

**WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Dinner 6:30 - Meeting 7:00**

October 15, 2009

**Cave Spring Rescue Squad
Roanoke VA**

AGENDA

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Approval of Minutes
 - b. Treasurer's Report
 - i. Quarterly Report
 - ii. Update on FY 2010 OEMS Contract
 - iii. Receipt of Draft Financial Statements (Kathryn Overacker, Goodman & Co.)
4. Standing Committee Reports
 - a. Executive Committee
 - b. Medical Direction Committee
 - i. Trauma Triage
 - ii. Protocol/Drug Box Revision Project
 - c. Performance Improvement Committees (Medical and Trauma)
 - i. Approval of Revised PI and TPI Plans
 - d. Communications Committee
 - e. Allied Resources Committee
 - f. Near Southwest Preparedness Alliance (NSPA)
5. EMS Advisory Board
 - a. Recent and Upcoming Meetings (Report attached)
6. EMS Financial Assistance
 - a. Current Cycle Requests (Report attached)
7. New Business
 - a. Appointment of Nominating Committee
8. President's Report
9. Executive Director's Report
10. Staff Reports
11. Other Matters
12. Hearing of the Public

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL
BOARD OF DIRECTORS**

DRAFT MEETING MINUTES

DATE: July 16, 2009

LOCATION: Cave Spring First Aid and Rescue Squad Building
Brambleton Avenue at Valley Forge Road, Roanoke

Directors Present

Steve Allen
Billy Altman
Dr. Steve Ausband
John Beach
Jim Cady, Sr.
Tim Dick
Tim Duffer
Steven Eanes
Kevin Hamm
Carey Harveycutter
Daryl Hatcher
Carlton Hudson
W. Tommy Hunter
Mike Jefferson
Rob Logan
Morris Reece
Kris Shrader
Lee Simpkins
J. Dale Wagoner
Ford Wirt

Staff Present

Debbie T. Akers
Charles W. Berger
Mary Christian
W. Eugene Dalton
Kester F. Dingus
Mike Garnett
Sharyn T. McCullough

Guests Present

None

TO ORDER:

President Ford Wirt called this regular meeting of the Board of Directors to order at 7:00 PM. Ford thanked the Cave Spring Auxiliary for providing our meal. He also thanked the Cave Spring First Aid and Rescue Squad for hosting our meetings.

Ford spoke to the board regarding Kester Dingus' resignation to pursue a position with the Virginia Department of Conservation and Recreation. He thanked Kester for his time spent with the Council, and for his good work. Rob then expressed appreciation for Kester's many years of dedicated work, and presented him with an engraved desk trophy.

SECRETARY'S REPORT:

Ford presented minutes of the last meeting as distributed. Ford called for any corrections or additions. .

Motion was made and duly seconded to approve. **Motion CARRIED.**

TREASURER'S REPORT:

Treasurer Harveycutter presented the unaudited treasurer's report for the end of the last fiscal year. He noted that all accounts were within expectations, and that the expenditure on equipment included a copier purchase that would later be capitalized and depreciated. He noted that the year ended in the black, even including the purchase of two new copiers as expenses.

Motion was made and duly seconded to receive the report. **Motion CARRIED.**

The Treasurer reported that OEMS has entered into a new contract with WVEMS for the FY 2010 fiscal year, and funding will be essentially the same as last year's. A small increase was provided for the work that WVEMS does to manage the business affairs of AEMER.

Dale asked if there were any changes to the contract over the current year. Rob explained that only minor wording changes were included.

As a matter of record, the Treasurer offered a motion to accept the FY 2010 OEMS contract. The motion was duly seconded and **CARRIED.**

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. The meeting included receipt of the current draft of the NSPA Region's hospital diversion policy, which was distributed to the WVEMS board as an information item. This policy will continue further development in the WVEMS MCI workgroup.

