

**WESTERN VIRGINIA EMS COUNCIL, INC.**  
**BOARD OF DIRECTORS**  
**Dinner 6:30 - Meeting 7:00**  
**January 21, 2010**  
**Cave Spring Rescue Squad**  
**Roanoke VA**

**AGENDA**

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
  - a. Approval of Minutes
4. Treasurer's Report
  - a. Quarterly Report
  - b. Report on changes to banking and affirmation to establish new accounts
5. Standing Committee Reports
  - a. Executive Committee
    - i. WVEMS Strategic Plan
    - ii. WVEMS Continuity of Operations Plan (COOP)
  - b. Medical Direction Committee
    - i. Consideration of method to distribute new protocols
  - c. Performance Improvement Committees (Medical and Trauma)
    - i. Approval of revised Regional Trauma Triage Plan
    - ii. Report from December meetings
  - d. Near Southwest Preparedness Alliance (NSPA)
6. EMS Advisory Board
  - a. Recent and Upcoming Meetings (Report attached)
7. EMS Financial Assistance
  - a. Current Cycle Awards (Report attached)
8. New Business
  - a. Report of Nominating Committee – Election of Directors
    - i. Recommended bylaw amendment - Appointment of directors by localities
9. President's Report
10. Executive Director's Report
  - a. Recommended bylaw amendment - Distribution of assets on dissolution
  - b. Financial control policies
11. Staff Reports
12. Other Matters
13. Hearing of the Public

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

**DRAFT MEETING MINUTES**

**DATE:** October 15, 2009

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

**Directors Present**

Steve Allen	Mike Jefferson
Billy Altman	Rob Logan
John Beach	Ryan Muterspaugh
Jim Cady, Sr.	Morris Reece
Judy Cauley	Kris Shrader
Steve Davis	Steve Simon
Tim Duffer	Lee Simpkins
Kevin Hamm	Joe Trigg
Daryl Hatcher	Dale Wagoner
Carlton Hudson	Ford Wirt

**Staff Present**

Debbie Akers  
Charles Berger  
Mary Christian  
Sharyn McCullough

**Guests Present**

Tim Perkins, Virginia Office of EMS  
  
Kathryn Overacker, Goodman & Co.,  
Auditors

**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.

All board members introduced themselves.

Ford introduced guests: Tim Perkins, from the Virginia Office of EMS and Kathryn Overacker from Goodman & Company, our external auditors.

Ford recognized Steve Davis for his recent induction into the VAVRS Rescue Hall of Fame.

**SECRETARY'S REPORT:**

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

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

**TREASURER'S REPORT:**

Rob Logan presented the unaudited treasurer's report for the end of the first quarter of FY 2009. He noted that all accounts were within expectations. A motion was made and duly seconded to adopt. Motion **CARRIED**.

Ford then introduced Kathryn Overacker, CPA from Goodman & Company, who presented the draft financial report for WVEMS. Kathryn distributed information relating to the audit, including management letters. She described the professional standards used to conduct the audit, and WVEMS' compliance.

A motion to adopt the financial statements was made and seconded. Motion **CARRIED**.

**EXECUTIVE COMMITTEE:**

RSAF grant application reviews were conducted. Amanda Davis from OEMS attended. Ford explained the process used and the success of our review meetings. Billy Altman, member of the state Financial Assistance Review Committee complimented our process and the value of the comments that we provide. Rob thanked Daryl Hatcher and Franklin County for allowing us to use the Franklin Center for our review meetings.

**MEDICAL DIRECTION COMMITTEE:**

Debbie Akers reported for the Medical Direction Committee. Work is complete on the final draft of the joint BREMS/WVEMS treatment guidelines. They are currently in the hands of the regional medical direction committee for final review, and have been put out for public comment.

A RSAF grant has been applied for to fund 80 percent of the printing costs to print 5000 copies of the handbooks to be distributed to all active providers, hospitals, and OMDs in the BREMS and WVEMS regions. Implementation will coincide with drug box and restocking revisions, and are expected to roll out in the spring of 2010.

She reported on the lively nature of the last state medical direction committee nature, noting that there was some resistance expressed toward the implementation of statewide guidelines and formulary. A meeting of a workgroup to develop statewide guidelines was initially scheduled to meet on this day, but was postponed to allow more input into the organization of that workgroup.

