Mountain Counties Emergency Medical Services Agency
Board of Directors Meeting Minutes
April 18, 2025

Location:	Copperopolis Fire Station / Training Room 370 Main Street, Copperopolis, CA. 95228 Zoom Option
Time:	9:00 AM
Board Members Present:	Jeff Brown (Chairperson) – Amador County; Miles Menetrey (Vice Chairperson) – Mariposa County; Terry Woodrow - Alpine County; Gary Tofanelli – Calaveras County
Guests:	Michelle Tyre – American Legion Ambulance; Chief Johnson – Ebbetts Pass Fire Department; Rick Roesch –Mercy Medical Transportation; Roman Richarson – Agency Contracted Auditor
Staff:	Cindy Murdaugh – Executive Director; Thomas Morton – Acting Executive Director; Mark Ferreira – QI Coordinator; Dr. Kimberly Freeman – Agency Medical Director; Derek Cole – Agency Counsel, Andrea Ramirez – Executive Secretary/Financial Services Assistant.

A. Call to Order

The meeting was called to order at 9:01 AM by Chairperson Brown with a quorum of four members present.

B. Welcome and Introductions

All meeting attendees provided self-introductions. Mrs. Ramirez called on each meeting attendee on Zoom for self-introduction

C. Correspondence

None

D. Additions, Deletions, Corrections to Agenda

Mrs. Ramirez requested policy 810.00 name should be adjusted to MCEMSA Multiple Casualty Incident Plan.

Agenda Item I to be changed to an action item.

Mr. Morton explained the history of the Region IV policy and the updates to the MCEMSA policy.

Supervisor Woodrow suggested more information should be given if this policy update was this extensive.

Chairperson Brown stated big changes like this should be an action item not in the consent calendar.

M/S/C (Woodrow/Tofanelli) To approve the agenda as amended.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
Motion Passed 4-0

E. Public Forum

F. Approval of Consent Calendar
M/S/C (Woodrow/ Tofanelli) To approve the consent calendar as amended.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
Motion Passed 4-0

G. FY 2025/2026 Office Lease Extension
Mr. Morton stated there is no change in the lease agreement, everything will extend as is. Mrs. Ramirez assured the Board there is no change.

Supervisor Tofanelli suggested negotiating a five-year contract.

Mr. Morton and Mrs. Ramirez agreed this is something we can start working towards with them.

Supervisor Woodrow shows concern with making sure all the problems in the past have been resolved.

M/S/C (Tofanelli/Woodrow) To approve and sign the Agency office lease extension and work on negotiating a five-year lease.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
Motion Passed 4-0

H. FY 2023/2024 Financial Audit Report

Mr. Richardson presented to the Board a power point presentation.
The audit found no evidence of material misstatements or fraud and it was the opinion of the auditor that all financial statements present fairly in all material respects in accordance with GAAS and GASB standards.

Supervisor Woodrow and Supervisor Tofanelli stated it is hard to follow along without the presentation when it is not printed for our view.

Mr. Richardson agreed next time this will be presented with a hard copy as well as a presentation slide. Mr. Richardson asked if there were any topics that the Board would like him to go back and clarify and reiterate.

Supervisor Tofanelli explained the presentation that he has on the screen should have been in the board packet so we can easily follow along.

Mr. Richardson concluded the presentation to the financial statements that was incorporated in the board packet.

Mr. Morton asked if Mr. Richardson could send his power point over to the Agency so we can have it for review.

Supervisor Tofanelli questioned if this needs to be approved today.

Ms. Murdaugh explained the audit was due to the State EMS Authority on December 31, 2024, and we need to get this to them as soon as possible. Mr. Richardson has put together a timeline for the next audit on the requirements for the audit which we will start working on in June 2025 to meet that deadline for December 31, 2025. If the Board needs more time to go over this audit, we will accommodate that request and explain it to the State EMS Authority.

Supervisor Tofanelli shows concern regarding the findings that are incorporated in this audit. Do these findings go to the state as well. All these findings are negative and there are no positive findings stated in the audit.

Ms. Murdaugh stated she will have Mr. Richardson explain the findings in detail regarding the segregation of duties; this has been an ongoing issue for the Agency for many years due to the Agency staffing level.

Mr. Richardson explained there has been a significant improvement from eight findings down to three findings, which is better than what has been in the past. Some of the findings are going to be long-term due to the staffing level.

Supervisor Tofanelli stated whether we have improvements or not there are only negative findings that are going to the State with a bad reflection on the Agency.

Mr. Richardson stated from the prior year audit there were 8 findings and this year there are 3 findings, it is quite an improvement. Of these three findings, two are going to be long-term unless the Agency hires an outside accountant or hires an internal accountant to prepare the financial statements. We can have a dedicated scheduled meeting addressing the findings and exploring those options. One option is to supply the tools and education needed for Mrs. Ramirez to have continuous professional education and unlimited access to the CPA Guidance, GAAP guidance and GAAS guidance. In no circumstances am I allowed to prepare the financial statements for the Agency, I can and have assisted with the financial statements while giving all the tools and necessary knowledge to Mrs. Ramirez, Ms. Murdaugh, and Mr. Morton to accomplish and prepare the financial statements with my assistance.

