

WESTERN VIRGINIA EMS COUNCIL, INC.  
BOARD OF DIRECTORS  
Dinner 6:30 - Meeting 7:00  
**July 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. FY 20910 OEMS Contract
4. Standing Committee Reports
  - a. Executive Committee
    - i. Bylaw Amendment (attached)
  - b. Medical Direction Committee
  - c. Performance Improvement Committees (Medical and Trauma)
  - d. Communications Committee
  - e. Allied Resources Committee
  - f. Near Southwest Preparedness Alliance (NSPA)
    - i. Hospital Diversion Plan
5. EMS Advisory Board
  - a. Recent and Upcoming Meetings (Report attached)
6. EMS Financial Assistance
  - a. Current Cycle Awards (Report attached)
7. New Business
  - a. Election of Director (Kevin Hamm – Montgomery County)
8. President's Report
  - a. Appointment of Ad Hoc Trauma Triage Committee
  - b. Appointment of Personnel & Training Committee
  - c. Appointment of Allied Resources Committee
  - d. Appointment of Communications Committee
  - e. Appointment of Performance Improvement Committees (2)
9. Executive Director's Report
10. Staff Reports
11. Other Matters
12. Hearing of the Public

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

**DRAFT MEETING MINUTES**

**DATE:** April 16, 2009

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

**Directors Present**

Billy Altman  
John Beach  
Judy Cauley  
Steve Davis  
Tim Duffer  
Carey Harveycutter  
Daryl Hatcher

Carlton Hudson

Tommy Hunter  
Mike Jefferson  
Charles Lane  
Rob Logan  
Steve Simon  
Joe Trigg  
Ford Wirt

**Staff Present**

Debbie Akers  
Charles Berger  
Gene Dalton  
Kester Dingus  
Mike Garnett  
Sharyn McCullough

**Guests Present**

Kevin Hamm

**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. He expressed condolences to Kester Dingus on the recent death of his father.

Ford introduced guests: Kevin Hamm of Blacksburg will soon be nominated by Montgomery County to represent that locality on the WVEMS 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. He noted that revenue was reported at 73% of budget

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

The Treasurer noted that the state "agreed upon procedures" process, and was complete with no discrepancies found.

The Treasurer then offered the FY 2010 budget. He noted that the budget included no cost of living or merit increases. The increase in total salary budget was to allow for the inclusion of the previously-approved 32-hour per week business manager position for the full year. Steve Simon questioned the small reduction in healthcare insurance cost, to be assured that there were no significant reductions in level of benefits for the staff. The executive director

explained the recent revisions made to the council's healthcare benefits that resulted in a slightly higher co-pay, but no differences in net deductible costs to the employee. The executive director expressed thanks to Mary Christian, business manager, for her help in refining the cost projections to develop the FY 2010 budget. After brief discussions, motion was made and duly seconded to adopt. **Motion CARRIED.**

**EXECUTIVE COMMITTEE:**

Ford noted that the Executive Committee, acting as the RSAF review committee, had reviewed 19 applications for funding for the upcoming cycle. Billy Altman noted the high percentage of total applications that were for ambulances.

Each year, WVEMS reviews and makes any necessary revisions to its Regional Disaster Response Guide. This year, revisions were made to incorporate comments from the latest OEMS review. In FY 2010, the plan will be rolled out to all locality emergency managers in the region to use as a resource.

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

Ford also presented proposed bylaw amendments for consideration at the July meeting. Those amendments are explained in the attached related document, which is made a part of these minutes.

**MEDICAL DIRECTION COMMITTEE:**

Dr. Charles Lane, Regional Medical Director, reported on recent discussions in the state Medical Direction Committee concerning areas including the development of common protocols and drug boxes. He also reported on the new deputy commissions of health for emergency preparedness and response, Dr. Mark Levine, and on a recent meeting that included several of the regional medical directors, Dr. Levine, and state medical director Dr. George Lindbeck. He also reported on a national Registry proposal to reduce the number of hours to transition from EMT-Intermediate to Paramedic. The state medical direction committee will look further, and will likely recommend a longer bridge program more in keeping with the current I-to-P bridge.