EXECUTIVE COMMITTEE:

At the last meeting, certain amendments to the WVEMS bylaws were offered for consideration at this meeting. The Executive Director explained the purpose of the amendments, which are attached to and made a part of these minutes. Dale Wagoner questioned the role of Morris Reece, the hospital preparedness coordinator who also sits on the WVEMS board. Rob explained that Morris reports to the NSPA task force, chaired by Dr. Carol Gilbert, and not to the WVEMS executive director.

Motion was made and duly seconded to adopt. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE:

Debbie Akers reported for the Medical Direction Committee. Work continues on the joint BREMS/WVEMS protocols. Dr. Lane and staff met with BREMS RMD Dr. Marilyn McCleod this week to continue work, with August at the target to have the final draft ready to post for comments and to take through the committee structure. She reported that there would be many changes, with some concessions being made by both regions. The draft will be distributed to the Medical Direction Committee on July 20.

The King Airway project is underway. Debbie reported that most airway kits have been distributed, and a web-based survey is underway to collect usage data. A procurement matter at Memorial Hospital of Martinsville and Henry County is being addressed. She reported that an on-line survey to collect data on use of the devices is available on the WVEMS website, and is a mandatory condition of the grant.

Debbie reported that both the Greenfield and Alleghany EMT-I accreditation processes are continuing. WVEMS board member Steve Ausband, MD will serve as course medical director

for the Greenfield program, and former board member Mike Moran, MD will direct the Alleghany program.

Debbie also reported for the state Medical Direction Committee. She informed the board that the latest schedules of medications and procedures with recommendations to adopt. Also the MDC will recommend that the Advisory Board reject the recently-submitted draft state Trauma Triage Plan.

PERFORMANCE IMPROVEMENT COMMITTEES:

Debbie reported that the General and Trauma PI committees met in June. Minutes of those meetings are posted on the WVEMS website.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

This committee has not met since the last board meeting. This committee will be re-formed and will begin meeting no later than September to address future upgrades to our field-to-hospital radio systems.

PERSONNEL AND TRAINING COMMITTEE:

Has not met since last board meeting.

ALLIED RESOURCES AND PHARMACY COMMITTEES:

These committees has not met since the last board meeting, but the members have been working individually to assist in the transition to the King Airway at all facilities.

EMS ADVISORY BOARD:

Dale Wagoner reported for the Advisory Board. He reported on several actions being undertaken by the Advisory Board, including the selection of three nominees to fill a newly-created seat on the state Board of Health representing the EMS system. A written report is attached to these minutes. The next meeting is set for August 7 in Richmond.

EMS FINANCIAL ASSISTANCE:

Current cycle awards were announced in early July, and A report is attached to these minutes. It should be noted that only those grants scoring a 3.0 or higher at the state level were funded. Rob noted that all but one request from the WVEMS region was funded. Also, RSAF added funds to the Homeland Security grant to provide funding for additional Toughbook grants.

NEW BUSINESS:

Election of Officers and Directors – Montgomery County has notified WVEMS that Kevin Hamm is its nominee to fill the Montgomery County seat on our board. The nominating committee hereby nominates Kevin Hamm to fill that vacant term. The floor was opened for additional nominees. Being none, vote was taken and Kevin Hamm was **ELECTED**.

PRESIDENT'S REPORT: The President reported 70 percent of the Board in attendance. He congratulated the directors present for such good attendance at the July meeting, a meeting that is usually lightly attended due to summer activities and vacations.

President Wirt offered appointments to various committees as listed on the attached report, which is made a part of these minutes. He opened the floor for other volunteers to serve on various committees. After much discussion, a motion was made and duly seconded to affirm

the appointments and permissions as listed on the attached report, with the addition of Mike Pruitt to the Personnel and Training Committee, Billy Altman to the General Performance Improvement Committee, and the substitution of David Morgan for Jim Davis on the Communications and Transportation Committee.

