Grand County Emergency Medical Services

Special Service District

Board Meeting
Tuesday, January 16, 2024
0900-1100 Regular Meeting
Location: Grand County EMS SSD
520 E. 100 N. Moab, Utah 84532

Agenda

1. Call Meeting to Order

2. Welcome Public Comment - Anything not specifically on the agenda (3 minutes are allowed)

3. Approval of Minutes
    a. 11/27/23 - Public Hearing
    b. 11/28/23 - Regular Meeting

4. Updates
    a. Chair Report
    b. Treasurer Report
    c. Board Member Reports
    d. Emergency Coordinator
    e. Director Report
    f. Committee Reports
        i. Evaluation Committee
        ii. Policy Committee
        iii. Executive Committee
        iv. Budget Committee

5. Discussion/Action Items
    a. Appointment of Officers – Discussion/Action
    b. Appointment of Committees – Discussion/Action
    c. Designation of Surplus Property – Discussion/Action

6. Future Considerations

a. Fraud Risk Assessment
b. Code of Ethic and Conflict of Interest Disclosures
c. Annual Open and Public Meeting Act Training
d. Audit Committee

7. Closed Meeting

8. Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Emergency Medical Services Special Service District meetings are encouraged to contact the District Board two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any other questions or comments can be communicated to: (435) 259-1301.

Posted by: ________________________

Date: ____________ Time: ____________

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

November 27, 2023
6:00 p.m.

1. The Grand County Emergency Medical Services Special Service District met for a public hearing 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 6:05 p.m. In attendance were Board Members Elizabeth Tubbs, Jason Taylor, Jim Webster, Evan Clapper, and Rani Derasary. Board members Taryn Kay and Lionel Weeks were excused. Also present were EMS Executive Director Andy Smith, Administrative Coordinator Jennifer Williams, and Administrative Assistant Amanda Turner.

2. Public Hearing on the Proposed 2023 Budget – There were no public present at the beginning of the public hearing. Board members suggested a recess for 20 minutes or until a member of the public arrived prior to that. The public hearing came back into session at 6:20 p.m. and there was still no public comment. Chairwoman Elizabeth Tubbs called to close the public hearing.

3. Adjourn: 6:20pm

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Grand County EMS Special Service District
Elizabeth Tubbs, Chair

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Michelle Mefret
Clerk/Secretary

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

November 28, 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 9:03 a.m. In attendance were Board Members Elizabeth Tubbs, Evan Clapper, Jim Webster, Jason Taylor, and Rani Derasary. Board member Lionel Weeks joined at 9:07am. Board member Taryn Kay was 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 October 17, 2023 regular meeting minutes. Motion seconded by Jim Webster. Motion carried 5-0.

4. **Presentation –** None

5. **Updates:**
   a. **Chair Report:** None

   b. **Treasurer Report:** Treasurer Jason Taylor reported the following bank account balances as of Tuesday, November 28, 2023: combined Mountain America accounts $114,357.67. PTIF Savings, $459,861.75. District Clerk Michelle Mefret noted that the Mountain America account is a bit high because payroll has yet to come out of the account for this pay period.

   c. **Board Member Reports:** None

   d. **Emergency Coordinator:** None

   e. **Administrative Staff:** None

   f. **Director Report:** Andy Smith gave his director's report, which touched upon the topics of call volume, vehicles, and equipment, building update, staffing, and a bill for dispatch. (*Please see Director's Report document for more information*)

   Andy reported that call volume has been steady over the last few months. Call volume is down 5% from 2022 but up 10% from 2019.

   The department continues to have issues with vehicles, namely ambulances 108 and 109 pertaining to their diesel exhaust systems. Recently 109 was taken to a diesel mechanic which resulted in an unexpected $10,000 repair. One of the Zoll monitors has had a circuit board failure and has been sent back for repair, which will also be expensive.

