

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

June 12, 2008

**Salem Civic Center
Salem VA**

AGENDA PACKET

1. Call to Order
 2. Introduction of Guests
 3. Consent Agenda Items
 - a. Approval of Minutes
 - b. Treasurer's Report Deferral until End of Fiscal Year
 - c. Resolution to Allow Executive Director to Designate Program v. Administrative Expenses for Audit and Reporting Purposes
 - d. Revised Budget (reflects actual OEMS Contract Funds and Revised Field Coordinator Salary Plan)
 4. Consideration of Employee-Funded Long Term Care Benefit Policy
 5. President's Report
 6. Other Matters – Hearing of Public
 7. Adjourn to the Awards Banquet
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Beginning with this meeting, we try an updated manner of organizing our meeting agenda. As is the case with many similar organizations, we will bundle several routine agenda items into a "Consent Agenda." This will allow the chairman to open the consent agenda for discussion, and then if there are no objections, act on them in one motion. Typically, the consent agenda will include the minutes of prior meetings, treasurer's report, and other housekeeping matters.

Narrative on upcoming agenda items:

Minutes: Minutes of April board meeting are attached.

Treasurer's report deferral: Because this rescheduled meeting precedes the end of the fiscal year, the year-end unaudited report will be forwarded to the Executive Committee in July, and to the full board with the next agenda packet. It is anticipated that the year will end with a surplus. At the next full board meeting, determination will be made on whether to transfer some of that surplus to the WVEMS endowment as repayment of the loan, or to pay toward the building loan.

Designation of program vs. administrative costs: Auditors have suggested that non-profit agencies formalize the manner in which expenses are allocated to administrative or program cost codes. This includes all agency expenses such as occupancy costs, salaries, supplies, printing, etc. as well as all direct program costs. In the past, we have developed formulas to allocate such "overhead" costs based on square footage of the building used for program activities, and percentages of other overhead costs. In order to have an adopted policy to go into our auditor's records, we should adopt a resolution that authorizes the executive director to allocate those costs. This is not a change in policy. Rather it creates a written document in the record to make the policy "official." A resolution is attached.

Revised budget: Since adoption of our FY2009 budget at the April meeting, we have received confirmation of our OEMS contract for the FY2009 year. The attached revised budget reflects that corrected amount, and also adjusts salaries to reflect upcoming reclassification of the field coordinator positions in keeping with the board's discussions at the April meeting. Entry-level EMS lieutenant/supervisor salaries in Roanoke County, Roanoke City and Franklin County were surveyed, and the Treasurer and President approved the Executive Director's recommendation to reclassify our field coordinator positions to align with entry-level lieutenant or supervisor positions.

Long-term care benefit: One benefit that is provided at no cost to all state employees who participate in the Virginia Retirement System is long-term care insurance. WVEMS has not offered this benefit in the past. Federal employment laws do not allow long-term care to be offered as a "cafeteria style" benefit where the employees can have funds withheld from payroll to pay for the premiums as a "pre-taxed" expense. But such benefit can be paid by the employer, and can be offered discriminately to specific employees. The Executive Director has proposed that this benefit be offered to any employee who wishes to participate, and paid for by a voluntary salary reduction in the amount of the premium. (The council could, at the board's

discretion, pay for some or all of this benefit.) Following this plan, the benefit would be available at **NO COST** to WVEMS. The participating employee would bear the entire cost. (Actually WVEMS would benefit slightly by the reduction of employer payroll taxes on the amount of the salary reduction.) The benefit to the employee would be the ability to essentially have the premium paid with pre-tax funds. A draft policy is attached.

RESOLUTION

The Board of Directors of the Western Virginia EMS Council hereby delegates to its executive director the authority to allocate and report agency expenditures between administrative and program cost codes in a manner that accurately and fairly reflects the division of costs between administration and programs.

