Grand County Emergency Medical Services

Special Service District

Board Meeting
Tuesday, January 21, 2025
0900-1100 Regular Meeting
Location: Grand County EMS SSD
520 E. 100 N. Moab, Utah 84532

Agenda

1. Call Meeting to Order

2. Potential Board Member Interviews

3. Welcome Public Comment - Anything not specifically on the agenda (3 minutes are allowed)

4. Approval of Minutes
    a. 11/19/24 – Regular Meeting
    b. 12/05/24 – Public Hearing/Special Meeting

5. Updates
    a. Chair Report
    b. Treasurer Report
    c. Board Member Reports
    d. Administrative Staff
    e. Director Report
    f. Committee Reports
        i. Evaluation Committee
        ii. Policy Committee
        iii. Executive Committee
        iv. Budget Committee

6. Discussion/Action Items
    a. Recommendation of Board Member Appointments – Discussion/Action
    b. Appointment of Officers – Discussion/Action
    c. Appointment of Committees – Discussion/Action
    d. Designation of Surplus Property – Discussion/Action

7. Future Considerations

a. Fraud Risk Assessment
b. Code of Ethic and Conflict of Interest Disclosures

8. Closed Meeting

9. Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Emergency Medical Services Special Service District meetings are encouraged to contact the District Board two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any other questions or comments can be communicated to: (435) 259-1301.

Posted by: ________________________

Date: ___________ Time: ___________

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

November 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. Chair Elizabeth Tubbs called the meeting to order at 9:02 a.m. In attendance were GCEMS Board Members Jim Webster, Lionel Weeks, Taryn Peterson, Rani Derasary, and Jason Taylor. Board member Elizabeth Tubbs attended by video call. Evan Clapper joined at 9:04 am. Also, present were Executive Director, Andy Smith, Administrative Coordinator, Jennifer Williams, and Administrative Assistant, Mandy Turner.

2. Welcome Public Comment: There was no public comment.

3. Approval of Minutes: Rani Derasary moved to approve the minutes of the October 15, 2024, regular meeting with adjustments as discussed. The motion was seconded by Taryn Peterson and passed unanimously, 7-0.

4. Updates:
   a. Chair Report: Liz Tubbs and Jim Webster's terms are set to expire at the end of the year. Both have reapplied, and the county will advertise the positions. Liz and Jim will continue in their roles until new appointments are made. Liz emphasized the need for timely notifications of vacancies in the future to allow for November recommendations.

   b. Treasurer Report: Board Treasurer, Jason Taylor reported account balances as of November 18, 2024, including $37,148.54 in combined Mountain America accounts and $200,630.74 in the PTIF savings account. Lionel Weeks asked about an optimal savings amount, to which Andy responded that $800,000 to $1 million would cover a Medicare audit.

   c. Board Member Reports:

      i. Jim Webster confirmed he has submitted his application for reappointment.
      ii. Evan Clapper provided updates from the County Commission, noting limited support for EMS's $350,000 TRT funding request and urging EMS to focus on securing the last 0.5% of the Health District Sales Tax. Andy highlighted that TRT funding was intended to support EMS but has not yet materialized, which complicates state-level funding discussions. Liz reiterated the essential nature of EMS to the community. Evan commented that letters from citizens supporting County departments is not uncommon.
      iii. Jason Taylor updated the board on Moab City projects, including the redesign of the 200 South bridge, street repairs, traffic speed adjustments, and flood management studies.

   d. Emergency Coordinator: No updates.

   e. Administrative Staff: Mandy Turner passed around the board contact sheet for updates.

f. Director Report: Andy Smith stated that all relevant updates would be addressed in the discussion and action items.

g. Committee Reports:
   i. Evaluation Committee – Taryn Peterson needs to get Andy's comments on his evaluation to Lionel Weeks.
   ii. Policy Committee – Will reconvene in 2025.
   iii. Executive Committee – No updates.
   iv. Budget Committee – No updates.

