

**WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Dinner 6:30 - Meeting 7:00
April 20, 2006
Cave Spring Rescue Squad
Brambleton Ave. at Valley Forge Road
Roanoke VA**

AGENDA PACKET

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Approval of Minutes
4. Treasurer's Report
 - a. Quarterly Unaudited Treasurer's Report
 - b. FY 2007 Request for Funding to OEMS
 - c. Approval of FY 2007 Budget (Attached)
5. Standing Committee Reports
 - a. Executive Committee
 - i. Office Lease and Real Estate Matter
 - ii. Regional EMS Plan (Final draft attached)
 - b. Medical Direction Committee
 - i. Election of New Regional Medical Director
 - c. Communications and Transportation Committee
 - d. Personnel and Training Committee
 - e. Allied Resources Committee
 - f. Near Southwest Preparedness Alliance (NSPA)
6. EMS Advisory Board
 - a. Recent and Upcoming Meetings (Report attached)
7. EMS Financial Assistance
 - a. Report on Current Cycle Reviews
8. New Business
9. President's Report
10. Executive Director's Report
11. Staff Reports
12. Other Matters
13. Adjourn

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

DRAFT MEETING MINUTES

DATE: January 19, 2006

LOCATION: Cave Spring First Aid and Rescue Squad Building
Brambleton Avenue at Valley Forge Road, Roanoke

Directors Present

John Beach	Bob Lloyd
Judy Cauley, RN	Robert Logan
Steve Davis	Clarence Monday
Carey Harveycutter	Morris Reece
David Hoback	Stephen Simon
Carlton Hudson	Chris Slemp
Tommy Hunter	Ford Wirt
Greg Hutchins	

Staff Present

Kester Dingus
Carl Rochelle
Debbie Akers
Mike Garnett

To Order: President Ford Wirt called this regular meeting of the Board of Directors to order at 7:00 PM. Ford thanked the Cave Spring Auxiliary for providing our meal. He also thanked the Cave Spring First Aid and Rescue Squad for hosting our meetings.

SECRETARY'S REPORT: Rob presented minutes of the last meeting as distributed.

John Beach moved approval of the minutes as mailed. David Hoback seconded.

Motion CARRIED.

TREASURER'S REPORT: Carey Harveycutter presented the unaudited treasurer's report for the first quarter of fiscal year 2006. All revenue and expense accounts are within normal expectations. Carey Harveycutter moved to receive. David Hoback seconded. **Motion CARRIED.**

The executive director reported that the council's A-311 audit report had been received in final form, and that no problems were noted. Copies are available upon request.

EXECUTIVE COMMITTEE: No report

MEDICAL DIRECTION COMMITTEE: Debbie Akers reported that the Medical Direction Committee met earlier today. The committee considered the protocol revisions. They will go out to all OMD's and others for review on the following Monday, allowing a 14-day comment period. The final version is expected to be complete by February 24.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE: This committee has not met since the last board meeting. Rob reported on a meeting with the Blue Ridge EMS Council where improvements to their UHF communications system were discussed. It is possible that the project will include some improvements to our system serving Botetourt

County. Greg Hutchins thanked the board members and staff for their thoughts and prayers during a recent family crisis.

PERSONNEL AND TRAINING COMMITTEE: Dave Hoback and Debbie Akers reported for the Committee. The Committee met on January 5. At present, 63 students are enrolled in the Council's EMT-Enhanced programs across the region. Those students will test on March 24 and 25. 18 students are enrolled in an EMT-E program in Alleghany. Also, and EMT-I program is underway in the Roanoke Valley. All applicants were seated in that program, including five from PD 4 and 4 from PD 12. That program will complete on August 31, and is being conducted simultaneously with a daytime program.

Steve Simon thanked Debbie and the WVEMS staff for the manner in which the Roanoke Valley EMT-I program was seated.

Ford Wirt thanked Debbie and Carl for their extensive work in the Danville area.

The EMT-I site self study will be submitted to OEMS on the Monday following this meeting. Discussions and work toward establishment of a site in the Danville-Pittsylvania area continue.

David recommended that the committee be re-structured by appointing the following persons to serve on the committee. Consideration was given to geographic diversity and to the expertise needed to round out this committee.

Dale Wagoner Mike Hopson
Johnny Carson Mac Snead
John Casey Mike Pruitt
Shawn Hite Dustin Campbell
Alison Williams

This restructuring of the committee is a report of the committee. Bob Lloyd seconded. Motion **CARRIED**.