A motion was made and duly seconded to ratify the appointments made by the President. Motion **CARRIED**.

EXECUTIVE DIRECTOR'S REPORT:

Rob again thanked Kester for his fine work over the years. He also informed the board that reductions in our FY 2010 contract are not anticipated, but due to the drastic cuts in the state's OEMS budget, anything is possible and we should be prepared for mid-year reductions.

Each quarter, a report is submitted to OEMS regarding the status of the many deliverables called for in the contract. A copy of the report for the third quarter of FY 2009 is available on the Board's web page.

STAFF REPORTS:

Kester – reported on the new multi-region CTS registration system that is underdevelopment, with an expected August 1 rollout. He also reported on the good turnout at the 2009 awards picnic.

Debbie Akers – no report

Mary Christian – No report, but Rob introduced Mary to the board members who had not had the opportunity to meet her.

At this point, Treasurer Harvey Cutter noted that the elimination of the assistant director position would require certain adjustments to enable OEMS to continue to provide the same level of funding. Also, Rob had spoken to OEMS director Gary Brown earlier in the day, and Gary recommended that we move ahead with the executive director's recommendation to make the business manager's position full-time with regular benefits. It was moved and duly seconded that Mary Christian be offered a contract for full-time employment with benefits, but that, at her request, she receive salary in lieu of contribution to the Council's SEP plan.

Motion CARRIED.

Mike Garnett – reported that the recent New River EMT-Intermediate program, with 19 enrolled, graduated 16 new Intermediates.

Charles Berger – no report

Gene Dalton – no report

Sharyn McCullough – no report

OTHER BUSINESS:

Billy Altman reported on recent issues involving use of the EZ-IO device.

Rob reported that Matt Tatum from Henry County Public Safety was actively involved in implementing the new ImageTrend software, and would be assisting the region in the project.

Rob also made mention of our appreciation to Botetourt County for the assistance its personnel have given us in securing the Greenfield Center for the new EMS Education Program, and also for the use of Lord Botetourt High School as a test site.

HEARING OF THE PUBLIC:

None

Being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted:

Robert Logan
Executive Director

**WESTERN VIRGINIA
EMERGENCY MEDICAL SERVICES COUNCIL, INC.**

Notice to Amend the Bylaws:

Article V – BOARD OF DIRECTORS

Article VII - COMMITTEES

Article V, Section 2

The intent of these amendments are as follows:

1. To meet the guidelines for designation as a regional EMS council by the Virginia Board of Health and the Virginia Office of EMS, the executive director must not have a vote on the board of directors. These amendments specify that the executive director serves without vote on the board and executive committee.
2. To change the name of the representative from the American College of Emergency Physicians to the “Virginia” ACEP to reflect current practice.
3. To replace the current Virginia Hospital and Healthcare Association representative with a representative from the Near Southwest Preparedness Alliance. This will reflect current practice, as NSPA represents all hospitals in the WVEMS/BREMS service area and focuses on emergency preparedness.

Pittsylvania County

Patrick County

Directors allocated to political jurisdictions shall include residents of the area served and representatives of organizations, including rescue squads and medical societies, engaged in the emergency medical services system as prescribed in Article V, Section 1.

B. At Large Professional (5)

<u>Virginia Chapter -</u> American College of	
Emergency Physicians	1
Emergency Nurses' Association	1
Virginia Association of Volunteer Rescue Squads	1
Virginia Hospital and Healthcare Association	
Roanoke Regional Policy Council	
<u>Near Southwest Preparedness Alliance</u>	1
Regional Medical Director	1

One at-large from each of the above professional organizations shall be elected from among names of persons submitted by each organization to the Council Board.

C. At-Large Other (3)

Three directors, one from Fourth Planning District, one from the Fifth Planning District, and one from the Twelfth Planning District, shall be chosen with out regard to professional organization affiliation or political jurisdiction.

