

WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Dinner 6:30 - Meeting 7:00
October 16, 2008
Cave Spring Rescue Squad
Roanoke VA

AGENDA PACKET

1. Call to Order
2. Introduction of Guests
3. Approval of Minutes
4. Treasurer's Reports
 - a. FY 2008 End of Year
 - b. First Quarter FY 2009
 - c. Progress on FY 2008 Audit
 - d. OEMS External Audit
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. Status - 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. Discussion and Consideration of Regional EMS Plan for FY 2009
 - b. Consideration of Vice President Vacancy
10. Executive Director's Report
 - a. Consideration of Fee Structure Change for Consolidated Testing
 - b. Proposed Regional Realignment and Designation - PAT
 - c. Other Developments Regarding OEMS-Regional Councils
11. Staff Reports

12. Other Matters
13. Hearing of Members of the Public
14. Adjourn

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

DRAFT MEETING MINUTES

DATE: June 12, 2008

LOCATION: Salem Civic Center, Parlor C

Directors Present

Billy Altman
Steve Allen
Jim Cady, Sr.
Tim Dick
Tim Duffer
Steve Eanes
Daryl Hatcher
Tommy Hunter

Greg Hutchins
Charles Lane
Rob Logan
Kris Shrader
Joe Trigg
Dale Wagoner
Ford Wirt
Doug Young

Staff Present

Kester Dingus
Debbie Akers
Mike Garnett

Guests Present

Scott Winston, Assistant Director
Virginia Office of EMS

To Order: President Ford Wirt called this rescheduled meeting of the Board of Directors to order at 6:00 PM, and announced that a quorum was present.

Ford introduced guests: Mr. Scott Winston, Assistant Director of the Virginia Office of EMS.

SECRETARY'S REPORT

Rob presented minutes of the last meeting as distributed. Ford called for any corrections or additions. .Being none, motion to approve was made, seconded and **CARRIED**.

TREASURER'S REPORT

Treasurer Harveycutter reported that the quarterly treasurer's report would be deferred until the end of the fiscal year.

RESOLUTION – FISCAL POLICY

The executive director reported that some 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. He recommended that the board adopt a resolution authorizing him to allocate such costs. Motion to adopt the prepared resolution **CARRIED**. The adopted resolution is attached and made a part of these minutes.

The Treasurer presented the revised budget which was distributed in advance. Since adoption of our FY2009 budget at the April meeting, we have received confirmation of our OEMS contract for the FY2009 year. The 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. Motion to adopt the revised FY 2009 budget **CARRIED**. The revised budget is attached to and made a part of these minutes.

LONG-TERM CARE INSURANCE

The executive director reported that one benefit 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 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. Following this plan, the benefit would be available at **NO COST** to WVEMS. The participating employee would bear the entire cost. 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. Motion to adopt the policy as presented **CARRIED**. The policy is attached to and made a part of these minutes.

PRESIDENT'S REPORT: The President thanked the board members in attendance, and also thanked the staff members for organizing the awards banquet. He announced that the vice president seat vacated by the death of Bob Lloyd would be held vacant until the nominating committee could address the election of a new vice president.

HEARING OF PUBLIC AND OTHER BUSINESS

President Wirt opened the floor for other business and hearing of the public.

Rob Logan thanked Regional Medical Director Dr. Charles Lane for conducting a successful Medical Incident Review meeting on the night before this meeting. Dr. Lane commented on the process.

Being no further business, the meeting was adjourned at 6:30 PM.

