

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

April 17, 2008

**Cave Spring Rescue Squad
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 Report
 - b. Consideration of Budget for FY 2009
5. Standing Committee Reports
 - a. Executive Committee
 - b. Medical Direction Committee
 - c. Performance Improvement Committees (Medical and Trauma)
 - d. Communications Committee
 - i. Status - Peaks Knob Tower Sale
 - ii. Microwave Licenses - T-Mobile inquiry
 - 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 Application Reviews
8. New Business
9. President's Report
 - a. Consideration of July Meeting Date Change – Consolidate with Awards Banquet
10. Executive Director's Report
 - a. Proposed Regional Realignment and Designation
 - b. Supplemental Accounting Assistance
 - c. Upcoming Town Forum
11. Staff Reports
12. Other Matters
13. Adjourn

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

DRAFT MEETING MINUTES

DATE: January 17, 2008

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

Directors Present

Billy Altman	John Beach
Jim Cady, Sr.	Steve Davis
Tim Dick	Tim Duffer
Carey Harveycutter	Carlton Hudson
Greg Hutchins	Bob Lloyd, Jr.
Rob Logan	Ryan Muterspaugh
Morris Reece	Kris Shrader
Stephen Simon	Ford Wirt

Staff Present

Kester Dingus	Charles Berger
Bobby Baker	Sharyn Campbell
Rodney Wallace	

Guests Present

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:

President Wirt presented minutes of the last meeting as distributed. Ford called for any corrections or additions. Being none, motion to approve the minutes as circulated **CARRIED**.

TREASURER'S REPORT:

Treasurer Harveycutter presented the unaudited treasurer's report for the first quarter of fiscal year 2008. He noted that all accounts were within expectations. The Treasurer then reported on the 2007 Annual Audit. The audit was complete and noted no deficiencies. Several recommendations were made in the management letter. Copies are available on the Council website. A motion to receive the quarterly report and the financial statements as presented **CARRIED**.

EXECUTIVE COMMITTEE:

The Executive Committee met in special session in December to begin drafting bylaw revisions. Much progress was made, however pending forthcoming revisions to Council service areas and other changes, this project will be put on hold until more is known.

A draft WVEMS Strategic Plan was distributed with the agenda packet. Bob Lloyd provided some comment on the section relating to service area boundary revisions. A motion to adopt the plan as presented **CARRIED**.

A draft Continuity of Operations Plan was distributed with the agenda packet. Rob explained the need for such a plan, and described some of its basic elements. Rob also explained the

draft Document Management Plan that was distributed with the agenda packet. A motion to adopt both plans as presented **CARRIED**.

MEDICAL DIRECTION COMMITTEE:

Rob reported that the Medical Direction Committee had not met since the last board meeting. However, the Regional Medical Director is collecting suggestions for protocol revisions. Also, he has provided some technical assistance to Dr. Stephen Bunnell in developing the 12-lead STEMI program in Alleghany. Rob also reported that discussions were underway toward standardization of protocols and drug boxes with BREMS and SWVEMS.

PERFORMANCE IMPROVEMENT COMMITTEES:

Rob reported that the PI committees met on December 14 to continue development of the separate Trauma and Medical performance improvement plans. Also, further planning was done on developing PI data projects for the current year. Minutes are available on the WVEMS website.

Finalized draft plans will come to the board for adoption at its April meeting. Rob noted that Kris Shrader serves as vice-chair of both PI committees.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

Pulaski County has accepted the proposal to purchase our tower on Peaks Knob for \$27,000. We are awaiting notice of a closing date from the county attorney.

Rob also reported that we were awarded a RSAF grant to replace two 28-year-old repeaters at that location. We requested 80% funding. The repeaters have been ordered.

PERSONNEL AND TRAINING COMMITTEE:

No report.

