

**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

WESTERN VA EMS COUNCIL
UNAUDITED TREASURER'S REPORT
AS OF
FEBRUARY 28, 2011

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	406,190	312,143	76.85%
LOCAL GOVERNMENT	90,000	129,374	143.75%
UNITED WAYS	3,000	2,841	94.70%
CONTRIBUTIONS	2,000		0.00%
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	122,000	90,032	73.80%
DIRECT PROGRAM INCOME (Tuition, grants, VDH/OEMS)	235,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	7,000	5,425	77.50%
AEMER SALARY OFFSET	9,360		0.00%
RENT INCOME (NSPA)	18,000	12,000	66.67%
INTEREST / INVESTMENT	6,000	1,611	26.85%
MISCELLANEOUS/SPECIAL FUNDS	-		
TOTAL REVENUES	898,550	553,426	61.59%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	337,100	225,025	66.75%
SALARIES / WAGES (NSPA)	101,000	76,525	75.77%
PAYROLL TAXES (FICA)	33,515	22,261	66.42%
VEC	300	52	17.49%
SEP / RETIREMENT	26,000	16,247	62.49%
HOSPITAL / MEDICAL INSURANCE	46,000	29,890	64.98%
LIFE INSURANCE/DISABILITY	7,400	6,778	91.59%
DENTAL INSURANCE	3,400	1,834	53.95%
PROFESSIONAL SERVICES/FEES	11,000	13,135	119.41%
MEDICAL DIRECTION ASSISTANCE	1,500		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	593	23.72%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	16,000	10,182	63.64%
POSTAL / SHIPPING	3,800	1,667	43.87%
TELECOMMUNICATIONS	10,500	7,343	69.93%
SUPPLIES (ADMIN)	7,035	2,625	37.32%
EQUIPMENT	6,100	2,361	38.70%
INSURANCE	7,500	5,041	67.21%
DIRECT PROGRAM EXPENSES	220,000		0.00%
PRINTING / PUBLICATIONS	4,000	1,874	46.86%
TRAVEL / LODGING	8,000	4,109	51.36%
FUEL/VEHICLE MAINTENANCE	12,000	5,833	48.61%
MEETING SUPPORT	2,800	312	11.13%
DUES / MEMBERSHIP FEES	1,500	787	52.50%
STAFF DEVELOPMENT	10,000	6,382	63.82%
CISM PROGRAM COSTS	2,000	1,376	68.82%
COMMUNICATION SITE RENTAL	8,100	5,400	66.67%
COMMUNICATIONS WIRELINES	4,200	4,268	101.63%
COMMUNICATIONS MAINTENANCE	1,500		0.00%
COMMUNICATIONS UTILITIES	800	243	30.37%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT			
TOTAL EXPENDITURES	898,550	455,145	50.65%

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE (4055-01)	9,836
OEMS FUNDS - ENHANCED (4055-02)	835
OEMS FUNDS - ADJUNCT (4055-03)	8,560
OEMS FUNDS - CARDIAC (4055-04)	
OEMS FUNDS - CT TRANSITION (4055-05) (A/R OEMS)	
OEMS FUNDS - SHOCK TRANSITION (4055-06) (A/R OEMS)	
OEMS FUNDS - ALS CE (4055-07) (A/R OEMS)	
PROGRAM SERVICE FEES (4060)	14,675
PROTOCOL, ETC. SALES (4070, 4070-01)	326
TEXTBOOK SALES (4090)	1,254
CONSOLIDATED TESTING (4120)	21,973
DRUG BOX ENTRANCE FEES (4130)	955
GRANTS & SPECIAL PROJECTS (4150)	2,201
SALES - CONSUMER GOODS (4240)	
WEB DATABASE (4260)	
PROCESSING FEES (4270)	
PROGRAM TUITION - INTERMEDIATE (4310-01)	8,600
PROGRAM TUITION - ENHANCED (4310-02)	
PROGRAM TUITION - ADJUNCT (4310-03)	5,615
PROGRAM TUITION - CARDIC (4310-04)	
PROGRAM TUITION - OTHER (4310-05)	
ID CARD SALES (4320)	189
TUITION CREDIT REIMBURSEMENT (4335)	3,161
OMD PROJECT (4345)	
COMMUNITY COLLEGE COURSE REVENUE (4370)	
TRAVEL/TOWING CONTRACT REVENUE (4390)	
TOTALS	78,179

