

**WVEMS BOARD OF DIRECTORS
Thursday, September 13, 2012**

[Salem Civic Center](#)

**Executive Committee - 1:30 PM
Full Board - 2:00 PM**

1. Call to Order
2. Introduction of Guests:
3. Secretary's Report -  [June 2012 Board Minutes](#)
4. Treasurer's Report
 - a. Year End FY 2012 Report  [Treas Report - FY 2012 Year End](#)
 - b. Periodic Financial Report  [Treasurer's Report FY 13 YTD](#)
5. Standing Committees
 - a. Executive Committee
 1. Investment Policy  [Draft Investment Policy](#)
 2. Bylaw amendment - Committee Structure (For action at December meeting)
 3. Committee Appointments  [Committee Assignments - 2013](#)
 - b. Medical Direction
 1. Protocol Project Update - Cathy Cockrell
 - c. Allied Resources
 - d. Communications
 1. Replacement Radios - Alleghany - update
 2. Narrowbanding

- e. Performance Improvement
 - 1. Approval of Updated Performance Improvement Plans (Committees meet same day as Board Meeting)
 - f. Near Southwest Preparedness Alliance (NSPA)
 - g. State EMS Advisory Board  [AB Report - Aug 2012 Meeting](#)
6. EMS Financial Assistance -
7. New Business
- a. MCI Committee - Update  [MCI Plan - Draft](#)  [MCI Plan Draft Comm Annex](#)
 - b. Quarterly Report to OEMS
8. President's Report
9. Staff Reports
10. Adjourn

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

DRAFT MEETING MINUTES

DATE: September 13, 2012

LOCATION: Salem Civic Center – Parlor A

Directors Present

Steve Allen
Joe Coyle
Steve Davis
Steven Eanes
Jason Ferguson
Carey Harveycutter
Daryl Hatcher
Danielle Lissberger
Robert Logan
Stephen Simon
Lee Simpkins
Joe Trigg
Dale Wagoner
Ford Wirt

Staff Present

Charles Berger
Mary Christian
Cathy Cockrell
Gene Dalton
Mike Garnett

Guests Present

Jeff Echternach, RHCC Coordinator

TO ORDER

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM.

He called for a moment of silence in remembrance of our friend and former president, Benny Summerlin.

Ford congratulated Dale Wagoner on his recent appointment as Deputy County Administrator for Henry County.

He introduced guests: Jeff Echternach, RHCC coordinator and Carilion Clinic

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 Harveycutter presented the unaudited treasurer's report for the end of the FY 2012 fiscal year. He noted that we ended the year with an approximate \$50,000 surplus revenue over expenditures.

He then presented the FY 13 year to-date report (August 31). He noted that all accounts were within expectations, and explained variances on some accounts that were over budget.

Because state revenue is on a full reimbursement basis, no revenue has been received. The first quarter payment will be billed in October.

The Executive Director explained the grant funds that had been received for the simplation equipment for the WVEMS New River Training Center. The equipment had not been received in total, so the funds have not yet been expended. Business Manager Mary Christian explained the salary figure that appears high due to a month in the reporting period with three pay periods.

Motion was made and duly seconded to accept the reports. **Motion CARRIED.**

EXECUTIVE COMMITTEE

The Executive Committee met prior to this meeting to review and discuss the agenda items.

The committee reviewed a draft investment policy, based on our current investments. This was requested by our auditors.

Motion was made and duly seconded to accept the policy as recommended by the Executive Committee. **Motion CARRIED.**

The Executive Committee will continue work on a restructuring of our committees and will have bylaw amendments ready for action in January.

The Executive Committee reviewed committee assignments (based on current committee structure) and recommends the appointments that were distributed with the agenda.

Motion was made and duly seconded to accept the recommended appointments. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE

Cathy Cockrell reported for the regional medical direction committee on the status of the protocol project. She presented a rollout plan (attached to and made a part of these minutes).

By consensus, the board went on record supporting protocol testing for all providers, and instructed the staff to pass this recommendation to the Regional Medical Director.

ALLIED RESOURCES

Allied Resources has not met since the last board meeting, but will meet in October to discuss and approve changes to restocking necessitated by the new protocols.

Discussion took place on the subject of eliminating the epinephrine auto-injectors from our regional drug boxes. It was noted that these injectors may now be carried by EMS providers outside of the drug boxes, and that they present a great cost to the hospitals to stock. Most are replenished only due to product expiration.

