

WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
Dinner 6:30 - Meeting 7:00
April 16, 2009
Cave Spring Rescue Squad
Roanoke VA

AGENDA

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Approval of Minutes
 - b. Treasurer's Report
 - i. Quarterly Report
 - ii. Results of State audit review
 - iii. FY 2010 Budget
4. Standing Committee Reports
 - a. Executive Committee
 - i. Regional Disaster Response Guide – Consideration and Approval
 - b. Medical Direction Committee
 - c. Performance Improvement Committees (Medical and Trauma)
 - d. Communications Committee
 - e. Allied Resources Committee
 - f. Near Southwest Preparedness Alliance (NSPA)
5. EMS Advisory Board
 - a. Recent and Upcoming Meetings
6. EMS Financial Assistance
 - a. Report on Current Cycle Requests
7. New Business
 - a. Election of Directors (carried over from last meeting)
 - i. Montgomery County
 - ii. PD 4 at-large
8. President's Report
9. Executive Director's Report
10. Staff Reports
11. Other Matters
12. Hearing of the Public
13. Adjourn

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

DRAFT MEETING MINUTES

DATE: January 15, 2009

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

Directors Present	Lee Simpkins	Staff Present	Charles Berger
Steve Allen	Tim Dick	Debbie Akers	Kester Dingus
Greg Hutchins	Kris Shrader	Sharyn Campbell	
Billy Altman	Tim Duffer	Guests Present	
Charles Lane	Joe Trigg	Steve Ausband, M.D.	
John Beach	Carey Harveycutter	Mike Jefferson	
Rob Logan	Dale Wagoner		
Jim Cady, Sr.	Daryl Hatcher		
Ryan Muterspaugh	Ford Wirt		
Judy Cauley	Carlton Hudson		
Morris Reece	Tommy Hunter		
Steve Davis			

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:

Dr. Steve Ausband, emergency physician with Carilion Clinic, who will fill the VACEP position on our board and Mike Jefferson with the Danville Fire Department, who will fill the City of Danville position on our board.

SECRETARY'S REPORT:

Ford presented minutes of the last meeting as distributed. Ford called for any corrections or additions. .

Motion was made and duly seconded to approve. **Motion CARRIED.**

TREASURER'S REPORT:

Treasurer Harveycutter presented the unaudited treasurer's report for the second quarter of the fiscal year. There was discussion on the overage in the vehicle maintenance/fuel account, due to increases in gasoline costs. It was decided to leave the budgeted amount as is and reflect adjustments in the FY2010 budget.

Motion was made and duly seconded to adopt. **Motion CARRIED.**

The treasurer reported that the council's annual financial statements and audit were complete. The document has been posted on the WVEMS website and copies are available upon request.

Carey reported that the state audit had been restructured to a less-comprehensive "Agreed Upon Procedures" process. The auditor from Clifton Gunderson CPAs in Richmond was in the Roanoke WVEMS office today for a site visit.

EXECUTIVE COMMITTEE:

The Executive Committee met prior to this meeting to consider and make recommendations on two matters. First, it was reported that funds were available in the council's reserve to pay off the building loan. The interest rate on the mortgage is 7.97%, and our earnings on cash reserves are 2.6%. The committee recommends that the building loan with a balance of approximately \$132,000 be paid in full.

Vote was taken, and the recommendation of the committee was **APPROVED**. Second, the Executive Committee has received a proposal and recommendation from the Executive Director to eliminate the contract accounting funding from the budget, and replace it with a contract employee. The position of "business manager" would be created as a contracted exempt employee, working an average of four days per week. The contract includes an "available finds" clause. A plan to fund the position for the remainder of this year and for the following fiscal year was received by the executive committee and re committee recommends approval.

Vote was taken, and the recommendation of the committee was **APPROVED**.

The Executive Committee also recommends that the budget be amended to include this position and to make other necessary adjustment minor adjustments. A revised budget was distributed to the board.

Motion was made and duly seconded to adopt. **Motion CARRIED**.

The draft 2009-2012 Strategic Plan was presented for approval. The plan has been on the website to solicit comments for several months, and was addressed at the last board meeting. The Executive Committee recommends adoption.

Vote was taken, and the recommendation of the committee was **APPROVED**.