ADOPTED June 12, 2008

W. Thomson Hunter
Secretary

FY 2009 Budget - Revised	Budget 07-08	Adopted Version	Revised	Differenc e
REVENUES				
State Government (OEMS Contract)	372,000	394,000	406,190	9.2%
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	1,017,690	-3.8%

EXPENDITURES				
Personnel				
Salaries/Wages (WVEMS)	315,000	327,000	336,000	6.7%
Salaries/Wages (NSPA)	231,000		170,000	-26.4%
Contract Accounting Assistance			6,000	new
Payroll Taxes (FICA)	41,769	38,021	38,709	-7.3%
VEC	260		260	0.0%
SEP/Retirement	28,350		33,500	18.2%
Hospital/Medical Insurance	41,000		40,000	-2.4%
Life/ADD/Disability	6,700		6,400	-4.5%
Dental Insurance	3,500		3,200	-8.6%
Staff Services Total	667,579		634,069	-5.0%
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	7,921	8.2%
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	-3.8%

DRAFT POLICY

Optional Purchased Benefits – Long-Term Care Insurance

Any full-time employee may, at his or her option, participate in WVEMS' optional long-term care insurance program. The entire annual premium will be paid by WVEMS and funded by a reduction in the participating employee's gross annual salary equivalent to the actual amount of the annual premium.

Every eligible employee will be furnished a copy of the publication A Shopper's Guide To Long-Term Care Insurance published by the National Association of Insurance Commissioners. In order to be approved, a policy must be tax-exempt qualified, and issued by an insurance company holding the top rating by at least three of the four major independent rating services (A.M. Best, Fitch, Standard & Poors, and Moody's Investors Services), and must offer a level (non-escalating) premium throughout the term of the policy.

Benefits derived from a qualified long-term care policy are not taxable.

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

DRAFT MEETING MINUTES

DATE: April 17, 2008

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

Directors Present

Billy Altman
Jim Cady, Sr.
Tim Dick
Daryl Hatcher
Charles Lane
Rob Logan
Morris Reece
Steve Simon
Joe Trigg
Ford Wirt

John Beach
Judy Cauley, R.N.
Carey Harveycutter
Carlton Hudson
R. Bob Lloyd
Ryan Muterspaugh
Kris Shrader
Lee Simpkins
Dale Wagoner
Doug Young

Staff Present

Kester Dingus
Mike Garnett
Guests Present
Sherry Lane

Debbie Akers
Charles Berger

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 guests:
Sherry Lane

SECRETARY'S REPORT:

Rob presented minutes of the last meeting as distributed. Ford called for any corrections or additions. Motion to approve the minutes as corrected to include Lee Simpkins' attendance was made, seconded, and **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. Motion to receive and file the Treasurer's Report was made, seconded, and **CARRIED**. The treasurer commended staff for its success in managing the council's finances.

The Treasurer then reported on the FY 2009 Draft Budget. He noted increased audit costs as a significant change. Jim Cady asked about the potential need for additional office space, and that we were already experiencing a shortage of space at the Peters Creek Road office. Steve Simon discussed the potential need to lease additional space at some point. Motion to adopt was made, seconded, and **CARRIED**.

EXECUTIVE COMMITTEE:

The Executive Committee will continue its work on the bylaw revisions in the coming quarter. Plans to realign the regional council service areas will not be firm for at least another eight months. Ford reported that RSAF reviews had been conducted, and while some good

requests were received, many were not so good. He stressed the importance of obtaining staff assistance in preparing RSAF grant applications.

MEDICAL DIRECTION COMMITTEE:

Dr. Lane reported that the regional medical direction committee had not met, but he reported for the state Medical Direction and Professional Development committees. He noted that a “ceiling” skill level would be established for each level of certification, and that Virginia intended to follow the National Scope of Practice model to establish a four-level certification program, being Emergency Medical Responder, EMT, EMT-Advanced, and Paramedic. A time-line has been established with full implementation of the four tier system to not take place until the end of calendar year 2014.

PERFORMANCE IMPROVEMENT COMMITTEES:

Dr. Lane reported that the PI committees met on March 13. He presented draft Medical PI and TPI plans for consideration for adoption. He explained the process used to develop our PI programs. Steve Simon questioned a HIPAA aspect of the plan, relating to agencies providing personal protected information to the Council and its committees, and any possible liability to the agencies should protected information be made public.

Debbie reported on the various PI projects that had been identified for the coming year.

Motion was made and seconded to adopt the two performance improvement plans with one formatting change, and subject to the assurance that all PPI would be redacted from any PPCR forms obtained for PI purposes until the HIPAA liability question is clarified and resolved. Motion **CARRIED** and the plans were adopted.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

We have been approached by T-Mobile to acquire three microwave paths for which we currently hold licenses. We have engaged the services of RCC Consultants to negotiate on our behalf. The Executive Director asked for the board’s authorization to negotiate and accept a settlement on advice of Mike Hunter at RCC, should one be offered. Motion to authorize the executive director to negotiate on the board’s behalf, and to accept a settlement subject to the executive committee’s approval was made, seconded and **CARRIED**.

