

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

**July 19, 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. Year-end Quarterly Report
    - ii. FY 2008 Budget Update
    - iii. Report on Capital Expenditure
    - iv. Recommendation for Disposition of FY 07 Surplus
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. Board Member Retreat (Wagoner, Altman & Logan)
  - b. Discussion on Bylaw Revision Process
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 26, 2007

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

**Directors Present**

Billy Altman	Charles Lane
John Beach	Bob Lloyd
Jim Cady	Robert Logan
Judy Cauley	Clarence Monday
Steve Davis	Morris Reece
Carey Harveycutter	Stephen Simon
Darryl Hatcher	Lee Simpkins
David Hoback	Joe Trigg
Carlton Hudson	Dale Wagoner
Tommy Hunter	Ford Wirt
Greg Hutchins	

**Guests Present**

Kris Shrader  
Sherry Lane

**Staff Present**

Kester Dingus  
Debbie Akers  
Carl Rochelle  
Mike Garnett  
Charles Berger  
Bobby Baker  
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.

Ford introduced new board members Darryl Hatcher (Franklin County) and Billy Altman (City of Roanoke). He also introduced guests Kris Shrader (Martinsville Fire & EMS) and Sherry Lane (wife of Dr. Lane). Ford then read and awarded Board Resolutions to the following retired board members: David Hoback, Clarence Monday and Nita Downer. David and Clarence were present to receive their certificates, and each gave a brief word of thanks and appreciation to the board. Rob Logan congratulated Clarence on his new promotion to Acting City Manager for Martinsville, and congratulated David on his recent promotion to Chief of Roanoke City Fire – EMS. Carey Harveycutter moved adoption of the Resolutions as read. John Beach seconded. **Motion CARRIED.**

**SECRETARY'S REPORT:** Rob presented minutes of the last meeting as distributed. Carey Harveycutter moved approval of the minutes as mailed. Judy Cauley seconded. **Motion CARRIED.**

**TREASURER'S REPORT:** Treasurer Harveycutter presented the un-audited treasurer's report for the past quarter of fiscal year 2007. The printing expense account was over and the equipment maintenance account was under because the Council is leasing new printer/copier machines. The professional services expense account was high because the audit cost more. He noted that all other accounts were within expectations. Carey Harveycutter moved to receive. Jim Cady seconded. **Motion CARRIED.**

Treasurer Harveycutter presented the draft budget for fiscal year 2008. He explained that all personnel costs and offsetting revenues had been included in the budget. The budget looks different this year because it has included NSPA revenue and expenses for staff. Carey was very pleased to present this budget, since it is a long way from the first presented budget of \$150,000. Rob also reported that the Council should soon receive a sedan donated by the City of Danville. This car will take the place of an old Crown Victoria donated several years ago by the City of Salem. Carey Harveycutter moved to adopt the FY 2008 budget. Steve Simon seconded. **Motion CARRIED.**

**EXECUTIVE COMMITTEE:** Ford mentioned the Council's role in obtaining \$5,000 in emergency state funding for the Virginia Tech Rescue Squad, which used up most of its supplies during the VA Tech shooting incident of 4/16/07. This check was delivered within 8 hours after it was written. OEMS will refund WVEMS the \$5,000 (which came out of RSAF grant money). Other agencies involved in this incident are also eligible for state reimbursements for costs through other means related to the Governor's emergency declaration.

**MEDICAL DIRECTION COMMITTEE:** Dr. Lane mentioned that this committee has been inactive since last year's Protocol revisions. Because of this inactivity, he would like to establish small local meetings throughout the region with all the OMDs. He wants to continually review and revise the protocols as necessary. He also wants to encourage agencies to activate heart alerts in the field, which will eventually become a national standard. OEMS has a part-time volunteer medical director, but this position needs to be full-time. It needs an expert in pre-hospital medicine who needs to take an interactive (and not just advisory) role. The VA Tech shooting will impact all of us locally and nation-wide, and we should look at this as an opportunity to bridge the gap between public health officials and law enforcement.

**COMMUNICATIONS AND TRANSPORTATION COMMITTEE:** This committee has not met since the last board meeting. However, the Council has been approached by Pulaski County to place equipment on our tower on Peaks Knob. We are exploring options including selling the tower to Pulaski County.

**PERSONNEL AND TRAINING COMMITTEE:** Dale Wagoner had no report at this time.

**ALLIED RESOURCES COMMITTEE:** Morris Reece had no report at this time.

**NSPA:** Morris Reece reported for the Near Southwest Preparedness Alliance. The Alliance met last Thursday in Roanoke County. An overview of the Virginia Tech tragedy and resulting hospital response was conducted. NSPA was heavily involved in the events of 4/16/07, and learned a great deal from it. The hospitals handled the events very well, and there was greater interaction with VDH.