ALLIED RESOURCES AND PHARMACY COMMITTEES:

This committee met on November 29. Work started on minor revisions to the Trauma Triage Plan and also on some revisions to the standard list of restocked items. A final revised trauma triage plan will be prepared for adoption by the board at its April meeting. It was noted that Roanoke Memorial recently started an exchange of EX-IO needles (one per patient). Staff will bring this to the Allied Resources Committee for consideration for inclusion in the regional restocking plan.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. He noted that the current year budget had been presented to VDH and was approved with minor changes. He noted that the focus areas for the current year included fatality management, mobile medical assets, communications interoperability, facility evacuation and continuing education. He also noted that the RHCC stood up earlier on this day to monitor the evacuation of Giles Memorial Hospital due to a water main break.

EMS ADVISORY BOARD: Morris Reece reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for February 8 in Richmond. He discussed the recent regional council study, and noted that a legislative grid would be distributed to all board members.

EMS FINANCIAL ASSISTANCE:

A report on current cycle awards was distributed and is available on the WVEMS board web page.

NEW BUSINESS:

Election of Directors:

The nominating committee recommended the following directors to be re-elected for three year terms:

Pulaski County

Joe Trigg

Floyd County

Ford Wirt

Botetourt County

Tommy Hunter

City of Covington

Tim Dick

Hospital System Representative

Morris Reece

City of Salem

John Beach

A motion to elect the directors listed above **CARRIED** and the directors were elected. Tim Duffer will continue to serve until Pittsylvania County submits its nomination.

PRESIDENT'S REPORT:

The President reported 61 percent of the Board in attendance.

EXECUTIVE DIRECTOR'S REPORT:

Rob reported that OEMS has developed draft service areas for regional EMS councils that will affect our region. He has participated in discussions with BREMS, and with officials at OEMS and other regions. Also, a workshop will be held on January 26 in Staunton. Rob and Morris Reece will attend. Rob asked Bob Lloyd and Billy Altman to also consider attending. He congratulated Rodney Wallace for passing his Registered Nurse examinations and becoming licensed as an RN in Virginia.

STAFF REPORTS:

Kester - None

Mike - None

Charles - None

Rodney - None

Sharyn

Reminded directors present to turn in their updated contact forms.

OTHER BUSINESS:

None

Being no further business, the meeting was adjourned at 8:00 PM.

Respectfully submitted,

Robert H. Logan
Executive Director

**State EMS Advisory Board Meeting
Richmond, Virginia
February 8, 2008**

1-Much time was spent in the Advisory Board meeting discussing a state initiative that would potentially realign the current EMS council boundaries. Although it was anticipated that any such realignments would be determined this year, language in the recently passed state budget prohibits any change in Council boundaries for the next 2 years. However, because of the complexities and emotions surrounding this issue, a Process Access Team (PAT), with broad representation of the EMS community and other healthcare entities, has been assembled to guide the Advisory Board and the Board of Health on this issue. The PAT's primary role is to look at current proposals and to present a recommendation for "the establishment, operation, administration and maintenance of an emergency medical services system which provides for the coordination and facilitation of personnel facilities and equipment for the effective and coordinated delivery of emergency healthcare on a regional level in the Commonwealth." Rob Logan of WVEMS serves on this PAT, and will have further information at the upcoming Board meeting. The PAT will present its report to the Advisory Board at its May meeting.

2- A round of Public Forums will again be held throughout the state this year, including one in the WVEMS region on July 15. The location of this meeting will be at the Wyndham Hotel here in Roanoke. Another session will be conducted on October 23 in the Lord Fairfax EMS Council Region.

3-As part of an ongoing aspect of the Medicare Rural Hospital Flexibility Program, about \$40,000 worth of programs and services will be made available to for EMS development in Virginia, Giles County and Rockbridge County. These counties contain two of the seven critical access hospitals in Virginia. An essential component of the Critical Access Hospital designation is the relationship of those hospitals to their local EMS agencies. These funds will be applied toward improving and enhancing those relationships.