Rob also reported that the new repeaters on Peaks Knob were in place and operational. Also, we negotiated a leasing arrangement with Pulaski County to contribute \$2400 per year toward maintenance and upkeep of the tower and site. Payment for the tower is expected to be received from Pulaski County within the coming 30 days.

PERSONNEL AND TRAINING COMMITTEE:

Dale Wagoner reported that the committee had not met since the last board meeting and had no report.

ALLIED RESOURCES AND PHARMACY COMMITTEES:

Rob reported on recent issues surrounding RJR Patrick County Memorial Hospital. That facility is in the process of restructuring, and at present does not have full-time ED physician coverage. Plans are underway to obtain part-time coverage with physicians and nurse practitioners. Also, the hospital’s ambulance service was shut down and the county is in the process of establishing an agency to meet the needs of the community.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. He reported on a narrow-banding initiative that will place a compliant high-band VHF radio in every hospital. This is coupled with a plan at OEMS to put a portable high-band radio in every licensed EMS vehicle. He also reported new legislation patroned by Delegate Phil Hamilton to give broad protection to healthcare workers in times of a declared emergency, retroactive to the beginning of the event.

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 16 in Richmond. He reported on the initiative to realign regional EMS council service area boundaries, and the budget amendment offered by Delegate Watkins Abbitt to put this on hold for two years.

EMS FINANCIAL ASSISTANCE:

(Please see Ford Wirt's earlier executive committee report.)

NEW BUSINESS:

Nominations for FARC and Advisory Board appointments were considered. A report from the Nominating Committee is attached.

President Wirt opened the floor for additional nominations. There were none.

Carey Harveycutter moved the following nominees for the committee:

Nominees for FARC, in priority order:

1. Billy Altman
2. Kris Shrader
3. Daryl Hatcher

Nominees for the EMS Advisory Board, in priority order:

1. Dale Wagoner
2. Joe Trigg
3. Daryl Hatcher

Also, VACEP has nominated Dr. Thom Burnett to fill the seat vacated some time ago by Dr. Mark Tripp, for a term ending January 30, 2010.

Vote was taken and the nominees were **approved** for submission to the appropriate appointing bodies, and Dr. Burnett was **elected** to fill an unexpired term ending January 31, 2010, subject to his final acceptance.

PRESIDENT'S REPORT:

The President reported 74 percent of the Board in attendance.

President Wirt noted that two directors had missed several consecutive meetings and would be contacted to determine their interest in remaining on this board. Because the July board meeting is generally informational only, President Wirt asked for the board's approval to have the option to combine the first quarter meeting with the Awards Banquet to be held on June

12. Motion to allow the President, at his option, to move the meeting typically held in July to June 16 to coincide with the Annual Awards Banquet **CARRIED**.

EXECUTIVE DIRECTOR'S REPORT:

Rob reported that OEMS has appointed a Process Action Team to guide the consideration and recommendations surrounding revisions to regional council service areas. He was appointed as one of two representatives of the regional councils. The PAT has met twice so far, and will meet again on April 29 in Hampton. The goal of the PAT is to finalize its recommendations by December of this year. If agreement is reached, the General Assembly will be approached to remove the two-year moratorium that was included in this year's budget bill.

Rob also reported on the roll-out of the new WVEMS website, and on the scheduled EMS Town Forum in July, to be held at the Roanoke Plaza Hotel. He further reported on the appointment of Dr. Karen Remley as the new Health Commissioner, and of her interest in EMS.

Jim Cady and Ford Wirt again discussed the fact that we should be prepared to expand our facilities in the near future to address the overcrowding and need for a training facility.

STAFF REPORTS:

Kester Dingus, Assistant Director

Kester reported on the upcoming May 4 deadline for the Regional EMS Awards.

Debbie Akers, Education Coordinator

Debbie announced the resignation of Field Coordinator Rodney Wallace. The Council will begin recruiting to fill that position in the coming two weeks.

Mike Garnett, Field Coordinator

Mike reported that the New River EMT-Intermediate program received full accreditation, and that the first full course experienced a 92% pass rate.

Charles Berger, Field Coordinator

Charles reported that the Danville-Pittsylvania EMT-I self study had been delivered to OEMS.

OTHER BUSINESS:

Being no further business, the meeting was adjourned at 8:10 PM.

/s

Robert Logan, Exec Director