   Recently, the property had some grading work done to mitigate potential water drainage and erosion issues and to prepare for the arrival of the shed for the American Legion, which is part of our agreement with them. Andy is also working on more storage and desk areas for ambulance staff.

Full-time Paramedic I recruitment is in process with four candidates being interviewed for two spots. Testing and second interviews will follow shortly thereafter. Clinical Services Director job posting is open until December 15th.

Michelle Mefret submitted her resignation, with her last day being December 8th. Andy commends her for her nearly 10 years of service and notes she will be greatly missed. Michelle will remain on payroll for a short while after her end date to help with the transition and assist on an as needed basis.

On November 2, Andy received an interlocal agreement and cost breakdown from the county that bills EMS for dispatch services. The bill came as a surprise since Andy had spoken only once earlier in the year with the Sheriff's office about this proposal but had no discussion afterwards. The Sheriff's Department is asking GCEMS SSD for $70,000 for their share of the cost burden of dispatch. Andy remarks that we are closing the budget tonight and there is not an extra $70,000 in there to give to the county, and GCEMS SSD would need to request money from the city and county to cover the cost anyways. Andy is in support of finding a solution that works, but the timeline is too short. Rani remarks that the city has also been approached with a bill for dispatch that is double what they anticipated. Evan remarks that the increase in funding is to offset the two new dispatch positions the county is seeking. Evan suggests GCEMS negotiate with the county and be part of the conversation as to what Grand County EMS needs from dispatch. Andy is hoping to move forward with a more collaborative approach that satisfies all parties, honors the taxpayers, and is realistic about revenue streams. Andy also remarks he has been very happy with improvements in dispatch over the past 6 months. Andy mentions that there may be State legislative avenues we could pursue to open more dispatch possibilities and support.

Andy plans to do a strategic plan update in January.

Holiday Party is December 14th at 6pm at Gravel Pit Lanes.

g. **Committee Reports:**
   i. **Evaluation Committee -** None
   ii. **Policy Committee –** None
   iii. **Executive Committee –** Updates will be covered in a closed meeting later in the agenda.
   iv. **Budget Committee –** None

6. **Discussion/Action Items:** *Please see packet for detailed information.*
   a. **Ratification of Payment of Bills – Discussion/Action:** Motion made by board member Jason Taylor to approve the ratification of payment of bills in the amount of $835,335.37 for the period of July 1st-September 30th, 2023. Motion seconded by Lionel Weeks. Motion carried 6-0. Board member Evan Clapper remarked that it would be helpful if the Treasurer could give highlights of unusual or unexpected expenditures when the board ratifies the payment of bills. He noted that it is difficult to pick those types of expenses out of three months of statements.

   b. **Approval of Resolution to Amend the 2023 Budget – Discussion/Action:** Director Andy Smith presented the amendments to the 2023 budget. He stated the expense categories with the biggest change are automobile expense and allowance for uncollectable. For automobile expenses, Andy notes that we have had an unusual amount of maintenance issues with the ambulances that have resulted in significant repair costs. The allowance for uncollectable are unusually high as we are closing out our service with the billing company HSI and are recognizing bad debt that was unaccounted for over the past few years. While budgeting for 2023, he had expected a high amount of uncollectable for this reason, but underestimated how high it would be. He expects the district will have better accounting with the new billing service, First Professional. What was allocated to be placed into the "fund balance" at the end of 2023 has been reallocated to cover the increase in automobile expense and the allowance for uncollectable. Other changes include minor shifts in income across categories and some minor adjustments in expenses. Board member Lionel Weeks remarks on the amount of overtime expense we have. Andy explained that the amount of overtime is very close to what was budgeted for and expected. Lionel also remarked on the increase in income which Andy attributed to increase in sales tax revenue, improvements in payments due to the new billing company, and the 9% raise in ambulance transportation rates set by the state of Utah in 2023. A motion was made by board member Jason Taylor to approve resolution 2023-11-28-1, amending the 2023 budget of the Grand County EMS SSD. Motion was seconded by Rani Derasary. Motion carried 6-0. Andy mentions that his intention going into 2024 is to amend the budget through resolution twice a year.