**PERFORMANCE IMPROVEMENT COMMITTEES:**

Dr. Lane and Debbie reported that both the Trauma and Medical PI committees met in March. Debbie noted that several research projects were identified for the coming three quarters. One of particular interest involves the possible creation of a "presumptive death" protocol to address the field termination of resuscitation. She also reported that the term "protocol" will likely give way to "guidelines." Steve Davis applauded the PI committees for addressing the presumptive death issue.

**COMMUNICATIONS AND TRANSPORTATION COMMITTEE:**

This committee has not met since the last board meeting. Rob reported work was completed on replacement of the Med 9 and 10 repeaters on Tinker Mountain, and that an antenna damaged by wind and ice was replaced on Peaks Knob. Also, a damaged antenna will soon be replaced on Bald Knob. Discussion on promoting the monitoring of Med 9-10 by the hospitals took place.

**PERSONNEL AND TRAINING COMMITTEE:**

Has not met since last board meeting

**ALLIED RESOURCES AND PHARMACY COMMITTEES:**

Rob reported for Morris Reece that he is taking steps to restructure the membership of this committee. The Committee will meet in the upcoming quarter to consider several matters, including revisions to the Trauma Triage plan and restocking program. The Trauma Triage plan was updated last year to address issues pointed out by OEMS. It has been reviewed for 2009, and no changes are required at this time. However major changes, including revisions to the scoring criteria will take place in the coming year. Motion was made and duly seconded to reaffirm the plan for 2009. **Motion CARRIED.**

**NSPA:**

Rob reported for Morris Reece for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building. He reported that two hospitals recently experienced telephone outages, and another redundant means of communication using VOIP phones is being considered. He also reported on the new generator that was purchased by NSPA, and consideration of placing a power transfer switch on the WVEMS office to allow the provision of emergency generator power during an outage.

**EMS ADVISORY BOARD:**

Dale Wagoner's written report is attached to these minutes. The next meeting is set for May 15 in Richmond.

**EMS FINANCIAL ASSISTANCE:**

Current cycle requests were reviewed on April 9, and comments and grades have been forwarded to OEMS. A report was included in the agenda packet and is made a part of these minutes.

**NEW BUSINESS:**

Election of Officers and Directors – Montgomery County has not yet notified WVEMS of its appointment to our board. Greg Hutchens will continue to serve until such appointment is made. Since appointment of the At-Large seat is dependant on the Montgomery County seat, the nominating committee recommends that the seats be held vacant until the next meeting.

**PRESIDENT'S REPORT:** The President reported 56 percent of the Board in attendance.

**EXECUTIVE DIRECTOR'S REPORT:**

Rob noted that April 22 would mark President Ford Wirt's 70's birthday. He congratulated Ford, and presented him with a birthday card signed by board members and staff. Ford reflected on his long-time work with the council that began in 1976.

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 third quarter of FY 2008 is available on the Board's web page.

**STAFF REPORTS:**

Kester Dingus, Assistant Director – Encouraged participation in the Regional EMS Awards program.

Debbie Akers, Regional Education Coordinator – Reported on planned implementation of the King Airway project, slated for June 1.

Mike Garnett, Field Coordinator – Reported the EMT-Intermediate program at the New River center will end in about 6 weeks, and that a new program will begin in September.

Charles Berger, Field Coordinator - None

Gene Dalton, Field Coordinator - None

Sharyn McCullough, Office Manager – None, but Ford congratulated Sharyn on her recent marriage and name change!

**OTHER BUSINESS:**

Rob reported on the recently-announced Toughbook Grant program, and encouraged localities to apply.

**HEARING OF THE PUBLIC:**

None

Being no further business, the meeting was adjourned at 7:54 PM.

Respectfully submitted,

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Robert Logan  
Executive Director

**WESTERN VIRGINIA  
EMERGENCY MEDICAL SERVICES COUNCIL, INC.**

**Notice to Amend the Bylaws:**

**Article V – BOARD OF DIRECTORS**

**Article VII - COMMITTEES**

**The intent of these amendments are as follows:**

1. To meet the guidelines for designation as a regional EMS council by the Virginia Board of Health and the Virginia Office of EMS, the executive director must not have a vote on the board of directors. These amendments specify that the executive director serves without vote on the board and executive committee.
2. To change the name of the representative from the American College of Emergency Physicians to the “Virginia” ACEP to reflect current practice.
3. To replace the current Virginia Hospital and Healthcare Association representative with a representative from the Near Southwest Preparedness Alliance. This will reflect current practice, as NSPA represents all hospitals in the WVEMS/BREMS service area and focuses on emergency preparedness.

