

**WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Meeting 6:00**

April 26, 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
 - i. Quarterly Report
 - ii. FY 2008 Budget (Attached)
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 Requests
7. New Business
 - a. Election of Officers and Directors (Continuation)
8. President's Report
9. Executive Director's Report
 - a. Upcoming Board/ED Retreat
 - b. Alleghany Foundation Grant Request
10. Staff Reports
11. Other Matters
12. Adjourn

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

DRAFT MEETING MINUTES

DATE: January 18, 2007

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

Directors Present

| | |
|----------------|------------------|
| John Beach | Bob Lloyd |
| Jim Cady Sr. | Rob Logan |
| Judy Cauley | Ryan Muterspaugh |
| Steve Davis | Morris Reece |
| Tim Duffer | Steve Simon |
| David Hoback | Lee Simpkins |
| Carlton Hudson | Ford Wirt |

Staff Present

Tim Perkins, Virginia OEMS
Kester Dingus
Debbie Akers
Carl Rochelle
Mike Garnett
Charles Berger
Wendy Warren
Bobby Baker

Guests Present

Darryl Hatcher

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. Ford introduced several guests in attendance: Tim Perkins, Technical Assistant Coordinator, Virginia Office of EMS, and Darryl Hatcher, the new Public Safety Director for Franklin County. Rob introduced Charles Berger, our new Field Coordinator staffing the Piedmont office. He also introduced Bobby Baker, our new Project Coordinator who will work closely with the RHCC at Carilion, and who will also develop new health and education programs for VDH.

SECRETARY'S REPORT: Rob presented minutes of the last meeting as distributed. John Beach moved approval of the minutes as mailed. Dave Hoback seconded. **Motion CARRIED.**

TREASURER'S REPORT: Rob Logan presented the un-audited treasurer's report for the past quarter of fiscal year 2007 on behalf of Treasurer Harvey Cutter. He noted that all accounts were within expectations, but added that we will adjust the printing expense account because of a copier machine purchase that made it go over the budgeted amount. Dave Hoback moved to receive. John Beach seconded. **Motion CARRIED.**

EXECUTIVE COMMITTEE: This committee has not met since the last board meeting.

MEDICAL DIRECTION COMMITTEE: Debbie Akers reported for this committee, which has not met since the last board meeting. She welcomed two new Medical Directors to our region: Dr. Mehdi Sattari from Salem, and Dr. John Dallara from Danville/Pittsylvania. Dr. Sattari will be the OMD for Salem Rescue Squad, and Dr. Dallara will reside over the EMT-Intermediate program in the Danville/Pittsylvania area. Debbie met with Dr. Dallara and the COO of Danville Regional Medical Center yesterday, January 17. By March 1 a clinical

agreement will be established between WVEMS and DRMC that will move Intermediate training forward in Danville. Debbie reported that our NRV site in Radford has received accreditation, and Dr. Clarey will be the clinical and course director. She is still working with Franklin County on obtaining their site accreditation.

The board praised Debbie, Carl and Mike for all their hard work.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE: This committee has not met since the last board meeting. Rob mentioned that the Blue Ridge EMS Council received a grant to improve its communications system, which also flows into the WVEMS region.

PERSONNEL AND TRAINING COMMITTEE:

David Hoback and Debbie Akers reported for the committee which met last night, January 17, at the Council offices in Roanoke. They distributed a list of requirements for all ALS Coordinators in the WVEMS region (see attached) which this committee recommends the board should endorse. State guidelines set minimum standards for ALS Coordinators, but states that Regional EMS Councils can set their own additional standards. This committee report will improve the quality of our ALS Coordinators. Jim Cady moved to accept the new ALS Coordinator Guidelines as set forth by the Personnel and Training Committee, and Tim Duffer seconded. **Motion CARRIED.**

Debbie reported that the selection committee for the Roanoke EMT-I day and evening classes went very well. They seated 1 person from Abingdon in the day class, and 27 in the night class, with a total of 28. Only 11 of these students were from PD5; 3 were from the Central Shenandoah EMS Council region (from Lexington), and the rest were from PD 12 and PD4.