Motion was made and duly seconded to recommend to the Medical Direction Committee and Allied Resources Committee that the epinephrine auto-injectors be removed from the regional drug boxes. **Motion CARRIED.**

COMMUNICATIONS COMMITTEE

Rob Logan reported for the committee concerning the Alleghany radio replacement project. He noted that the license modifications have been approved by the Radio Quiet Zone officials, and that funding for replacement repeaters and a generator would be requested in the June 2013 grant cycle.

Rob also reported that work would soon be required on the Tinker Mountain communications building. Funds had been approved last year for this purpose, but since this is a new fiscal year, he requested up to \$7000 in reserve funding to perform necessary repairs. Motion was made and duly seconded to approve the expenditure of up to \$7000 for repairs to the Tinker Mountain communications building. **Motion CARRIED.**

He further reported that the tower on Tinker Mountain was recently inspected by Shenandoah Tower. We are awaiting results of the inspection.

We are still awaiting FCC approval of the modified license for Alleghany.

PERFORMANCE IMPROVEMENT COMMITTEES

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met today. The committees reviewed the General Performance Improvement Plan (PI Plan) and the Trauma Performance Improvement Plan (TPI Plan) and recommended re-affirmation without change.

The committees jointly moved to reaffirm PI and TPI Plans. **Motion CARRIED.**

NSPA

Danielle Lissberger reported for NSPA. She informed the board of a pilot "Triage Tuesdays" program that will soon begin in Bedford. She also spoke on a new emphasis on coalition-building, which will bring new partners such as long term care facilities, EMS, etc. into the healthcare preparedness program.

EMS ADVISORY BOARD

Dale Wagoner provided a written report for the Advisory Board. The next meeting is set for November 7, 2012 in Norfolk in conjunction with the EMS Symposium. He also reported that the Governor has signed the new EMS regulations.

EMS FINANCIAL ASSISTANCE

Monday, September 17 is the deadline for current cycle submission. Assistance has been provided to some 10 agencies making requests in the current cycle. WVEMS is requesting defibrillators and rhythm generators for the NRV training center, and replacement repeaters for the Alleghany UHF radio system. The regional grant review meeting will be held on Thursday, October 17 at the Franklin County Government Complex in Rocky Mount.

NEW BUSINESS

Joy Coyle and Jeff Echternach reported on progress of the bi-regional MCI planning committee.

The quarterly report to OEMS will be developed and submitted in October. The last report is posted on the board's agenda website.

PRESIDENT'S REPORT

President Wirt reported 55 percent of the board members in attendance for the current meeting.

STAFF REPORTS

Rob Logan reported that he had solicited Montgomery County supervisor Bill Brown to serve as the at-large director from the fourth planning district. Mr. Brown has agreed to serve. It was moved and duly seconded to elect Mr. Bill brown to fill the unexpired term as WVEMS director at-large from the fourth planning district. **Motion CARRIED.**

Rob advised the board that work was underway toward applying for re-designation from the Virginia Board of Health.

Cathy Cockrell – no report

Charles Berger – no report

Mike Garnett reported that a new EMT-Intermediate program is underway at the WVEMS New River Valley Training Center.

Gene Dalton reported on the new “Simbulance” developed by the Blue Ridge Volunteer Rescue Squad in conjunction with Botetourt County Emergency Services. WVEMS has partnered with these agencies to offer this new resource, and Gene will be receiving training on the simulation equipment in Florida in October.

Mary Christian – No report

OTHER BUSINESS - none

HEARING OF THE PUBLIC - none

Being no further business, the meeting was adjourned at 2:50 PM.

/s Robert Logan, Executive Director

Proposed Committee Assignments for Calendar Year 2013

Executive (Lead Staff – Rob Logan)

Meets quarterly.

(This committee consists of the officers of the board of directors, the executive director who serves without vote, and three at-large members, one from each planning district. Subject to change after December 2012 elections.)

Ford Wirt, Chair

Steve Eanes

Steve Simon

Carey Harveycutter

Dale Wagoner

Jim Cady

Joe Trigg

Rob Logan

Personnel & Training (Lead Staff – Cathy Cockrell)

Meets as needed.

Stephen Simon, Chair, Roanoke County

Karen Alldredge, MD, OMD

Jason Ferguson, Botetourt County

Mike Hopson, Danville

Jane Lindsay, Salem

Mac Snead, Roanoke (Carilion Clinic Patient Transport)

Neal Turner, Montgomery County

Suzie Helbert, Henry County

Performance Improvement – General (Lead Staff – Charles Berger)

Meets quarterly.

