

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

**DRAFT MEETING MINUTES**

**DATE:** September 9, 2021

**LOCATION:** Virtual Meeting

**Directors Present**

Phillip Belcher  
Jim Cady Jr.  
Jim Cady Sr.  
Joe Coyle  
Jason Ferguson  
William Ferguson  
Carey Harveycutter  
Robert Hawkins  
Rodney Haywood  
Mike Jefferson (Vice President)  
Charles Lane  
Gary Meadows  
Ryan Muterspaugh  
Matt Rickman (Secretary)  
Eric Stanley  
Joe Trigg (President)  
Valerie Tweedie (Treasurer)  
Stephen Simon (Executive Director)

**Staff Present**

Chris Christensen  
Gene Dalton  
Mike Garnett  
Rob Logan  
Sandi McGrath

**Guests Present**

Chris Vernovia - OEMS

**TO ORDER**

President Joe Trigg called this regular meeting of the Board of Directors to order at 2:03 PM. Remote participants were asked to identify themselves via roll call. He asked others on the call to identify themselves.

**SECRETARY'S REPORT**

The Executive Director presented minutes of the June 10, 2021 meeting as distributed on behalf of the Secretary. He called for any corrections or additions. Being none, motion was made and seconded to approve the minutes. **Motion CARRIED.**

**TREASURER'S REPORT**

**YTD Report:** Treasurer Val Tweedie presented Treasurer's Report consisting on an income and expense report and a balance sheet for the current fiscal year. The Executive Director reported that the format of the Treasurer's report was revised to be more reflective of a line-item budget that most all local governments utilize and discussed the rationale on transitioning to the new format.

Motion was made and seconded to receive the year-to-date Treasurer's Report. **Motion CARRIED.**

## **REPORTS AND ACTION ITEMS**

### **Executive Committee**

The executive committee met prior to the regular meeting to consider the following matters:

**Status of Executive Director Position:** President Joe Trigg is finalizing the six month evaluation process of the current executive director.

**Establishment of a Capital Fund Account:** Utilize a portion of our annual financial investment gains to fund a dedicated Capital Improvement account to primary address facility/building issues that our annual operating budget could not sustain.

**Report on Office Staffing:** The current office staffing model which is a hybrid format will continue to for the foreseeable future. The executive director reports that all operations are being done and a system is in place for the office to be staffed daily. A discussion of the State's OEMS future staffing model was discussed as they are still in a hybrid model also.

**Presentation of Financial Reporting to the Board:** The financial information that will be presented to the Board moving forward will be based on a line-item accounting method that is produced directly from the Council's financial reporting software (Peachtree). The past method was produced using data from the Peachtree software and configuring an excel spreadsheet. The new method is similar to how local governments provide financial reporting and staff recommended the changes.

**Regional Medical Director Contract Reaffirmation:** Dr. Lane's RMD contract renews for one year terms effective July 1 of each year.

The Executive Committee moved to extend Dr. Lane's contract through June 30, 2022. **MOTION CARRIED.**

### **Medical Direction**

#### **Protocol Revisions:**

Dr. Stanley reported that the revisions to the medical protocols have been completed and are ready to be rolled out and uploaded to the new software application. The Executive Director commented that a new revised pharmacy policy is being completed to reflect changes that the Pharmacy Group requested about the wasting of narcotics. Revised drug box labeling would be distributed to the hospital pharmacies the following week.

#### **Other MDC Matters:**

The Executive Director informed the Board that software application that can be accessed as an App on phones for the IOS (Apple) version of the protocols is not functioning currently as it relates to the transition to a different software platform and vendor. However the medical protocols can be accessed at the Council's website and the Android App is functioning without issue.

**Allied Resources:**

Pharmacy workgroup involved in new procedures on how EMS providers shall waste remaining narcotics that are not utilized after a patient encounter. Christopher Vernovia (OEMS Representative) mentioned that the new drug/medication vending machines that will be used as demonstration models will be available for hospitals that would like to explore this option for medication distribution.

**Performance Improvement Committee**

Staff liaison Chris Christensen reported for the Performance Improvement Committee which met today prior to the Board meeting, September 9, 2021. Several matters were considered. The Regional Performance Improvement Plan was presented for reaffirmation, no changes were made from the current plan. The Committee moved approval. **MOTION CARRIED.**

**Near Southwest Preparedness Alliance**

Hospital Diversion frequency was discussed by NSPA Executive Director Robert Hawkins and Executive Director Stephen Simon and the steps NSPA/WVEMS have taken to help our hospitals and EMS Agencies. The significant increase in hospital admissions is directly related to increase in positive COVID19 cases in the region.

**Other NSPA Matters**

No other NSPA matters.

**EMS Operations**

MCI Planning: Mike Garnett reported on various MCI-related activities.

**Education Workgroup**

Status Report – Field Coordinator Chris Christensen reported that the Roanoke Paramedic Course is active and proceeding without issue. A future paramedic course in the Roanoke area is being planned for the first of the year.

Field Coordinator Mike Garnett reported that the A-EMT Course for the NRV area was postponed until the first of the year as more students had expressed a desire to start at that time which also allows for current EMT students to complete their courses and be eligible for the A-EMT course.

**Communications Workgroup**

Executive Director provided update about on the Council's FCC licensing renewal process as all contacts have been moved to Simon from the former Executive Director Logan.

### **EMS FINANCIAL ASSISTANCE**

President Joe Trigg reported for the EMS financial assistance program. Deadline for the current cycle applications is September 15th.

### **EMS ADVISORY BOARD**

Matt Rickman provided a report. The current OEMS quarterly Report was attached to the minutes.

### **NEW BUSINESS**

Upcoming Officer Elections: President Joe Trigg appointed a nominating committee as follows:

Chairperson – Carey Harvey cutter (PD5)

Committee Member – William “Billy” Ferguson (PD12)

Committee Member – Joe Coyle (PD4)

The Board will have two vacancies of elected board members representing Planning District 4 At-Large Member and ED Physician At-Large member. These vacancies will become open on January 1, 2022 as both individuals serving in these positions will be termed limited out per the Council's By-Laws.

### **PRESIDENT'S REPORT**

President Joe Trigg recognized past Executive Director Rob Logan for his 25 years of service to the Council and asked if anyone would like to make any comments. Multiple participants on the meeting spoke on Executive Director Rob Logan's accomplishments and expressing their gratitude for his leadership. A gift from the Council was presented to Rob.

The President reported 62% percent of directors in attendance.

### **STAFF REPORTS**

Stephen Simon – No further report.

Mike Garnett – No further report.

Chris Christensen – No further report

Gene Dalton – No further report

Sandi McGrath – No further report

**HEARING OF THE PUBLIC**

No comments from the public.

Being no further business, the meeting was adjourned at 3:15 PM.

/s Stephen Simon, Executive Director