**Mountain Counties Emergency Medical Services Agency**
**Board of Directors Meeting Minutes**
**June 20, 2025**

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| Location: | Copperopolis Fire Station / Training Room<br>370 Main Street, Copperopolis, CA. 95228<br>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: | Chief Johnson – Ebbetts Pass Fire Department; Christopher Edgerly –Calaveras County Public Health; |
| Staff: | Cindy Murdaugh – Executive Director; Thomas Morton – Acting Executive Director; Mark Ferreira – QI Coordinator; Dr. Kimberly Freeman – Agency Medical Director; David Ritchie – 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. Chairperson Brown called on each meeting attendee on Zoom for self-introduction

**C. Correspondence**

None

**D. Additions, Deletions, Corrections to Agenda**

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

**G. FY 2025/2026 Member County Contribution Letters**

Mr. Morton presented the FY 2025/2026 Member County Contribution Letters. The census numbers are based on the State Department of Finance population estimates for 2025.There was a small decrease in population count.

Supervisor Tofanelli stated he would like to discuss the $0.44 per capita rate when we get to action item M. Proposed Preliminary Budget. The Counties have been paying this rate since 2008, for seventeen years this has not been reviewed. He would like to go further into discussion because there are deficits in the Agency budget. Prior to Stanislaus County pulling out of the JPA in 2022, $0.44 per capita was sufficient because Stanislaus brought in more revenue due to their population count.

**M/S/C** (Tofanelli/Woodrow) To approve FY 2025/2026 Member County Contribution Letters.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**H. FY 2025/2026 Member County Agreements**

Mr. Morton presented the FY 2025/2026 Member County Agreements. Revisions reflect current dates for FY 2025/2026, opt out date to January 2026, and the County Contribution amount to match County Contribution Letters. The Agency strives to be consistent with the way contracts are approved, somehow the member county contracts were backwards from our normal process. The Agency has adjusted for the Member County Contracts to be signed by the member counties first then brought to the JPA Board as a signed contract for approval. Amador County and Calaveras County contracts are signed, we are waiting for Alpine County and Mariposa County to be signed.

Supervisor Tofanelli questions if Alpine County and Mariposa County would like changes to this contract, is the contract going to be brought back to us for another approval.

Mr. Morton stated, theoretically you can approve the signed contracts then once the other contracts are signed; we can bring them back for approval.

Ms. Murdaugh explained that the previous process was that this Board in June would approve all four county contracts, then they went out to the counties for signature. If there were any changes the revisions would come back to this Board for approval. The issue was these contracts were not fully executed until late in the fall. We are trying to get the contracts executed prior to the beginning of the new fiscal year. If you approve all four contracts today and a county requests revisions, we will make those changes and return to the Board for approval. The Agency would like to have them all approved today so that if there is no changes we can get the contracts executed right away.

Supervisor Tofanelli agreed we should have the contracts executed by July 1, Hopefully Alpine County and Mariposa County will not have any changes and we can move forward.

Supervisor Woodrow stated Alpine County has a Board meeting July 1, she will reach out to the CAO and see if the contract is on the next meeting agenda.

Supervisor Menetrey stated that Mariposa County has a Board meeting on July 1, he asked when these contracts were sent out.

Ms. Murdaugh stated it was as soon as we had the numbers from the Department of Finance in May 2025.

**M/S/C (**Tofanelli/Woodrow) To approve FY 25/26 Member County Agreements
Roll Call Vote:
Calaveras County Aye
Alpine County Aye
Amador County Aye
Mariposa County Aye
**Motion Passed 4-0**

**I. Agreement with Ebbetts Pass Fire District**

Mr. Morton presented to the Board the first amendment to the agreement with Ebbetts Pass Fire District for a five-year extension. The Agency conducted a performance evaluation per the contract language. Language also required the evaluation to be approved by the EMCC, which Calaveras County does not have an active EMCC. The Agency was advised to present the evaluation to the Calaveras County Board of Supervisors. The evaluation was placed on the consent calendar and was approved. Chief Johnson was present at the Calaveras Board of Supervisors meeting to answer any questions if any. It is a pleasure to work with Chief Johnson as always.

**M/S/C** (Woodrow/Tofanelli) To approve a five-year extension with Ebbetts Pass Fire District
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**J. Medical Director Agreement with Dr. Kimberly Freeman.**

Mr. Morton Presented to the Board the second amendment to the Agency's Medical Director contract. The only change to the contract is to extend the term through June 2026. Mr. Morton would like to thank Dr. Freeman and Mr. Ferreira for our QI and Medical oversight for the Agency, it is excellent. She is a great resource for this Agency. I look forward to working with her for another year.

