

Grand County Emergency Medical Services Special Service District

520 East 100 North

Moab, Utah

March 19, 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. Vice Chair Jim Webster called the meeting to order at 9:07 a.m. In attendance were GCEMS Board Members Jim Webster, Evan Clapper, Jason Taylor, and Taryn Kay. Board members Rani Derasary and Lionel Weeks attended by video conference. Chair Elizabeth Tubbs was excused. Also, present were Executive Director, Andy Smith, Administrative Coordinator, Jennifer Williams, and Administrative Assistant, Mandy Turner.

Discussion ensued to move "Discussion/Action Items" to top half of the agenda to accommodate Taryn Kay's need to be dismissed by ten a.m. A motion was made by Jason Taylor to switch agenda items 4 and 5 for this board meeting. Motion was seconded by Evan Clapper. Motion carried 6-0.

2. **Welcome Public Comment:** No public comment.
3. **Approval of Minutes:**
 - a. A motion was made by board member Jason Taylor to approve the January 16, 2024, regular meeting minutes. Motion was seconded by Taryn Kay. Motion carried 6-0.
4. **Discussion/Action Items:** *Please see packet for detailed information.*
 - a. **Ratification of Payment of Bills – Discussion/Action:**

A motion was made by board member Jason Taylor to approve the ratification of payment of bills in the amount of \$994,412.66 for the period of October 1st- December 31st, 2023. Motion seconded by Taryn Kaye. Motion carried 6-0.
 - b. **Gilbert & Stewart Audit Engagement Letter – Discussion/Action:**

Jen Williams presented the board with the audit engagement letter from Gilbert & Sullivan to conduct the district's audit for 2023. She noted that we have used this same company for the last few years. Jen and Andy would like the auditors to be finished by June 1st, so the county may move ahead with their audit sooner than they were able to last year. Though the district has been happy with Gilbert & Sullivan, they would like to send out a "Request for Proposals" this fall to contract with another auditor for next year to adhere to best practices. A motion was made by board member Jason Taylor to approve the audit engagement letter with Gilbert & Stewart to conduct the district's 2023 annual audit with the amendment of them having the audit completed by June 1st and authorize the chair to sign all associated documents. Motion seconded by Evan Clapper. Motion carried 6-0.
 - c. **Ethics and Conflict-of-Interest Disclosures – Discussion/Action:** Mandy presented SOPs A-10 and A-12 concerning the Code of Ethics and Conflict-of-Interest policies. Andy noted that SOP A-10, section 1, letter (g), says the Conflict-of-Interest disclosure "shall be signed and notarized" though the board has never followed this and there is no law saying it needs to be so. He said this policy will be updated and there is no need to have the form notarized this year. Mandy said she will collect all signed forms after the board meeting.
 - d. **Annual Fraud Risk Assessment – Discussion/Action:**

Jen Williams led the board through the state auditor's Fraud Risk Assessment Questionnaire for 2023, noted the board's responses to be submitted to the state, while Andy helped answer some questions. In general, the assessment scored higher this year than last year due to a Cyber Security Policy put in place by Michelle Mefret in 2023. Areas of improvement for 2024 were identified as forming the audit committee, conducting an internal audit, creating a policy for reporting fraud and abuse, and creating a policy for personal use of entity assets. There was also discussion point by point about current mitigating controls and how some duties have changed since Michelle Mefret left. A motion was made by Evan Clapper to approve the Annual Fraud Risk Assessment for 2023. Motion was seconded by Taryn Kay. Motion passed 6-0.

Board member Taryn Kay was excused at 9:51am.

5. Future Considerations:

- a. **EMS Week** – EMS week will be May 19th through 25th, 2024. The next board meeting will be during this time. Andy is hoping to do employee recognition at this meeting and Jim Webster expresses hope that we may have attendance by the public at this meeting.

6. Updates:

- a. **Chair Report:** None
- b. **Treasurer Report:** None
- c. **Board Member Reports:** None
- d. **Emergency Coordinator:** None
- e. **Administrative Staff:** None
- f. **Director Report:**

Andy touched on some items he identified as time sensitive for the board to hear.

Rural EMS Directors of Utah Conference in Cedar City will be held April 9th – 11th. Andy encouraged board members to attend and said he will send them an email with more information.

Andy said that the legislative session in Utah has concluded. Two notable outcomes were that the Medicaid mileage bill did not go forward and that HB236 "Healthcare Facilities Sales Care and Use Tax" modification was passed. HB236 opens the Healthcare Sales Tax to entities beyond health and emergency medical services. He was able to negotiate a "carve-out" for those who already have the sales tax in place, so that dedicated percentage may not be used for other purposes. Andy expressed his disappointment with this law and is already working with representatives to amend this for next year.

Andy stated that he would send out the rest of his director updates by email.

g. Committee Reports:

- i. **Evaluation Committee** - None
- ii. **Policy Committee** – Policy Committee Meeting that was scheduled to follow this board meeting was postponed until board member Liz Tubbs could attend.
- iii. **Executive Committee** - None
- iv. **Budget Committee** - None

7. Adjourn: 10:11 a.m.

Grand County EMS Special Service District
Elizabeth Tubbs, Chair

Clerk/Secretary

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