MDC also looked at the draft state Trauma Triage Plan. This committee recommended rejection of the plan. The State EMS Advisory Board subsequently also rejected the plan. Additional discussions will be held, but WVEMS will move ahead with development of its regional trauma triage plan.

**TPERFORMANCE IMPROVEMENT COMMITTEES:**

Debbie reported that the PI and TPI committees met in September. In addition to PI issues, the TPI Committee met to address this year's updates to the regional Trauma Triage Plan. Further guidance has been requested from OEMS but to date has not been received.

Debbie reported on performance improvement projects that were conducted in the last quarter. Results will be published soon. She distributed information on two recent projects. A future project relating to responses to calls for respiratory distress is planned.

The board was presented with the revised General Performance Improvement Plan and the revised Trauma Performance Improvement Plan. After some discussion, a motion to adopt was made and seconded. Motion **CARRIED**.

**COMMUNICATIONS AND TRANSPORTATION COMMITTEE:**

This committee has not met since the last board meeting. The board was polled to request additional members to serve on this committee.

**PERSONNEL AND TRAINING COMMITTEE:**

Has not met since last board meeting.

**ALLIED RESOURCES AND PHARMACY COMMITTEES:**

This committee has not met since the last board meeting. Chairman Morris Reece is working to re-establish that committee and it will meet soon to address issues relating to upcoming treatment guidelines, drug box and restocking issues.

**NSPA:**

Morris Reece reported for the Near Southwest Preparedness Alliance. NSPA met earlier today at the Carilion Medical Office Building.

He also reported the following:

- 1) NSPA budget for the current fiscal year gained state approval
- 2) Hospitals are reasonably well-prepared for H1N1. All hospitals in the NSPA region have registered to become vaccination sites. At present, only the nasal Flu-Mist vaccine is available.
- 3) A Basic Disaster Life Support course will be held at the VA Medical Center on November 18. The course is free and there are seats still available.

**EMS ADVISORY BOARD:**

Dale Wagoner reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for November 11 in Norfolk in conjunction with the statewide EMS symposium.

He reported that the last meeting was lengthy, centering around discussions on the statewide guidelines at trauma triage plan. It was noted that we should support a regional approach to allow variation in guidelines to address regional specifics.

Dale reported that Bruce Edwards, EMS Advisory Board member from Virginia Beach, was appointed by Gov. Kaine to a term on the Virginia Board of Health representing the statewide EMS system. He also reported that it was unlikely that Gov. Kaine would sign the proposed new EMS regulations to allow them to go to public comment.

**EMS FINANCIAL ASSISTANCE:**

Current cycle applications were due in to OEMS on September 15. All applications were reviewed and graded at a meeting held in Rocky Mount on October 7. Amanda Davis, Grants Manager from OEMS was present. The state award meetings will be held on Richmond on December 3 and 4. Twenty applications from this region were reviewed at the regional meeting.

**NEW BUSINESS:**

The directors were asked to begin review of the WVEMS regional EMS plan and to participate in electronic discussions over the coming month. The plan will be further discussed and presented for adoption at the board's January meeting.

**PRESIDENT'S REPORT:**

The President reported 75 percent of the Board in attendance.

**EXECUTIVE DIRECTOR'S REPORT:**

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 first quarter of FY 2010 will be distributed to the board, and posted on the WVEMS website next week.

Steve Simon asked if we intended to fill the recently-vacated assistant director position. Rob advised that we would not at this time. He then inquired about who would be "in command" at the Council office in the absence of the executive director, now that we are not filling the

Assistant Director position. . Rob advised that Debbie Akers (Regional Education Coordinator) would fill that role.

Tim Perkins noted that a great deal of information relating to H1N1 would be forthcoming, and to be on the lookout to remain current. He also mentioned the upcoming Statewide EMS Symposium. Finally he reported that we do not know the full impact of recent and anticipated budget cuts at OEMS.

**STAFF REPORTS:**

Debbie – Reported that she sits on the Symposium Program Committee. She mentioned a survey that was recently conducted to ask providers' opinion on the value of various aspects of the Symposium. Planning is already underway for the 2010 Symposium. A meeting is planned for the following day at the Greenfield Center relating to the EMT-Intermediate program. Plans to seek EMT-I accreditation in Alleghany are still moving forward. There is concern over decrease in the number of EMT-B classes due to unavailability of state funding. Classes registered in our region are down to 16 from last year's 57.

