



**RICHMOND AMBULANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 20, 2025
ANNUAL MEETING**

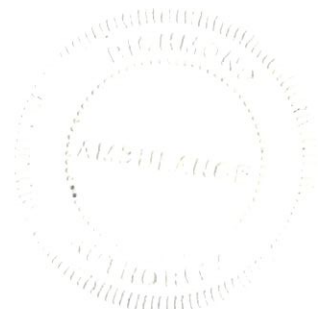
Present: Weet Baldwin, Chairman
Julia Hammond, Vice Chairperson
Kirk Roberts, Treasurer
Marilyn West, Secretary
Mark Hickman, Director
Sabrina Joy-Hogg, Director
Carlos Hopkins, Director
Reva Trammell, Director
Joey Trapani, Director

Absent: Drew Walker, Director
Sheila White, Director

Counsel: Jonathan Joseph, Esq., Christian & Barton

Guests: Rick Bishop, Council Liaison to Councilmember Reva Trammell, 8th
District, Richmond City Council
Tory Maye, Deputy Director of Operations, City of Richmond's
Department of Emergency Communications, Preparedness & Response
(DECPR)
Tom Ludin, EMS Coordinator, City of Richmond's Department of Fire &
Emergency Services (RFD)

Staff: Chip Decker, Chief Executive Officer
Terone Green, Chief Administrative Officer
Ryan Martinette, Chief Operating Officer
Wayne Harbour, Chief Clinical Officer
Angel Dove, Chief Human Resources Officer
Laura Bickham, Senior Executive Assistant and Assistant Secretary to the
Board of Directors



I. CALL MEETING TO ORDER

Weet Baldwin called the meeting to order at 12:00pm.

He noted the guests in attendance at today's meeting, at which time, they introduced themselves. Tom Ludin stated he serves as the EMS Coordinator for the Richmond Fire Department (RFD) replacing Tracy Thomas, former EMS Battalion Chief, who had retired. Tory Mayes stated he is the Deputy Director of Operations for DECPR and advised he was in attendance at today's meeting representing Steve Willoughby, Director for DECPR.

II. APPROVAL OF MINUTES

Motion: To approve the February 26, 2025 meeting minutes.

Made By: Julia Hammond

Seconded: Marilyn West

Discussion: None

Motion Passed: The votes were recorded as follows:

Ayes:

Julia Hammond
Marilyn West
Weet Baldwin
Mark Hickman
Kirk Roberts
Reva Trammell
Joey Trapani

Nays:

None

III. NEW BUSINESS

A. Fiscal Year 2026 Budget – Final Adoption

Motion: To adopt the Fiscal Year 2026 Operating Budget for the Richmond Ambulance Authority as presented.

Made By: Julia Hammond

Seconded: Mark Hickman

Discussion: Weet Baldwin reported the first draft of the budget was presented to the Finance Committee in March. The Committee met last week to review the final draft, at which time, Board adoption was recommended. Kirk Roberts concurred.

Motion Passed: The votes were recorded as follows:

Ayes:

Julia Hammond
Mark Hickman
Weet Baldwin
Kirk Roberts
Marilyn West
Reva Trammell
Joey Trapani

Nays:

None

IV. ANNUAL MEETING

A. Election of Officers

Motion: To reelect the current slate of Officers by acclamation.

Made By: Mark Hickman

Seconded: Julia Hammond

Discussion: Weet Baldwin announced today's meeting serves as the Board's Annual Meeting. He confirmed the Board's current Officers each expressed interest to continue serving in their current roles and noted the Officers, which are as follows:

Weet Baldwin, Chairman
Julia Hammond, Vice Chairperson
Kirk Roberts, Treasurer
Marilyn West, Secretary

Weet Baldwin asked if there were any additional nominations, to which there were none.

Motion Passed: The votes were recorded as follows:

Ayes:

Mark Hickman
Julia Hammond
Weet Baldwin
Kirk Roberts
Marilyn West
Reva Trammell
Joey Trapani

Nays:

None

B. Committee Membership

No discussion.