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (5105-01, 5106-01) (INTERMEDIATE)	5,755
CONTRACTS FOR SERVICES (5105-02, 5106-02) (ENHANCED)	3,775
CONTRACTS FOR SERVICES (5105-03, 5106-03) (ADJUNCT)	2,345
CONTRACTS FOR SERVICES (5105-04, 5106-04) (CARDIAC)	
CONTRACTS FOR SERVICES (5105-05, 5106-05) (SPEC. PROJ.)	60
CONTRACTS FOR SERVICES (5105-06, 5106-06) (ALS TEST)	758
CONTRACTS FOR SERVICES (5105-07, 5106-07) (CTS)	12,311
CONTRACTS FOR SERVICES (5105-08, 5106-08) (CE WEEKENDS)	
CONTRACTS FOR SERVICES (5105-09) (DRUG TESTING)	1,880
PAYROLL TAXES (FICA) (5030)	1,723
VEC (5040)	97
SUPPLIES (5160-02) (Programs)	2,716
SUPPLIES (5160-03) (CTS)	1,284
SUPPLIES (5160-05) (ALS TESTING)	
SUPPLIES (5160-06) (EDUCATION)	1,975
TEXTBOOKS (5170-02) (ALS)	6,269
TEXTBOOKS (5170-03) (BLS)	
EQUIPMENT (5180-03) (BLS)	
EQUIPMENT (5180-04) (BLS TESTING)	10
EQUIPMENT (5180-05) (ALS TESTING)	
EQUIPMENT (5180-06) (EDUCATION)	2,415
INSURANCE (5200-02)	1,378
GRANTS & SPECIAL PROJECTS (5510) (INCLUDES TICP PROJECT)	1,514
DRUG BOX EXCHANGE (5520)	
CREDIT CARD DISCOUNT (5540) minus 4160	1,425
MERCHANDISE FOR RESALE (5560)	
ID CARD PROGRAM (5640)	
RETENTION PROJECT (5660)	
COMMUNITY COLLEGE FEES (5690)	3,161
TUITION REIMBURSEMENT - ENHANCED (5695-01)	
TUITION REIMBURSEMENT - INTERMEDIATE (5695-02)	
TRAVEL/TOWING CONTRACT EXPENSE (5720)	
OMD PROJECT (5750)	
SWVEMS CONTRACT (5760)	
TOTALS	50,850

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

February 28, 2011

ASSETS

Current Assets

PETTY CASH	\$	66.27
CD SUNTRUST		208,747.60
FSA CASH		1,915.35
MUTUAL ENDOWMENT ACCOUNT		55,489.21
SUNTRUST CHECKING		16,428.85
SUNTRUST PAYROLL		20,133.63
VALLEY BANK MONEY MARKET		188,032.91
ACCOUNTS RECEIVABLE		73,052.28

Total Current Assets		563,866.10
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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	175,223.00
LAND	201,600.00
BLDG. IMPROVEMENTS	32,360.86
GENERATOR BUILDING & EQUIPME	11,402.25
ACCUMULATED DEPRECIATION	(382,434.42)

Total Other Assets		431,919.73
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Total Assets	\$	995,785.83
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	3,161.43
CLEARING ACCT (UNCASHED CHEC		290.00
ACCRUED SALARIES		24,864.21
SALES TAX PAYABLE		9.65
FLEX SPENDING ACCOUNT		42.60

Total Current Liabilities		28,367.89
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Long-Term Liabilities

Total Long-Term Liabilities		0.00
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Total Liabilities		28,367.89
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Capital

FUND BAL. UNRESTRICTED	650,161.00
FUND BAL. UNRESTRICTED DES.	50,978.00
RETAINED EARNINGS	65,371.07
FUND BALANCE TEMP. RESTR.	81,433.00
Net Income	119,474.87

Total Capital		967,417.94
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Total Liabilities & Capital	\$	995,785.83
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Unaudited - For Management Purposes Only