5. Discussion/Action Items:
   a. Ratification of Payment of Bills (Q3) – Discussion/Action:
   The board approved ratification of $1,390,171.64 in bill payments for July 1 to September 30, 2024. The motion was made by Taryn Peterson, seconded by Rani Derasary, and carried unanimously.

   b. **Adoption of Updated Fee Schedule and Date for Public Hearing – Discussion/Action:**
   Andy explained the need to adjust fees in line with state ambulance rates and American Heart Association course and card costs. Rani Derasary moved to approve the proposed 2025 fee schedule and set a public hearing for December 5 at 6:00 p.m. Jason Taylor seconded, and the motion passed unanimously.

   c. Proposed Change in Retirement – Discussion/Action:
   Andy discussed the benefits of switching to the Utah Public Safety Retirement System, which would reduce the retirement age to 25 years. The board tabled the decision pending budget discussions. Rani Derasary moved to table the matter, seconded by Jason Taylor, and the motion passed unanimously. After budget approval, Jason Taylor moved to approve resolution #2024-11-19-01 to adopt the Utah Public Safety Retirement System. Lionel Weeks seconded, and the motion carried 7-0 in a roll call vote.

   d. Approval of Tentative 2025 Budget and Date for Public Hearing – Discussion/Action:
   Andy presented the tentative 2025 budget, highlighting no projected revenue increases, cost-saving measures, and employee benefit changes. Evan Clapper moved to approve the budget at $4,688,422 with employee pay and benefits changed as discussed and a public hearing on December 5, 2024. Lionel Weeks seconded, and the motion passed 6-0, with Evan opposed.

   e. Set Board Meeting Dates for 2025 – Discussion/Action:
   Jim Webster proposed meeting dates for 2025 on the third Tuesday of every other month at 9:00 a.m., beginning January 21, 2025. Evan Clapper moved to approve the schedule, seconded by Taryn Peterson, and the motion passed unanimously.

   f. Ratify Chair, Vice Chair, and Treasurer signature on letter to Grand County Commission pertaining to financial needs of GCEMS – Discussion/Action:
   The board approved ratification of the Chair, Vice Chair, and Treasurer's signatures on the November 13, 2024, letter to the Grand County Commission. Rani Derasary moved, Lionel Weeks seconded, and the motion passed unanimously.

6. Future Considerations:
   a. Public hearings for budget and fee schedule approval on December 5, 2024.
   b. Board Vacancies
   Holiday party scheduled for December 17, 2024.

7. **Adjournment:** The meeting adjourned at 11:12 a.m.

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Grand County EMS Special Service District
Elizabeth Tubbs, Chair

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Mandy Turner
Clerk/Secretary

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

Public Hearing and Special Meeting

December 5, 2024
6:00 p.m.

1. The Grand County Emergency Medical Services Special Service District met in a public hearing and special 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 6:03 p.m. In attendance were GCEMS Board Members Elizabeth Tubbs, Jason Taylor, and Rani Derasary. Board members Jim Webster and Evan Clapper attended through video conference. Taryn Peterson and Lionel Weeks were absent. Also present were Executive Director Andy Smith and Clerk/Secretary Mandy Turner.

2. **Public Hearing on Proposed 2025 Budget:** No public were present. A summary of budget was presented.

3. **Public Hearing on Proposed 2025 Fee Schedule:** No public were present.

   At 6:35pm Chair Elizabeth Tubbs closed the Public Hearing and moved into the discussion and action items of the Special Board Meeting.

4. Discussion/Action Items
   a. **Approval of Resolution to Amend the 2024 Budget:** The board approved Resolution 2024-12-05-1 amending the 2024 budget of the Grand County Emergency Medical Services Special Service District. Rani Derasary made the motion, Evan Clapper seconded, and the motion passed unanimously 5-0.
   b. **Approval of Resolution to Approve the 2025 Budget:** The board approved Resolution 2024-12-05-2, adopting the 2025 budget of the Grand County Emergency Medical Services Special Service District. Jim Webster made the motion and Rani Derasary seconded. The motion was passed unanimously.
   c. **Approval of Resolution to Approved the 2025 Fee Schedule**: Agenda item was removed since a resolution was not needed.

5. **Adjourn:** 6:38 pm

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Grand County EMS Special Service District
Elizabeth Tubbs, Chair

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Mandy Turner
Clerk/Secretary

Agenda Summary
Grand County Emergency Medical Services SSD
January 21, 2025
Agenda Item #6a

Title:	Recommendation of Board members
Presenter:	Board Chair, Elizabeth Tubbs
Summary:	Both Chair Tubbs and Vice Chair Webster's terms technically expired at the end of 2024. The District will need to make recommendations to the County Commission for board appointments.
Fiscal Impacts:	None
Recommended Motion:	“I move to recommend________________ and ________________ for appointment by the County Commission to the Emergency Medical Services Special Service District Board, and authorize the Chair to send the recommendation letter to the Commission.”
Process:	Once the letter is complete it will be passed along to the Commission, who will then place it on an agenda and made the appointments.
Attachments:	