Since the last P&T committee meeting, Debbie reported that one of our ALS Coordinators failed to do his job and provided her with false information. Because of this incident, the committee will establish guidelines on withdrawing ALS Coordination certification from providers. They will take this issue to the OMD, who will then make the final decision. Any provider who has his ALS coordination withdrawn will also have the right to file a grievance and try to seek reinstatement. Steve Simon moved that the P&T Committee establish the guidelines and grievance standards, take it to our Regional OMD for approval, and bring its recommendations to the Executive Committee, who will then review and bring a final report to the board at the April meeting. Steve Davis seconded. **Motion CARRIED.**

ALLIED RESOURCES COMMITTEE: This committee has not met since the last board meeting.

NSPA: Morris Reece reported for the Near Southwest Preparedness Alliance. The Alliance met today at the Salem Civic Center. Training was provided on Web-EOC to all attendees. He referred the board to page 7 of the WVEMS Council's new Annual Report, which lists all the NSPA accomplishments in 2006.

EMS ADVISORY BOARD: Morris Reece reported for the Advisory Board. A written report is attached to these minutes. This board met on November 8 at the EMS Symposium in Norfolk. Dr. Gilbert announced that she would step down as State OMD and board Chair as of January 1, 2007, after 15 years of service. Ford requested that we invite her to the April WVEMS board meeting for special recognition. The next Advisory Board meeting is set for

February 9 in Richmond, and at that meeting they will discuss the study on Regional EMS Council structure.

EMS FINANCIAL ASSISTANCE: Ford reported that over \$1.1 million in RSAF grants were awarded to applicants from our region in the January 1 cycle. He appealed to the board to encourage all rescue squads to apply, and to seek assistance from the Council staff.

NEW BUSINESS: Rob reported for the Nominating Committee and presented a slate of new officers and directors as follows:

Officers and Executive Committee (Two-year term)

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

Directors (Three-year term)

William Altman – Roanoke City
Ryan Muterspaugh – Alleghany County
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 – Hospital System Representative

Ford opened the floor to more nominations. There being none, the Committee moved to elect the above slate of officers and directors and the officers and directors were unanimously elected. Ford took this opportunity to thank David Hoback, Clarence Monday and Nita Downer for their long and dedicated service to the Council as directors, and asked that the board recognize them for their service at a future board meeting.

PRESIDENT’S REPORT: The President reported 58 percent of the Board in attendance, which was enough for a quorum.

EXECUTIVE DIRECTOR’S REPORT:

Rob presented a chart showing local government financial requests for FY 2008. He noted that we are requesting a ten percent increase over last year. This is the first increase we’ve sought in five years, and is tied to the more than doubling of \$4-for-Life revenue.

He also reported on the upcoming regional council study. He distributed talking points to be used for reference should the vendor performing the study contact board members for input. This study should go quickly and end by May 1.

He presented the directors and guests with a copy of our 2006 annual report. Copies are available as needed, and the document will also be posted on the Council’s website.

He also presented everyone with a flyer for the 1st Annual Southwest Virginia Public Safety College Weekend at Ferrum College, which will be held April 13-15, 2007. This will be an annual event with rotating courses.

Finally, he called the directors' attention to the display board that was purchased through an RSAF grant. This display board is available for check-out.

OTHER BUSINESS: Tim Perkins mentioned that OEMS presence at our Council board meetings is lacking, but promised to come back to future meetings. He is also the JLARC contact between the study group and OEMS. He said that OEMS has no opinion, and is going to be objective throughout this process.

Being no further business, the meeting was adjourned at 8:07 PM.

Robert Logan, Executive Director

Proposed budget for FY 2007-2008

I am pleased to present to the board of directors a balanced budget for the coming fiscal year.

Most budget expenditures are comparable to those on the current fiscal year budget. You will note that we have separated out various building expenses (payment to principle, interest, and occupancy expenses such as utilities, etc.) Insurance remains in the overall "insurance" account.

We will be moving to a new dental insurance carrier that will offer a significantly lower premium. Even rolling in the covered NSPA employees, the annual premium is less than the WVEMS portion in the current year. We are no longer budgeting a transfer of general revenues to training programs. We have budgeted this in the past few years, and have never had to draw upon this account. Our recent restructuring in training programs has allowed us to at least break even without relying on WVEMS general fund revenue.