**Article V, Section 3**

The Council Board shall be comprised of twenty-seven (27) members allocated as follows:

A. Among Political Jurisdictions (18)

At least one director from each of the following political jurisdictions:

City of Roanoke	Alleghany County
City of Salem	Roanoke County
City of Radford	Botetourt County
City of Covington	Craig County
Pulaski County	Montgomery County
Floyd County	Giles County
City of Danville	Franklin County
City of Martinsville	Henry County
Pittsylvania County	Patrick County

Directors allocated to political jurisdictions shall include residents of the area served and representatives of organizations, including rescue squads and medical societies, engaged in the emergency medical services system as prescribed in Article V, Section 1.

B. At Large Professional (5)

<u>Virginia Chapter</u> - American College of Emergency Physicians	1
Emergency Nurses' Association	1
Virginia Association of Volunteer Rescue Squads	1
<del>Virginia Hospital and Healthcare Association</del>	
<del>Roanoke Regional Policy Council</del>	
<u>Near Southwest Preparedness Alliance</u>	1
Regional Medical Director	1

One at-large from each of the above professional organizations shall be elected from among names of persons submitted by each organization to the Council Board.

C. At-Large Other (3)

Three directors, one from Fourth Planning District, one from the Fifth Planning District, and one from the Twelfth Planning District, shall be chosen with out regard to professional organization affiliation or political jurisdiction.

D. The Council's Executive Director who shall serve without vote.

ARTICLE VII - COMMITTEES

Section 1 - EXECUTIVE COMMITTEE

It shall be the purpose of the Executive Committee to conduct the necessary and routine business of the Council Board between meetings of the Board of Directors.

The Executive Committee shall consist of the following members of the Council Board:

- A. The President, who shall serve as the Chairman of the Executive Committee.
- B. The Vice President
- C. The Secretary
- D. The Treasurer

- E. The Executive Director - ~~Upon any matter concerning his/her employment, the Executive Director~~ *who* shall not vote.
- F. Three (3) members from the Council Board, one from the Fourth Planning District, one from the Fifth Planning District, and one from the Twelfth Planning District.

The at-large members elected from the Council Board shall serve for a term of two (2) years and are eligible to serve consecutive terms. A vacancy occurring on the Executive Committee shall be filled at any regular meeting of the Council Board or at any special meeting called for that purpose.



Western Virginia EMS Council

Agency Name	Application Number	Fund	Qty Req.	Item	State Funding	Average Grade	Qty Grt.	State Funds Granted
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**BASSETT RESCUE SQUAD INC**

	PI-G03/06-09	F	1	FORD F450 4WD AMBULANCE	\$151,295.00	2.33	1	\$88,114.40
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**HORSEPASTURE RESCUE SQUAD**

	PI-G02/06-09	H	2	LP 12 w/ 12 lead and Cap	\$46,188.80	1.17	1	\$17,961.60
		H	2	Zoll Auto Pulse	\$23,020.00	3.00	1	\$11,510.00

**ATRICK**

**JEB STUART RESCUE SQUAD**

	PI-G04/06-09	F	1	Hurst Equipment see nar.	\$35,425.00	1.33	1	\$17,712.50
		H	1	Hurst 73 ton Airbag System	\$3,901.60	1.67	1	\$2,438.50
		H	1	Rescue Jack Deluxe Kit	\$3,920.00	2.17	1	\$2,450.00

**PENNSYLVANIA**

**COOL BRANCH RESCUE SQUAD**

	PI-G05/06-09	R	1	Power Pro Cot	\$6,240.50	1.67	1	\$6,240.50
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**WESTERN VIRGINIA**