Agenda Summary
Grand County Emergency Medical Services SSD
January 21, 2025
Agenda Item #6b

Title:	Appointment of Officers
Presenter:	Board Chair, Elizabeth Tubbs
Summary:	According to our bylaws, at our annual meeting (which is the first meeting in January), the Board will elect a Chair and Vice-Chair, and Appoint a Treasurer and Clerk. Full wording is below: ***<u>"Appointment of Officers:</u>*** *The Board shall at its organizational meeting, and its annual meeting held thereafter, elect from its members a Chair and a Vice-Chair. The Board shall also appoint a Treasurer and Clerk, who may be a non- Board member and, if not a Board member shall have no vote on any matter. The Board may also designate an individual to serve as Administrative Assistant to the Board who may be a non-Board member and, if not a Board member shall have no vote."*
Fiscal Impacts:	None
Recommended Motion:	"I move to approved _________________ as Chair of the Board, _____________ as Vice Chair, ____________________ as Treasurer, and ____________ as Clerk."
Process:	
Attachments:	Pages 3 & 4 of the District bylaws dated 8.17.2021

Any Board member may be released from his/her position for due cause by a majority vote of the Board.

D. **Qualifications.** The qualifications for appointment to the Board and the method of appointment will be established by the Board. The method of appointment and the terms of service are established by law and by resolution of the Grand County Commission. Subject to those resolutions, it is the intent that Board members shall be chosen from qualified electors of the service district insofar as possible to represent broad sections of the community, business, governmental and medical/health care provider interests.

Appointees should:

1. Have a thorough understanding of the duties and responsibilities to be assumed,
2. Have an interest in providing services commensurate with community need,
3. Display good judgment, and
4. Provide impartial and fair services to benefit the District.

Article III: Duties of Board Members

A. In addition to the requirements stated elsewhere in these bylaws and the requirements of the State of Utah, Board members shall: (i) assume the ultimate responsibility for the environment, facilities and management necessary for the staff to effectively provide services in the EMSSSD; (ii) provide oversight for the District functions, including those of parties under contract with the Board; and (iii) appoint and supervise an Executive Director.

B.

Board members shall formulate policies relative to the use of properties providing for the development of a long-range plan describing the role, facilities, equipment and requirements of the District and shall formally approve or amend the organization bylaws as needed.

Article IV: Board Officers and Duties

Appointment of Officers: The Board shall at its organizational meeting, and its annual meeting held thereafter, elect from its members a Chair and a Vice-Chair. The Board shall also appoint a Treasurer and Clerk, who may be a non- Board member and, if not a Board member shall have no vote on any matter. The Board may also designate an individual to serve as Administrative Assistant to the Board who may be a non-Board member and, if not a Board member shall have no vote.

Chair duties: The Chair shall be responsible for presiding over all meetings of the Board, and for executing all documentation representing official actions of the Board. The Chair shall also accomplish other duties as assigned by a majority of the Board from time to time. No member of the Grand County Commission shall serve as Chair.

Vice-Chair duties: The Vice-Chair shall be responsible for presiding over all meetings of the Board, and for executing all documentation representing official actions of the Board in the absence of the Chair. The Vice-Chair shall also accomplish other duties as might be assigned by the Chair or a majority of the Board from time to time.

Clerk duties: The Clerk shall be responsible for ensuring all notices of Board meetings are properly posted and/or published; that all meetings of the Board are documented in accordance with the Utah Open and Public Meetings Act, and that all Board vacancies are properly publicized and shall perform any other duties required under U.C.A. 17B-1-309 and 17B-1-631.

Treasurer duties: The Treasurer shall:

1. Determine the cash requirements of the district and provide for the deposit and investment of all monies by following the procedures and requirements of Title 51, Chapter 7, State Money Management Act.
2. Receive all public funds and money payable to the district within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue.
3. Keep an accurate detailed account of all monies received under Subsection (3)(b) in the manner provided in this part and as directed by the governing body of the district by resolution; and
4. Collect all special taxes and assessments as provided by law and ordinance; and shall perform any other duties required under U.C.A. 17B-1-632.

No elected or appointed member of the governing Board of a special district may be a full or part-time employee of the district while serving on the district's governing Board. No person employed by a special district as a full-time or part-time employee may serve on the governing Board of that special district.

