

**WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Meeting 6:00
July 20, 2006
WVEMS Offices
1944 Peters Creek Road
Roanoke VA**

AGENDA PACKET

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Approval of Minutes
 - b. Treasurer's Report
4. Standing Committee Reports
 - a. Executive Committee
 - b. Medical Direction Committee
 - c. Allied Resources Committee and Pharmacy Committees
 - d. Near Southwest Preparedness Alliance (NSPA)
5. EMS Advisory Board
 - a. Recent and Upcoming Meetings (Report to follow)
6. EMS Financial Assistance
 - a. Report on Current Cycle Awards
7. New Business
8. President's Report
9. Executive Director's Report
10. Staff Reports
11. Other Matters
12. Adjourn

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

DRAFT MEETING MINUTES

DATE: April 20, 2006

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

Directors Present

John Beach
Jim Cady Sr.
Judy Cauley
Steve Davis
Nita Downer
Steven Eanes
Carey Harveycutter
Carlton Hudson
Tommy Hunter
Greg Hutchins
Bob Lloyd

Staff Present

Rob Logan
Clarence Monday
Morris Reece
Steve Simon
Lee Simpkins
Joe Trigg
Dale Wagoner
Ford Wirt
Doug Young
Tim Duffer

Kester Dingus
Carl Rochelle
Wendy Warren
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. Carey Harveycutter moved approval of the minutes as mailed. John Beach seconded.

Motion CARRIED.

TREASURER'S REPORT:

Carey Harveycutter presented the unaudited treasurer's report for the past quarter of fiscal year 2006. He noted that all accounts were within expectations. Carey Harveycutter moved to receive. John Beach seconded. **Motion CARRIED.**

The Treasurer also presented the draft budget for FY 2007. He explained that the salary account increase over the current year was due in part to a position that was vacant during part of the current year and not included in budgeted funds. He also noted that projections for program expenditures and revenues were included for the first time.

The Executive Director reported that our contract proposal for FY 07 funding has been presented to OEMS. We expect funding at a level comparable to the current year, plus the possibility of full funding for a position dedicated to performance improvement.

Carey praised the Executive Director for his sound fiscal management and record of attracting special contracts and other means to bring additional revenue to the Council.

Carey Harveycutter moved to adopt the budget as presented. Carlton Hudson seconded. **Motion CARRIED.**

EXECUTIVE COMMITTEE:

President Ford Wirt announced that the Executive Committee had met recently to grade RSAF grant applications, and to discuss a real estate matter. He reported that a proposal was considered to terminate our lease in Roanoke and consider purchase of a building. He then turned the floor over to Steve Eanes to make a report to the board relating to this purchase.

Information pertinent to the purchase of the building at 1944 Peters Creek Road is attached to these minutes. Steve noted that we will build equity by owning this building, and save about \$1,000 a month (half of which will go back into the Endowment Account to pay back a \$100,000 loan to be used in the purchase). The roof and heating/air conditioning system are in very good condition, and there is no asbestos in the building that we are aware of. An asbestos inspection will be done prior to installation of vinyl siding. Steve proposed that we go ahead with the surface-treatment of the grassed area where our trailers will be stored, along with the appropriate engineering work that is required for the erosion and sediment control plan.

After discussion, Steve Eanes moved to authorize the corporation to purchase the property at 1944 Peters Creek Road to include the improvements listed on the attached report plus the surface-treatment of the storage lot. Judy Cauley seconded. **Motion CARRIED.**

Then Bob Lloyd moved to borrow funds up to \$100,000 from our endowment to go toward purchase and improvements, with a budgeted repayment of at least \$6,000 per year. Judy Cauley seconded. **Motion CARRIED.**

To authorize the necessary financing, Jim Cady moved the following resolution:

RESOLVED that the board of directors of the Western Virginia EMS Council, Inc. at its regular meeting on April 20, 2006, at which a quorum was present, hereby authorizes the officers of the corporation to secure financing not to exceed \$260,000, and to open such bank accounts as are necessary to complete the financing package, and to authorize said officers to execute any documents necessary to complete the transactions.

