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

June 4, 2024
1:00 p.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 1:05 p.m. In attendance were GCEMS Board Members Evan Clapper, Jason Taylor, Lionel Weeks, Rani Derasary, and Taryn Kay. Board member Jim Webster was excused. Also, present were Executive Director, Andy Smith, Administrative Coordinator, Jen 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, Rani Derasary, to approve the March 19, 2024, regular meeting minutes, with an edit in section 4.b. to change "Gilbert & Sullivan" to "Gilbert & Stewart". Motion was seconded by Taryn Kay. Motion carried 6-0.
4. Updates
    a. Chair Report: Board Chair Elizabeth Tubbs opened her report with a reminder that the board will be going into a closed session later in the meeting to discuss the Executive Director Andy Smith's evaluation. She also stated that the next regular GCEMS Board Meeting will be in July. Andy mentioned that he would like to hold promotional ceremonies and recognition for staff at the July meeting. He pointed out that this is in line with the strategic plan's commitment to create more traditions around staff celebration and recognition. Liz congratulated Andy and the staff on a successful and enjoyable EMS Week, including the Employee Appreciation BBQ, recognition for Rural EMS Call of the Year in Salt Lake City, and the GCEMS Reunion BBQ.
    b. Treasurer Report: Treasurer Jason Taylor reported the following bank account balances as of Tuesday, June 4, 2024: combined Mountain America accounts at $55,954.67 and PTIF Savings at $135,727.20. Board member Lionel Weeks noted that the balances seemed low. Andy explained that though our call volume is down 16%, our new billing company is billing more thoroughly than our previous one. He believes that the organization is still experiencing a payment lag time with the billing company and payments should catch up soon.
    c. Board Member Reports: Board member Jason Taylor reported that the Moab City Council walked Main Street in Moab several different times to identify traffic and pedestrian problem areas with Utah Department of Transportation (UDOT). He also mentioned that he met with Moab City Council Member Collin Topper and Jeremey Spaulding of "Safe Routes" to walk areas of concern for students walking to school. Board member Taryn Kay thanked Colin and Jason for engaging with the school on Safe Routes and then mentioned the Junior Emergency Services Academy. She said that she has heard very good things from parents about the joint program between Moab Valley Fire Department and Grand County EMS. Evan Clapper reported that the Utah Association of Counties (UAC) was diligent in spreading the word about EMS Week through social media. He said they spread good information about the EMS volunteer insurance available as well and reminded everyone that it is open enrollment until June 15th, 2024.
    d. Emergency Coordinator: Andy said that GCEMS has lowered the percentage it pays for the Emergency Coordinator position, held by Shea Walker, from 50% to 30% of position salary and benefits for 2024. Next year, Grand County EMS will not be paying into the position as the fire department retools the position. Andy commended Shea for the work he did on the successful Junior Emergency Services

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Academy this year and his work on two grants he has recently submitted for consideration. Shea will be here in July to give a report.

Board Chair Liz Tubbs discussed a change in agenda. She suggested moving Action Items 5.b. up in the agenda to after 4.d. to accommodate Evan's early dismissal and respect the time of the pending Medical Directors, who were present. Evan Clapper made a motion to move Action Item 5.b. to after 4.d. in the agenda. Taryn Kay seconded the motion. Motion passed 6-0.

5. Discussion/Action Items
    b. Approval of Medical Director Agreements – Discussion/Action: Andy said that Dr. Murdock has been the Medical Director for GCEMS for 12 years. He is now retired and ready to transition out of the position. In discussions with Dr. Murdock, it was identified that having a Moab based Medical Director would be ideal. Andy introduced his proposed replacements, Dr. Deidre Flanagan, General Surgeon at Moab Regional Hospital (MRH), and Dr. Angie Alexander, Emergency Room Doctor MRH. Dr. Flanagan would be the primary Medical Director with Dr. Alexander being the secondary Medical Director. Grand County EMS would need to bear the cost of Medical Director insurance, which MRH cannot cover. Andy noted that the financial impact listed in the agenda summary is the cost of Medical Director insurance and the contracts with the director themselves and does not include any cost that had already been accounted for Dr. Murdock. Board member Lionel Weeks inquired why we would have two directors instead of one. Dr. Flanagan answered by stating that her specialty is in trauma and Dr. Alexander specializes in medical responses. This would cover the entire needs of Grand County EMS staff better than one specialty. Dr. Alexander mentioned that co-Medical Directors are not all that uncommon in EMS districts. Andy stated that he believes having two Medical Directors will benefit the organization as it moves into critical care services and that both are able to attend meetings to answer questions for board and staff. Andy pointed out that the contracts presented at the meeting have some errors in them he would like to correct before both parties sign the agreements. Jason Taylor made a motion to approve the Medical Director Agreements with the corrections and clarifications as discussed and authorized the Chair to sign all associated documents. Evan Clapper seconded the motion. Motion passed 6-0.

