

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

October 15, 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 9:04 a.m. In attendance were GCEMS Board Members Elizabeth Tubbs, Evan Clapper, Lionel Weeks, Rani Derasary, Jim Webster, and Jason Taylor. Board member Taryn Kay was absent. 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 Rani Derasary to approve the minutes of the 7/16/24 regular meeting and the 8/27/24 special meeting. The motion was seconded by Lionel Weeks and carried 6-0.
4. **Updates:**
 - a. **Chair Report:** The next regular meeting will be held on November 19, 2024, during which the tentative 2025 budget will be approved. A public hearing on the budget will take place on Thursday, December 5, 2024, at 6:00 p.m. If no further changes are required, the budget will be adopted that evening.
 - b. **Treasurer Report:** Board Treasurer, Jason Taylor, reported the following bank account balances as of Tuesday, August 15, 2024: combined Mountain America accounts \$129,338.75. PTIF Savings, \$159,608.50 Jen Williams assured the board that sales tax revenue from the County will be received, despite state taxes being withheld. Evan Clapper concurred.
 - c. **Board Member Reports:**
 - i. Evan Clapper reported that the County Commission has been in regular contact with the State Auditors regarding the tax hold. He also mentioned ongoing discussions within the Canyonlands Healthcare District about the potential increase in the Rural Healthcare Sales Tax to 1%. He encouraged communication between the parties. Andy will reach out to the Healthcare District to possibly form a workgroup on the matter.
 - ii. Rani Derasary expressed personal gratitude to the EMS Crew for a successful call involving a family member.
 - iii. Jason Taylor informed the board that Moab City is waiting on the contractor to begin the Mill Creek "mill and fill" project, and has approved the engineering work for 1st East behind City Market.
 - d. **Emergency Coordinator:** None
 - e. **Administrative Staff:** None
 - f. **Director Report:**

Staffing Update: Andy, alongside Captain Plesner and Clinical Services Director McKay Vowles, congratulated Boston Snowball for completing his skills packet, call collection, and scenarios, earning a full-time EMT position with GCEMS.

2024 Department Update: Andy reviewed the Strategic Plan as a framework for 2024 operations and the proposed 2025 budget.

Operational Overview: GCEMS currently has six full-time administrative staff, two of whom also cover ambulance shifts. There are 15 full-time field staff and 18 PRNs. On a typical day, one captain and two ambulances are staffed with two crew members each. GCEMS has staffed 42,764 ambulance and event hours year-to-date in 2024, with an average of 4.2 calls per day, each lasting approximately 2.6 hours.

Call Volume: Between 2022 and 2024, there has been an 11% decrease in 911 call volume, though calls are up by about 2% compared to 2019. Interfacility transfers (IFT) have increased by approximately 10% since 2023, putting a strain on the crews. Andy is working with the hospital to address the issue, attributing the increase to the aging population and the severity of patients in the ER in Moab.

Radio Operations: All radios were transitioned to the new P25 Utah State System on October 11. Radios that cannot migrate will need to be replaced, and this cost will be reflected in the 2025 budget.

Wildland Fire Update: GCEMS has been deployed to three wildfires for a total of 11 weeks during the current fire season.

New Ambulances: Andy and Henning inspected the new ambulances in Washington State. One ambulance is expected to be in service by November 1, while the second is being used as a demonstration vehicle by the manufacturer for a few months, for a discount on its final cost. Improvements include a larger chassis and a forward-facing CPR seat for safety of the crews.

Budget: Andy presented a broad overview of the 2025 budget, projecting \$5,028,760 in income, including \$350,000 of requested TRT funding from the County. The income side will show an increase in ambulance billing as well, but the expense side will include a large increase in the "allowance for uncollectible" due to FPS billing and moving debt to collections in a more timely fashion than the last billing company. Andy proposed two budget scenarios: one "bare bones" version and another with additional capital expenses. Both budgets prioritize employee satisfaction through pay and benefits, but both budgets will fall into the red if GCEMS is not awarded TRT funding. He will send an overview of both proposals to the board for review.

g. **Committee Reports:**

- i. **Evaluation Committee** – Taryn Kay needs to get Andy's comments on his evaluation to the board. The evaluation committee will meet in November to discuss the 2025 Executive Director evaluation process.
- ii. **Policy Committee** – None
- iii. **Executive Committee** – None
- iv. **Budget Committee** – Budget committee will turn towards the audit portion of their duties in early 2025. David Everitt is still interested in participating in the committee.

5. **Discussion/Action Items:**

- a. **Ratification of Payment of Bills (Q2) – Discussion/Action:**

A motion was made by board member Jason Taylor to approve the ratification of payment of bills in the amount of \$1,036,882.10 for the period of April 1st- June 30th, 2024. The motion was seconded by Jim Webster and carried 6-0.

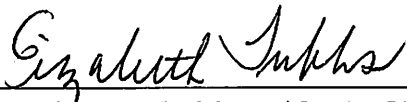
b. **Approval of Updated Employee Handbook – Discussion/Action:**

Jen Williams described the current financial aid application process through the billing company, FPS, and the need for a clearer policy. She reviewed the proposed new policy, aiming to make decisions based on data and empower FPS to make more decisions on discounted fees. Evan Clapper moved to approve the Financial Aid Policy for Grand County EMS SSD, with revisions for clarity, and authorized the Administrative Coordinator and Executive Director to finalize the document. A review of its functionality will be conducted in one year. Jason Taylor seconded, and the motion carried 6-0.

6. Future Considerations:

- a. November 19 – Regular Board Meeting to approve the tentative 2025 budget and the amended 2024 budget.
- b. December 5 – Public hearing on the budget, followed by a short meeting to approve the budget.

7. Adjournment: 10:35 am



Grand County EMS Special Service District
Elizabeth Tubbs, Chair



Mandy Turner
Clerk/Secretary