Steve Eanes seconded. **Resolution was ADOPTED.**

Steve Eanes then moved to not renew our lease at 3229 Brandon Avenue at its expiration on June 30, except to allow an extension of one month if needed, and to send appropriate notice to the leasing agent giving the required 60-day notice. Judy Cauley seconded. **Motion CARRIED.**

Ford stated that our purchase of this building is one of the largest steps we have ever taken. He thanked Rob Logan and his staff for bringing the Council to the forefront of the state.

Rob presented the final draft of the Council's Strategic Plan. The plan has been circulated to the board over the past two months, and several recommended revisions have been incorporated. This draft plan is different in form from last year's plan, and follows guidelines from OEMS on strategic planning for the regions. The plan will be accompanied by a staff

work plan that will guide our activities and operations for the coming year. This plan will be reviewed and revised annually.

Judy Cauley moved adoption of the plan. John Beach seconded. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE:

Rob Logan reported that Dr. Cheryl Haas has tendered her resignation as Regional Medical Director. Her years of service are greatly appreciated. Based on her suggestion, and after careful consideration, it was recommended to the board that we elect Dr. Charles Lane, an emergency physician who practices with Carilion Health System at Franklin Memorial Hospital, as Regional Medical Director. It was noted that Dr. Lane is a progressive EMS physician who will serve us well. He won the Governor's Award for OMD of the Year last year.

Joey Trigg moved to accept Dr. Haas' resignation. Steve Davis seconded. **Motion CARRIED.**

Steve Davis moved to appoint Dr. Charles Lane as Regional Medical Director and to elect him to the board of directors. Carey Harveycutter seconded. **Motion CARRIED.**

Carl Rochelle reported that the protocol revisions are in final draft form, and will be ready to go to print after Dr. Lane provides some final input as the new Regional Medical Director.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

This committee has not met since the last board meeting. Rob reported that the equipment located on Fork Mountain in Franklin County was no longer being used and is fully depreciated. It has been donated to the amateur radio group serving the Henry and Patrick County areas. Steve Eanes moved to donate the equipment to the Franklin/Henry County area. Carey Harveycutter seconded. **Motion CARRIED.**

PERSONNEL AND TRAINING COMMITTEE:

Carl Rochelle reported for the Committee. The Committee is considering policies under which applicants will be seated in future EMT-E and EMT-I courses. The ALS test site in March, which tested 57 students, was very successful. Forty-three students passed the EMT-E testing, four are waiting to test in June, and eight must retest.

Rob reported that the staff is exploring the possibility of once again offering "endorsed" programs at the EMT-Enhanced level. Guidelines and fee structures are under development, and this will be studied by the Personnel and Training Committee at its next meeting. Rob also distributed a newspaper article from the Alleghany County area. It states that Dabney S. Lancaster Community College partnered with the Alleghany Foundation to get EMT-B and EMT-E programs established. The Foundation is interested in providing full funding for this venture, and the program might eventually hire its own coordinator.

ALLIED RESOURCES COMMITTEE:

Morris Reece reported that this committee will meet in May to consider the revised Trauma Triage Plan and revised Regional Restocking Agreements.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. The Alliance met today. NSPA supports the board's decision to purchase the building on Peters Creek Road.

He also reported on the deployment of the STIP (Stabilization and Treatment in Place) tent operation at the Martinsville NASCAR race. He further mentioned that he is involved in a series of meetings with emergency managers across the NSPA region.

Both Morris and Carol Gilbert, MD have been accepted onto the federal VA-1 DMAT team.

EMS ADVISORY BOARD:

Morris Reece reported for the Advisory Board. A written report is attached to these minutes. He mentioned the series of public forums that are being conducted across the state by the Advisory Board. These meetings offer the public, EMS providers and agency officials the opportunity to voice their opinions and concerns to the Board and to OEMS. The next meeting is set for May 12 in Richmond.

EMS FINANCIAL ASSISTANCE:

Ford reported that reviews and grades have been sent to OEMS for the July 1 cycle for 26 applications.

NEW BUSINESS:

Rob reported that Sindy Fain has been nominated to continue to represent Patrick County on our board, and Greg Hutchins has been nominated to represent Montgomery County. Carey Harvey cutter moved for the Nominating Committee to elect Sindy and Greg. **Motion CARRIED** and Sindy and Greg were elected for terms to expire on January 30, 2009.