The draft revised Continuity of Operations Plan was presented for approval. The plan was distributed to the board electronically, and is available on the Board's private website. John Beach made some specific recommendations today, relating to the inclusion of a list of essential operations, a more defined delegation of authority, and a more defined order of succession, all based on VDEM's COOP. The Executive Committee recommends adoption with the inclusion of additions recommended by John Beach.

Vote was taken, and the recommendation of the committee was **APPROVED**.

When addressing ways to reduce the cost of health insurance, our benefits consultant recommended the establishment of a Flexible Spending Plan. This is funded completely

by employee payroll deductions. This recommendation was circulated to the Executive Committee in December, and the consensus was to implement the plan as of January 1. A resolution from the board is required to establish accounting for this plan. The Executive Committee recommends adoption of the standard resolution.

Vote was taken, and the recommendation of the committee was **APPROVED**.

MEDICAL DIRECTION COMMITTEE:

Dr. Charles Lane, Regional Medical Director, reported on recent discussions by the state Medical Direction committee, including development of a statewide skills matrix and schedule of drugs. He reported that beginning in 2011, the National Registry of EMT's will no longer provide testing at the EMT-Intermediate level.

PERFORMANCE IMPROVEMENT COMMITTEES:

Debbie reported that the PI committees did not meet in the past quarter, but that several requests for medical incident review were received and addressed.

COMMUNICATIONS AND TRANSPORTATION COMMITTEE:

This committee has not met since the last board meeting. Ford reported that a RSAF grant request for replacement Med 9-10 repeaters on Tinker Mountain was approved and work will be completed in the coming two months.

PERSONNEL AND TRAINING COMMITTEE:

Has not met since last board meeting.

ALLIED RESOURCES AND PHARMACY COMMITTEES:

This committee met on December 4. Debbie Akers reported that the RSAF grant applications to establish King Airway exchange programs in the Western and Blue Ridge regions were approved. Boundtree Medical is sole source for this purchase. Charles Berger will manage the "train-the-trainer" program for this project, and Gene Dalton will manage distribution of the airway kits. The Pharmacy Committee did not meet.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. He presented an overview of the accomplishments of NSPA in the last year. He discussed the transfer of the 25-bed mobile hospital, now assigned to the NSPA and Northwest regions, to VDH as a state asset. The state will take over the \$10,000 per year storage fee.

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 13 in Richmond. Dale Wagoner was appointed by the Governor of Virginia as our representative for the coming three years. Trauma centers in this region were re-designated with no deficiencies noted.

EMS FINANCIAL ASSISTANCE:

Current cycle awards have been made. A report was included in the agenda packet. It was noted that all applications must have affirmation pages with original signatures delivered to OEMS prior to the grant submission deadline, and all applications must include quotes.

NEW BUSINESS:

Election of Officers and Directors – A report of the nominating committee is attached. President Wirt opened the floor for additional nominations for expiring seats on the board of directors. Being none, a motion was made to elect the slate of directors as nominated by the committee, and to hold vacant the two positions as recommended. Motion **CARRIED** and the following directors were elected:

Patrick County	Steve Allen
Henry County	Steve Eanes
City of Danville	Mike Jefferson
Radford City	Lee Simpkins
Fifth at-large	Carey Harveycutter
Twelfth at-large	Dale Wagoner
VACEP	Stephen Ausband, MD
Fourth at-large	Hold Vacant until April board meeting
Montgomery County	Hold Vacant until April board meeting

President Wirt opened the floor for additional nominations for officers and executive committee members for the coming two years. Being none, a motion was made to elect the slate of officers as nominated by the committee. Motion **CARRIED** and the following officers and executive committee members were elected:

President	Ford Wirt
Vice President	Steve Eanes
Secretary	Tommy Hunter
Treasurer	Carey Harveycutter
Fourth at-large	Joe Trigg
Fifth at-large	Jim Cady
Twelfth at-large	Dale Wagoner
Executive Director	Rob Logan

PRESIDENT’S REPORT: The President reported 88 percent of the Board in attendance.

EXECUTIVE DIRECTOR’S REPORT:

Rob was ill and unable to attend. In his absence, it was reported that he attended and participated in a two-day PAT workshop in November.

Rob has requested the board’s guidance on upcoming budget issues. He explained the budget amendment introduced by Delegate Watkins Abbitt during the last session, and also the proposal to remove the additional \$.25 from the OEMS budget.

