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

January 16, 2024
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. Chair Elizabeth Tubbs called the meeting to order at 9:07 a.m. In attendance were GCEMS Board Members Elizabeth Tubbs, Evan Clapper, Jim Webster, Jason Taylor, and Lionel Weeks. Board members Rani Derasary and Taryn Kay were excused. Also, present were Executive Director, Andy Smith, Administrative Coordinator, Jennifer Williams, and Administrative Assistant, Mandy Turner.

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

3. **Approval of Minutes:**
   a. A motion was made by board member Jason Taylor to approve both the November 27, 2023, public hearing minutes and the November 28, 2023, regular meeting minutes. Motion was seconded by Jim Webster. Motion carried 5-0.

4. **Presentation:** None

5. **Updates:**
   a. **Chair Report:** Chair Elizabeth Tubbs opened her report by reviewing the annual agenda and opening discussion on roles and members. She noted that the board will be electing officers and appointing committee members for 2024 during this meeting. She suggested that the board should not fill the role of District Clerk until they have a chance to review the tasks Michelle Mefret was executing as District Clerk. She would like to ensure the separation of duties between that role and the role of the Treasurer. Liz also reviewed the need for an audit committee to be added to the board's committees. Board member Jim Webster suggested two GCEMS Board Members or staff and one person from outside of the organization should comprise the audit committee. There was some discussion as to who would be appropriate for each committee. When discussing the policy committee, it was noted that they are still waiting for the GCEMS Employee Handbook to be returned from the attorney who reviewed it. Next regular meeting the board will cover the Fraud Risk Assessment Guide, Code of Ethics, and Conflict of Interest. Administrative Assistant, Mandy Turner, will send the entire board a link to the yearly Open Public Meetings Act training and the Board Member Training to anyone who has been on the board for four or more years.

   b. **Treasurer Report:** Treasurer Jason Taylor reported the following bank account balances as of Tuesday, January 16, 2024: combined Mountain America accounts $54,792.46. PTIF Savings, $408,077.37.

   c. **Board Member Reports:** Board member Jason Taylor announced that the city council selected their choices for board liaisons, and he was reappointed as the city's representative for Grand County EMS SSD. Boad member Evan Clapper announced that the county commission had done the same and he was reappointed to the Grand County EMS SSD Board. Evan informed the board that the Southeastern Utah

Association of Governments (SEAULG) will be changing their name soon. He suggested the GCEMS SSD apply for the Community Development Block Grant (CDBG) through SEAULG.

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, equipment and vehicles, staffing, and a strategic plan update. (*Please see Director's Report document for more information*)

Call Volume Report: Call volume is up 6% from 2019 to 2023, but down 7% from 2021 to 2023. This is the first time GCEMS has seen a decrease two years in a row since Andy has been here. He believes that the numbers are normalizing after the huge increase in 2021 due to the pandemic. Despite this leveling off, May and July of 2023 were two of the highest call volumes GCEMS has ever had.

Equipment and Vehicles: The department continues to have issues with vehicles, namely ambulances 108 and 109, pertaining to their diesel exhaust systems. The older 101 ambulance is also in a shop in Grand Junction for the diesel exhaust system. Andy foresees these and similar issues with the newer diesel exhaust systems going into the future. The two new ambulances should be delivered in September, though we are still looking into how to fund the purchase. Andy will go to the upcoming CIB funding meeting. Med 2 and T500 were sold through an online auction, bring in a little more than $20,000 for the two of them.

Staffing, Recruitment, and Retention: Currently, all full-time crew slots are filled. There are three candidates for the Clinical Services Director position, one of which has scheduled their second interview. Testing for PRN has taken place. Offer letters will go out next week to two or three of the candidates. Chris Murray recently finished Paramedic school. Jonah Myer will be finishing Paramedic school in the next 1-2 months. Both did their schooling while maintaining their employment with GCEMS and will assume the title within the organization when they finish their training. Aubrie Wood is a new full-time Paramedic that will start this Saturday. Andy is hoping to bring new or advancing crew to the board meetings for recognition this year.

Strategic Plan Update: Andy reviewed the strategic plan and gave updates on progress as well as next steps. Board member Lionel Weeks asked Andy to further explain the term "equity" in the strategic goals. Andy defined equity in the strategic plan as equal access to quality care across the entire Grand County EMS Service District, regardless of how far someone is from Moab. He mentioned I-70 as an example, since there are many accidents up there, but it takes time to respond.

Other: Andy states that it is legislative season. Some topics include ambulance rates and mileage reimbursement from Medicaid. No updates on Dispatch. Worker's Compensation sent an invoice that was $30,000 higher than expected.

g. **Committee Reports:**
   i. **Evaluation Committee** - None
   ii. **Policy Committee** – None
   iii. **Executive Committee** – None
   iv. **Budget Committee** – None

6. **Discussion/Action Items:** *Please see packet for detailed information.*
    a. **Appointment of Officers - Discussion/Action:** Chair Elizabeth Tubbs remarked that most of the discussion for this item was done during her Chair report. A decision was made to table the District Clerk appointment until Liz, Andy, Jen, and Mandy can meet to review duties and separation of duties. A motion was made by board member Lionel Weeks to nominate Elizabeth Tubbs as Chair, Jim Webster as Vice Chair, and Jason Taylor as Treasurer. Evan Clapper seconded. Liz asked if the nominated were happy with their nomination and they all replied in the affirmative. Lionel Weeks remarked that he feels everyone has done a great job in their roles. Motion carried 5-0.

    b. **Appointment of Committees – Discussion/Action:** Discussion ensued about the different committees. Andy suggested that they combine the pending audit committee and the standing budget committee, since they will have similar needs for expertise, but meet at different times of year. The board liked this idea. Jason Taylor made a motion to fill the board committees for 2024 as follows: Policy Committee – Evan Clapper, Jim Webster, and Lionel Weeks. Audit/Budget Committee – Elizabeth Tubbs, Taryn Kay, and Jason Taylor. Evaluation Committee – Rani Derasary, Taryn Kay, and Jason Taylor. Executive Committee – Elizabeth Tubbs, Jason Taylor, and Jim Webster. Evan seconded the motion with the understanding that the budget committee is assuming the duties of the audit committee. Motion carried 5-0.

    c. **Designation of Surplus Property – Discussion/Action:** Andy explained that we have some older mountain bikes that are not being utilized as well as a stove that works but was replaced by a newer one in the upstairs crew kitchen he would like to surplus for sale or donation. Evan Clapper suggests donating the bikes to the Grand County High School Mountain Bike Team since they have a program to get bikes to kids who need them. Evan motions to approve the list of items as surplus and to sell or donate them. Jim Webster seconded. Motion carried 5-0.

7. **Future Considerations:**
    a. **Fraud Risk Assessment –** Will be added to the March agenda.
    b. **Code of Ethics and Conflict of Interest Disclosures –** Will be added to the March agenda.
    c. **Annual Open and Public Meeting Act Training –** Will be emailed to board members by Mandy.
    d. **Audit Committee –** Combined with the budget committee.

8. **Adjourn:** 10:50 a.m.

Elizabeth Tubbs

Grand County EMS Special Service District
Elizabeth Tubbs, Chair

A. Ferrer

Clerk/Secretary