

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:

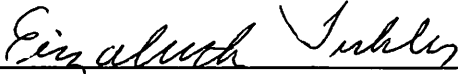
- a. **Character, Professional Competence or Physical or Mental Health of an Individual:** Board Member Jim Webster raises the question of whether the topic of the Executive Director's compensation is an appropriate topic for a closed session. District Clerk Michelle Mefret clarifies that because the 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
Elizabeth Tubbs, Chair



Michelle Mefret
Clerk/Secretary