

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

**January 10, 2023**  
**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. Elizabeth Tubbs called the meeting to order at 9:03 a.m. In attendance were Board Members Elizabeth Tubbs, Jason Taylor, Evan Clapper, Jim Webster, and Rani Derasary. Lionel Weeks joined at 9:06 a.m. Also present were EMS Director Andy Smith, Administrative Coordinator/Clerk Michelle Mefret, Administrative Coordinator Jennifer Williams, Emergency Coordinator, Shea Walker and board member interviewee, Taryn Kay. Excused was Rarni Schultz.
2. **Potential Board Member Interviews** – There are two board member positions open with three interested applicants: Taryn Kay, Shalee Bryant, and current board member Rani Derasary. Present for the interview as a potential new board member was Taryn Kay. Shalee Bryant was unable to attend due to a family obligation. The board members agreed to interview Shalee Bryant via Go To Meeting. Please refer to the audio recording to hear both interviews.
3. **Welcome Public Comment** – No public comment.
4. **Approval of Minutes:**
  - a. Motion made by Board Member Evan Clapper to approve the November 14, 2022, public hearing meeting minutes and the November 15, 2022, regular meeting minutes. Motion seconded by Jason Taylor. Motion carried 6-0.
5. **Updates**
  - a. **Chair Report:** Chair Elizabeth Tubbs spoke regarding the officer positions and more specifically the Treasurer position being left vacant with Rarni Schultz stepping down. She wanted to ask the other board members to think about this prior to the discussion later in the meeting. She also mentioned that Administrative Assistant, Kilee Woodard is no longer with the district and that Administrative Coordinator/Clerk, Michelle Mefret has moved to part time employment with the district but will continue to be available as needed.
  - b. **Treasurer Report:** Administrative Coordinator, Jennifer Williams reported on behalf of Treasurer, Rarni Schultz, the following bank account balances as of Tuesday, January 10, 2023: Combined Mountain America accounts \$105,029.49, PTIF Savings: \$630,109.39. Jennifer mentioned that the combined MACU account balance was high due to payroll and accounts payables coming out this week.
  - c. **Board Member Reports:** Evan Clapper reported that the new Grand County Emergency Manager, Cora Phillips, is now on board and working. Elizabeth Tubbs asked Evan to invite any new members of the County to attend our board meeting in the future.

- d. **Emergency Coordinator:** Emergency Coordinator Shea Walker reported that he has had a lot of success with communications with the city water and sewer department. This has allowed him to inform the staff of any road closures. He would still like to see better communications with the streets department. He has been attending the clinical safety meetings with the school district. He helped facilitate training for the school district staff that included medical and incident command training. This took place during a staff development day for the school district. Shea also helped facilitate a mass casualty incident training a couple of months ago with other local first responder agencies. All training courses were well received, and he felt they were successful. The city police department will be hosting the next training which will be on active shooters.
- e. **Director Report:** Due to time and the need to get to the action items, Executive Director Smith asked the board members if they would like to table his report until the end of the meeting. The board members agreed to this with a nod. The meeting ran longer than expected, therefore Director Smith gave a brief report at the end. He reported that after some discussion with the administrative staff that he wants to take some time hiring the Administrative Assistant position to make sure he gets the right person. Captain, Brett Sherman is officially gone. Logan Brewer and Mitch Page will continue to split the C shift as Captain. Ambulance 108 is still sitting at the Ford dealership in Price waiting for the new engine. Andy and Jennifer Williams are working on finding some financing options for a new ambulance. Leadership Academy training will be held in Moab on March 6th-10<sup>th</sup> and the captains will be attending. The EMT class is now in session with eight students and one of them is a student from the high school. 2022 ended with 1649 calls, this was a two percent decrease from 2021. Director Smith reported that he anticipates that the 2022 budget will be over by around \$100,000.00 instead of the \$219,000.00 that was estimated. Director Smith agreed to email his report that he had originally prepared for today to the board members.
- f. **Committee Reports:**
  - i. **Evaluation Committee-** None, other than Lionel Weeks requested some feedback in the future from Executive Director Smith on how he felt the process went.
  - ii. **Policy Committee –** Continues to work on the Employee Handbook. Committee member Elizabeth Tubbs asked that this committee remain in place until the review is complete.
  - iii. **Executive Committee-** None
  - iv. **Budget Committee –** None

