

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

**DRAFT MEETING MINUTES**

**DATE:** March 17, 2022

**LOCATION:** Hybrid Meeting (Salem Civic Center and Big Blue Button – Virtual)

**Directors Present**

L. Joseph Trigg  
R. Carey Harveycutter  
Chris Stafford  
Matt Rickman  
Chris Slemm  
David English  
Dwayne Paxton  
Andy Foley  
Peter Huber  
Dr. Lane  
Dr. Long  
Scottie Cassell  
Jason Ferguson  
Billy Ferguson  
Larry Lafon  
Marcus Stone  
Gary Meadows  
Don Altice

**Staff Present**

Stephen Simon  
Sandi McGrath  
Gene Dalton  
Chris Christensen

**Guests Present**

Tim Duffner – Danville Fire Department  
Chris Vernovia - OEMS

**1. TO ORDER**

President Joe Trigg called this regular meeting of the Board of Directors to order at 2:13 PM.

President Trigg introduced multiple new members of the Board;

Peter Huber – Alleghany County  
Chris Stafford – At-Large 4<sup>th</sup> PD  
David Coffey – City of Danville  
Andy Foley – City of Roanoke  
Dr. Kayla Long – Emergency Department Physician At-Large  
David English – Montgomery County  
Scottie Cassell – Patrick County

**2. Introduction of Guests**

Tim Duffner (Danville City Fire Department)  
Chris Vernovai – Office of EMS

### 3. SECRETARY'S REPORT

Roll Call conducted for virtual participants.

President Trigg asked any others on the call to identify themselves.

Secretary Matt Rickman and the executive director presented minutes of the December 9 meeting as distributed. He called for any corrections or additions.

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

### 4. TREASURER'S REPORT

**YTD Report:** President Trigg and Executive Director Simon presented the current YTD as of March 7, 2022 line item budget

Motion was made and seconded to receive the year-to-date Treasurer's Report. **Motion CARRIED.**

**Budget:** President Trigg presented the draft budget for FY 2023 which was discussed by prepared by staff and reviewed by the Executive Committee.

Executive Director Simon discussed highlights of the proposed budget.

Motion was made and seconded to adopt the FY 2023 budget. **Motion CARRIED**

### 5. REPORTS AND ACTION ITEMS

#### **Executive Committee**

Discussed the current OEMS Contract compared to the new OEMS Contract that is being developed with coordination from Executive Director Simon which will be a Work-Plan style contract that allows for variations based on the different deliverables that each EMS Council provides instead of having a generic "one-size" fits all type contract.

**Donation of an older trailer that was purchased for the Western EMS Task Force which has been defunct for many years. The trailer last was moved in 2016 and has sustained extensive water damage. Pulaski County Public Safety Department requested the trailer to re-purpose it. The Executive Committee recommends the donation to Pulaski County Public Safety Department. President Trigg abstained from the vote.**

#### ***Regional EMS Plan:***

President Trigg requested that the current Regional EMS Plan be adopted as is considering there were not revisions from the previous year.

Motion was made and seconded to adopt the FY 2023 Regional EMS Plan as revised. **Motion CARRIED.**

***Regional MCI Plan:***

President Trigg and Executive Director Simon advised that the Council took steps to provide advisory support to local governments and EMS Agencies on developing of their own MCI Plans many years ago however that OEMS still lists this Plan as part of the contract deliverables. The new Work-Plan format contract will specifically address the support that is provided and the Council will not need to have a Council wide plan as each local government utilizes their own plan.

**6. MEDICAL DIRECTION**

***Protocol Revisions:*** Regional Medical Director Dr. Lane and Regional Educational Coordinator Cathy Cockrell reported;

***Other MDC Matters:***

**7. ALLIED RESOURCES**

Executive Director Simon reported; Drug Box Restocking Issues

**8. PERFORMANCE IMPROVEMENT COMMITTEE**

Education Program Coordinator Cathy Cockrell and staff liaison Chris Christensen reported for the Performance Improvement Committee which met, March 10, 2022 at the WVEMS office and virtually. Several matters were considered.

***Trauma Triage Plan:***

The committee considered the Trauma Triage Plan. No revisions were recommended.

The Committee moved to reaffirm the Trauma Triage Plan as revised. **Motion CARRIED.**

The committee considered the Stroke Triage Plan. The Committee recommended reaffirming the plan in its current form.

The Committee moved to reaffirm the Stroke Triage Plan in its current form and allowing for future revisions upon roll-out of the new regional protocols as needed. **Motion CARRIED.**

**9. NEAR SOUTHWEST PREPAREDNESS ALLIANCE (NSPA):** Robert Hawkins, NSPA Executive Director, reported for NSPA.

**10. EMS OPERATIONS**

***MCI Planning:*** Executive Director Simon reported the following:

**11. EDUCATION WORKGROUP:**

**Status Report** - Paramedic Course in Roanoke (*Cathy Cockrell*)

Current class is finishing up and overall has been a success during COVID

**Status Report** - Upcoming Paramedic Course in Roanoke (*Cockrell*)

Applications are being taken for upcoming class scheduled to start in May 2022

**Status Report** - A-EMT Course in NRV (*Sandi McGrath, Business Manager*)

Class has started and with a few challenges from COVID has been progressing without issue.

**Future Educational Offerings** (*Cockrell/Simon*)

Continuing Education (CE Program)

The Council has started a virtual CE Program that is offered once a month with guest speakers that are for Category 1 hours. Further outreach for in-person CE training programs are being developed and coincide with the new Work-Plans that will be part of the Council's contract with OEMS.

American Heart Association Training Center

Staff continues to gather data to demonstrate the need for the Council to become a Training Center for AHA. This has to do with how many participants will be trained as AHA has high participant requirements.

**12. COMMUNICATION WORKGROUP:** Executive Director Simon - FCC Licenses Update

Simon reported that the FCC on-line portal has been extremely easy to use for the purpose of renewing Council's FCC licenses and there is no need in the future to pay a 3<sup>rd</sup> party to do this for us. Estimated annual savings approximately \$600.00.

**13. EMS FINANCIAL ASSISTANCE**

Joe Trigg reported for the EMS financial assistance program.

**14. EMS ADVISORY BOARD**

Matt Rickman provided a report;

## **15. NEW BUSINESS**

Election of Executive Committee Members and Officers and Directors (*Nom. Comm. Chair Carey Harveycutter*)

Vice President – Matt Rickman

Treasurer – Carey Harveycutter

Secretary – Jason Ferguson

At-Large 5<sup>th</sup> PD – Dwaine Paxton

Motion Carried.

## **16. PRESIDENT'S REPORT**

President Trigg thanked the board members, staff and guest for participating in today's meeting.

## **17. STAFF REPORTS**

Steve Simon – Advised that all the Executive Directors met in Richmond in early March for a three day retreat with OEMS leadership. It was very productive and relayed how the new 5 year contract with OEMS will be developed and work for the future. Simon also shared that the Re-designation was done the day before and from all accounts the review committee from OEMS was impressed with the administration/operations of WVEMS

Sandi McGrath -

No Report

Cathy Cockrell -

No Report

Chris Christensen -

No Report

Gene Dalton –

No Report

## **18. HEARING OF THE PUBLIC**

No comments from the public

**19. ADJOURN**

Being no further business, the meeting was adjourned at 3:19 PM.

Respectfully submitted,  
s/ Steve Simon, Executive Director