Mr. Morton agreed to set up a separate meeting to specifically go over these findings and material weaknesses to compare them to the previous year's audits.

Ms. Murdaugh stated that there are processes that her, Mr. Morton and Mrs. Ramirez have put in place this year to help mitigate some of the negative findings.

Vice Chairperson Menetrey shows concern on the verbiage on the agenda is at odds with Page 5. The agenda reads that we are going to receive a presentation and page 5 states we will have a presentation and seek approval. Vice Chairperson Menetrey defers to Mr. Cole which is the guiding action.

Mr. Cole explains the way we characterize information versus action is on the left column on the agenda and it is specified there is action, and we talk about the receipt of the presentation. The combination of action with the receipt of the presentation is that we will take action to accept the report. The way the agenda sits now meets the minimum and legal standard. The Board has the authority to accept and approve the audit report. Mr. Cole expresses that there are concerns about the findings and if the Board wishes to continue or direct staff to bring something back to you that is also within your authority today.

M/S/C (Tofanelli/Woodrow) To approve FY 23/24 Financial Audit Report and bring the findings back in June 20, 2025
Roll Call Vote:
Calaveras County Aye
Alpine County Aye
Amador County Aye
Mariposa County Aye
Motion Passed 4-0

I. Agency Fee Schedule

Ms. Murdaugh cited several changes to the Agency Fee schedule. It has not increased since 2019. Increase late fees from $15.00 to $ 25.00, this is associated with expired certifications, EMT certifications from $50.00 to $65.00. Initial Paramedic accreditation from $ 100.00 to $125.00. Training programs; an increase to continuing education programs from $200.00 to $250.00. EMR Training program increases from $ 200.00 to $ 250.00. Replacement cards from $20.00 to $ 30.00

Mr. Morton explained in comparison our fees with the increase are still very reasonable compared to other LEMSAS

M/S/C (Tofanelli/Woodrow) To approve the Agency Fee Schedule
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
Motion Passed 4-0

J. Public Hearing on Vacancies and Recruitment and Retention Efforts as required by AB 2561

Mr. Cole explained all of the County Supervisors may be dealing with this new law as part of your budget process. This is a new statute that took effect this year which is sponsored by Labor Interest in the legislature. The goal is to make cities counties and special districts take into account job vacancies, how those vacancies can be filled and what the plans are to recruit and retain existing employees. There are differences of opinions on reporting vacancies, some people may believe you have to publish and notice in the newspaper while others don't. For this Agency I do not believe we need to do that. We don't have labor unions, although in the counties I know all of you have bargaining units. This is a simple thing we can handle for our Agency, but the law envisions of public hearing where all of the labor bargaining units are invited they are allowed to make a presentation. The idea is to discuss how to fill a position that are vacant and how to retain positions, and essentially build up the local workforce. The Agency employee base you can count on one hand, so this is an easy thing. With the counties maybe you have done this already or you will be, we are even as a very small special district we have to go through this same thing that the board of supervisors' counties all go through This is a broad legal summary, Mr. Cole refers to Ms. Murdaugh to discuss the org chart and those issues.

Ms. Murdaugh explains the current structure of the Agency. Ms. Murdaugh is in the Executive Director Position, Mr. Morton is the acting Executive Director, Mrs. Ramirez is in the Financial Services Assistant/ Executive Secretary Position,

Mr. Ferreira is in our Quality Improvement Coordinator Position. We have contracted with Dr. Freeman as our Agency Meical Director. We have an open position for our Disaster Preparedness coordinator. We launched a recruitment for that which closed March 2025 and had zero applicants. We have relaunched recruitment and have a closed date of May 30, 2025. We have expanded our reach for applicants, and we have received a few applications that we will be reviewing. We have pushed this flyer through Indeed, our website, EMSAAC, Constant Contact, bulk emails. Indeed is where we are getting the applicants through right now. We are hoping to get additional applicants before May 30, 2025, to be able to fill this position.

Mr. Morton assured the Board that the responsibilities for this position are shared with himself and Mr. Ferreira.

Supervisor Tofanelli questioned if there was any comparison made with wages, benefits and retirement. Is there someone else that we are up against for a position like this to be filled, and why did we receive zero applicants on the first go round of recruitment?

Mr. Morton explained this has been an ongoing challenge on the Disaster Preparedness side of it since covid. Our Retirement plan is superior, wages I'm not sure. We can't compete with getting a paramedic due to the wages, it is a special skill set of experience and is really for someone that doesn't want to climb in the back of an ambulance. The Agency has not conducted a wage analysis.

Supervisor Tofanelli suggested this is something you may need to look at and who we are up against.

