

BOD Meeting December 9, 2021

WVEMS BOARD OF DIRECTORS

Virtual Meeting

Thursday, December 9, 2021

Executive Committee - 1:30 PM

Full Board - 2:00 PM

Virtual Meeting Information (listed at end of agenda)

1. Call to Order (*President Joe Trigg*)
2. Introduction of Guests (*Trigg*)
3. Secretary's Report (*Secretary Matt Rickman & Exec. Director Steve Simon*)
 1. Roll Call (*Rickman/Simon*)
 2. Minutes - September 9, 2021 meeting (*Simon*) [pdf9-9-2021 Minutes Complete \(142 KB\)](#)
4. Treasurer's Report
 1. FY 2021 Audit/Financial Statements (John Hash, Brown Edwards & Co.) [pdfFY 2021 Audit-Financial Statements \(1.46 MB\)](#)
 2. FY 2022 YTD Treasurer's Report (*Tweedie*) [pdfBOD Combined Financial Report 11-30-2021 \(100 KB\)](#)
5. Reports and Action Items
 1. Executive Committee (*Trigg*)
 1. Revisions to Financial Policies (*Simon*)
 2. Reaffirmation of Continuation of Operations Plan (COOP) (*Simon*)
6. Medical Direction
 1. Protocols - Status Report (*Dr. Lane - Dr. Stanley*)
 2. Other MDC Matters (*Lane*)
7. Allied Resources
 1. Other Allied Resources Matters (*Simon*)
 1. Regional Medical Restocking Agreements Renewal
8. Performance Improvement Committee (meets same day as Board) (*Chris Christensen, Field Coordinator*)
 1. Report on Recent Activities
9. Near Southwest Preparedness Alliance (NSPA) - (*NSPA Exec. Director Robert Hawkins*)
 1. NSPA Board/Staff Retreat and New Member Orientation (*Hawkins*)
 2. NSPA Matters (*Hawkins*)
10. EMS Operations
 1. MCI Planning - Participation (*Mike Garnett, Field Coordinator*)
11. Education Workgroup
 1. Status Report - Paramedic Course in Roanoke (*Cathy Cockrell, Ed. Coordinator*)
 2. Status Report - Upcoming Paramedic Course in Roanoke (*Cockrell*)

3. Status Report - A-EMT Course in NRV (*Garnett*)
4. Future Educational Offerings (*Simon*)
 1. Continuing Education (CE Program)
 2. American Heart Association Training Center
12. Communications Workgroup
 1. FCC License Update (*Simon*)
13. EMS Financial Assistance (*FARC Member Joe Trigg*)
14. State EMS Advisory Board Report (*EMS AB Member Matt Rickman*) [OEMS Quarterly Report November 12, 2021](#) [pdfAdvisory Board Summary \(91 KB\)](#)
15. New Business
 1. Election of Officers and Directors (*Nom. Comm. Chair Carey Harveycutter*)
16. President's Report
 1. Recognition of Board Members who terms have expired
17. Staff Reports
18. Public comments
19. Adjourn

Virtual Meeting Login Information;

Topic: WVEMS Board Meeting December 9, 2021

Time: Dec 9, 2021 01:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92878303768?pwd=MnZqWTF1cjFxeMS2RGI3bFNCK1hBdz09>

Meeting ID: 928 7830 3768

Passcode: 9pitPM

One tap mobile

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Meeting ID: 928 7830 3768

Passcode: 496430

Find your local number: <https://zoom.us/u/aqNUD1Ujd>

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

DRAFT MEETING MINUTES

DATE: December 9, 2021

LOCATION: Virtual Meeting

Directors Present

Joe Trigg (President)
Don Altice
Jim Cady Sr.
Jim Cady Jr.
Joe Coyle
Robert Hawkins
Charles Lane, MD
Gary Meadows
Ryan Muterspaugh
Matt Rickman (Secretary)
Marcus Stone
Matt Tatum
Valerie Tweedie (Treasurer)
Stephen Simon (Executive Director)

Staff Present

Cathy Cockrell
Sandi McGrath
Mike Garnett
Gene Dalton
Chris Christensen

Guests Present

John Hash, CPA – Brown Edwards & Company
Chris Vernovai – VDH/OEMS
Kasey Seay - Pittsylvania County Public Safety

TO ORDER

President Joe Trigg called this regular meeting of the Board of Directors to order at 2:00 PM. He announced that we are using the virtual meeting platform based on the current pandemic situation. Secretary Matt Rickman (and WVEMS Staff) called the roll.

President Trigg asked others on the call to identify themselves as some participants called in using a telephone number which did not identify their name.

SECRETARY'S REPORT

The executive director presented minutes of the September 9, 2021 meeting as distributed. He called for any corrections or additions.

