for more details about "commercial services" and Andy explained how our services for wildland fires and special events work. Andy reviewed comparable organization's pay scales including EMS in Colorado and Utah, as well as Moab City Police, Moab Valley Fire, and Grand County Sheriff's. Jim Webster made the motion to approve the tentative 2024 budget and set the public hearing date for Monday November 27th, 2023, at 6:00pm at the Grand County EMS building. Lionel Weeks seconded the motion. Motion passed 5-0.

7. **Future Considerations:**
   a. **Audit Committee –** Chairwoman, Elizabeth Tubbs tabled discussion of the Audit Committee until the annual meeting in January.
   b. **Holiday Party –** No updates at this time.

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8. **Closed Meeting (if necessary):** None

9. **Adjourn:** 11:27 a.m.

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Grand County EMS Special Service District
Elizabeth Tubbs, Chair

Michelle Mefret
Clerk/Secretary

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