Dr. Freeman expressed her gratitude.

The Board thanked Dr. Freeman.

**M/S/C** (Tofanelli/Woodrow) To approve a twelve-month extension with Dr. Freeman as the Agency Medical Director
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**K. Agreement with the State of California Emergency Medical Services Authority for FY 2025/2026 State General Funds**

Ms. Murdaugh presented to the Board that the state general fund application process changed this year. EMSA had changed the submission date of the application for this year to be due April 1, 2025, which allowed the State to have a ninety-day turnaround for the contract approval process. All state general fund applications and contracts would be executed by the beginning of the fiscal year. In March 2025 the Agency received a funding letter stating the amount remained the same $656,759. Included in that amount is $384,000, that is the total BCP funding amount which was initially approved in 2022. The Agency submitted the application prior to the deadline of April 1, 2025. We received the contract back and we are asking the Board to review and approve the Executive Director to sign the contract.

Mr. Morton stated EMSA has standardized all the attachments associated with the 104 document. All LEMSA's will use these updated documents to streamline the processing on the states end. The State Department of Finance didn't release the census figures yet based on the new timeline. The Agency was instructed to use last year's numbers to complete the State General Fund Application for FY 2025/2026.

Supervisor Tofanelli clarified that this has been approved.

Mr. Morton assured him it has.

Supervisor Menetrey stated it probably worked to our benefit if the numbers are shrinking.

Mr. Morton said the numbers went down a little bit, it would be for the counties that would have explosive growth or unexpected growth that might have an issue with using last year's numbers because they might be potentially entitled to more compensation. For this year the State didn't make any comments to the LEMSA about revising that number.

Ms. Murdaugh stated as soon as they approved of our application and sent the contract they had agreed to those numbers.

**M/S/C** (Woodrow/Menetrey) To approve FY 2025/2026 Agreement with the State of California Emergency Medical Services Authority for State General Funds.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**L. Agency Accounting Policies and Procedures Manual**

Mr. Morton Presented the Accounting Policies and Procedures Manual. The Agency Accounting and Policies Procedure Manual was adopted by the JPA Board of Directors June 2024. Since that time, we have received feedback and recommendations from Mr. Richardson, the Agency's auditor. This document is a living document and may change periodically throughout the year. A lot of the changes presented today are deleting a few accounts that the Agency no longer has due to leaving Valley First Credit Union.

Supervisor Tofanelli stated previously this was to be reviewed and approved every six months. What happens if you make changes to the document and adopt certain changes prior to approval

Mr. Morton agreed that Mr. Richardson recommended every six months but annually approving would be ok as well.

Supervisor Tofanelli suggested adding verbiage in the document that if changes are made, bring to the JPA Board for approval to adopt the changes.

Supervisor Woodrow agrees with adding the verbiage to the document.

Ms. Murdaugh suggests adding if changes are made bring back to the JPA Board of Supervisors or annually for review and approval. So the auditor knows we are reviewing it annually.

The Board agrees to Ms. Murdaugh's suggestion.

**M/S/C** (Tofanelli/Menetrey) To approve and amend the Agency Accounting Policy and Procedures Manual as discussed.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**M. FY 2025/2026 Proposed Preliminary Budget**

Ms. Murdaugh discussed the proposed preliminary budget for FY 25/26. The Agency revenue streams are the state matching funds with an addition of the BCP funding. Local funds consist of member county contributions, with a slight decrease of $ 94., ambulance providers contracts with an increase to Mercy Medical Ambulance agreement of $1,165. for their support of the SimLab, field personnel certifications/ authorization fees/ accreditation fees, Training Program fees. Expenses are based upon staff wages, benefits, contractual obligations, insurance premiums, membership dues, and software subscriptions. A twelve-month history was used to build the budget with an estimated vehicle expense for the mobile SimLab. Salaries are the biggest expense for the Agency. Ms. Murdaugh and Mr. Morton identified that a wage adjustment needs to happen with their salaries to come close to a balanced budget. In order to establish an amount for the salaries they added the Executive Director's salary to the position Mr. Morton vacated, EMS Coordinator, divided it between Mr. Morton and Ms. Murdaugh which resulted in a twenty-one percent wage decrease. In 2012 when the Agency first started using FirstWatch they initially had an increase to the support and maintenance every year of three percent, this year it is a five percent increase. Capture Technology is our platform for our certification database. The auto insurance for the Mobile SimLab had a substantial increase. Some of the savings identified; eliminating the shredding services the agency had for paper shredding,

The Agency copier machine was downgraded to a smaller unit, it still meets the needs of the Agency, eliminating one of the FirstWatch functionalities which was the hospital dashboard. Funding source changes include Agency Fee schedule had an increase to the certifications, and it was approved at the meeting on April 18, 2025, which goes into effect July 1, 2025. In FY 24/25 the budget for local funding was $113,968. for FY 25/26 the local funding is now $128,430.