c. **Approval of Resolution to Approve the 2024 Budget – Discussion/Action:** Chairwoman Elizabeth Tubbs noted that last night was the public hearing on the proposed 2024 budget, to which no public appeared. Director Smith stated the budget being voted on tonight has not changed since the board approved the tentative 2024 budget in the October meeting. Michelle Mefret made a comment that there is a typo in the board packet that labels the resolution as "2022-11-28-2" but has been corrected to "2023-11-18-2" for the record and for the signatures. Motion made by board member Jason Taylor to approve the resolution to approve the 2024 budget for Grand County EMS SSD. Motion seconded by Lionel Weeks. Motion carried 6-0.

d. **Set Board Meeting Dates for 2024 – Discussion/Action**: Chairwoman Elizabeth Tubbs proposed that the district keep their meeting to an every other month schedule on the third Tuesday of said months at 9:00am for two hours. Discussion ensues about adding a meeting in October to aid in passing the budget in a timely manner. Motion made by board member Jason Taylor to maintain the regularly scheduled meetings into 2023 following the 2022 schedule, being the third Tuesday of every other month and add a meeting in October to discuss the budget as the full board. 2023 meeting schedule will be January 16, March 19, May 21, July 16, September 17, October 15, and November 19. Motion seconded by Evan Clapper. Motion carried 6-0.

7. **Future Considerations:**
   a. **Holiday Party –** The party will be catered. Bowling will be provided by GCEMS from 6:00-8:00pm. Jen Williams remarks that families are invited!

8. **Closed Meeting:**
   a. **Character, Professional Competence or Physical or Mental Health of an Individual:** Board Member Jim Webster raises the question of whether the topic of the Executive Director's compensation is an appropriate topic for a closed session. District Clerk Michelle Mefret clarifies that because the session will concern items covered in the rules for closed sessions, namely professional competence of an employee, it is appropriate for a closed session. She notes that when the board reconvenes and votes on setting the Executive Directors compensation, that will be on record. Motion made by Evan Clapper to enter closed session. Motion seconded by Board member Rani Derasary. Board Members Jason Taylor, Jim

Webster, Evan Clapper, Rani Derasary, and Lionel Weeks all vote in the affirmative to enter closed session at 9:57 am.

9. **Action Item**

   a. **Approval of Executive Director's Compensation:** The board exits closed session at 10:28 am. Board member Evan Clapper makes a motion to set the Executive Director's Compensation at $125,000 plus a COLA effective January 1, 2024. Motion seconded by Lionel Weeks. All members present perform a roll call and vote in the affirmative.

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

Grand County EMS Special Service District	Michelle Mefret
Elizabeth Tubbs, Chair	Clerk/Secretary

Agenda Summary
Grand County Emergency Medical Services SSD
January 17, 2024
Agenda Item #5a

Title:	Appointment of Officers
Presenter:	Board Chair, Elizabeth Tubbs
Summary:	According to our bylaws, at our annual meeting (which is the first meeting in January), the Board will elect a Chair and Vice-Chair, and Appoint a Treasurer and Clerk. Full wording is below: ***<u>"Appointment of Officers:</u>*** *The Board shall at its organizational meeting, and its annual meeting held thereafter, elect from its members a Chair and a Vice-Chair. The Board shall also appoint a Treasurer and Clerk, who may be a non- Board member and, if not a Board member shall have no vote on any matter. The Board may also designate an individual to serve as Administrative Assistant to the Board who may be a non-Board member and, if not a Board member shall have no vote."*
Fiscal Impacts:	None
Recommended Motion:	"I move to approved _________________ as Chair of the Board, _____________ as Vice Chair, ____________________ as Treasurer, and ____________ as Clerk."
Process:	
Attachments:	Pages 3 & 4 of the District bylaws dated 8.17.2021

Any Board member may be released from his/her position for due cause by a majority vote of the Board.