Morris mentioned NSPA's involvement in the VERTEX hurricane drill. The scenario was a hurricane hitting the Tidewater area and moving up the east coast to Nova Scotia. The drill affected all RHCCs in the region, and included the evacuation of VCU Medical Center. It was a great exercise for statewide communication.

**EMS ADVISORY BOARD:** Morris Reece reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for May 18 in Richmond.

**EMS FINANCIAL ASSISTANCE:** The Executive Committee met twice in April to review a total of 30 grant requests. Comments and grades have been submitted to OEMS. A large number of agencies did not utilize WVEMS staff for grant-writing assistance, so some were not prepared well. From the last cycle, one agency was found to not be incorporated, so its award was revoked. This round, two agencies were incorporated, but did not have 501 (c) (3) tax exempt status. WVEMS staff will work with OEMS to ensure those agencies' corporate status which could make them eligible this cycle only. They must obtain their 501 (c) (3) tax exempt status in order to receive future awards. Ford stressed the importance of agencies utilizing WVEMS staff for grant-writing assistance.

**NEW BUSINESS:**

Election of officers and directors was continued from the last meeting.

Timothy Dick - City of Covington (Unexpired term ending 01-31-2008)  
Joe Trigg – Pulaski County (omitted from the January board meeting list)  
Kris Shrader – City of Martinsville

Steve Davis moved to elect these directors as a slate. Dale Wagoner seconded. **Motion CARRIED.**

**PRESIDENT'S REPORT:** The President reported 70 percent of the Board in attendance. He complimented the WVEMS staff for their hard work and dedication to keep the Council in the forefront of EMS in the region and the Commonwealth.

**EXECUTIVE DIRECTOR'S REPORT:**

Rob reported that the budget request to OEMS was complete, and that representatives from OEMS will be here on the afternoon of Monday, April 30 to do an on-site review of the request.

He also reported on the status of the regional council study. Interviews with consultant Kevin McGinnis were held at our offices. He thanked all of those who participated. The state sent out a survey via bulk mail to all people involved in the study. A few days later, they sent out a post card via first class mail to remind people to return the survey. The post card was delivered before the survey was received, so some people were confused.

**STAFF REPORTS:**

Kester Dingus announced the EMS Awards banquet will be held on Thursday June 7 at the Salem Civic Center. The award nomination deadline is April 29.

Debbie Akers reported that ALS training is wrapping up for the year. The staff conducted 288 hours of ALS CE and 210 transition credits. 51 people have completed the EMT-E program, and 28 providers are enrolled in the EMT-I program. An EMT-B to EMT-I class will begin on 6/19 in the NRV. 18 applications have been received, with room for 12 more. The deadline is 4/30. 3 out of 5 ITLS courses have been completed and will wrap up in May. The training staff is going to take it easy during the month of June.

Wendy Warren reported that that CISM team was very active after the VA Tech shooting incident. She especially thanked Amy Morgan, Roger Houchins, Kit Cummings and Libby Legg for their CISM team involvement. She also thanked Rob and Carl Rochelle for staffing the team while she was on vacation during that time.

Bobby Baker mentioned that the NSPA website has many projects on it that are worth viewing.

**OTHER BUSINESS:** Rob mentioned that Peninsulas EMS Council received a grant to coordinate a board development workshop in Richmond from June 15-17. Our board president and treasurer are unable to attend, so Dale Wagoner and Billy Altman will go. Along with an RSAF grant request, the council applied for a large grant from the Alleghany Foundation to do a pilot study with 12 lead defibrillators. Rob thanked Carl Rochelle for his work on this grant request, which we are hoping will be approved.

Being no further business, the meeting was adjourned at 7:55 PM.

Respectfully Submitted,  
Robert Logan, Executive Director

## Virginia EMS Advisory Board Report

The State EMS Advisory Board met at the Richmond Marriott West, Glen Allen, Virginia on Friday, May 18, 2007. Following are selected highlights of that meeting:

1--Federal law going into effect in November 2008 requires certain protective clothing be worn by personnel responding to traffic accidents on federal highways. Consideration is also being given to adding regulations for equipment and ambulances to meet certain marking requirements for compliance with federal standards. The state has been asked to draft operational policies to comply with these federal guidelines. The Virginia Department of Transportation is drafting rules and regulations that will impact Fire and EMS workers on the highway.

2-- The regulations for Regional Councils Designation, for the Financial Assistance Review Committee, and to initiate the NOIRA Process for other EMS regulations were scheduled to go to the Board of Health on April 20 but were removed from the agenda. It is expected that these items will be on the July agenda of the Board of Health meeting.

3--The Regional Council Study originally scheduled to be completed by the end of June has not yet been concluded. The consultant conducting the survey received over 680 surveys and conducted more than 200 personal interviews.

4--The new Four-for-Life percentages went into effect on July 1, 2007, with all of the collected funds going to Office of EMS, except for \$1,045,000 that goes to the Virginia State Police for med flight operations.