For budget comparison purposes there was a cost increase this year of $34,916. At the bottom of the Preliminary Budget, you will see this is not a balanced budget and the Agency will need additional funds from the reserve in the amount of $ 20,452. which is 2.5% of this proposed preliminary budget.

Mr. Morton and Ms. Murdaugh continually go through expenses to see if there is any way the Agency can eliminate costs or reduce costs. The Agency is working on a very lean budget with no excess anywhere. Looking forward to FY 26/27, the Agency will have a potential increase to the Agency building lease, 5% increase for FirstWatch, and per the Agency auditor contract there is a built-in increase for $700.

Supervisor Tofanelli stated that himself, Mr. Morton and Ms. Murdaugh went over this budget earlier this week and this is why increasing the per capita amount for the member county contributions is a must. If the Board of Supervisors could bring this up at their next County Supervisors' meeting to have a conversation about an increase from $ 0.44 per capita to see what the counties can increase to. This increase for FY 2026/2027 will help cover some of the increases which consist of the FirstWatch, audit expense and the potential increase to the Agency leased building.

Chairperson Brown asked if he would like the increase for this year or next fiscal year.

Supervisor Tofanelli stated it could help with this year, and it can help with next year as well. He stated he can also have some discussion with the Chairperson, Mr. Morton and Ms. Murdaugh, on ways to increase our revenue to bring the Agency in line with the cost that they will incur.

Chairperson Brown explained Amador County just barely squeaked by.

Supervisor Woodrow and Supervisor Tofanelli agreed their counties squeaked by as well.

Chairperson Brown recommended we start working on an increase per capita for FY 26/27 budget with time to prepare.

Supervisor Tofanelli agrees with the timeline set forth. He proposes increasing the budget amount that is needed from Local Contingency funds to $60,452. for the FY 25/26 budget. $20,452 to make the FY 25/26 a balanced budget, $20,000. to be split for the Executive Director

and the Acting Executive Directors wages to make their salaries $110,110. each. $20,000. to cover any unforeseen expenses. If the Agency doesn't use the funds they will roll over to next year's budget. His intentions are to eliminate pulling from the contingency funds account during the fiscal year. There are plenty of reserve funds to sustain this action and we will have an increase in the Agency fee schedule to line up our revenue with our costs.

Chairperson Brown asked Ms. Murdaugh if the Agency can set up a conversation with their counties individually in early year 2026 to discuss an increase with the per capita amount for FY 26/27 budget.

Ms. Murdaugh agreed to start collaborating on the per capita increase for FY 26/27 budget.

Supervisor Woodrow clarified the direction is for the increase per capita to go into effect for FY 26/27. For the FY 25/26 budget, contingency funds will be pulled from the Local Contingency funds to cover $20,000. for unforeseen expenses and $ 20,000. to be split between the Executive Director and Acting Executive Directors' salaries to bring the salary amount for each up to $110,110., $20,452. to balance FY 2025/2026 budget.

Supervisor Tofanelli agreed to bring the increase per capita up for FY 2026/2027. The reason behind the extra $20,000. in the FY 25/26 budget is because last year there was a huge unforeseen expense for the Agency SimLab. If that ambulance breaks down again or something in the office breaks down, they can use that $20,000. to cover it. If there is something that happens that is not covered under the budget, the Agency will have some funds to take care of whatever may happen, they shouldn't have to come to the board if it is covered within that $20,000.

Chairperson Brown confirmed supervisor Tofanelli is wanting to pull a little more out of the reserve account to correct the budget

Supervisor Tofanelli agreed.

Chairperson Brown asked how much that was.

Supervisor Tofanelli stated $ 60,452.00

Chairperson Brown confirmed a full $40,000.00 Additionally, the Local Contingency funds account on top of $20,452.00 to make FY 2025/2026 budget balance.

Mrs. Ramirez confirmed the total amount of $60,452.00 to be taken out of the reserve funds for FY 2025/2026 budget.

Vice Chairperson Menetrey asked if we have heard from legal counsel about the outstanding funds the Agency has not received.

Mr. Morton stated the Agency captured almost ninety percent of what was owed to the Agency. Two outstanding certification invoices for $87.00 each, and $9,000. is response and times compliant fees which would have to go to Stanislaus County if the Agency received those funds.

Ms. Murdaugh confirmed there were only two outstanding invoices for certification fees that the Agency has not received from the outstanding accounts receivable list. The Agency needs to work internally with the Auditor on how to remove those funds from the A/R balance sheet.