ALLIED RESOURCES COMMITTEE: Morris Reece reported that this committee has not met since the last board meeting.

NSPA: Morris Reece reported for the Near Southwest Preparedness Alliance. The Alliance met today. Its budget for the current year has been approved by VDH. Approximately 40% of this budget is dedicated to training and education. The other two major areas for expenditures are communications and bed capacity surge preparedness. Work with VDH continues on pandemic influenza preparedness planning. A pilot project for use of the EZ-IO intra-osseous infusion system has been approved for funding, in partnership with Carilion Patient Transport/Life Guard 10 and 11, REMSI, and Roanoke City Fire and EMS.

Steve Simon asked about projections for longevity of funds for NSPA. Morris reported that one more year of full funding is anticipated, and then sustaining funding for administration is anticipated for several years thereafter.

EMS ADVISORY BOARD: Morris Reece reported for the Advisory Board. A written report was circulated and is attached to these minutes. The Advisory Board last met on November 18. Steve Simon reported that ride-along by EMS students has been cleared as NOT being a possible HIPAA violation.

EMS FINANCIAL ASSISTANCE: Ford reported that reviews and grades have been made for the January 1 cycle. Rob reported that our region would be asked to fill an opening on the state's Financial Assistance Review Committee, and that request might be made prior to the next board meeting. In anticipation of that request for representation, Rob reported that Clarence Monday had expressed an interest, and was well-qualified for the appointment. Chris Slemp moved that Clarence be recommended to represent WVEMS on the state FARC when such an opening should occur. Steve Simon seconded. Motion **CARRIED**.

Chris Slemp suggested that we contact OEMS to request that the makeup of the FARC be amended to include a representative from each of the 11 regional council area.

NEW BUSINESS:

Election of Directors – The Nominating Committee presented a report that is attached to and made a part of these minutes.

The Committee nominated the following to fill terms expiring on January 31:

Lee Simpkins - City of Radford
Doug Young - City of Danville
Steve Eanes – Henry County
Carlton Hudson – Rescue Squads
Carey Harvey cutter – 5th PD at-large
Dale Wagoner – 12th PD at-large

Steve Simon seconded. Motion **CARRIED** and those directors were elected.

Rob reported that Dr. Mark Tripp has tendered his resignation from the WVEMS board. David Hoback moved to accept that resignation. Judy Cauley seconded. Motion **CARRIED**. Rob reported that we are seeking a physician to fill this vacancy which represents the Virginia chapter of ACEP on our board.

PRESIDENT'S REPORT: The President reported 55 percent of the Board in attendance.

EXECUTIVE DIRECTOR'S REPORT:

Rob reported that the car donated by Pulaski County for use at our New River Office had been received, and would soon be painted and lettered. He also reported that due to recent break-ins at our Roanoke office, a security system could be installed. Steve Davis moved that up to \$3000 be authorized to purchase a security system. Judy Cauley seconded. Motion **CARRIED**. Steve Simon suggested that a quote be obtained from Simplex-Grinnell, the vendor that was used to install systems in Roanoke County buildings.

STAFF REPORTS:

Kester noted that all but one of the RSAF projects that WVEMS graded "1" were funded.

Debbie reported that Field Coordinators Alan Brie and Mike Garnett are teaching tonight. She also reported that an AMLS course will soon be offered.

Ford thanked Kester and the staff for offering the much-needed series of EMT-Evaluator courses across the region.

OTHER BUSINESS: Steve Simon noted that Roanoke County recently hosted senior fire/EMS staff from another large county. Relations with the regional EMS councils were discussed, and the visitors were surprised and impressed with the level of support that our council provides. He extended his compliments to WVEMS and its staff.

Chris Slemp inquired as to the status of our management assistance contract with OEMS to assist the Southwest EMS Council. Rob reported that the project was going well. Executive Director Pokey Harris has announced her resignation, and it is likely that Assistant Director Greg Woods will be named as her replacement.

Being no further business, the meeting was adjourned at 7:45 PM.