D. The Council's Executive Director who shall serve without vote.

ARTICLE VII - COMMITTEES

Section 1 - EXECUTIVE COMMITTEE

It shall be the purpose of the Executive Committee to conduct the necessary and routine business of the Council Board between meetings of the Board of Directors.

The Executive Committee shall consist of the following members of the Council Board:

- A. The President, who shall serve as the Chairman of the Executive Committee.
- B. The Vice President
- C. The Secretary
- D. The Treasurer
- E. The Executive Director - Upon any matter concerning his/her employment, the Executive Director who shall not vote.
- F. Three (3) members from the Council Board, one from the Fourth Planning District, one from the Fifth Planning District, and one from the Twelfth Planning District.

The at-large members elected from the Council Board shall serve for a term of two (2) years and are eligible to serve consecutive terms. A vacancy occurring on the Executive Committee shall be filled at any regular meeting of the Council Board or at any special meeting called for that purpose.

Adopted Committee Assignments for FY 2010

Personnel & Training (Lead Staff - Debbie Akers)

Judy Cauley, Chair, Botetourt County
John Lucas, DO, OMD
Mike Hopson, Danville
Jane Lindsay, Salem
Mac Snead, Roanoke (JCHS)
Neal Turner, Montgomery County
Suzie Helbert, Henry County
Mike Pruitt, Franklin County

Performance Improvement – General (Lead Staff – Debbie Akers)

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)

Charles Lane, MD, Chair (Franklin Co)
David Bishop (City of Roanoke) Governmental Fire-EMS Agency
Billy Altman (City of Roanoke) Liaison to State Professional Development
Bill Duff (Roanoke County) Governmental Fire-EMS Agency
Jane Lindsay (City of Salem) Volunteer EMS Provider
Tim Dick (City of Covington) Volunteer EMS Provider
Jason Gifford (City of Radford) Career EMS Agency
Mike Jefferson (City of Danville) Governmental Fire-EMS Agency
Kris Shrader (City of Martinsville) Governmental Fire-EMS Agency
Barry Rose (Alleghany County) Volunteer EMS Provider
Jason Ferguson (Botetourt County) Career EMS Agency
Scott Davis (Giles County) Volunteer and Career EMS Provider
Kevin Hamm (Montgomery County) Volunteer EMS Provider
Steve Allen (Patrick County) Governmental Emergency Services, Volunteer EMS Provider
Kenny Bartlett (Floyd County) Governmental EMS Agency
Shawn Hite (Pulaski County) Career EMS Agency
Jim Cady (Craig County) Governmental Emergency Services, Volunteer EMS Provider
Tim Duffer (Pittsylvania County), Volunteer EMS Provider, Career EMS Agency
Matt Tatum (Henry County) Governmental Public Safety, Volunteer EMS Provider
James Powers, MD (Montgomery County) Hospital representative
Bobby Baker (City of Salem) Hospital representative, Governmental Fire-EMS Agency

Performance Improvement – Trauma (Lead Staff – Debbie Akers)

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)

Charles Lane, MD, Chair
Krista Henderson, Level 1 TC, CRMH
Dallas Taylor, Level 3 TC, CNRV
David Linkous, Level 3 TC, Montgomery Regional
John Dallara, MD, Non-designated Hospital, Danville Regional
Bobby Baker, Non-designated Hospital, Lewis-Gale
Susan Smith, Air Medical, Carilion Clinic Transport-Life Guard
Kris Shrader, Fire-based Agency, Martinsville FD
Shawn Hite, Career EMS Agency, REMSI (Pulaski County)
Jane Lindsay, Volunteer EMS Provider

Communications and Transportation (Lead Staff – Rob Logan)

Tommy Hunter, Chair

Bob Bruch (Botetourt County)

John Hudson (City of Covington)

Chris Akers (Pulaski County)

David Morgan (Pittsylvania County)

Greg Hutchins (Montgomery County)

(President may appoint up to three others as needed in consultation with Chair)

Allied Resources (Will also serve as Trauma Triage Committee) (Lead Staff – Rob Logan)

Membership makeup is defined by OEMS contract. Morris Reece, Chair, has begun soliciting members from hospitals, agencies, etc. President may appoint members at a later date in consultation with Chair.)