Supervisor Woodrow and Chairperson Brown would like to clarify this Agenda item is just an informational item not an action item. This is not really a public hearing; this is just simply stating facts of what is going on.

Mr. Cole agreed that is correct, the idea is that this discussion that has to be publicly noticed will inform your decision making when you actually adopt the budget there is not any reportable action that we have to take. This is a small scale for us but when your counties do this you will probably get your bargaining units that are going to come and talk to you. As you are going through budget review or are in the process now, you will make budget decisions based off of what you hear.

Supervisor Woodrow clarified this is published incorrectly this made it sound like we were having a public hearing but this is just a discussion regarding public hearing.

K. Kirkwood Clinic, Alternate Receiving Facility Designation

Mr. Morton stated Dr. Freeman had to leave the meeting, but the Agency is still waiting for Alpine County stakeholders to reschedule the meeting that was cancelled. Once we have this meeting, we will bring the steps of protocol to get this implemented. Our goal is to get this done well in advance of the next ski season.

Supervisor Woodrow recalled Dr. Freeman wanted to get a draft out in the beginning of summer and this will be a priority to get this meeting scheduled.

L. Agency and County Reports

Mr. Morton reported that the State changed our application requirements for the Multi-County LEMSAS. In the past we had to wait for the Census figures from the California State Department of Finance to give us our population counts for calculation purposes. EMSA advised to move forward with the State General Fund Application and base our budget on last year's numbers. The Finance Department generally update their numbers until end of May. Our deadline to submit our budget was March 31, 2025.

Mrs. Murdaugh wanted to clarify we had a submission date of April 1, 2025, to submit our state general fund application to EMSA for funding. The state changed the requirements for the Multi County Agencies for them to have a ninety day turn around in approval so they would have our approval back to us by the beginning of the fiscal year.

Mr. Morton said we are just waiting to hear back about their approval of our application based last year's numbers. The agency is current on all the state mandated reporting: Core Measures and invoice for the 3rd Quarter for fiscal year 2024/2025. Ebbetts Pass Fire Districts contract is up for renewal; according to the contract there needs to be a performance evaluation as was done for American Legion Ambulance/ Amador County recently .Mr. Morton will be presenting this report to the Calaveras County Board of Supervisors April 22, 2025, to review Ebbetts Pass Fire District performance. Mr. Morton and Ebbetts Pass Fire District are in an agreement for a five-year renewal. The Calaveras County Emergency Preparedness Coordinator recruitment flyer is out for thirty days. Mr. Morton is the acting MHOAC Designee for Calaveras County for an approximately 30 day period. Thankfully vegetation is still green and good.

Mr. Ferreira reported that Adventist Health Sonora has officially become a ST Elevated Myocardial Infarction. (STEMI) Receiving Center. This means that our crews transporting a patient having a STEMIT will not have to transport to Modesto Specialty Centers; they can go to Sonora for cardiac catheterization. This doesn't change destinations for Amador County STEMI patients because they transport to STEMI Centers northwards, but it's a game changer for Alpine County, Calaveras County and Mariposa County.

In June 2025 or early July 2025, in conjunction with Tuolumne County EMS we will be holding a Resuscitation Academy for Train the Trainer in High Performance CPR. Mr. Ferreira is asking all Fire, Ambulance, and Dispatch Agencies to send one individual to be trained as a Trainer. By the end of 2025 we would like to do a two-day Resuscitation, Academy to invite as many of our prehospital care providers as we can for training utilizing the High Performance CPR component with real time feedback from hi-fidelity simulators. The goal at the end of a two-minute cycle is to provide a high-level of CPR shown to increase pre-hospital return of spontaneous circulation leading to higher rates of survival. The last high-performance CPR training offered by the Agency was the original high performance pit crew CPR rolled out with Mountain Valley EMS Agency and Dr. Mackey when Mr. Ferriera was still working at Ebbetts Pass Fire District. Black Oak Casino is going to host the Train the Trainer event. The Resuscitation Academy is flying in one of their instructors. He's a senior EMS instructor from Washington State as well as firefighter and paramedic. This is a no-cost event to the participants nor for the Agency.

Chairperson Brown expressed that he wouldn't be surprised if Jackson Rancheria would hold something like this for the North side.

Mr. Ferreira explained his intent is to see if Jackson Rancheria or Buena Vista will host an event so we can draw from the counties closer to Amador County. It is pertinent to our rural communities that our BLS and first responders crews own High-Performance CPR so when paramedics arrive they can do their work and provide ALS medications. In reality BLS crews should own CPR and do the best possible job.

Alpine County – Supervisor Woodrow stated she is going to get that Kirkwood meeting going.

Amador County – No Report

Calaveras County – No Report

Mariposa County – No Report

N. **Next Scheduled Regular Meeting**
Friday, June 20, 2025, at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

O. **Adjournment**
Chairperson Brown adjourned the meeting at 10:44 AM.