PRESIDENT'S REPORT:

The President reported 78% percent of the Board in attendance.

EXECUTIVE DIRECTOR'S REPORT:

Rob reported on an on-line "customer satisfaction survey" that was distributed to some 680 subscribers to our list-serv. The survey collected 176 responses, for a 27% response rate. He noted that the results were generally very positive. A copy of the results was distributed.

Rob also noted that he has completed the FY07 contract proposal, and will meet with OEMS officials on Friday, April 28 at 10:00 AM to review the proposal. He invited any board member who is interested to attend.

Rob mentioned that Wendy Warren was recently promoted to Office Manager. Her duties will increase upon the purchase of the new building. The board congratulated Wendy on her promotion.

Being no further business, the meeting was adjourned at 8:20 PM.

Robert Logan
Executive Director

INFORMATION PERTINENT TO THE PURCHASE OF 1944 PETERS CREEK ROAD

Listed sale price:	\$350,000
Negotiated sale price:	\$318,800
Improvements, etc.	\$35,125 (See list below)
Total Investment	\$353,925
Amount to be financed:	\$253,925 (approx.)
Funds from Endowment (Max)	\$100,000

This is the maximum that will be borrowed from the endowment. A repayment plan to reimburse the endowment a minimum of \$500 per month (\$6,000 annually) will be established. Larger annual payments are anticipated from surplus funds that will exist at the end of the fiscal years.

FY 2007 monthly rent:	\$3,275
Storage Lot rent	\$500
Less NSPA rent payment	\$1,762
Less NSPA storage rev.	\$1,200
Net per mo. by WVEMS	\$813
New estimated payment:	\$2,115
Utilities/Insurance	\$600
Less NSPA rent payment	\$1,250
Less NSPA Storage rev.	\$800
Net per mo. by WVEMS	\$665
Transfer to Endowment	\$500
Total monthly obligation	\$1,165

(In addition, we receive NSPA revenue for fiscal administration, trailer deployment and on-call status, etc. totaling at least \$18,000 annually)

Improvements and associated costs to be paid by WVEMS. (Based on estimates rec'd to date. Other estimates being collected. Could be less.)

Pave/mark parking lot	\$9,800
Fence storage lot	\$8,000
Exterior bldg. improvements	\$6,525
Misc. Wiring/lighting	\$600
Closing costs	\$4,000
Carpentry work	\$1,200
Carpet work	\$500
Signage	\$1,500
Misc. moving expenses	\$3,000
TOTAL	\$35,125

OTHER COSTS – Paid from other sources

Phone system move and internal phone/network wiring to be paid by OEMS with Regional IT Support funds

Improvements to alarm system - \$3,000 already approved in current year funds.

FINANCING PLAN

Loan is based on a 20-year amortization fixed at 7.95% for 15 years with no penalty for prepayment. We can make additional payments to principle at will, with no penalty or fee. We may re-amortize the payment at any time without fee.

We looked into financing at a lower rate through the USDOA Farmers Home Administration (Rural Development Loan Program) but we are not eligible due to their inability to lend in metropolitan areas with greater than 50,000 population.

Financing includes moving our checking and investment accounts, and will give us a much higher yield. Based on current rates, our investment income will increase by about 69%, or over \$7,000 per year.

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Executive Committee’s Recommendation:

It is the recommendation of the Executive Committee to approve this purchase tonight. If it is the pleasure of the board to proceed on this recommendation, the following board actions should be taken:

1. Motion not to renew our lease at 3229 Brandon Avenue upon its expiration on June 30.
2. Motion to purchase the building at 1944 Peters Creek Road and proceed with improvements as described above.
3. Motion to borrow funds from our endowment in an amount not to exceed \$100,000 and to include in future budgets a repayment of at least \$6,000 per year.
4. Resolution to approve financing as described above, not to exceed \$260,000, and to approve the establishment of new bank accounts as needed to complete the financing package.

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

**ADOPTED
April 20, 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.

- 2.2.1. 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.

- 2.3.1. Foster appropriate use of EMS resources.**
 - 2.3.2. 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