Being none, motion was made and seconded to approve the minutes. **Motion CARRIED.**

TREASURER'S REPORT

FY2021 Audit Report: President Trigg introduced John Hash, partner with Brown Edwards & Company, our auditors. Mr. Hash reported that the audit was complete and that financial statements had been published and distributed to the board. The audit had no issues and Mr. Hash complimented the work of Mary Christian and Sandi McGrath for maintaining good records and adhering to all established financial policies.

Joe moved the adoption of the fiscal year 2021 financial report. The motion was seconded and **Motion CARRIED.**

YTD Report: Treasurer Val Tweedie then presented Treasurer's Report consisting of an income and expense report and a balance sheet for the current fiscal year-to-date. She noted that all accounts were within expectations. The Executive Director commented that as we complete the second quarter of the budget year all accounts are in-line with current budget projections and no revisions to the budget are needed at this time.

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:

Executive Director Evaluation: The Corporate Officers met on November 15, 2021 and performed a performance evaluation of the Executive Director. Joe reported that Steve has achieved the goals established by the Executive Committee and they have worked with him to develop new goals and objectives for the coming annual evaluation period.

Financial Control Policies - Revisions: An addition of a Capital Maintenance Program was included in the Council's financial control policies which were recommended by staff. Minor formatting (right margin) changes were done to the policies however no intent or content was revised. A yellow highlighted copy of changes was distributed to the Board.

Upon motion by the executive committee, vote was taken and the revisions were **ADOPTED.**

COOP: Each year, the Council's Continuity of Operations Plan is reviewed and reaffirmed by the board. Many elements of the COOP have been put into place due to ramifications of COVID19. There are no recommended revisions at this time.

Gene Dalton (Field Coordinator) explained the recent update of our IT infrastructure to a Blacksburg, Virginia location along with a current redundancy at our offices working in conjunction with Jim Huffman (IT Manager).

Upon motion of the executive committee, vote was taken and the plan was **REAFFIRMED.**

Annual Report: President Trigg explained that the FY2021 Annual Report was not completed as the financial audit had been completed later this year. The draft report is with the Editor/Publisher who is formatting the document and hopes to have it completed by December 15, 2021. Once the final draft is completed a copy will be sent to the Executive Board for a recommendation for approval to the entire Board which will be conducted by an email vote.

Medical Direction

Protocol Revisions: Dr. Lane and Chris Christensen reported on progress toward the 2020/2021

Protocol updates.

Dr. Stanley could not be present for the meeting however he reported that the new application that protocols are residing on are working very well and have had no issues. He has heard very positive comments on the new application and revisions.

Based on the success of the software application, other Councils have expressed an interest to utilize the same format with their specific protocols on them. The Executive Director and Field Coordinator Chris Christensen will be coordinating meetings with the software developer and OEMS to request funds to support a Statewide initiative to use this application as the standard platform with additional funding provided by OEMS through a special initiative grant or RSAF grant to fund the project.

Other MDC Matters:

No other matters discussed.

Allied Resources

Steve Simon explained that the restocking agreements were revised and sent out to all Hospital Systems and EMS Agencies in November as the five year agreement was expiring. This is a joint effort with the Blue Ridge EMS Council. Field Coordinator Chris Christensen has been assisting with the process and will be contacting EMS Agencies who are late in sending their signed agreements back to the Council.

Performance Improvement Committee

Staff liaison Chris Christensen reported for the Performance Improvement Committee that a group email communication occurred in place of an in-person meeting. Unfortunately the ESO data connection from the hospitals is not providing patient care reporting information which is a known issue with OEMS, therefore no regular reviews were conducted, and furthermore no requests from hospitals or EMS agencies to review issues occurred during this period of time. No further action taken.

Near Southwest Preparedness Alliance

Robert Hawkins, NSPA executive director, reported for NSPA about classes they will be offering in conjunction with WVEMS as it relates to Tactical Rescue (active shooter response – Rescue Task Force). The NSPA Board will hold a strategic planning session in Board meeting on December 10th and he expressed his appreciation to the staff of the Council who continually works as a team for the betterment of hospital preparedness.

EMS Operations – MCI Planning: Mike Garnett reported

Mike Garnett (Field Coordinator) and Steve recently did an inventory/review of Mass Casualty Task Force trailer that is located in the NRV Office. The trailer has not been moved in over five years and water damage has occurred. It is the intent to donate this trailer to donate this vehicle to Pulaski County as they are the team members that initially used it and was designated for the New River Valley/Pulaski area. There is no obligation to reimburse the State on the equipment and/or the trailer.