5--The National Highway and Traffic Safety Administration has developed a contract with John Hopkins Bloomberg School of Public Health to better understand how EMS is organized and delivered in the United States, and to develop common definitions to allow for adequate comparison of EMS systems among the various states. The study includes a pilot assessment of EMS systems in Virginia and other members of the Atlantic EMS Council.

6--There is currently an initiative to relocate the EMS Office Division of Training to a location outside of downtown Richmond. The intent is to have a more accessible location to the broader EMS community. Some locations being considered include co-locating with Fire Programs at their Richmond location. The selected location will include areas for the production of training videos and space to accommodate large meetings. The current management structure of the training division will remain intact. There is no intent to move OEMS Senior Management and related administrative functions out of the Central Office in downtown Richmond, nor are there plans to realign the reporting structure within the Office.

7-- The state-wide Communications Directory has been distributed and is available on CD or can be downloaded from the OEMS web page. The directory will be also be printed and distributed to agencies throughout the state. The VHF Hi Band initiative to provide one portable radio for each DERA licensed EMS vehicle is moving forward but has not yet been finalized.

8--The Office of EMS has contracted with the Western Virginia EMS Regional EMS Council to develop the curriculum and to teach classes for "Keeping the Best" Retention Workbooks. Western Virginia EMS Council has awarded the two-year project to

Renaissance Resources, a Richmond based consulting firm. Scheduled classes will be posted on the OEMS website. The primary intent of the training is to develop a cadre of instructors who can then teach these classes across Virginia.

9--Changes have been made in the RSAF grant process that require the signature of the agency Operational Medical Director signature, or in their absence, the signature of the regional OMD, effective September 17, 2007. All grants submissions must be done on-line beginning with that date. Information on this process will be placed on the OEMS website; EMS agencies will also receive written correspondence regarding these changes.

Morris Reece  
WVEMS Representative on Virginia EMS Advisory Board

**JULY 1, 2007 RSAF AWARDS**

\$9.5 Million in requests received

\$4.06 Million available to award

Listed in order of scoring priority by FARC

<b>AGENCY</b>	<b>ITEM FUNDED</b>	<b>AWARD</b>	<b>WVEMS GRADE</b>
Ararat RS	Crash Truck	92,285	1
Covington RS	33 Motorola Pagers	7,508	1
Western Va EMS Council	Alleghany 12-lead pilot program	52,590	1
Western Va EMS Council	Server	5,340	1
Craig County EMS	1 Defibrillator	11,790	1
Long Shop-McCoy RS	2 Defibrillators	24,000	1
Smith River RS	22 Handheld radios	5,465	1
Roanoke Fire-EMS	1 12-lead Monitor/Defibrillator	9,738	1
Cool Branch RS	1 Monitor/defibrillator	22,460	
640 Community Rescue	2 Monitor/Defibrillators	24,000	
Roanoke County Fire & Rescue	2 12-lead Monitor/Defibrillators	21,000	1
Craig County EMS	1 Computer	1,200	1
Giles Lifesaving/Rescue Squad	Extrication tools	21,537	1
Christiansburg RS	Public CPR training program	1,925	1
Cool Branch RS	2 EZ-IO	1,140	1
640 Community Rescue	2 Monitor/defibrillators	24,000	1
Botetourt County Emergency Svcs	60 Portable Radios	21,000	1
Sharon Vol. FD	Res-Q-Jack system	2,100	1
Christiansburg RS	Advertising for CPR project	2,106	1
Vesta RS	Monitor-defibrillator	12,000	2
Vesta RS	Stryker Stretcher	2,600	2
Martinsville Fire & EMS	Type III Ambulance	44,347	2
Craig County EMS	3 Stretchers	29,016	1
Roanoke Fire-EMS	Type III Ambulance	52,500	1
Tunstall VFD	Type I Ambulance	90,532	1
	2 Phillips Heart-Start Monitor-defibrillator		2
Callands Vol F&R	defibrillator	24,000	
Kentuck VFD	Computer/printer	1,680	2
Kentuck VFD	3 LP 1000 AED's	6,000	2
Botetourt County Emergency Svcs	120 Pagers	21,000	2
Tunstall VFD	Computer	1,280	2
Tunstall VFD	AV Equipment	3,200	2
Vesta RS	4 Manikins	1,500	2
Laurel Grove VFD & RS	3 Stair Chairs	1,680	2
Falling Spring RS	30 Pagers	10,358	2
Falling Spring RS	30 Portable radios	11,144	2
Brosville-Cascade FD	Computer	1,200	2
Brosville-Cascade FD	Projector	800	2
Laurel Grove VFD & RS	5 Portable radios	1,740	2
<b>TOTAL</b>		<b>667,761</b>	

**WVEMS Grade 1 Not Funded:**

Brosville-Cascade Extrication Suits

## Salem Rescue - Rescue 42 Stabilization System