**BLEGHANY**

**LIFTON FORGE RESCUE SQUAD**

	WV-G04/06-09	R	1	Resq Jacks w/ add. accessories	\$2,700.00	2.17	1	\$2,700.00
		R	4	Auto Cribbing	\$898.00	2.17	4	\$898.00
		R	1	Hurst Tools spreader & cutter	\$6,400.00	2.17	1	\$6,400.00

**JUNLAP FIRE AND RESCUE**

	WV-G09/06-09	H	1	EXTRICATION SYSTEM	\$63,292.00	2.17	1	\$22,823.50
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July 1, 2009 - June 30, 2010 Grant Period

Awards: June, 2009

Western Virginia EMS Council

EMSR48

Agency Name	Application Number	Fund	Qty Req.	Item	State Funding	Average Grade	Qty Grt.	State Funds Granted
<b>FALLING SPRING RESCUE SQUAD</b>								
				VOLUNTEER				
	WV-G05/06-09	H	1	Zoll Model E 12 Lead w/ ETCO2	\$16,098.40	1.00	1	\$16,098.40
		H	3	Masimo RAD-57 pulse oximeter	\$16,734.40	3.00	2	\$6,972.67
<b>BOTETOURT</b>								
<b>BOTETOURT COUNTY EMERGENCY SER</b>								
				GOVERNMENT				
	WV-G08/06-09	R	1	TYPE III AMBULANCE	\$62,500.00	2.17	1	\$56,877.00
		R	1	Capnography Upgrade	\$2,700.00	2.00	1	\$2,700.00
<b>EAGLE ROCK VOL FD AND RS</b>								
				VOLUNTEER				
	WV-G07/06-09	R	1	12-Lead Cardiac Monitor	\$12,375.20	1.17	1	\$11,226.00
<b>COVINGTON</b>								
<b>COVINGTON RESCUE SQUAD</b>								
				VOLUNTEER				
	WV-G03/06-09	R	1	Zoll Auto Pulse Support Pump	\$7,500.00	2.17	1	\$7,500.00
<b>ROANOKE CITY</b>								
<b>ROANOKE FIRE- EMS DEPARTMENT</b>								
				GOVERNMENT				
	WV-G02/06-09	H	1	G3500 Chevrolet Type III Ambu	\$87,095.20	1.00	1	\$87,095.20
<b>WESTERN VIRGINIA EMS COUNCIL</b>								
				NON-PROFIT				
	WV-G06/06-09	H	1	Misc BLS items	\$11,360.00	2.83	1	\$11,360.00
<b>ROANOKE COUNTY</b>								
<b>ROANOKE COUNTY FIRE &amp; RESCUE</b>								
				GOVERNMENT				
	WV-G01/06-09	R	1	1 type 1 4WD Ambulance	\$65,000.00	2.33	1	\$55,071.50
		R	1	Extrication Equipment for W-1	\$11,000.00	2.00	1	\$11,000.00
		R	1	12 Lead Zoll Monitor	\$10,000.00	1.17	1	\$10,000.00



Western Virginia EMS Council  
Report from the Governor's EMS Advisory Board

There was considerable discussion regarding the H1N1 influenza virus and its potential impact on emergency medical services. The Office of EMS is coordinating train-the-trainer programs for respirator fit-testing.

Recent legislation created a new seat on the Virginia Board of Health for an EMS Advisory Board representative. There was considerable discussion on recommendations for that seat. [Since the advisory board meeting, three names have been submitted for consideration for this seat on the Board of Health. In order of preference, the Advisory Board is recommending Gary Critizer, Allen Yee, M.D, and Bruce Edwards.]

The Office of EMS has awarded a contract to Image Trends, Inc. to develop new web-based PPCR software for the collection of patient care reports. When finished, the software will be provided to all EMS agencies, free-of-charge. Additionally, Virginia has been awarded a Department of Homeland Security grant to purchase ruggedized laptops for licensed EMS Transport vehicles. List of grant awards should be available prior to the Council meeting.

There are efforts currently underway to update the Statewide EMS plan. More information will be forthcoming in the future, but if you have any suggestions or ideas that you may have for the plan, please let me know.

Thank you for your confidence in me to represent the Council on the Advisory Board. Should you have any questions, comments or concerns, please do not hesitate to contact me.

Respectfully submitted,

Dale Wagoner