Education Workgroup

Status Report – Paramedic Course in Roanoke (Cathy Cockrell, Ed. Coordinator)

Cathy reported that the current class is doing very well and is on track to complete in April/May of 2022.

Status Report – Potential Paramedic Courses (Cathy Cockrell, Ed. Coordinator)

Cathy reported that she is trying to put together another paramedic program at the request of Roanoke City Fire-EMS which would have open slots for the region. However, she is having difficulty finding an instructor to for the course. If the class does happened, it would be in February/March of 2022.

Status Report – Advance – EMT Course in NRV (Mike Garnett, Field Coordinator)

Mike reported that the AEMT course in NRV is full and will start mid-January 2022.

Future Educational Offerings (Simon)

Continuing Education (CE Program)

Steve reported that he is working on having the Council provide/coordinate continuing education courses with Council staff that would be region wide with input from Dr. Lane on specific topics. The goal is to provide a monthly CE program that would supplement current EMS agencies internal efforts to keep their members trained.

American Heart Association Training Center (Steve/Cathy)

Cathy reported that she is working with the American Heart Association (AHA) to allow the Council to become an AHA Training Center. Steve further explained that this would help any of our EMS agencies to maintain their provider's certifications considering COVID has limited providers in recertifying their AHA credentials as hospital based Training Centers are limiting access because of COVID19 restrictions.

Communications Workgroup:

Steve reported that we have multiple FCC Licenses that are in the process of being renewed. No other action items.

EMS FINANCIAL ASSISTANCE

Joe Trigg reported for the EMS financial assistance program.

Steve is coordinating with Luke Parker (OEMS Grant Administrator) to have Western Region RSAF Grant training to assist EMS Agencies with submitting good grant applications. EMS Agencies that have a history of submitting problematic grants will personally be contacted and asked to participate in the training.

EMS ADVISORY BOARD

Matt Rickman provided a report which was attached to the minutes.

NEW BUSINESS

Elections of Officers and Directors:

Carey Harveycutter, Chair of the Nominating Committee, presented the committee’s report.

The committee presented its nominations for the elected director seats with expiring terms, for terms beginning January 1, 2022 through December 30, 2025:

- 4th Planning District at-large Christopher Stafford
- ED Physician at-large Dr. Kayla Long

The floor was opened for additional nominations. Being none, the slate was presented for election. Vote was taken and the directors were elected as nominated by the committee.

The committee presented its nominations for the following officers for the term beginning January 1, 2021 through December 30, 2023:

- President Joe Trigg
- Vice President Mike Jefferson
- Secretary Matt Rickman
- Treasurer Jason Ferguson
- 4th PD at-large Joe Coyle
- 5th PD at-large Carey Harveycutter
- 12th PD at-large Kris Shrader

The floor was opened for additional nominations. Being none, the slate was presented for election. Vote was taken and the officers were elected as nominated by the committee.

Additional **appointed** directors whose terms are ending are as follows:

Alleghany County	Ryan Muterspaugh
Craig County	Jim Cady Sr.
Roanoke County	Don Altice
Patrick County	Steve Allen
Giles County	Larry Lafon
Franklin County	Billy Ferguson
City of Roanoke	Jim Cady Jr.
City of Danville	Mike Jefferson
City of Martinsville	Kris Schrader
Emergency Nurses Associations	Gary Meadows, RN, BS

Jim Cady Sr., Jim Cady Jr., and Joe Coyle all expressed that they will be stepping down from their current position on the Board. Steve will contact each locality and ask that a new representative be appointed by them to replace these Board Members.

PRESIDENT'S REPORT

Recognized the contributions that Val Tweedie and Dr. Eric Stanley performed for the Council as their terms have concluded. A gift on behalf of the Council will be presented to them at a later date.

STAFF REPORTS

Steve Simon - explained about additional funds that were approved by OEMS as a contract modification. The funds would be used for salary adjustment for the IT Manager after a market salary review was conducted and the position was determined to be significantly under-compensated. Additional funds to support the Statewide IT Infrastructure that all the Councils rely on were included in the modification. Additional funds approved for compensation of the Regional Medical Director position based on another EMS Council in the State that is of comparable size. Lastly, funds were approved to support the operations of the Council that will be used to support out-reach programs with equipment purchases. Steve recognized the strong support from OEMS and specific help from Chris Vernovai who is our liaison with OEMS.

Cathy Cockrell –

No Report

Sandi McGrath–

No report

Chris Christensen–

No Report

Gene Dalton -

No Report

Mike Garnett –

No Report

HEARING OF THE PUBLIC

Chris Vernovai commented that he was pleased to participate with our Council and was available for assistance as needed.

Being no further business, the meeting was adjourned at 3:25 PM.

/s Stephen S, Executive Director _____