V. COMMITTEE REPORTS

A. Operations & Clinical: Ryan Martinette reported the following:

- 1) The Committee met on May 14th.
- 2) The City issued a purchase order on April 11th for the acquisition of the additional chase cars which was sent onto RAA's vendor. The cars are now in production and delivery is expected mid to late summer. Another update will be provided once RAA takes delivery.
- 3) System compliance was 91.6% for February, 93.4% for March and 94% for April. This represents an approximate 20% improvement over the last 18 months. RAA has met and maintained system compliance since November 2024. Staffing levels are strong and the RAA Operations team stand ready to respond.
- 4) The Committee received an update on RAA's in-house medication exchange kit program. RAA went live with its internal program on April 7th. Due to the hard work of the Clinical and Logistics teams, the program launched seamlessly and continues to run smoothly. The Logistics Department is currently processing an average of 20 boxes per day between all three medication kit types.
- 5) Dr. Ornato was present at the meeting and provided the Committee with an update on the drone delivery project. He also discussed RAA's participation in the recent National Association of EMT's (NAEMT) webinar, *Data Driven Deployment Decisions: Using YOUR Data for Effective EMS System Redesign*. Dr. Ornato and Ryan Martinette co-presented and were one of only three EMS organizations in the country invited to participate.

Kirk Roberts inquired about the status of the seven ambulances to be purchased by the City, leased back to RAA. Chip Decker responded City Administration has advised they are working to identify the funding.

Wayne Harbour reported the following:

- 1) Critical Incident Stress Management (CISM) class was held on April 25th and 26th. RAA currently has a team of eight providers trained.
- 2) RAA will host Struggle Well (at no cost), a prevention-focused program based on posttraumatic growth, on July 21st and July 22nd in partnership with the Richmond Police Department.
- 3) Field Training Officer (FTO) interviews have concluded. Each candidate gave a presentation on what training/program they would like to see implemented and the group chose a mentorship program, presented by RAA EMT, Ja'Quan Stewart.
- 4) Over 187 people have applied for RAA's EMT Cadet Program.
- 5) The Clinical team is working on customizing RAA's needs for the First Pass® platform, which will be completed by June. First Pass® is a clinical quality measurement and protocol monitoring tool designed to alert users to deviations in expected medical protocols and best practices.
- 6) RAA's FY2026 premium for workers' compensation insurance will decrease by \$25,379 due to a reduction in employee injuries. RAA's Safety Committee topics of discussion included Accident Review Committee (ARC), Ambulance Child Restraint (ACR), vehicle safety, and windshield visibility due to streaking (Logistics Department will be addressing). Initial ideas were shared for a Wellness Fair tentatively planned for September.

Note: Sabrina Joy-Hogg arrived to the meeting during the Clinical report.

VI. STAFF REPORTS

Chief Administrative Officer's Report: Terone Green reported the following:

- 1) Wells Fargo Advisory, the bank entity RAA previously used to manage its investments, discontinued servicing RAA's account on April 1st. Wells Fargo Bank offered to set up an account using the same Allspring Government Money Market Fund for investments RAA held previously. The Bank set up a "Stagecoach Sweep" account where all of RAA's funds would be invested in the Governmental Money Market account which are automatically "swept" back and forth between investments and all normal banking accounts. This is done to maximize interest earnings and provide liquidity for future needs. April was the first month using this new process which will be reflected in the financial statements when completed.

Chief Executive Officer's Report: Chip Decker reported the following:

- 1) RAA finalized its FY2026 budget following City Council's adoption of the City's budget on May 12th. RAA requested a City Operating Subsidy of \$10,600,000, but received level funding in the amount of \$7,100,000. RAA prepared two scenarios to assist with the additional funding necessary for the upcoming fiscal year. One scenario includes Sabrina Joy-Hogg continuing to lead the effort for identifying funding for the purchase of the seven ambulances, leasing them back to RAA. He commented this scenario is the one likely to happen and Sabrina Joy-Hogg confirmed RAA would be receiving the ambulances. Chip Decker extended his appreciation, responding this would now leave RAA \$1.5 million short of its request.
- 2) **Motion:** To reassign the City of Richmond's Emergency Medical Dispatch (EMD) call-taking responsibilities back to the Richmond Ambulance Authority (RAA) for the purpose of increasing other 911 call-taking capacity at the Department of Emergency Communications, Preparedness and Response (DECPR) and supported by recent EMD call-taking data has shown to be less successful while performed at DECPR.

