

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

DRAFT MEETING MINUTES

DATE: April 16, 2009

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

Directors Present

Billy Altman
John Beach
Judy Cauley
Steve Davis
Tim Duffer
Carey Harveycutter
Daryl Hatcher

Carlton Hudson

Tommy Hunter
Mike Jefferson
Charles Lane
Rob Logan
Steve Simon
Joe Trigg
Ford Wirt

Staff Present

Debbie Akers
Charles Berger
Gene Dalton
Kester Dingus
Mike Garnett
Sharyn McCullough

Guests Present

Kevin Hamm

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. He expressed condolences to Kester Dingus on the recent death of his father.

Ford introduced guests: Kevin Hamm of Blacksburg will soon be nominated by Montgomery County to represent that locality on the WVEMS board.

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 second quarter of the fiscal year. He noted that revenue was reported at 73% of budget

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

The Treasurer noted that the state "agreed upon procedures" process, and was complete with no discrepancies found.

The Treasurer then offered the FY 2010 budget. He noted that the budget included no cost of living or merit increases. The increase in total salary budget was to allow for the inclusion of

the previously-approved 32-hour per week business manager position for the full year. Steve Simon questioned the small reduction in healthcare insurance cost, to be assured that there were no significant reductions in level of benefits for the staff. The executive director explained the recent revisions made to the council's healthcare benefits that resulted in a slightly higher co-pay, but no differences in net deductible costs to the employee. The executive director expressed thanks to Mary Christian, business manager, for her help in refining the cost projections to develop the FY 2010 budget. After brief discussions, motion was made and duly seconded to adopt. **Motion CARRIED.**

EXECUTIVE COMMITTEE:

Ford noted that the Executive Committee, acting as the RSAF review committee, had reviewed 19 applications for funding for the upcoming cycle. Billy Altman noted the high percentage of total applications that were for ambulances.

Each year, WVEMS reviews and makes any necessary revisions to its Regional Disaster Response Guide. This year, revisions were made to incorporate comments from the latest OEMS review. In FY 2010, the plan will be rolled out to all locality emergency managers in the region to use as a resource.

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

Ford also presented proposed bylaw amendments for consideration at the July meeting. Those amendments are explained in the attached related document, which is made a part of these minutes.

MEDICAL DIRECTION COMMITTEE:

Dr. Charles Lane, Regional Medical Director, reported on recent discussions in the state Medical Direction Committee concerning areas including the development of common protocols and drug boxes. He also reported on the new deputy commissions of health for emergency preparedness and response, Dr. Mark Levine, and on a recent meeting that included several of the regional medical directors, Dr. Levine, and state medical director Dr. George Lindbeck. He also reported on a national Registry proposal to reduce the number of hours to transition from EMT-Intermediate to Paramedic. The state medical direction committee will look further, and will likely recommend a longer bridge program more in keeping with the current I-to-P bridge.

PERFORMANCE IMPROVEMENT COMMITTEES:

Dr. Lane and Debbie reported that both the Trauma and Medical PI committees met in March. Debbie noted that several research projects were identified for the coming three quarters. One of particular interest involves the possible creation of a "presumptive death" protocol to address the field termination of resuscitation. She also reported that the term "protocol" will likely give way to "guidelines." Steve Davis applauded the PI committees for addressing the presumptive death issue.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

This committee has not met since the last board meeting. Rob reported work was completed on replacement of the Med 9 and 10 repeaters on Tinker Mountain, and that an antenna damaged by wind and ice was replaced on Peaks Knob. Also, a damaged antenna will soon

be replaced on Bald Knob. Discussion on promoting the monitoring of Med 9-10 by the hospitals took place.

PERSONNEL AND TRAINING COMMITTEE:

Has not met since last board meeting

ALLIED RESOURCES AND PHARMACY COMMITTEES:

Rob reported for Morris Reece that he is taking steps to restructure the membership of this committee. The Committee will meet in the upcoming quarter to consider several matters, including revisions to the Trauma Triage plan and restocking program. The Trauma Triage plan was updated last year to address issues pointed out by OEMS. It has been reviewed for 2009, and no changes are required at this time. However major changes, including revisions to the scoring criteria will take place in the coming year. Motion was made and duly seconded to reaffirm the plan for 2009. **Motion CARRIED.**

NSPA:

Rob reported for Morris Reece for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. He reported that two hospitals recently experienced telephone outages, and another redundant means of communication using VOIP phones is being considered. He also reported on the new generator that was purchased by NSPA, and consideration of placing a power transfer switch on the WVEMS office to allow the provision of emergency generator power during an outage.

EMS ADVISORY BOARD:

Dale Wagoner's written report is attached to these minutes. The next meeting is set for May 15 in Richmond.

EMS FINANCIAL ASSISTANCE:

Current cycle requests were reviewed on April 9, and comments and grades have been forwarded to OEMS. A report was included in the agenda packet and is made a part of these minutes.

NEW BUSINESS:

Election of Officers and Directors – Montgomery County has not yet notified WVEMS of its appointment to our board. Greg Hutchens will continue to serve until such appointment is made. Since appointment of the At-Large seat is dependant on the Montgomery County seat, the nominating committee recommends that the seats be held vacant until the next meeting.

PRESIDENT'S REPORT: The President reported 56 percent of the Board in attendance.

EXECUTIVE DIRECTOR'S REPORT:

Rob noted that April 22 would mark President Ford Wirt's 70's birthday. He congratulated Ford, and presented him with a birthday card signed by board members and staff. Ford reflected on his long-time work with the council that began in 1976.

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 2008 is available on the Board's web page.

STAFF REPORTS:

Kester Dingus, Assistant Director – Encouraged participation in the Regional EMS Awards program.

Debbie Akers, Regional Education Coordinator – Reported on planned implementation of the King Airway project, slated for June 1.

Mike Garnett, Field Coordinator – Reported the EMT-Intermediate program at the New River center will end in about 6 weeks, and that a new program will begin in September.

Charles Berger, Field Coordinator - None

Gene Dalton, Field Coordinator - None

Sharyn McCullough, Office Manager – None, but Ford congratulated Sharyn on her recent marriage and name change!

OTHER BUSINESS:

Rob reported on the recently-announced Toughbook Grant program, and encouraged localities to apply.

HEARING OF THE PUBLIC:

None

Being no further business, the meeting was adjourned at 7:54 PM.

Respectfully submitted,

Robert Logan
Executive Director