Robert Logan, Executive Director

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

/s

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	130,000	0.0%
United Ways	3,000	3,000	3,000	0.0%
Contributions	2,000	2,000	2,000	0.0%
Special Grants/Hospital Foundations/NSPA	274,000	206,500	206,500	-24.6%
Direct Program Income (tuitions, grants, VDH/OEMS)	240,000	235,000	235,000	-2.1%
Rent income (NSPA)	15,000	15,000	15,000	0.0%
Interest/Investment	12,000	10,000	10,000	-16.7%
Communications Site Rent	10,000	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	170,000	-26.4%
Contract Accounting Assistance		6,000	6,000	new
Payroll Taxes (FICA)	41,769	38,021	38,709	-7.3%
VEC	260	260	260	0.0%
SEP/Retirement	28,350	33,500	33,500	18.2%
Hospital/Medical Insurance	41,000	40,000	40,000	-2.4%
Life/ADD/Disability	6,700	6,400	6,400	-4.5%
Dental Insurance	3,500	3,200	3,200	-8.6%
Staff Services Total	667,579	624,381	634,069	-5.0%
Non-Personnel				
Professional Services/Fees	6,000	11,000	11,000	83.3%
Medical Direction Assistance	3,000	1,600	1,600	-46.7%
Maintenance/Repairs/Service Contracts	2,500	2,500	2,500	0.0%
Mortgage Interest	17,500	17,000	17,000	-2.9%
Payment to Principle	8,100	8,500	8,500	4.9%
Occupancy (Utils, cleaning, maint, etc.)	12,000	12,000	12,000	0.0%
Postal/Shipping	5,000	5,000	5,000	0.0%
Telecommunications	12,000	10,500	10,500	-12.5%
Supplies (Admin)	7,321	6,919	7,921	8.2%
Equipment	10,000	10,000	10,000	0.0%
Insurance	7,500	7,500	7,500	0.0%
Direct Program Expenses	230,000	220,000	220,000	-4.3%
Printing/Publications	10,000	10,000	10,000	0.0%
Travel/Lodging	8,000	9,000	9,000	12.5%
Vehicle Fuel/Maintenance	9,500	14,000	14,000	47.4%
Meeting Support	3,500	3,500	3,500	0.0%
Dues/Membership Fees	1,500	1,500	1,500	0.0%
Staff Development	13,000	12,000	12,000	-7.7%

CISM Program Costs	2,000	2,000	2,000	0.0%
Radio Systems				
Site Rental	12,000	8,100	8,100	-32.5%
Telephone Wirelines	4,200	4,200	4,200	0.0%
Maintenance	2,000	2,000	2,000	0.0%
Utilities	800	800	800	0.0%
Insurance	3,000	3,000	3,000	0.0%
Equipment	0	0	0	0.0%
TOTAL EXPENDITURES	1,058,000	1,005,500	1,017,690	-3.8%

POLICY – Adopted June 12, 2008

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.

Summary report to the WVEMS Board

State EMS Advisory Board Meeting of August 8, 2008

1-- The Division of Educational Development and the Division of Emergency Operations in the Office of EMS have relocated to the Technology Park in Richmond near I-295 and Route 1, adjacent to the Department of Fire Programs.

2--A CISM Ad Hoc Committee has been appointed to study the efficiency and effectiveness of CISM in the State. This Committee will survey various organizations that use CISM to determine the nature and effectiveness of the program(s) in use. Preliminary results may be available by November.

3--The Office of EMS intends to adopt the National Scope of Practice model while still maintaining the Intermediate-99 within the state. Officials in Virginia and Maryland have distributed a national survey to the National Association of State EMS Officials headquarters and to all 56 states and territories to determine the status of the National Scope of Practice consideration in those areas. An Ad-Hoc Committee of the state Medical Direction Committee will recommend ways to approach and standardize these programs for each certification level.

4--The state OEMS is involved in a project to upgrade the web-based Pre-Hospital patient care report system. Virginia has signed a National Memorandum of Agreement to become compliant with the National EMS Information System and further intends to become compliant with the National EMS Information System (NEMSIS). The state is moving to the National Highway Traffic Safety Administration (NHTSA) data set and the technical format used by NHTSA to enable the PPCR program to interact with other programs. This system is intended to be more than a data collection tool and would possibly include an electronic patient care reporting (ePCR) component, web-access for agencies to access the data, potential Computer-Aided Drafting and Design (CADD) interfaces, and possible future billing applications. The timeline for the project will be determined during the RFP process.

5--The state OMD is addressing issues dealing with OMD authority and responsibility. The goal is to develop a system that is more easily understood and that is consistent across the state. Also under development is an OMD course.

Medical directors would be able to keep their OMD endorsement while completing the necessary coursework.

6--The AED station has been removed from the First Responder and EMT-B Practical Exam.

7--An Ad-Hoc Committee of the Professional Development Committee is reviewing EMT instructor credentialing. A draft proposal is available for review at OEMS.

8-- Bids have been received from four vendors for the State Ambulance Contract, but a timeline has not been set for final acceptance.

Morris D.Reece