The most noticeable difference is the inclusion of the salary and other personnel-related costs for the NSPA staff for the coming fiscal year. Because of the difficulty of separating the accounting for the very integrated WVEMS and NSPA budgets, both are included in next year's budget. You will note that salaries are shown separately, but other benefit costs are consolidated into the overall budget. It is important to note that these positions are contractual in nature, and are completely offset by NSPA revenue.

Staff/Board Development has been increased to allow us to improve our tuition reimbursement program to encourage staff members to further their education by providing some tuition assistance for job-related education, and to allow us to explore new opportunities for board member education and development.

Also please note that in the current year, NSPA office rent revenue was shown as an offset to our overall occupancy expenses. For the coming year, it is shown as a revenue and the total occupancy costs are budgeted.

Finally, the difference in printing/publications (up) and maintenance contracts (down) is due to the fact that we now lease our copy machines and the maintenance contract is built into the lease. We no longer have separate maintenance contracts.

Thank you for your consideration. Please feel free to contact me or the executive director if you have questions.

Carey Harvey Cutter
Treasurer

WVEMS PROPOSED BUDGET - FY 2008

| | Actual 05- 06 | Budget 06- 07 | Budget 07- 08 | Differenc e |
|---|------------------|------------------|------------------|----------------|
| REVENUES | | | | |
| State Government (OEMS Contract) | | 372,000 | 372,000 | 0.0% |
| Local Government | | 120,000 | 130,000 | 8.3% |
| United Ways | | 3,000 | 3,000 | 0.0% |
| Contributions | | 2,000 | 2,000 | 0.0% |
| Special Grants/Hospital Foundations/NSPA | | 15,000 | 274,000 | Revised |
| Direct Program Income (tuitions, grants, VDH/OEMS) | | 240,000 | 240,000 | 0.0% |
| Rent income (NSPA) | | | 15,000 | New |
| Interest/Investment | | 4,500 | 12,000 | 166.7% |
| Communications Site Rent | | 12,000 | 10,000 | -16.7% |
| TOTAL REVENUES | | 768,500 | 1,058,000 | 37.7% |
| EXPENDITURES | | | | |
| Personnel | | | | |
| Salaries/Wages (WVEMS) | | 300,000 | 315,000 | 5.0% |
| Salaries/Wages (NSPA) | | | 231,000 | New |
| Payroll Taxes (FICA) | | 22,950 | 41,769 | 82.0% |
| VEC | | 266 | 260 | -2.3% |
| SEP/Retirement | | 27,000 | 28,350 | 5.0% |
| Hospital/Medical Insurance | | 29,000 | 41,000 | 41.4% |
| Life/ADD/Disability | | 4,400 | 6,700 | 52.3% |
| Dental Insurance | | 3,750 | 3,500 | -6.7% |
| Staff Services Total | | 387,366 | 667,579 | 72.3% |
| Non-Personnel | | | | |
| Training Services (Transfer to Program Accounts) | | 7,500 | 0 | -100.0% |
| Professional Services/Fees | | 4,000 | 6,000 | 50.0% |
| Medical Direction Assistance | | 5,000 | 3,000 | -40.0% |
| Maintenance/Repairs/Service Contracts | | 6,000 | 2,500 | -58.3% |
| Mortgage Interest | | | 17,500 | New |
| Payment to Principle | | | 8,100 | New |
| Occupancy (Utils, cleaning, maint, etc.) | | | 12,000 | New |
| Office Rent and/or debt retirement and utilities | | 28,000 | | Removed |
| Postal/Shipping | | 5,800 | 5,000 | -13.8% |
| Telecommunications | | 12,500 | 12,000 | -4.0% |
| Supplies (Admin) | | 6,700 | 7,321 | 9.3% |
| Equipment | | 10,000 | 10,000 | 0.0% |
| Insurance | | 6,000 | 7,500 | 25.0% |
| Direct Program Expenses | | 230,334 | 230,000 | -0.1% |
| Printing/Publications | | 4,000 | 10,000 | 150.0% |
| Travel/Lodging | | 9,000 | 8,000 | -11.1% |
| Vehicle Fuel/Maintenance | | 8,500 | 9,500 | 11.8% |
| Meeting Support | | 3,000 | 3,500 | 16.7% |
| Dues/Membership Fees | | 1,300 | 1,500 | 15.4% |