(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

Bill Duff (Roanoke County) Governmental Fire-EMS Agency

Jane Lindsay (City of Salem) Volunteer EMS Provider

Tim Dick (City of Covington) Volunteer EMS Provider

John Steely (Floyd County) Governmental EMS Agency

Andy Seabolt (Alleghany County) 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

Jason Ferguson (Botetourt County) Career EMS Agency

Scott Davis (Giles County) Volunteer and Career EMS Provider

Steve Allen (Patrick County) Governmental Emergency Services, Volunteer EMS Provider

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 – Charles Berger) (Also serves as Trauma Triage Committee)

Meets quarterly.

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

Charles Lane, MD, Chair

Dallas Taylor, RN, Level 1 TC, Carilion Clinic - CMC

Emory Altizer, RN, Level 3 TC, Montgomery Regional

Jane Gilley, Level 3 TC, CNRVMC

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

Dan Freeman, RN, Trauma Outreach Coordinator, Carilion Clinic-CMC, Level 1 TC

Communications and Transportation (Lead Staff – Rob Logan)

Meets as needed.

Jim Cady, Sr., Chair

Bob Bruch (Botetourt County)

John Hudson (City of Covington)

Jeff Echternach (NSPA)

Andy Seabolt (Alleghany County)

Chris Akers (Pulaski County)

Jim Davis (Pittsylvania County)

President may appoint other members in consultation with Chair.

Allied Resources – Hospital (Lead Staff – Rob Logan and Cathy Cockrell)

Meets as needed.

Joyce Yearout, RN, (Carilion Clinic New River Valley Med Center) Chair

Membership consists of an administrative-level representative from each hospital within the region. Normally this will be a nurse manager, pharmacist, materials manager, physician, or administrator. Appointed by the hospitals. Additional members are:

Stephen Simon, PD 5 EMS provider

Shawn Hite, PD 4 EMS provider

Dale Wagoner, PD12 EMS provider

Charles Lane, MD, Regional Medical Director

Connie Purvis, BREMS

President may appoint other members 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.

Stroke Triage Planning Committee (Lead Staff – Charles Berger)

This committee has been designated a work group under the General Performance Committee, adding stroke system representatives from the hospitals within the region.

Medical Direction (Lead Staff – Cathy Cockrell and Rob Logan)

Meets as needed.

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 – Cathy Cockrell and Rob Logan)

Meets as needed.

Joe Ciezkowski, (LewisGale Medical Center Pharmacy Director) and Nadine Gilmore (Centra Lynchburg General Pharmacy Director) Co-Chairs. Members: Pharmacist from each hospital in the WVEMS and BREMS regions, plus two EMS providers.

MCI Planning Workgroup (Lead Staff – Mike Garnett and Jeff Echternach)

Meets as needed.

Joe Coyle, Chair. This workgroup consists of staff and volunteers familiar with MCI planning and exists to offer assistance to localities and Local Emergency Planning Committees in the region, and to participate in the MCI planning process across the region. This committee operates jointly with WVEMS and BREMS, and has representation from each locality (appointed by the localities), hospitals, VDH, VDEM, NSPA, WVEMS and BREMS.

NOTE: Bylaw amendments to revise the committee structure will be considered at the board's December 2012 meeting. This roster will be revised and resubmitted as the new structure takes effect.

Western Virginia Council, Inc.

**Reserve and Investment Policy
(DRAFT)**

Purpose of the council's reserve funds:

- Maintain adequate cash flow and cash reserves to guard against market forces, disasters or unexpected expenses.
- Allow for continued operations when income falls unexpectedly.
- Permit adjustments to seasonal variances in expenses and income.
- Allow the organization to seize unprecedented opportunity such as financing a new venture, making an advantageous capital purchase or expanding a program at an opportune moment.

Certain Unique Characteristics: The council is not a typical fund-raising organization. Historically, we have effectively managed existing and contract funds over time for EMS and related purposes. The council is also a custodian of funds for the Western 14 EMS Task Force, the Near Southwest Region HPP Program, the MRC unit in several health districts, and possibly other special programs. Current and carryover funds for those programs should be effectively managed for maximum benefit of those programs and the Council.

Assumptions: Continued and generally unchanged annual state EMS, locality and HPP program funding.

Operating Funds: Maintain an average of three months operating expenses in an interest checking account. All remaining funds to one or more Reserve Funds.

Investment strategy for the Reserve Fund: General preservation of capital and conservative risk with a mix of investments that moderately increase risk for a portion of funds with the expectation of higher return as follows:

- **80% Mix of easily liquidated low risk mutual funds**
- **20% Moderate risk longer term investments such as Real Estate Investment Trusts with potential for higher yield**

The Treasurer or any officer, designated by resolution as a signatory for financial transactions, or the Executive Director, subject to approval by any officer, may invest reserve funds subject to the above allocation. The investment portfolio will be reviewed quarterly by the Executive Committee or more frequently as market conditions suggest.