Robert Logan
Executive Director

Highlights of the EMS Advisory Board Meeting of November 18, 2005

- 1 The Office of Emergency Medical Services (OEMS) is re-evaluating the State Medical Director contract to determine the appropriate the scope of work performed by a State EMS Medical Director. OEMS has entered into a partnership with the Virginia College of Emergency Physicians to review the role of Operational Medical Directors(OMDs) in the state
- 2 The OEMS Retention Workforce Project has received considerable regional and national attention. "EMS Insiders" magazine is publishing an article about the project .
- 3 OEMS is adding eight new positions to its staff, including a Certification Examinational Coordinator; an ALS Training Funds Specialist; an EMS Systems Planner; a Communications Technologist; an Emergency Operations Disaster Task Force Coordinator; and an Administrative Specialist to support the Emergency Operations unit and Trauma and Critical Care unit.
- 4 The Virginia Office of the Attorney General is reviewing an incident in the District of Columbia that allegedly violated HIPAA guidelines by allowing a reporter to reveal patient identification obtained while doing a "ride-along" with an ambulance service. It is uncertain what, if any, are any implications for Virginia EMS providers. At this time, it does not appear that there will be negative implications for "ride-alongs" by EMS students
- 5 The 2006 CISM Conference will be held May 31 – June 3, 2006 in Virginia Beach.
- 6 EMS for Children (EMSC) did not receive the DMV grant this year as had been the case for the past six years. This grant had enabled the committee to give each EMS council around the state funding for pediatric classes and equipment. The committee is researching other sources of funding.
- 7 The Medevac Committee has finalized drafting rules and regulations governing air medical services in Virginia, which will be submitted to the Advisory Board for approval at the February 10 meeting.
- 8 The Board, through its Transportation Committee, is developing new guidelines for ambulance purchase and replacement to assist the Financial Assistance Review Committee with minimum criteria for the Rescue Squad Assistance Fund.The committee will be evaluating the definition of EVOC in order to set criteria to evaluate requests for new EVOC courses. The committee is also evaluating existing mandatory equipment lists for ambulances.
- 9 The Board approved Interpretive Guidelines and the Administrative Manual for the new Trauma System Designation Manual that are intended to guide reviewers and hospitals on the intent and administration of the designation criteria.

- 10 A work group has been formed to discuss possible state benefits for regional EMS councils, such as health insurance or Virginia retirement.
- 11 The Regional EMS Council Executive Directors officers elected for 2006 are -- Chairman, Tina Skinner; Vice-Chair, David Cullen (Central Shenandoah EMS Council); Secretary, Jim Chandler (Tidewater EMS Council); Treasurer, Melinda Duncan (Northern Virginia EMS Council).

Respectfully Submitted

Morris D. Reece

Advisory Board Report – April 2006

- 1 In response to feedback received during the 2005 EMS Symposium, the leadership of the Advisory Board in conjunction with the Office of EMS is holding a series of Town Hall Meetings throughout the State during the year. The purpose of the meetings is to allow EMS Advisory Board members and OEMS staff to discuss priorities, actions and functions of the Advisory Board and the OEMS. The first of these meetings was held in South Hill on March 30. Rob, Kester and I were able to attend.
- 2 The investigation regarding an ambulance service that allowed a reporter to ride along on ambulance calls in the District of Columbia has been concluded. The incident was determined to be a HIPAA violation. However it is the opinion of the Office of the Attorney General that EMS agencies will be able continue allowing student volunteers to ride on ambulances.
- 3 The Office of EMS and the Executive Committee of the EMS Advisory Board formed a Task Force to study the Regional Council infrastructure within the Commonwealth. One issue being considered is whether the Regional Councils should become state regional offices.
- 4 Federal funding will be continued for the EMSC program for the next fiscal year. Currently Virginia Commonwealth University holds the grant for the Virginia EMSC program; however the Office of EMS will be the grant requestor in the next grant cycle.
- 5 The Awards Selection Committee will be meeting on September 8 to review the Awards Selections for the Governor's Awards for EMS. The Regional Councils are actively involved in submitting nominations for these awards.
- 6 The Professional Development Committee of the Advisory Board voted to support a draft regulatory change in support of an electronic process for continuing education, and to appoint an ad-hoc sub-committee to evaluate the process by which EMS instructor credentialing is occurring.
- 7 The Office of EMS has transferred organizationally within VDH, from the office of the Deputy Commissioner for Public Health to the office of the Deputy Commissioner for Emergency Preparedness and Response.
- 8 Four budget amendments were introduced at the General Assembly to restore the 3.45 million dollars that have been diverted to the General Fund. The Budget bill is currently only restoring half of the \$3.45 million dollars to OEMS and does not address the \$1,045,000 that has been directed to the State Police for med-flight operations. There is a budget amendment that would appropriate \$700,000 in General Funds to OEMS for AED's for nursing homes. There are two budget amendments, one for \$11,000,000 and one for \$22,000,000 that would transfer monies from General Funds to the Trauma Center Fund. The Poison Control Centers are included in the Budget Bill even though the monies don't show up as an EMS item. The fate of these bills awaits the outcome of the budget negotiations.