Long-Range Planning and Finance (Lead Staff – Rob Logan)

These two committees are called for in the by-laws, but historically the Executive Committee has served in place of these committees as needed. Bylaw revisions will continue in FY 2010 and rolling the tasks of these committees into the executive committee will be considered.

Medical Direction (Lead Staff – Debbie Akers and Rob Logan)

Charles Lane, MD, Regional Medical Director, Chair

All EMS Physicians (operational and course medical directors) in the region

Ad Hoc Committees**Pharmacy Committee (Lead Staff – Debbie Akers and Rob Logan)**

Steve Wilson, Memorial Hospital of Martinsville & Henry County, Chair

Members: Pharmacist from each hospital in the region

Peer Review Committees (Lead Staff – Field Coordinators)

Peer Review Committees are made up of representatives from all agencies in the region. There are currently 6 committees in place:

- Roanoke-Botetourt
- Franklin-Henry
- New River
- Alleghany
- Patrick
- Danville-Pittsylvania

MCI Planning Workgroup (Lead Staff – TBA)

This workgroup consists of the emergency manager (or his designee) from each locality in the region.

NEW MATERIALS FOR OCTOBER 15 MEETING

Western Virginia EMS Council
Report from the State EMS Advisory Board

Bruce Edwards of Virginia Beach EMS was appointed by Governor Kaine to serve of the Department of Health Board representing the EMS Advisory Board.

There was considerable discussion about creating statewide patient care protocols. However, there was general opposition to the process and the idea. The Board voted to create a working group of the Medical Direction and Professional Development committees to study this further.

Paul Sharpe of OEMS presented the Statewide Trauma Triage Plan for consideration by the Board. After much discussion, the Board voted down approval of the Plan. The main reason it was not approved was because it did not provide for regionalization. As you know, WVEMS has a regional trauma triage plan that will be revised in 2009, and the state Medical Direction Committee is on record supporting the option to include regional variation in the plan, to address specific needs and resources within each region.

The Board voted to accept the Virginia Scope of Practice Procedures and Formulary Document as a practice maximum and an educational minimum.

There was a change in the Code of Virginia effective July 1 under 54.1-2987.1, that says only the person named on a Durable Do Not Resuscitate (DDNR) order may revoke the order. The next of kin may no longer override a DDNR when the patient becomes unable to speak for themselves. In the case of a minor, the person authorized to consent on the behalf of the minor's behalf.

Changes to the EMS Rules and Regulations are awaiting the Governor's approval. Once signed, it will go through the public input process. Its not likely that the current Governor will take action, potentially delaying approval until 2010.

Thank you for your confidence in me to represent the Council on the Advisory Board. Should you have any questions, comments or concerns, please do not hesitate to contact me.