Supervisor Woodrow is in support of what Supervisor Tofanelli is purposing on pulling $60,452. out of the Contingency funds account to help with FY budget 2025/2026 issues.

Vice Chairperson Menetrey is in favor with supervisor Tofanelli proposal.

**M/S/C** (Tofanelli/Woodrow) To approve the Agency Proposed Preliminary budget with the total amount of $60,452. to be pulled from the Local Contingency funds account for FY 25/26

Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**N. Agency Fee Schedule**

Ms. Murdaugh presented to the Board the Agency Fee Schedule. This was approved in the April 18, 2025 Board meeting. This revision includes an increase in the out of region air ambulance services.

Chairperson Brown confirms just one line item is changing.

Ms. Murdaugh assured him it was only that item.

There was some discussion between the Board and the Agency about looking into this for next year's budget as well.

**M/S/C** (Woodrow/Menetrey) 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**

**O. Election of the Chairperson and Vice- Chairperson**

Supervisor Woodrow nominated Vice-Chairperson Menetrey as the new Chairperson.

Supervisor Tofanelli nominated Supervisor Woodrow to be the Vice Chairperson.

**M/S/C** (Tofanelli/Menetrey) To approve the Election of the Chairperson and Vice-Chairperson.
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**P. Joint Powers Agreement**

Mr. Morton presented to the Board the Joint Powers Agreement, and there have been no changes to this document.

**M/S/C** (Tofanelli/Woodrow) To approve the Joint Power Agreement
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**Q. ByLaws**

Ms. Murdaugh Presented to the Board the ByLaws, and there have been no changes to this document.

**M/S/C** (Woodrow/Menetrey) To approve the ByLaws
Roll Call Vote:
Alpine County Aye
Amador County Aye
Calaveras County Aye
Mariposa County Aye
**Motion Passed 4-0**

**R. Agency and County Reports**

Mr. Morton Reported the Agency is still working through the process for Kirkwood alternate receiving site.

Dr. Freeman stated there was a productive meeting with all the stakeholders last month, May 2025. We are very close to releasing a draft protocol which is going to the stakeholders for a prerelease then we will take into consideration any comments that come back, then out for thirty-day review for the public. The goal is to have this process done before the next JPA Board meeting on August 15, 2025, for approval and training done before the ski season starts.

Supervisor Woodrow thanked Dr. Freeman for facilitating this process to get it implemented.

Dr. Freeman expressed her gratitude for all the suggestions and support so far and how everyone participated in this process.

Mr. Morton reported the ambulance providers are utilizing FirstWatch online compliance utility to look at compliance numbers. The Agency held interviews for the vacant Disaster Preparedness Coordinator position on Friday June 13, 2025. With the feedback from the interview panel the Agency has made a decision of who they would like to send an offer of employment too. Ms. Murdaugh and Mr. Morton will be drafting up a letter to send out to the identified candidate today.

Ms. Murdaugh stated the letter will be completed and sent out today.

Mr. Morton reported that the Agency is working on the end of the year reporting, there is a fourth quarter report due to EMSA August 1, 2025. This report includes a bunch of data points and workflow indicators that we must collect and report on for the fiscal year. The Agency will proactively begin working on the Annual EMS plan that is due in October.

Ms. Murdaugh stated there will be a huge change to the EMS Plan with what is happening in Kirkwood for the alternate care site.

Mr. Morton reported that Mr. Ferreira has been working with Alpine County for the Death Ride that is coming up.

Mr. Ferreira stated the Agency is waiting on the providers' names to temporarily accredit them with Mountain Counties. If there is not a paramedic that is currently registered for paramedic orientation then I will be attending the special event on July 26, 2025. On June 30, 2025, Mr. Ferreira will be meeting with the instructor from the resuscitation academy at Black Oak Casino. July 1, 2025, will be the train the trainer we currently have 27 representatives that signed up for this academy. Most of the representatives are from the fire agencies, ambulance providers, even our Dispatch centers from our four counties. The next step after the train the trainer is complete there will be a two-day resuscitation academy to see if we can get more representatives to attend.

Alpine County – No Report

Amador County – Chairperson Brown reported an email change to JeffBrown@AmadorCounty.gov. There was a huge shake up for American Legion Ambulance and Michelle Tyer is now appointed as the President and is taking charge very well.

Calaveras County – No Report

Mariposa County – No Report

**S. Next Scheduled Regular Meeting**

Friday, August 15, 2025, at 9:00 AM in person at Copperopolis Fire Station. A Zoom option will be offered as well.

**T. Adjournment**

Chairperson Brown adjourned the meeting at 10:19 AM.