Motion to support leaving the \$.25 in the OEMS budget, and to support leaving Del. Abbitt’s budget amendment in place until all assurances have been met for training was made and duly seconded. Motion **CARRIED**.

Each quarter, a report is submitted to OEMS regarding the status of the many deliverables called for in the contract. A copy of the report for the second quarter of FY 2008 was distributed.

STAFF REPORTS:

Debbie – Five EMT-Enhanced classes were announced with application deadline extended to Tuesday, January 20.

Kester Dingus - none

Charles Berger - none

Sharyn Campbell - none

OTHER BUSINESS:

None

HEARING OF THE PUBLIC:

None

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

Respectfully submitted:

Robert Logan
for the secretary

WVEMS PROPOSED BUDGET - FY 2010			
	Budget 08-09 incl revisions	Budget 09-10 Proposed	Difference
REVENUES			
State Government (OEMS Contract)	406,190	406,190	0.0%
Local Government	130,000	115,000	-11.5%
United Ways	3,000	3,000	0.0%
Contributions	2,000	2,000	0.0%
Special Grants/Hospital Foundations/NSPA	209,900	122,000	-41.9%
Direct Program Income (tuitions, grants, VDH/OEMS)	235,000	235,000	0.0%
NSPA Offset Revenue (Contract for services)		7,000	
AEMER Offset Revenue (Contract for business manager svcs)		9,360	
Rent income (NSPA)	15,000	15,000	0.0%
Interest/Investment	10,000	9,000	-10.0%
Communications Site Rent	8,880	8,880	0.0%
TOTAL REVENUES	1,019,970	932,430	-8.6%
EXPENDITURES			
Personnel			
Salaries/Wages (WVEMS)	347,200	370,000	6.6%
Salaries/Wages (NSPA)	170,000	101,000	-40.6%
Contract Accounting Assistance	7,000		-100.0%
Payroll Taxes (FICA)	39,566	36,032	-8.9%
VEC	260	300	15.4%
SEP/Retirement	33,500	30,000	-10.4%
Hospital/Medical Insurance	41,500	40,500	-2.4%
Life/ADD/Disability	6,400	7,180	12.2%
Dental Insurance	3,450	3,032	-12.1%
Staff Services Total	648,876	588,044	-9.4%
Non-Personnel			
Professional Services/Fees	12,000	11,000	-8.3%
Medical Direction Assistance	1,600	1,500	-6.3%
Maintenance/Repairs/Service Contracts	2,500	2,500	0.0%
Mortgage Interest	7,000		-100.0%
Payment to Principle	5,000		-100.0%
Occupancy (Utils, cleaning, maint, etc.)	12,000	16,000	33.3%
Postal/Shipping	5,000	3,800	-24.0%
Telecommunications	10,500	10,500	0.0%
Supplies (Admin)	7,894	6,686	-15.3%
Equipment	10,000	6,000	-40.0%
Insurance	7,500	7,500	0.0%
Direct Program Expenses	220,000	220,000	0.0%
Printing/Publications	10,000	4,000	-60.0%
Travel/Lodging	9,000	8,000	-11.1%
Vehicle Fuel/Maintenance	14,000	12,000	-14.3%

Meeting Support	3,500	2,800	-20.0%
Dues/Membership Fees	1,500	1,500	0.0%
Staff Development	12,000	11,000	-8.3%
CISM Program Costs	2,000	2,000	0.0%
Radio Systems			
Site Rental	8,100	8,100	0.0%
Telephone Wirelines	4,200	4,200	0.0%
Maintenance	2,000	1,500	-25.0%
Utilities	800	800	0.0%
Insurance	3,000	3,000	0.0%
Equipment	0	0	
TOTAL EXPENDITURES	1,019,970	932,430	-8.6%