4- As part of an ongoing federal effort the state OEMS will survey hospitals about transport agreements and guidelines for transporting critically ill pediatric patients, and will also be surveying EMS agencies regarding pediatric medical direction. The time and duration of this survey process is unknown at this point.

5-There are two new Medevac bases in Virginia-- Wings Air Rescue IV in Marion, and PHI Sky Stat II out of Hopewell. The OEMS Medevac web page has been updated and includes Best Practices and updated Medevac resource information.

6-Notification has been received that American LaFrance has filed for bankruptcy, and may by now have gone out of business. Agencies that have contracts for vehicles built by this company and paid for by grant funding may need to contact OEMS about completing the appropriate paperwork for a grant extension in order that another vendor can be located.

7-At the request of the Virginia Hospital & Healthcare Association the Trauma System Oversight and Management Committee has been asked to develop recommendations about caches of equipment and supplies for trauma victims during disasters. Part of this initiative may involve re-examining trauma triage and related EMS guidelines that may come into play during a mass-casualty event. In addition, the Trauma Committee is also revisiting the

Trauma Triage Guidelines by specifically looking at the role of Level III Trauma Centers in the Trauma Triage Guidelines.

8- During the recent General Assembly, reductions were made to the General Fund appropriation for trauma system development, although the two special sources of funds for trauma system development funds remained in the budget. This reduction will impact the 3 designated centers in the WVEMS region.

Morris D.Reece

WVEMS DRAFT BUDGET – FY 2009

	Budget 07-08	Budget 08-09	Difference
REVENUES			
State Government (OEMS Contract)	372,000	394,000	5.9%
Local Government	130,000	130,000	0.0%
United Ways	3,000	3,000	0.0%
Contributions	2,000	2,000	0.0%
Special Grants/Hospital Foundations/NSPA	274,000	206,500	-24.6%
Direct Program Income (tuitions, grants, VDH/OEMS)	240,000	235,000	-2.1%
Rent income (NSPA)	15,000	15,000	0.0%
Interest/Investment	12,000	10,000	-16.7%
Communications Site Rent	10,000	10,000	0.0%
TOTAL REVENUES	1,058,000	1,005,500	-5.0%
EXPENDITURES			
Personnel			
Salaries/Wages (WVEMS)	315,000	327,000	3.8%
Salaries/Wages (NSPA)	231,000	170,000	-26.4%
Contract Accounting Assistance		6,000	new
Payroll Taxes (FICA)	41,769	38,021	-9.0%
VEC	260	260	0.0%
SEP/Retirement	28,350	33,500	18.2%
Hospital/Medical Insurance	41,000	38,500	-6.1%
Life/ADD/Disability	6,700	6,400	-4.5%
Dental Insurance	3,500	3,200	-8.6%
Staff Services Total	667,579	622,881	-6.7%
Non-Personnel			
Professional Services/Fees	6,000	11,000	83.3%
Medical Direction Assistance	3,000	1,600	-46.7%
Maintenance/Repairs/Service Contracts	2,500	2,500	0.0%
Mortgage Interest	17,500	17,000	-2.9%
Payment to Principle	8,100	8,500	4.9%
Occupancy (Utils, cleaning, maint, etc.)	12,000	12,000	0.0%
Postal/Shipping	5,000	5,000	0.0%
Telecommunications	12,000	10,500	-12.5%
Supplies (Admin)	7,321	6,919	-5.5%
Equipment	10,000	10,000	0.0%
Insurance	7,500	7,500	0.0%
Direct Program Expenses	230,000	220,000	-4.3%
Printing/Publications	10,000	10,000	0.0%
Travel/Lodging	8,000	9,000	12.5%
Vehicle Fuel/Maintenance	9,500	14,000	47.4%
Meeting Support	3,500	3,500	0.0%
Dues/Membership Fees	1,500	1,500	0.0%
Staff Development	13,000	12,000	-7.7%
CISM Program Costs	2,000	2,000	0.0%

Radio Systems

Site Rental	12,000	8,100	-32.5%
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

1,058,000	1,005,500	-5.0%
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