

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

DRAFT MEETING MINUTES

DATE: March 10, 2011

LOCATION: Salem Civic Center – Parlor A

Directors Present

Steven Allen
Billy Altman
John Beach
Steve Davis
Tim Dick
Tim Duffer
Steven Eanes
Colt Hagmaier
Kevin Hamm
Carey Harveycutter
Daryl Hatcher
Rickey Hodge
Charles Lane
Robert Logan
Morris Reece
Stephen Simon
Lee Simpkins
Joe Trigg
Dale Wagoner
Ford Wirt

Staff Present

Debbie Akers
Mike Garnett
Charles Berger
Gene Dalton
Mary Christian

Guests Present

Matt Tatum

TO ORDER:

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM. Ford thanked the Salem Civic Center for providing the meeting space for our meeting.

He introduced guests: Matt Tatum from Henry County Public Safety and member of the Virginia EMS Advisory Board.

SECRETARY'S REPORT:

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

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

TREASURER'S REPORT:

Treasurer Carey Harvey cutter presented the unaudited treasurer's report for FY 11 year to-date, (ending February 28). He noted that all accounts were within expectations. Director Steve Simon commended the staff for maintaining a good financial state and for its continued fiscal accountability. Mr. Simon inquired how long it had been since staff had been given any increase in compensation. The executive director reported that, with the exception of two small cost of living increases, no merit raises have been awarded in four years. After some discussion, the matter was referred to the executive committee for consideration of a bonus to be awarded at the end of the fiscal year, subject to available funds. The executive director was asked to update the regional council salary survey.

Motion was made and duly seconded to accept the report, and to refer to the Executive Committee a salary review at the end of the fiscal year to consider some form of merit compensation subject to available funds. **Motion CARRIED.**

EXECUTIVE COMMITTEE:

The Executive Committee met prior to this meeting to review and discuss the agenda items. recommended revisions and additions to the executive director for inclusion in this year's discussions.

The Executive Committee has reviewed the proposed budget for FY 2012, and moves its adoption.

It was noted that the operating budget includes a 1.35 percent increase over the current year, and a two percent cost of living increase. No merit increases are proposed.

Upon motion of the committee, **Motion CARRIED and the budget was adopted.**

The Executive Committee also considered changes to the Council's pension plan. Business Manager Mary Christian explained that the current SEP requires that all employees participate, and that no employee match is required. Because we not have one contract employee, and may have others in the future, it is recommended that we pursue another option that would not require everyone to participate. The Council is exploring a move to a plan that would require an employee match. For existing employees, a salary increase would be offered equal to the required match. For future employees, a 50% match would be required without the salary offset.

The matter will be further studied. The Treasurer and staff will meet with our plan advisor in April to establish rules for the new plan.

The executive committee reported that building improvements that were approved by the board at the last meeting were underway. The roof has been replaced. The original heat pump contractor is apparently defunct, so the HVAC job was re-bid. A revised building improvement report was distributed, showing the revised HVAC quote, and including an additional line item to cut down dead trees and clear brush from around the building. The total is approximately \$2,000 greater than the previous quote.

Motion was made by the executive committee to approve the revised quotes. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE:

Dr. Charles Lane reported for the Medical Direction Committee. Concerning the status of operational guidelines revisions, He reported that the document is coming to fruition, with hopes of a fall 2011 rollout. The manual will be very “visual” in nature.

Dr. Lane reported on the process of development of the proposed regional stroke plan. He explained the unified approach and the challenges that were being faced relating to obtaining participation from all of the region’s hospitals. He reported that the plan would be presented to the board for adoption at its June 2011 meeting.

Dr. Lane reported for the state Medical Direction Committee. He noted progress on the state patient care guideline development, and a white paper on hemorrhage control.

PERFORMANCE IMPROVEMENT COMMITTEES:

Dr. Charles Lane reported for the General and Trauma Performance Improvement Committees. Both met today. He reported on new surveys being conducted by the committees, including one on bariatrics. He noted the difficulties encountered in obtaining data from individual agencies, and he will be encouraging OMDs to mandate participation.

A discussion was held relating to the regional councils’ inability to obtain summary data from the state’s electronic data reporting system. Billy Altman noted that the problem likely isn’t that the system can’t produce such data, but that OEMS doesn’t have the personnel resources to learn how to do it. Ideally, the regional councils would be able to pull summary data across all agencies in the region, and that will be our goal.

A motion was made and seconded to write a letter to Health and Human Resources Secretary Dr. Bill Hazel, copied to the Attorney General, requesting that regions be given access to de-identified, summary data, in light of the fact that the councils are required by contract to, and rightfully should, conduct research in order to improve performance in the provision of EMS. After much discussion, the motion was tabled to be considered again at the next regular meeting.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. He updated the board on the progress of the Medical Reserve Corps for the Roanoke-Alleghany and New River Valley Health Districts. Tanya Ferraro has been hired as the new MRC coordinator and will begin work on March 21.

EMS ADVISORY BOARD:

Dale Wagoner reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for May 13, 2011 in Richmond.

Dale reported that his term on the Virginia EMS Advisory Board would end with this fiscal year. He is eligible for another term.

President Wirt moved to nominate Dale for a second term. The motion was seconded and **CARRIED**. If required to submit additional nominees, the matter will be referred to the executive committee.

EMS FINANCIAL ASSISTANCE:

Current cycle applications are due on March 15. Regional reviews will take place at the Franklin Center on the afternoon and evening of Thursday, April 14.

NEW BUSINESS:

None

PRESIDENT’S REPORT: The President reported 72% percent of the Board in attendance. He thanked the directors for their continued participation. It was noted that Floyd County had reappointed Ford Wirt as its representative on our board, so it is necessary to fill the Fourth Planning District at-large seat.

EXECUTIVE DIRECTOR’S REPORT:

Rob noted that the June meeting would be held in conjunction with the Regional EMS Awards banquet. After discussion, it was moved and seconded to move the June meeting to 5 PM on June 16, subject to availability of the Salem Civic Center for the awards banquet..Motion **CARRIED**.

STAFF REPORTS:

Debbie Akers – Debbie reported that she attended the annual CoAEMSP meeting in San Antonio, Texas in February to discuss our options concerning development of one or more EMT-P programs. CoAEMSP guidelines require that one full program be conducted prior to seeking accreditation. Virginia requires CoAEMSP accreditation to conduct a program. It now appears that Virginia (OEMS) will allow one program to be conducted prior to accreditation to meet the CoAEMSP requirement.

The WVEMS Personnel and Training Committee will meet in April to discuss further development of our programs.

Mike Garnett – Mike reported that the current EMT-I program in the New River Valley was underway with 27 candidates. Testing will take place in June.

Mike also reported on his work to develop the current revision of the WVEMS surge capacity plan. A survey is being developed and will be circulated to all agencies soon.

Charles Berger - none

Gene Dalton - none

Mary Christian - none

OTHER BUSINESS:

None

HEARING OF THE PUBLIC:

None

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

/s Robert Logan, Executive Director