4. Updates (continued)
    e. Administrative Staff - Administrative Assistant, Mandy Turner, thanked the board for completing all board training and disclosure forms for 2024. She noted that everyone is currently up to date with administrative requirements. Liz Tubbs thanked Mandy for the beautiful perennial planting she installed in the front of the building.
    f. Director Report: Andy thanked those who helped with EMS Week. He said GCEMS had two Moab City Council Members, Kaitlyn Myers and Collin Topper, sign-up for an elected official ride-a-long for EMS Week, though they didn't get any calls. Andy mentioned that he was just at a Rural EMS Directors of Utah (REMSDAU) Conference in Bryce Canyon City where they discussed the "Ambulance Audit" the state would like to do. Andy said he will be taking a vacation July 1st through 15th and then again July 24th through August 7th. Rani asked if GCEMS had given Dr. Murdock a thank you gift for his 12 years of service. Andy said that he was given a recognition of service award at the employee appreciation party and Andy put a letter of thanks in the Heber newspaper. Liz asked if Andy was still planning on doing a mid-year budget amendment. Andy said yes, in July. Andy said he would send a meeting invite out to the budget committee when Jen and he were fully prepared. Liz also asked about the internal audit committee and mentioned she had an interested outside party to help.

    g. Committee Reports
        i. Evaluation Committee – Liz reiterated that the board will be going into a closed session to discuss Andy Smith's evaluation later in the meeting.
        ii. Policy Committee - none. Please see future considerations.
        iii. Executive Committee – none.
        iv. Budget/Audit Committee – See director's report.

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1:53pm – Board member Evan Clapper was excused.

5. Discussion/Action Items: *Please see packet for detailed information.*
    a. Ratification of Payment of Bills (Q1) – Discussion/Action:
    A motion was made by board member Jason Taylor to approve the ratification of payment of bills in the amount of $914,972.03 for the period of January 1st- March 31st, 2024. It was noted that the board packet identifies the end of the quarter as April 30th, 2024, but was a typo. All the financial information is correct. Andy reviewed some of the line items that are abnormally high or low compared to the budget. Motion was seconded by Taryn Kay. Motion carried 5-0.

6. Future Considerations:
    a. Approval of Updated Employee Handbook – July 2024
    b. Six Month Budget Amendment 2024 – July 2024

7. Closed Meeting
    a. Character, Professional Competence, or Physical or Mental Health of an Individual – Jason Taylor maked a motion to enter a closed session to discuss the "character, professional competence, or physical or mental health of an individual." Taryn Kay seconded the motion. Grand County EMS SSD Board entered closed session at 1:58pm.

8. Action Item
    a. Approval of the Executive Director Evaluation for 2023 – GCEMS Board of Directors re-entered the regular board meeting at 2:48pm. Rani Derasary made a motion to approve the Executive Director Evaluation for 2023. Taryn Kay seconded the motion. Motion passed 5-0. Liz reminded Andy that he needed to fill out his portion of the Executive Director evaluation by Friday June 8th. The board scheduled Andy's full evaluation for Tuesday, June 11th at 1pm.

9. Adjourn
    a. Jason Taylor made a motion to adjourn. Motion was seconded by Taryn Kay. The meeting was adjourned at 2:52pm.

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Grand County EMS Special Service District
Elizabeth Tubbs, Chair

Amanda Turner
Clerk/Secretary