Charles – no report.

Gene – no report

Sharyn – no report

**OTHER BUSINESS:**

None

**HEARING OF THE PUBLIC:**

None

Being no further business, the meeting was adjourned at 8:04 PM.

Respectfully submitted:

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Robert Logan, Executive Director

Western Virginia EMS Council  
Report from the State EMS Advisory Board

Officer and committee elections were held with the following results:

Chair – Jennie Collins.  
1<sup>st</sup> Vice Chair – Pokey Harris.  
2<sup>nd</sup> Vice Chair - Gary Dalton.  
Awards Committee – Kevin Dillard.  
Communications Committee – Pokey Harris.  
CISM – Dee Dee Soyars.  
EMS Emergency Management Committee – Bubby Bish.  
EMS for Children – Dr. Robin Foster.  
Workforce Development Committee – Chief James Gray.  
Finance, Legislation and Planning Committee – Gary Dalton.  
Medevac Committee – Dr. Allen Yee  
Medical Direction Committee – Dr. Asher Brand.  
Nominating Committee Chair – Anthony Wilson.  
Professional Development Committee – Larry Oliver.  
Regulation & Policy Committee – Gary Samuels.  
Transportation Committee – David Barrick.  
Trauma System Oversight and Management Committee – Dr. Ajai Malhotra.

There was considerable discussion about the process of establishing statewide patient care guidelines. The Advisory Boards recommends that as OEMS moves forward with this concept that it be based on a set of “minimums,” not maximums.

OB\GYN has been added to area 10 for BLS category 1 credit.

The Governor has signed the proposed changes to the EMS regulations. They will now go to “Townhall” for public comment with an anticipated implementation date of January 1, 2011.

Budget constraints continue to be the big issue and limiting factors. For example, the Professional Development Committee will not meet again for over 6 months. This is an effort to save money, but at the same time, may delay and diminish effectiveness of the committee.

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

<b>REVENUES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
STATE GOVERNMENT (OEMS CONTRACT)	406,190	262,113	64.53%
LOCAL GOVERNMENT	115,000	127,894	111.21%
UNITED WAYS	3,000	2,482	82.72%
CONTRIBUTIONS	2,000	15	0.75%
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	122,000	68,082	55.81%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	235,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	7,000	5,827	83.24%
AEMER SALARY OFFSET	9,360	4,680	50.00%
RENT INCOME (NSPA)	15,000	7,500	50.00%
INTEREST / INVESTMENT	9,000	2,295	25.50%
COMMUNICATIONS SITE RENT	8,880	12,536	141.18%
<b>TOTAL REVENUES</b>	<b>932,430</b>	<b>493,423</b>	<b>52.92%</b>
<b>EXPENDITURES</b>	<b>BUDGET</b>	<b>TOTAL</b>	<b>% YTD</b>
SALARIES / WAGES (WVEMS)	370,000	182,956	49.45%
SALARIES / WAGES (NSPA)	101,000	57,886	57.31%
PAYROLL TAXES (FICA)	36,032	17,577	48.78%
VEC	300		0.00%
SEP / RETIREMENT	30,000	14,970	49.90%
HOSPITAL / MEDICAL INSURANCE	40,500	21,370	52.77%
LIFE INSURANCE/DISABILITY	7,180	6,063	84.45%
DENTAL INSURANCE	3,032	1,613	53.18%
PROFESSIONAL SERVICES/FEEES	11,000	11,587	105.34%
MEDICAL DIRECTION ASSISTANCE	1,500		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500		0.00%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	16,000	8,258	51.61%
POSTAL / SHIPPING	3,800	1,098	28.91%
TELECOMMUNICATIONS	10,500	6,457	61.49%
SUPPLIES (ADMIN)	6,686	6,154	92.04%
EQUIPMENT	6,000	830	13.83%

