

**WESTERN VIRGINIA EMS COUNCIL, INC.  
BOARD OF DIRECTORS  
Meeting 6:00  
January 18, 2007  
Cave Spring Rescue Squad  
Roanoke VA**

**AGENDA PACKET**

1. Call to Order
2. Introduction of New Staff and 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 attached)
6. EMS Financial Assistance
  - a. Report on Current Cycle Awards (attached)
7. New Business
  - a. Election of Officers and Directors
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:** October 19, 2006

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

**Directors Present**

Rob Logan	David Hoback
Ford Wirt	Dale Wagoner
Carey Harveycutter	Lee Simpkins
Bob Lloyd	Steve Davis
Morris Reece	Tommy Hunter
John Beach	Clarence Monday
Greg Hutchins	Steve Eanes
Carlton Hudson	Ryan Muterspaugh
Judy Cauley	

**Staff Present**

Debbie Akers  
Carl Rochelle  
Wendy Warren

**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. David Hoback 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 moved to receive. John Beach seconded. **Motion CARRIED.**

The Treasurer also presented the draft financial reports and report to the Board as prepared by our accounting firm, Goodman and Company. He noted that there were no discrepancies in the management letter, and that several recommendations had been implemented.

Copies were made available for any board members so requesting.

**EXECUTIVE COMMITTEE:** President Ford Wirt announced that the Executive Committee had met recently to grade RSAF grant applications.

**MEDICAL DIRECTION COMMITTEE:** Debbie Akers stated that this committee has not met since the last board meeting. Dr. Lane went to the state Medical Direction Committee Meeting and was elected to serve on a new FARC sub-committee to give new guidance on RSAF grant awards funding. FARC will award funds for new items as long as it is approved by the Medical Direction Committee.

Dr. Gilbert's contract as the state Operational Medical Director will end on 12/31/06. VDH is now considering hiring someone to fill this position. VDH will either extend Dr. Gilbert's contract or hire an interim as of 1/1/07 until a full-time person can be selected.

**COMMUNICATIONS AND TRANSPORTATION COMMITTEE:** This committee has not met since the last board meeting.

**PERSONNEL AND TRAINING COMMITTEE:** David Hoback reported for the Committee, which has not met since the last board meeting. On October 13<sup>th</sup> and 14<sup>th</sup> WVEMS tested 64 EMT-I students at Hidden Valley High School with a 76% pass rate. The testing went very well, and received great reviews afterwards.

David also gave an update on the NRV accreditation process. A site visit from OEMS is scheduled for October 26<sup>th</sup> at the Competitiveness Center, and hopefully it will receive provisional accreditation after their visit.

The next P&T Committee meeting is scheduled for the evening of November 15<sup>th</sup>.

**ALLIED RESOURCES COMMITTEE:** Morris Reece reported that this committee met on August 25. The establishment of a Performance Improvement Committee was discussed. Also, the revised Regional Restocking Agreement had been submitted for legal review. Some minor changes were made, and the agreement was approved and distributed to all the WVEMS agencies.

Several other matters relating to training for hospitals were discussed. Regional Medical Director Charles Lane reported on several matters relating to handling of EMS providers potentially exposed to infectious disease. Training will soon be offered to all hospitals in an effort to standardize the handling of such events according to federal standards.

The Trauma Triage Plan has been revised and submitted to OEMS for approval. It has been approved and will be distributed to the agencies and hospitals once adopted by this board.

The Committee moves that the Trauma Triage Plan be adopted. No second is necessary. Motion **ADOPTED**.

**NSPA:** Morris Reece reported for the Near Southwest Preparedness Alliance. The Alliance met today at The Inn at Virginia Tech. Training was provided on Web-EOC to all attendees. NSPA is beginning its fifth year of a five-year grant. Funding is likely for year six, but Morris is not sure what level it will operate on. HRSA is focusing on more on guidance and collaboration between WVEMS hospitals and VDH by adding a part-time staff person to coordinate the RHCC and provide assistance during times of emergencies.

Morris will be attending a state-wide pandemic flu drill on October 23<sup>rd</sup> and 24<sup>th</sup>.

The Stabilization Treatment in Place (STIP) has been tested and sent to Wise County for the Rural Access Medical Convention on July 26<sup>th</sup> and 27<sup>th</sup>, at which over 7,000 people attended the event. The STIP will also be deployed at the Martinsville Speedway during the weekend of October 21<sup>st</sup> for a NASCAR event.