## 6. Discussion/Action Items:

- a. **Appointment of Officers – Discussion/Action:** The board discussed whether they should delay the appointments until the new board member is appointed. They also discussed how the treasurer position works and who could fill it with Rarni Schultz's departure. Motion made by board member Jason Taylor to nominate Elizabeth Tubbs as Chair. Motion seconded by Jim Webster. Motion carried 6-0. Motion made by board member Lionel Weeks to nominate Jason Taylor as Vice Chair and Treasurer. Motion seconded by Jim Webster. After discussions regarding conflicts with the motion, a new motion was made by board member, Rani Derasary to nominate Jason Taylor as Treasurer and Jim Webster as Vice Chair. Motion seconded by Jason Taylor. Motion carried 5-1 with Evan Clapper opposing.
- b. **Appointment of Committees – Discussion/Action:** Chair, Elizabeth Tubbs spoke regarding the committees over the past year. She wanted to remind the board members that the Executive Director's evaluation is due in May. Clerk, Michelle Mefret brought up the idea of adding an

audit committee regarding the State Auditor's fraud risk assessment. This was discussed and set as a future consideration. Chair, Elizabeth Tubbs read the committee appointments as follows; The Evaluation Committee will be Lionel Weeks, Evan Clapper, and Rani Derasary. The Policy Committee will remain as Jim Webster, Lionel Weeks, and Elizabeth Tubbs. The Executive Committee is Jim Webster, Jason Taylor and Elizabeth Tubbs. The Budget Committee will be Jason Taylor, Rani Derasary and incoming board member. Motion made by board member Jim Webster to approve the committee appointments as read by Chair, Elizabeth Tubbs. Motion seconded by Rani Derasary. Motion carried 6-0.

- c. **Recommendation of Board Member Appointment- Discussion/Action:** Motion made by board member Jason Taylor to recommend Rani Derasary remain on the board. Motion seconded by Lionel Weeks. Motion carried 6-0. After discussion regarding interviewees, a motion was made by board member Evan Clapper to recommend Taryn Kay for the second vacancy on the board. Motion seconded by Lionel Weeks. Motion carried 6-0.
- d. **Ratification of Payment of Bills- Discussion/Action:** Motion made by board member Jim Webster to approve the ratification of payment of bills in the amount of \$837,273.82 for the period of October 1<sup>st</sup> – December 31<sup>st</sup>, 2022. Motion seconded by Jason Taylor. Motion carried 6-0.

#### 7. Future Considerations:

- a. **Fraud Risk Assessment** – The assessment will be due in the Spring for 2022. Clerk, Michelle Mefret will present this in the March meeting and will email to the board members prior for review.
- b. **Code of Ethic and Conflict of Interest Disclosure** – Clerk, Michelle Mefret will email these out to be completed. They are due annually.
- c. **Fee Schedule** – The fee schedule needs to be updated. The administrative staff will work on this and plan to present the fees in the March meeting. From there the Clerk, Michelle Mefret will schedule the required public hearing prior to approval.
- d. **Other Miscellaneous Items** – Open and Public Meeting Act training will be coming up and is required annually. Michelle will verify if the training will be online or in person. Board member Rani Derasary asked about reviewing the bylaws. Chair, Elizabeth Tubbs will email the bylaws to all the board members to review. If a change is needed, the discussion will be added to the next meeting.

#### 8. Closed Meeting

#### 9. Adjourn: 11:12 a.m.