- 9 The Finance, Legislation, and Planning Committee held a public hearing on the Virginia EMS Strategic Plan. Several comments on the Plan were received and incorporated into the Plan, which was approved by the Advisory Board. An Operational Plan will be developed to implement the Strategic Plan.
- 10 OEMS, along with the Executive Directors and EMS Advisory Board leadership, recently met with the Board of Pharmacy to address concerns that the Board of Pharmacy's regulations do not adequately address EMS needs. Three or four EMS stakeholders have been invited to sit on the Board of Pharmacy's Regulation review committee proceedings.
- 11 Proposed rules and regulations for air medical services in the State have been forwarded to the Regulation and Policy Committee for consideration. That committee has appointed a sub-committee to work on Best Practices as a guidance document to help air medical services providers with sound business principles on service delivery.

Respectfully submitted,

Morris D. Reece



Strategic Plan

2006-2009

**Draft 2
March 23, 2006**

This draft plan was developed as part of the effort to standardize long-range planning across the eleven EMS regions in Virginia, along with the long-range statewide EMS plan developed by the Virginia Office of EMS.

You will notice that the plan is very broad in scope. It is not intended to address ongoing and day-to-day work and initiatives.

The plan is intended to be reviewed and updated annually.

A companion to this plan is an annual work plan. The work plan will be a much longer document that is staff-driven, and is intended to lay out the “nuts and bolts” of the Council’s operations and programs for the year. The work plan will be developed by the end of April and will work in conjunction with the Council’s budget request to OEMS for fiscal year 2007 funding.

The templates for this document and for the work plan were provided by consultants from *Renaissance Resources*, a Richmond-based firm contracted by OEMS to assist in all strategic planning efforts for OEMS and the regions.

Please feel free to address any questions or comments to:

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Core Strategy 1: Develop Partnerships

Key Strategic Initiatives

- 1.1. Promote collaborative approaches.**
 - 1.1.1. Develop and foster relationships with Federal, state, and local partners, educational institutions and other Regional EMS Councils.
 - 1.1.2. Strengthen on-going relationships with Virginia Department of Health, other state departments, public safety, public health and medical facilities.
 - 1.1.3. Foster Regional legislative involvement for EMS initiatives.
 - 1.1.4. Cultivate grass roots support for Strategic Initiatives.

- 1.2. Attract and support outstanding health care providers.**
 - 1.2.1. Cultivate partnerships with universities, colleges, accredited training programs, and others to attract and educate EMS providers.
 - 1.2.2. Recruit and assist in retaining EMS physicians.

- 1.3. Further community based prevention.**
 - 1.3.1. Encourage illness and injury prevention programs through collaboration with other agencies and organizations.

- 1.4. Identify resources for responses to emergencies both natural and man-made.**
 - 1.4.1. Enhance relationships with local Emergency Managers and other federal, state, and local agencies.
 - 1.4.2. Support ongoing training, evaluation and develop resources for emergency preparedness and response.

Core Strategy 2: Utilize Tools and Resources

Key Strategic Initiatives

2.1. Facilitate EMS quality assurance and related research.

- 2.1.1. Support and encourage research and other projects utilizing collected EMS data.
- 2.1.2. Promote quality assurance in EMS service and trauma triage compliance.

2.2. Support quality education and evaluation of EMS personnel.

- 2.2.1. Promote and provide enhanced resources for quality EMS education.
- 2.2.2. Expand availability of ALS Training.
- 2.2.3. Promote leadership and management training.
- 2.2.4. Support and improve processes for evaluation of ALS and BLS candidates.

2.3. Foster appropriate use of EMS resources.

- 2.3.1. Support education, legislation and programs to promote the appropriate use of EMS resources.

Core Strategy 3: Develop Infrastructure

Key Strategic Initiatives

3.1 Develop and strengthen board of directors.

- 3.1.1 Review and revise board governing documents.
- 3.1.2 Cultivate further board member participation.

3.2 Adequately staff the Western Virginia EMS Council.

- 3.2.1 Ensure adequate staffing and procedures to support the variable nature of the EMS system requirements and challenges within the region.
- 3.2.2 Assess and adapt the Council's role in ensuring appropriate EMS provider training.
- 3.2.3 Provide ongoing workforce development and supporting resources to recruit and train proficient staff.