Grant Application

EMSR21B

July 1, 2009 - June 30, 2010

Rescue Squad Assistance Fund
Western Virginia EMS Council

Application Code	Number	Agency Name	Init. Fund	Qty	Item / Location	State Funding	Local Match
8251	NR-G01/06-09	LONG SHOP-MCCOY FIRE & RESCUE	50/50	1	Laptop Computer	\$750.00	\$750.00
			50/50	2	Hartwell Combo-Carrier (Scoop)	\$800.00	\$800.00
8283	NR-G02/06-09	COUNTY OF FLOYD	80/20	7	Mobile Radios w installation	\$4,967.20	\$1,241.80
			80/20	20	Motorola Minitor 5	\$7,664.00	\$1,916.00
8282	NR-G03/06-09	FLOYD CO LIFESAVING/1ST AID	80/20	3	Zoll E-series	\$49,824.00	\$12,456.00
8303	NR-G04/06-09	VIRGINIA TECH RESCUE SQUAD	80/20	1	Type III Chevrolet Med Duty	\$101,535.20	\$25,383.80
8339	NR-G05/06-09	RADFORD UNIVERSITY EMS	80/20	1	PMC (Vertex Standard) Repeater	\$3,970.55	\$992.64
8229	PI-G01/06-09	DANVILLE LIFESAVING/1ST AID	50/50	1	2009 Ford F-550 4X4 Type 1 AEV	\$81,311.50	\$81,311.50
8305	PI-G02/06-09	HORSEPASTURE RESCUE SQUAD	80/20	2	LP 12 w/ 12 lead and Cap	\$46,188.80	\$11,547.20
			80/20	2	Zoll Auto Pulse	\$23,020.00	\$5,755.00
8290	PI-G03/06-09	BASSETT RESCUE SQUAD INC	100/0	1	FORD F450 4WD AMBULANCE	\$151,295.00	\$0.00
8319	PI-G04/06-09	JEB STUART RESCUE SQUAD	100/0	1	Hurst Equipment see nar.	\$35,425.00	\$0.00
			80/20	1	Hurst 73 ton Airbag System	\$3,901.60	\$975.40
			80/20	1	Rescue Jack Deluxe Kit	\$3,920.00	\$980.00
8340	PI-G05/06-09	COOL BRANCH RESCUE SQUAD	50/50	1	Power Pro Cot	\$6,240.50	\$6,240.50
8242	WV-G01/06-09	ROANOKE COUNTY FIRE & RESCUE	50/50	1	1 type 1 4WD Ambulance	\$65,000.00	\$65,000.00
			50/50	1	Extrication Equipment for W-1	\$11,000.00	\$11,000.00
			50/50	1	12 Lead Zoll Monitor	\$10,000.00	\$10,000.00
8243	WV-G02/06-09	ROANOKE FIRE- EMS DEPARTMENT	80/20	1	G3500 Chevrolet Type III Ambu	\$87,095.20	\$21,773.80
8259	WV-G03/06-09	COVINGTON RESCUE SQUAD	50/50	1	Zoll Auto Pulse Support Pump	\$7,500.00	\$7,500.00

Grant Application

July 1, 2009 - June 30, 2010

Rescue Squad Assistance Fund

Western Virginia EMS Council

EMSR21B

Application Code	Number	Agency Name	Qty	Init. Fund	Req.	Item / Location	State Funding	Local Match
8264	WV-G04/06-09	CLIFTON FORGE RESCUE SQUAD	1	50/50	1	Resq Jacks w/ add. accessories	\$2,700.00	\$2,700.00
			4	50/50	4	Auto Cribbing	\$898.00	\$898.00
8272	WV-G05/06-09	FALLING SPRING RESCUE SQUAD	1	50/50	1	Hurst Tools spreader & cutter	\$6,400.00	\$6,400.00
			1	80/20	1	Zoll Model E 12 lead w/ ETCO2	\$16,098.40	\$4,024.60
			3	80/20	3	Masimo RAD-57 pulse oximeter	\$16,734.40	\$4,183.60
8306	WV-G06/06-09	WESTERN VIRGINIA EMS COUNCIL	1	80/20	1	Misc BLS items	\$11,360.00	\$2,840.00
8316	WV-G07/06-09	EAGLE ROCK VOL FD AND RS	1	50/50	1	12-Lead Cardiac Monitor	\$12,375.20	\$12,375.20
8317	WV-G08/06-09	BOTETOURT COUNTY EMERGENCY SER	1	50/50	1	TYPE III AMBULANCE	\$62,500.00	\$62,500.00
			1	50/50	1	Capnography Upgrade	\$2,700.00	\$2,700.00
8336	WV-G09/06-09	DUNLAP FIRE AND RESCUE	1	80/20	1	EXTRICATION SYSTEM	\$63,292.00	\$15,823.00
Total Requested:							\$896,466.55	