WVEMS ADOPTED BUDGET FY 2011 and FY 2012

PLEASE NOTE: This budget does not include approx. \$900,000 of pass-through federal grant funding that is part of the ASPR hospital preparedness program. All of this amount is PROGRAM.				
	Budget 10-11 Actual	Budget 11-12 Proposed	Difference 12 vs 11	
REVENUES				
State Government (OEMS Contract)	406,190	416,190	2.46%	
Local Government	90,000	104,500	16.11%	
United Ways	3,000	2,000	-33.33%	
Contributions	2,000	2,000	0.00%	
Special Grants/Hospital Foundations/NSPA	122,000	122,000	0.00%	
Direct Program Income (tuitions, grants, VDH/OEMS)	235,000	235,000	0.00%	
NSPA Offset Revenue (Contract for services)	7,000	7,000	0.00%	
AEMER Offset Revenue (Contract for business manager svcs)	9,360	0	-100.00%	
Rent income (NSPA)	18,000	18,000	0.00%	
Interest/Investment	6,000	4,000	-33.33%	
Communications Site Rent	0	0		
TOTAL REVENUES	898,550	910,690	1.35%	
EXPENDITURES				
Personnel				
Salaries/Wages (WVEMS)	337,100	342,330	1.55%	
Salaries/Wages (NSPA)	101,000	101,000	0.00%	
Contract Accounting Assistance	0	0	0.00%	
Payroll Taxes (FICA)	33,515	33,915	1.19%	
VEC	300	550	83.33%	
SEP/Retirement	26,000	30,810	18.50%	
Hospital/Medical Insurance	46,000	46,000	0.00%	
Life/ADD/Disability	7,400	10,600	43.24%	
Dental Insurance	3,400	3,400	0.00%	
Staff Services Total	554,715	568,604	2.50%	
Non-Personnel				
Professional Services/Fees	11,000	12,000	9.09%	
Medical Direction Assistance	1,500	1,000	-33.33%	
Maintenance/Repairs/Service Contracts	2,500	2,500	0.00%	
Mortgage Interest				
Payment to Principle				
Occupancy (Utils, cleaning, maint, etc.)	16,000	16,000	0.00%	
Postal/Shipping	3,800	3,500	-7.89%	
Telecommunications	10,500	10,500	0.00%	
Supplies (Admin)	7,035	6,286	-10.65%	
Equipment	6,100	5,200	-14.75%	
Insurance	7,500	7,500	0.00%	
Direct Program Expenses	220,000	220,000	0.00%	
Printing/Publications	4,000	4,000	0.00%	
Travel/Lodging	8,000	7,500	-6.25%	
Vehicle Fuel/Maintenance	12,000	12,000	0.00%	
Meeting Support	2,800	2,000	-28.57%	
Dues/Membership Fees	1,500	1,200	-20.00%	
Staff Development	10,000	9,000	-10.00%	
CISM Program Costs	2,000	2,000	0.00%	
Radio Systems				
Site Rental	8,100	8,100	0.00%	
Telephone Wirelines	4,200	6,000	42.86%	
Maintenance	1,500	2,000	33.33%	
Utilities	800	800	0.00%	
Insurance	3,000	3,000	0.00%	
Equipment	0			
TOTAL EXPENDITURES	898,550	910,690	1.35%	

Western Virginia EMS Council
Report from the Governor's EMS Advisory Board

The most recent meeting was held February 11, 2011 in Glen Allen, Virginia.

The 2010 RSAF Fall grant deadline was September 15, 2010; OEMS received 119 grant applications requesting \$7,984,724.00 in funding. These grants were awarded on January 1, 2011 in the amount of \$3,324,484.00 to 88 agencies. Agencies in the WVEMS region received a total of \$728,895.00. There is a new application program for this cycle – make sure you are using the correct program and all documents are received by the Office of EMS by 4:30 p.m. on 3/15/2011.

A bill has passed both the House and Senate that will make it easier for military personnel with emergency medical certifications to obtain EMT certification in Virginia. It is likely the Governor will sign this bill.

A bill has passed both the House and Senate that will give firefighter and EMS personnel the option to exempt out of Jury Duty. It is likely the Governor will sign this bill.

A bill has passed both the House and Senate that requires an individual seeking an exemption or a variance to the rules and regulations to only have a signature from the OMD and the Chief Administrative Officers of the City or County before submitting to OEMS. Previously the local governing body had to approve by resolution. It is likely the Governor will sign this bill.

The medical direction committee has put forth a white paper on “hemorrhage control.” It includes information on the use of tourniquets and clotting agents. It is available on OEMS website if you are interested.

The 3-year Statewide EMS Plan has been approved by the Board of Health. It will be posted to the OEMS website if you are interested.

My term on the Advisory Board will expire this year. If it is the desire of the WVEMS Board, I would like to and would be honored to continue serving in this capacity. 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