**EMS ADVISORY BOARD:** Morris also reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for Wednesday November 8<sup>th</sup> in Norfolk at the EMS Symposium.

**EMS FINANCIAL ASSISTANCE:** Ford reported that reviews and grades have been sent to OEMS for the January 1 cycle for 30 applications. He asked all board members to encourage their agencies to apply, and to use WVEMS Council staff for assistance. The electronic version is much easier and quicker to use than the paper version (which will disappear within the next one to two cycles).

**PRESIDENT'S REPORT:** The President reported 64% percent of the Board in attendance.

**EXECUTIVE DIRECTOR'S REPORT:** Rob reported that Alan Brie is no longer employed by WVEMS. Carl Rochelle, Senior Field Coordinator, is now staffing the Roanoke office, and we are now accepting applications for a full-time field coordinator to staff the Piedmont office. Interviews are scheduled for November 1. Rob also thanked Carl Rochelle for all his help and support during the months of August and September.

**STAFF REPORTS:** Debbie mentioned that the month of August was extremely busy. The Council coordinated 74 mandatory protocol rollouts for 2,752 EMS providers in the WVEMS region. Of the 3,100 total providers in this region, there are still approximately 100 active squad members left who need to do the rollout. The ones who missed the August rollouts will not be suspended until they have another opportunity to make one up. They will need to do extra work for their rollout by taking a written test after watching a power point presentation. One rollout in each planning district is scheduled for November, dates to be announced soon. A CD will be mailed out to all agencies so they can rollout their own members.

The Council also delivered 422 STAT drug boxes to 123 agencies in August. The WVEMS regional pharmacies worked well with each agency, and the distribution went very well.

Debbie also thanked Carl for all his hard work. She also thanked the Council for allowing her to attend the National EMS Educator's Conference in Pittsburgh.

Being no further business, the meeting was adjourned at 7:30 PM.

Respectfully submitted,  
Robert Logan

STATE EMS ADVISORY BOARD  
Norfolk Waterside Marriott, Norfolk, Virginia  
November 8, 2006  
1:00 PM

1--The leadership of the EMS Advisory Board has met with state Board of Health to report on the structure and composition of the EMS Advisory Board. This meeting was important as there have been numerous discussions regarding the location of the Office of EMS within the state governmental structure. The Advisory Board has been informed that there no plans on the part of the Governor to propose any significant change to the reporting status of the Office of EMS and that any change in reporting status would require significant changes to the Code of Virginia.

However, the Board will again address this and other related issues in a retreat on January 5 that Rob and I will be attending. The intent of this retreat is to enable the Board to make a united recommendation as to the best placement for the Office of EMS within the state government structure.

2--Several new positions have been added to the state office, including an EMS Systems Planner, a Health and Medical Response Coordinator, and a Grants Administrator.

3--Three vendors have been selected as finalists for a study of the Regional Council structure, one of which will receive a contract sometime in January 2007. The study is tentatively scheduled to be completed sometime during the summer of 2007.

4--The Office of EMS, in conjunction with the State Fire Chiefs Association, is participating in a work group to improve the intra-state mutual aid system in Virginia. This work group will seek to improve EMS planning, coordination and response to natural and man-made emergencies.

5-- Air Medevac regulations have been under review by the Office of the Attorney General for several months. This review has of necessity included consideration of Federal FAA regulations. The proposed regulations will be passed on the State Board of Health for a decision after the OAG completes its review.

6--The newly formed Workforce Development Committee has met to discuss the goals of the committee, which include establishing leadership and management standards, pursuing a comprehensive recruitment campaign for paid and volunteer providers, promoting the use of "Keeping the Best Retention" tool kit, and measuring the effectiveness of these efforts. The committee will also promote the recruitment section of the Office of EMS website and will review and recommend criteria to develop a Virginia Standards of Excellence Accreditation program that recognizes and promotes EMS agencies that exceed the minimum requirements. The committee will also coordinate specific technical assistance teams to help EMS agencies solve specific EMS workforce issues.

7--The renewal and reevaluation of the State OMD Contract is currently pending. Under consideration is the possibility of making the State OMD position full-time.

8--The Medical Direction Committee of the Advisory Board is working with the American Heart Association to implement a state-wide Stroke System Implementation plan, which will be similar to similar to the trauma system plan that we helped develop for the Board.