Made By: Julia Hammond

Seconded: Marilyn West

Discussion: Chip Decker noted Emergency Medical Dispatch (EMD) call-taking in the City of Richmond has received a great deal of media coverage lately. At City Council's Public Safety Committee meeting on May 29th, a side-by-side call-taking, data comparison (DECPR versus RAA) will be presented. The Committee has been requesting this information for some time. He recalled RAA's original offer to reassume this function in order to provide DECPR the extra capacity to move onto the next 911 caller. He commented there is no reason DECPR is unable to perform EMD call-taking efficiently, adding they are designed to do it however they are just not able to handle it at this time. He stated he believes it would be a 'win' for everyone if EMD call-taking returned to RAA, explaining RAA remains an Accredited Center of Excellence (ACE) by the International Academies of Emergency Dispatch (IAED). He reiterated doing so would provide immediate, 911 call-taking capacity to DECPR. At the Mayor's request, Chip Decker met with Mayor Danny Avula this morning to discuss the matter.

Weet Baldwin asked if there was a desire for the Board to state their position on the matter, to which Julia Hammond expressed support to move forward with a Board motion. Sabrina Joy-Hogg stated she would like to review the data to better determine what is currently not working well.

Motion Passed: The votes were recorded as follows:

Ayes:

Julia Hammond
Marilyn West
Weet Baldwin
Kirk Roberts
Mark Hickman
Carlos Hopkins
Reva Trammell
Joey Trapani

Nays:

Sabrina Joy-Hogg

Note: Carlos Hopkins arrived to the meeting during the CEO's report and prior to the vote.

- 3) He congratulated Joey Trapani on his recent reappointment to the RAA Board of Directors, which took place at City Council's recent meeting on May 12th.
- 4) RAA successfully secured funding through the State's Office of EMS' (OEMS) Rescue Squad Assistance Fund (RSAF) grant opportunity for the purchase of electronic Patient Care Report (ePCR) software. The total amount awarded was \$81,674. Historically, OEMS has paid for a statewide patient care record-keeping system, however, this was recently eliminated. Down the road, RAA may need to prepare to absorb the entire cost.
- 5) Yesterday, Chip Decker was joined by RAA staff for a special award presentation at the Executive Mansion, at which time, RAA was presented with the prestigious award, the 2024 Governor's EMS Award for Outstanding Contribution to EMS Health & Safety. He shared the plaque and award RAA received with the Board. Those RAA employees responsible for RAA's in-house programs which led to winning the award joined Chip Decker to the ceremony. Weet Baldwin noted Marilyn West's previous recommendation to highlight the great things RAA does in the community, and suggested Mark Tenia, RAA's Public Relations/Media Manager, prepare a press release.
- 6) This week is National EMS Week at which time RAA, alongside its healthcare partners, take the time to recognize its frontline providers for the selfless work they do for the community. There are many activities and meals planned throughout the week, both at RAA and the area hospitals, to show appreciation.

VII. OPERATIONAL MEDICAL DIRECTOR'S REPORT: Absent. No report.

VIII. NEXT MEETING DATES

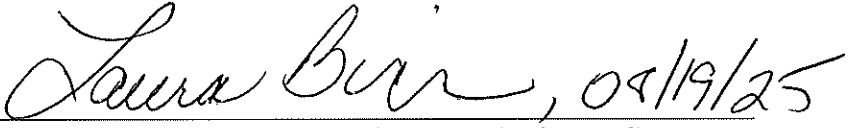
Weet Baldwin reminded the Board all regularly-scheduled meetings begin at 12:00pm. He then noted the dates of the upcoming meetings, which are as follows:

- A. August 19, 2025
- B. November 18, 2025

IX. ADJOURNMENT

Marilyn West extended her appreciation to the RAA executive team and staff for the great work RAA continues to do, commenting how it makes the work of the Board that much easier to carry out.

Weet Baldwin adjourned the May 20, 2025 Board of Directors meeting at 12:25pm.


Laura Bickham, Assistant Secretary