| | | | |
|---------------------------|----------------|------------------|--------------|
| Staff Development | 9,500 | 13,000 | 36.8% |
| CISM Program Costs | 2,000 | 2,000 | 0.0% |
| Radio Systems | | | |
| Site Rental | 12,000 | 12,000 | 0.0% |
| Telephone Wirelines | 4,200 | 4,200 | 0.0% |
| Maintenance | 2,000 | 2,000 | 0.0% |
| Utilities | 800 | 800 | 0.0% |
| Insurance | 3,000 | 3,000 | 0.0% |
| Equipment | 0 | 0 | 0.0% |
| TOTAL EXPENDITURES | 768,500 | 1,058,000 | 37.7% |

The State EMS Advisory Board last met on Friday, February 9, 2007 in Richmond. Following is a summary of that meeting:

1--Kevin McGinnis, representing ASMI (Association of Society Management International), has been retained to conduct a study of the Regional Council structure. This study will focus on those functions currently being done regionally to support the local EMS systems. The study will include a document review, a survey of leaders and emergency care providers, and telephone and in-person interviews. The study should be completed by May 2007.

2--Upcoming Town Forum dates have been determined, with locations of each Forum to be announced in the near future.

3--A study is currently underway to discuss the possibility of finding a permanent location for the National EMS Memorial. The EMS Advisory Board will have a group that will be participating in the study, and will attempt to determine a if location in Virginia is feasible for the permanent home of the Memorial.

4--The EMS Advisory Board Retreat was held in January to discuss the location of the Office of EMS within the state structure. At the conclusion of the Retreat, the Financial, Legislative and Planning Committee was given the task of taking the information obtained during the Retreat and recommending future action for Board consideration. Rob Logan and I both serve on this Committee, and would welcome input from Council board members or other constituents.

5--Dr. Allen Yee of Chesterfield has agreed to serve as the Interim State Medical Director until a full-time Medical Director can be secured. Dr. Yee will be reviewing several important issues, including an alternative to Cardizam, which is used in most drug boxes but it is not longer being manufactured and a new Cyanide kit, manufactured by Day Pharmaceuticals, which has been recently approved for use in the United States by the FDA.

8--The EMS for Children Coordinator position has been transferred to OEMS and is currently being classified for posting.

9--A Communications Directory should be finalized and in print within the next few weeks. 5,000 copies will be ordered and distributed to the Public Safety Answering Point in each locality and each agency. The directory will be available in a three ring binder and also available for download from a web page.

10--Funding sources for the 155.205 High Band Initiative, which provides VHF high band portables to all qualifying DERA licensed EMS agencies, are currently being identified, with plans to complete the project by the end of 2007.

11--The annual CISM Conference that will be held May 30 – June 2 in Virginia Beach.

12--Revisions have been made to the financial aid applications and instructions. The Financial Officer of the agency now has to sign the application. Effective September 2007 the agency OMD signatures may also be required. Notarized, original invoices are no longer mandated for RSAF Grant applications.

13--The Medical Direction Committee has drafted a letter to the American Heart Association describing how modified care guidelines developed by AHA have placed an onerous burden on many EMS agencies.

14--OEMS officials will be going to the Board of Health in April to request final endorsement of the FARC and Regional Council regulations; at that meeting the Board of Health will be asked to begin the NOIRA Process for Regulations Governing EMS.

15-- Draft Medevac regulations have been reviewed by the Office of The Attorney General, and returned to the Medevac Committee for further input and modifications.

14--Discussions regarding the State Ambulance Contract are continuing but are currently unresolved.

15--Christopher Price has been named new regional council director for the Thomas Jefferson EMS Council

16--The Regional Councils received a grant under RSAF in January for web site development to enhance and bring uniformity to the Councils web sites. A RFP for the project has been developed, with Rob Logan being the point of contact for the project. The anticipated timeline is to select a vendor in April 2007.

17--A retreat with the Regional Council Directors and Presidents is being planned to focus on regional Board development and responsibilities.

18--A Task Force has been formed for the purpose of bringing together appropriate stakeholders to develop a system of care for STEMI patients in the Commonwealth.