9-The Traumatic Injury Cooperative Program (TICP), overseen by the Trauma Committee and OEMS, and developed jointly by the Western Virginia EMS Council and the Near Southwest Preparedness Alliance, is underway. Bobby Baker has been hired to coordinate this program on a part-time basis. The intent of the TICP is to partner the designated trauma centers with non-designated hospitals in training and educational programs to better enable the undesignated hospitals to handle a mass influx of trauma and burn patients that may be result in times of disaster.

Morris D. Reece

## Report of the Nominating Committee JANUARY 2007

The committee respectfully nominates the following officers and directors for your consideration:

### Officers and Executive Committee (Two-year term)

President	Ford S. Wirt
Vice President	Roy I. (Bob) Lloyd, Jr.
Secretary	Tommy Hunter
Treasurer	Carey Harveycutter, Jr.
At-large, 4 <sup>th</sup> PD	Joe Trigg
At-large, 5 <sup>th</sup> PD	Jim Cady, Sr.
At-large, 12 <sup>th</sup> PD	Steve Eanes

### Directors (Three-year term)

William Altman – Roanoke City  
Ryan Muterspaugh – Alleghany County (Pending endorsement)  
Steve Simon – Roanoke County  
Steve Davis – Giles County (Pending endorsement)  
Jim Cady – Craig County  
Franklin County – Darryl Hatcher  
Judy Cauley – ENA (Pending endorsement)  
Morris Reece – At Large 5<sup>th</sup> PD

The Martinsville City seat will become vacant on January 31, as city policy prohibits Clarence Monday from serving another term. That seat will remain vacant pending city nomination of a replacement.

The ACEP seat is vacant, and will remain vacant pending nomination of an eligible candidate.

Nita Downer has submitted her resignation. The city manager has been contacted to seek a new nominee from Covington.

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R. Carey Harveycutter, Jr.  
Chairman

**RESCUE SQUAD ASSISTANCE FUND AWARDS: DECEMBER 2006**

<b>AGENCY</b>	<b>ITEM</b>	<b>AMOUNT</b>
BOILING SPRINGS VFD	ZOLL M SERIES 12 LEAD W/ PACING	16,000.00
BOTETOURT CO. EMERGENCY SERVICES	RESPONSE ZONE STUDY	15,000.00
BUCHANAN RS	2 ZOLL E SERIES MONITORS	25,000.00
CASCADE VFD	MEDTEC FD-144 F-450	69,336.00
COOL BRANCH RS	STAT TRAC	550.00
COUNTY OF FLOYD	COMMUNICATIONS SYSTEM	192,940.80
COVINGTON RS	ZOLL AED PLUS	1,000.00
DANVILLE FIRE DEPT.	HEARTSTART FRX & EQUIPMENT	10,347.72
FLOYD CO. LIFESAVING CREW	2 ZOLL E SERIES DEFIBRILLATORS	15,651.00
GILES LIFESAVING CREW	FORD F550 LIGHT DUTY RESCUE	42,500.00
GRETNA RS	2 PHYSIOCONTROL LP 12	21,000.00
HENRY CO. DEPT. PUBLIC SAFETY	MICROWAVE EQUIPMENT	150,000.00
	27 MOBILE RADIOS	86,400.00
	LAPTOP COMPUTER & SOFTWARE	1,760.00
JEB STUART RS	2 M SERIES MULTIPRO PLUS	21,000.00
LAUREL GROVE VFD	PHYSIOCONTROL LIFEPAK 12	17,337.00
	FORD F450 TYPE 1 AMBULANCE	43,335.50
PAINT BANK F&R	ZOLL AED PLUS PACKAGE	1,373.56
PITTSYLVANIA COUNTY	MISC. EXTRICATION EQUIPMENT	106,986.40
REGIONAL EMS INC.	2 ZOLL M-SERIES DEFIBRILLATORS	15,000.00
ROANOKE CO. FIRE & RESCUE	TYPE 1 AMBULANCE	44,000.00
	EXTRICATION EQUIPMENT	14,236.00
SMITH RIVER RS	ZOLL M SERIES MULTIPRO PLUS	10,836.00
TUNSTALL VFD	10 PORTABLE RADIOS	2,000.00
VA TECH RESCUE	2007 GM 4500 MED DUTY AMBULANCE	97,575.00
	MOTOROLA CM300 VHF	734.00
	MOTOROLA CM300 UHF	776.00
WESTVACO RS	8 EXTRICATION EQUIPMENT	11,706.50
WVEMS COUNCIL	BRADY DYNAMIC LECTURE SERIES	1,320.00
	MAJOR WEBSITE IMPROVEMENTS	77,000.00

**TOTALS**

**1,112,701.48**