D. **Qualifications.** The qualifications for appointment to the Board and the method of appointment will be established by the Board. The method of appointment and the terms of service are established by law and by resolution of the Grand County Commission. Subject to those resolutions, it is the intent that Board members shall be chosen from qualified electors of the service district insofar as possible to represent broad sections of the community, business, governmental and medical/health care provider interests.

Appointees should:

1. Have a thorough understanding of the duties and responsibilities to be assumed,
2. Have an interest in providing services commensurate with community need,
3. Display good judgment, and
4. Provide impartial and fair services to benefit the District.

Article III: Duties of Board Members

A. In addition to the requirements stated elsewhere in these bylaws and the requirements of the State of Utah, Board members shall: (i) assume the ultimate responsibility for the environment, facilities and management necessary for the staff to effectively provide services in the EMSSSD; (ii) provide oversight for the District functions, including those of parties under contract with the Board; and (iii) appoint and supervise an Executive Director.

B.

Board members shall formulate policies relative to the use of properties providing for the development of a long-range plan describing the role, facilities, equipment and requirements of the District and shall formally approve or amend the organization bylaws as needed.

Article IV: Board Officers and Duties

Appointment of Officers: The Board shall at its organizational meeting, and its annual meeting held thereafter, elect from its members a Chair and a Vice-Chair. The Board shall also appoint a Treasurer and Clerk, who may be a non- Board member and, if not a Board member shall have no vote on any matter. The Board may also designate an individual to serve as Administrative Assistant to the Board who may be a non-Board member and, if not a Board member shall have no vote.

Chair duties: The Chair shall be responsible for presiding over all meetings of the Board, and for executing all documentation representing official actions of the Board. The Chair shall also accomplish other duties as assigned by a majority of the Board from time to time. No member of the Grand County Commission shall serve as Chair.

Vice-Chair duties: The Vice-Chair shall be responsible for presiding over all meetings of the Board, and for executing all documentation representing official actions of the Board in the absence of the Chair. The Vice-Chair shall also accomplish other duties as might be assigned by the Chair or a majority of the Board from time to time.

Clerk duties: The Clerk shall be responsible for ensuring all notices of Board meetings are properly posted and/or published; that all meetings of the Board are documented in accordance with the Utah Open and Public Meetings Act, and that all Board vacancies are properly publicized and shall perform any other duties required under U.C.A. 17B-1-309 and 17B-1-631.

Treasurer duties: The Treasurer shall:

1. Determine the cash requirements of the district and provide for the deposit and investment of all monies by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act.
2. Receive all public funds and money payable to the district within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue.
3. Keep an accurate detailed account of all monies received under Subsection (3)(b) in the manner provided in this part and as directed by the governing body of the district by resolution; and
4. Collect all special taxes and assessments as provided by law and ordinance; and shall perform any other duties required under U.C.A. 17B-1-632.

No elected or appointed member of the governing Board of a special district may be a full or part-time employee of the district while serving on the district's governing Board. No person employed by a special district as a full-time or part-time employee may serve on the governing Board of that special district.

Article V: Meetings

A. **Regular Meetings.** The regular meetings of the Board shall be held at least bi-monthly, or as often as is necessary to conduct District business. The date, time and location of meetings shall be set at its organizational meeting and yearly thereafter at its Annual meeting.