Article V: Meetings

A. Regular Meetings. The regular meetings of the Board shall be held at least bi-monthly, or as often as is necessary to conduct District business. The date, time and location of meetings shall be set at its organizational meeting and yearly thereafter at its Annual meeting.

1. Notice to the public of all meetings will be made pursuant to the Utah Open and Public Meetings Act. Written notice of meetings and agenda information shall be delivered to the appropriate news media and agencies, in accordance with *Utah Code 52-4-101 to 305*

B. Special Meetings. Special meetings may be called by the Chair. At the request of any two (2) Board members, the Chair must call a special meeting within five (5) working days. The Chair shall mail, fax or otherwise deliver written notice of special meetings to the Board members at least five (5) working days before the date of each special meeting, unless a written waiver of call and notice of call of a special meeting shall be obtained. This notice shall state the business for which the special meeting has been called, and no business other than that stated in the notice shall be transacted at

Agenda Summary
Grand County Emergency Medical Services SSD
January 21, 2025
Agenda Item #6c

Title:	Appointment of Committees
Presenter:	Board Chair, Elizabeth Tubbs
Summary:	The District has several functioning committees, there are: • Executive Committee • Evaluation Committee • Policy Committee • Budget/Audit Committee With a new year it is a good opportunity to revisit Committee assignments.
Fiscal Impacts:	None
Recommended Motion:	Unknown
Process:	
Attachments:	Pages 6 of the District bylaws dated 8.17.2021 List of current Committee members

the first case above or three (3) in the second case, at any meeting may decide any question brought before such meeting, except otherwise provided by these bylaws.

I. **Voting.** Each Board member shall have one vote. No business requiring a vote may be conducted without a quorum. A vote of four (4) or three (3), as described in *Article V, H* shall be necessary for the adoption of any matter voted on by the Board members, unless a greater proportion is required by law or these bylaws. A tie vote constitutes failure to pass a measure.

Article VI: Committees

The Board may designate one or more committees, each of which shall consist of one or more Board members and such other people from the District staff or the communities served by the District as the Board deems appropriate. Each committee shall report to the Board at monthly meetings. Each committee shall appoint a chair from among its members, unless otherwise specified in these bylaws or by resolution of the Board. The committees shall meet as needed and as called by the chair for each committee. Committee assignments shall be re-evaluated by the Board as needed.

Each committee may, at its discretion, recommend to the Board, members from the community to serve on the committee to expand community involvement and understanding. Each committee shall submit minutes of its meetings to the Board.

Committees may be as follows:

A. **Executive Committee.** The Executive Committee consists of the Chair, Vice-Chair, the Treasurer and the Executive Director. Occasionally, the Executive Committee may meet for planning purposes. Meetings of the Executive Committee will be called by the Chair of the Board.

B. **Special Ad-hoc Committees.** These various committees may be appointed by the Chair, with concurrence of the Board, for such special tasks as circumstances warrant. A special committee shall limit its activities to the accomplishment of the specific task for which it is appointed and shall have no power to act. Upon completion of the task for which appointed, such special committees shall stand discharged.

Article VII: Compensation

Board members shall serve without compensation. The Board, however, may in its discretion pay reasonable expenses for the members of the Board when transacting business on behalf of, and authorized by, the Board.

Article VIII: Parliamentary Procedure

Grand County EMS SSD
Board Roster

	Position						
Board Member	Chair	Vice Chair	Treasurer	Budget/Audit	ED Eval	Policy	Executive
Elizabeth Tubbs	X			X			X
Jason Taylor			X	X	X		X
Evan Clapper						X	
Rani Derasary					X		
Lionel Weeks						X	
Jim Webster		X				X	X
Taryn Kay				X	X		

Agenda Summary
Grand County Emergency Medical Services SSD
January 21, 2025
Agenda Item #6d

Title:	Approval of Surplus Vehicle
Presenter:	Executive Director, Andy Smith
Summary:	Now that we have both new ambulances, we are ready to declare Ambulance 101 (the old 510) as surplus. This vehicle has been in service for 15 years and has 236,000 miles on it.
Fiscal Impacts:	Positive impact, 10-15k expected.
Recommended Motion:	"I move to approve Ambulance 101 as surplus and authorize its sale."
Process:	If approved, Mandy will get the ambulance posted for sale. This process takes place with an online vendor.
Attachments:	