Respectfully submitted,

Dale Wagoner

DRAFT TREASURER'S REPORT

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	406,190	209,690	51.62%
LOCAL GOVERNMENT	115,000	17,200	14.96%
UNITED WAYS	3,000	1,241	41.36%
CONTRIBUTIONS	2,000	15	0.75%
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	122,000	32,226	26.41%
DIRECT PROGRAM INCOME (Tuitons, grants, VDH/OEMS)	235,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	7,000		0.00%
AEMER SALARY OFFSET	9,360	1,260	13.46%
RENT INCOME (NSPA)	15,000	3,750	25.00%
INTEREST / INVESTMENT	9,000	764	8.49%
COMMUNICATIONS SITE RENT	8,880	3,440	38.74%
TOTAL REVENUES	932,430	269,585	28.91%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	370,000	84,511	22.84%
SALARIES / WAGES (NSPA)	101,000	27,433	27.16%
PAYROLL TAXES (FICA)	36,032	8,031	22.29%
VEC	300		0.00%
SEP / RETIREMENT	30,000	5,838	19.46%
HOSPITAL / MEDICAL INSURANCE	40,500	12,601	31.11%
LIFE INSURANCE/DISABILITY	7,180	3,050	42.48%
DENTAL INSURANCE	3,032	1,021	33.66%
PROFESSIONAL SERVICES/FEES	11,000	6,345	57.68%
MEDICAL DIRECTION ASSISTANCE	1,500		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500		0.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	16,000	4,698	29.37%
POSTAL / SHIPPING	3,800	555	14.60%
TELECOMMUNICATIONS	10,500	2,651	25.25%
SUPPLIES (ADMIN)	6,686	3,190	47.71%

EQUIPMENT	6,000	1,504	25.07%
INSURANCE	7,500	2,342	31.23%
DIRECT PROGRAM EXPENSES	220,000		0.00%
PRINTING / PUBLICATIONS	4,000	1,698	42.46%
TRAVEL / LODGING	8,000	177	2.21%
FUEL/VEHICLE MAINTENANCE	12,000	1,260	10.50%
MEETING SUPPORT	2,800	175	6.25%
DUES / MEMBERSHIP FEES	1,500	303.65	20.24%
STAFF DEVELOPMENT	11,000	448	4.08%
CISM PROGRAM COSTS	2,000	154	7.69%
COMMUNICATION SITE RENTAL	8,100	4,300	53.09%
COMMUNICATIONS WIRELINES	4,200	1,728	41.15%
COMMUNICATIONS MAINTENANCE	1,500		0.00%
COMMUNICATIONS UTILITIES	800	88	10.99%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
TOTAL EXPENDITURES	932,430	177,102	18.99%

DRAFT BALANCE SHEET

ASSETS

Current Assets

	\$
PETTY CASH	150.00
CD SUNTRUST	203,022.00
MONEY MARKET SUNTRUST	5,600.33
FSA CASH	1,953.47
VALLEY BANK CHECKING	264,745.14
MUTUAL ENDOWMENT ACCOUNT	51,727.53
ACCOUNTS RECEIVABLE	<u>44,231.55</u>

Total Current Assets	571,430.02
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Property and Equipment

Total Property and Equipment	0.00
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Other Assets

COMMUNICATIONS EQUIPMENT	151,377.13
MISCELLANEOUS EQUIPMENT	191,509.50
OFFICE EQUIPMENT	50,881.41
BUILDING	118,400.00
LAND	258,423.00
BLDG. IMPROVEMENTS	19,263.86
GENERATOR BUILDING & EQUIPMENT	11,402.25
ACCUMULATED DEPRECIATION	<u>(352,051.87)</u>

Total Other Assets	<u>449,205.28</u>
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Total Assets	<u><u>\$ 1,020,635.30</u></u>
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LIABILITIES AND CAPITAL

Current Liabilities

	\$
DUE TO STATE	8,000.00
DUE TO AEMER (SYMPOSIUM)	41,000.00
CLEARING ACCT (UNCASHED CHECK)	1,647.85
ACCRUED SALARIES	31,778.69
SALES TAX PAYABLE	0.60
FLEX SPENDING ACCOUNT	954.86

Total Current Liabilities 83,382.00

Long-Term Liabilities

Total Long-Term Liabilities 0.00

Total Liabilities 83,382.00

Capital

FUND BAL. UNRESTRICTED	169,645.00
FUND BAL. UNRESTRICTED DES.	87,166.00
RETAINED EARNINGS	(4,017.25)
FUND BALANCE TEMP. RESTR.	525,245.00
Net Income	159,214.55

Total Capital 937,253.30

Total Liabilities & Capital \$ 1,020,635.30