    1. Notice to the public of all meetings will be made pursuant to the Utah Open and Public Meetings Act. Written notice of meetings and agenda information shall be delivered to the appropriate news media and agencies, in accordance with *Utah Code 52-4-101 to 305*

B. **Special Meetings.** Special meetings may be called by the Chair. At the request of any two (2) Board members, the Chair must call a special meeting within five (5) working days. The Chair shall mail, fax or otherwise deliver written notice of special meetings to the Board members at least five (5) working days before the date of each special meeting, unless a written waiver of call and notice of call of a special meeting shall be obtained. This notice shall state the business for which the special meeting has been called, and no business other than that stated in the notice shall be transacted at

Agenda Summary
Grand County Emergency Medical Services SSD
January 17, 2024
Agenda Item #5b

Title:	Appointment of Committees
Presenter:	Board Chair, Elizabeth Tubbs
Summary:	The District has several functioning committees, there are: • Executive Committee • Evaluation Committee • Policy Committee • Budget Committee With a new year it is a good opportunity to revisit Committee assignments.
Fiscal Impacts:	None
Recommended Motion:	Unknown
Process:	
Attachments:	Pages 6 of the District bylaws dated 8.17.2021

the first case above or three (3) in the second case, at any meeting may decide any question brought before such meeting, except otherwise provided by these bylaws.

I. **Voting.** Each Board member shall have one vote. No business requiring a vote may be conducted without a quorum. A vote of four (4) or three (3), as described in *Article V, H* shall be necessary for the adoption of any matter voted on by the Board members, unless a greater proportion is required by law or these bylaws. A tie vote constitutes failure to pass a measure.

Article VI: Committees

The Board may designate one or more committees, each of which shall consist of one or more Board members and such other people from the District staff or the communities served by the District as the Board deems appropriate. Each committee shall report to the Board at monthly meetings. Each committee shall appoint a chair from among its members, unless otherwise specified in these bylaws or by resolution of the Board. The committees shall meet as needed and as called by the chair for each committee. Committee assignments shall be re-evaluated by the Board as needed.

Each committee may, at its discretion, recommend to the Board, members from the community to serve on the committee to expand community involvement and understanding. Each committee shall submit minutes of its meetings to the Board.

Committees may be as follows:

A. **Executive Committee.** The Executive Committee consists of the Chair, Vice-Chair, the Treasurer and the Executive Director. Occasionally, the Executive Committee may meet for planning purposes. Meetings of the Executive Committee will be called by the Chair of the Board.

B. **Special Ad-hoc Committees.** These various committees may be appointed by the Chair, with concurrence of the Board, for such special tasks as circumstances warrant. A special committee shall limit its activities to the accomplishment of the specific task for which it is appointed and shall have no power to act. Upon completion of the task for which appointed, such special committees shall stand discharged.

Article VII: Compensation

Board members shall serve without compensation. The Board, however, may in its discretion pay reasonable expenses for the members of the Board when transacting business on behalf of, and authorized by, the Board.

Article VIII: Parliamentary Procedure

Agenda Summary
Grand County Emergency Medical Services SSD
January 17, 2024
Agenda Item #5C

Title:	Approval of Surplus Equipment and Vehicles
Presenter:	Executive Director, Andy Smith
Summary:	We have a few items past their usefulness we would like to surplus. Two are older full suspension mountain bikes purchased in 2016, and one is the original gas cook stove that was installed in the building. The mountain bikes were originally purchased and used during events like car show, they were also utilized when we staffed things like the half marathon. We have since moved over to hard tail mountain bikes because they carry our gear better. The stove that came with the building was good, but we had some continual issues with it including the ignitors burning up. We purchased a new stove last year when this one went out of warranty.
Fiscal Impacts:	Positive impact, unknown amount.
Recommended Motion:	"I move to approve the attached list of items as surplus and authorize the sale or disposal of these items."
Process:	If approved, over the next few months Mandy will get them posted for sale. This process takes place with an online vendor.
Attachments:	Surplus Proposal

Equipment	Inventory #	Serial #	Notes
2017 Fezzari Alta Peak 17", medium, gloss black, full suspension, 27.5" wheels	22-MTB-F001	S7KT00034, F7022 M	
2017 Fezzari Alta Peak 19", large, gloss black, full suspension, 27.5" wheels	22-MTB-F002	S7KT00044, F7023 L	
Fulgor Milano Pro-Range Stove	22-ST-001	Q365720011	

Vehicle	Make	Model - Year	Number