3.3 Focus recruitment and retention efforts.

- 3.3.1 Support and promote recruitment and retention campaigns within the region.
- 3.3.2 Promote and conduct annual EMS award programs.
- 3.3.3 Promote and offer scholarships for EMS provider education as funding permits.
- 3.3.4 Support regional crisis intervention initiatives.

3.4 Upgrade technology and communication systems.

- 3.4.1 Promote improved EMS communications systems and information sharing.
- 3.4.2 Promote the use of technology in EMS reporting and quality assurance.

3.5 EMS funding.

- 3.5.1 Encourage pursuit of alternative funding sources including revenue recovery and increasing operating efficiencies.
- 3.5.2 Provide greater assistance to eligible applicants in applying for Rescue Squad Assistance Fund and other grants.
- 3.5.3 Assist in maximizing the effectiveness of the RSAF by providing meaningful information in the grading and review process.
- 3.5.4 Ensure appropriate stewardship of EMS council funds.
- 3.5.5 Support and advocate for a stable funding stream for state and regional infrastructure to include full transfer of Four-for-Life funds to OEMS.

Core Strategy 4: Promote Other Regional Initiatives

Key Strategic Initiatives

4.1. Further projects in conjunction with NSPA

- 4.1.1. Participate in activities relating to hospital preparedness
- 4.1.2. Design and produce custom ID badges for EMS agencies, NSPA responses to drills and actual events, and others as requested
- 4.1.3. Assist in staffing and operating Regional Hospital Coordinating Center, STIP and other NSPA resources.
- 4.1.4. Provide other contractual services as needed

4.2. Supplemental Contracts and Projects

- 4.2.1. Support projects and initiatives of the Alliance for Emergency Medical Education and Research
- 4.2.2. Provided technological support for statewide resources such as the VA EMS Recruitment database

4.3. Establish and further develop partnerships with educational entities

- 4.3.1. Assist local school systems in providing BLS EMS education
- 4.3.2. Assist community colleges and other institutions of higher learning within the WVEMS region in providing quality EMS education

WVEMS PROPOSED BUDGET - FY 2007

	Budget 05-06	Budget 06-07	Difference
REVENUES			
State Government (OEMS Contract)	362,000	372,000	2.8%
Local Government	120,000	120,000	0.0%
United Ways	3,000	3,000	0.0%
Contributions	2,000	2,000	0.0%
Special Grants/Hospital Foundations	12,000	15,000	25.0%
Direct Program Income (tuitions, grants, VDH/OEMS)	240,000	240,000	0.0%
Interest/Investment	2,000	4,500	125.0%
Communications Site Rent	12,000	12,000	0.0%
Carryover from FY 05	12,000		
TOTAL REVENUES	765,000	768,500	0.5%
EXPENDITURES			
Personnel			
Salaries/Wages	280,000	300,000	7.1%
Payroll Taxes (FICA)	21,420	22,950	7.1%
VEC	250	266	6.4%
SEP/Retirement	25,200	27,000	7.1%
Hospital/Medical Insurance	26,000	29,000	11.5%
Life/ADD/Disability	4,200	4,400	4.8%
Dental Insurance	3,500	3,750	7.1%
Staff Services Total	360,570	387,366	7.4%
Non-Personnel			
Training Services (Transfer to Program Accounts)	15,000	7,500	-50.0%
Professional Services/Fees	4,000	4,000	0.0%
Medical Direction Assistance	5,000	5,000	0.0%
Maintenance/Repairs/Service Contracts	6,000	6,000	0.0%
Office Rent and/or debt retirement and utilities	24,060	28,000	16.4%
Postal/Shipping	5,500	5,800	5.5%
Telecommunications	12,500	12,500	0.0%
Supplies (Admin)	6,700	6,700	0.0%
Equipment	22,500	10,000	-55.6%
Insurance	4,500	6,000	33.3%
Direct Program Expenses	240,000	230,334	-4.0%
Printing/Publications	4,000	4,000	0.0%
Travel/Lodging	11,500	9,000	-21.7%
Vehicle Fuel/Maintenance	5,000	8,500	70.0%
Meeting Support	2,500	3,000	20.0%
Dues/Membership Fees	1,200	1,300	8.3%
Staff Development	8,750	9,500	8.6%
CISM Program Costs	2,500	2,000	-20.0%
Radio Systems			
Site Rental	11,820	12,000	1.5%
Telephone Wirelines	4,200	4,200	0.0%
Maintenance	3,000	2,000	-33.3%
Utilities	1,200	800	-33.3%
Insurance	3,000	3,000	0.0%
Equipment	0	0	
TOTAL EXPENDITURES	765,000	768,500	0.5%