INSURANCE	7,500	4,960	66.13%
DIRECT PROGRAM EXPENSES	220,000		0.00%
PRINTING / PUBLICATIONS	4,000	1,887	47.19%
TRAVEL / LODGING	8,000	1,986	24.82%
FUEL/VEHICLE MAINTENANCE	12,000	5,745	47.88%
MEETING SUPPORT	2,800	365	13.03%
DUES / MEMBERSHIP FEES	1,500	518.65	34.58%
STAFF DEVELOPMENT	11,000	6,960	63.27%
CISM PROGRAM COSTS	2,000	214	10.71%
COMMUNICATION SITE RENTAL	8,100	5,250	64.81%
COMMUNICATIONS WIRELINES	4,200	3,448	82.09%
COMMUNICATIONS MAINTENANCE	1,500	90	6.00%
COMMUNICATIONS UTILITIES	800	200	25.06%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
<b>TOTAL EXPENDITURES</b>	<b>932,430</b>	<b>371,444</b>	<b>39.84%</b>

<b>REVENUE (PROGRAM ACCOUNTS)</b>	<b>TOTAL</b>
OEMS FUNDS - INTERMEDIATE (4055-01)	5,964
OEMS FUNDS - ENHANCED (4055-02)	4,044
OEMS FUNDS - ADJUNCT (4055-03)	1,680
OEMS FUNDS - CARDIAC (4055-04)	
OEMS FUNDS - CT TRANSITION (4055-05) (A/R OEMS)	
OEMS FUNDS - SHOCK TRANSITION (4055-06) (A/R OEMS)	
OEMS FUNDS - ALS CE (4055-07) (A/R OEMS)	4,620
PROGRAM SERVICE FEES (4060)	350
PROTOCOL, ETC. SALES (4070, 4070-01)	857
TEXTBOOK SALES (4090)	8,002
CONSOLIDATED TESTING (4120)	7,025
DRUG BOX ENTRANCE FEES (4130)	1,302
GRANTS & SPECIAL PROJECTS (4150)	
SALES - CONSUMER GOODS (4240)	
WEB DATABASE (4260)	
PROCESSING FEES (4270)	
PROGRAM TUITION - INTERMEDIATE (4310-01)	20,391
PROGRAM TUITION - ENHANCED (4310-02)	10,025
PROGRAM TUITION - ADJUNCT (4310-03)	2,520
PROGRAM TUITION - OTHER (4310-05)	
ID CARD SALES (4320)	349
TUITION CREDIT REIMBURSEMENT (4335)	
OMD PROJECT (4345)	
COMMUNITY COLLEGE COURSE REVENUE (4370)	47,751
NSPA STORAGE REVENUE (4380)	
TRAVEL/TOWING CONTRACT REVENUE (4390)	1,320
SWVEMS CONTRACT (4410)	
TUITION REIMBURSEMENT FUND (CARRYOVER)	
<b>TOTALS</b>	<b>116,200</b>

<b>EXPENSES (PROGRAM ACCOUNTS)</b>	<b>TOTAL</b>
CONTRACTS FOR SERVICES (5105-01) (INTERMEDIATE)	9,850
CONTRACTS FOR SERVICES (5105-02) (ENHANCED)	10,320
CONTRACTS FOR SERVICES (5105-03) (ADJUNCT)	875
CONTRACTS FOR SERVICES (5105-04) (CARDIAC)	
CONTRACTS FOR SERVICES (5105-05) (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (5105-06) (ALS TEST)	5,615
CONTRACTS FOR SERVICES (5105-07) (CTS)	7,161
CONTRACTS FOR SERVICES (5105-08) (CE WEEKENDS)	395
CONTRACTS FOR SERVICES (5105-09) (DRUG TESTING)	

	2,600
SUPPLIES (5160-02)	5,554
SUPPLIES (5160-04) (BLS)	
SUPPLIES (5160-03) (CTS)	3,598
SUPPLIES (5160-05) (ALS TESTING)	
SUPPLIES (5160-06) (EDUCATION)	
TEXTBOOKS (5170-02) (ALS)	8,922
TEXTBOOKS (5170-03) (BLS)	
EQUIPMENT (5180-05) (ALS TESTING)	
EQUIPMENT (5180-06) (EDUCATION)	1,484
INSURANCE (5200-02)	1,928
GRANTS & SPECIAL PROJECTS (5510) (INCLUDES TICP PROJECT)	1,861
DRUG BOX EXCHANGE (5520)	910
CREDIT CARD DISCOUNT (5540)	628
MERCHANDISE FOR RESALE (5560)	
WEB DATABASE	
RETENTION PROJECT (5660)	
COMMUNITY COLLEGE FEES (5690)	47,751
TUITION REIMBURSEMENT - ENHANCED (5695-01)	
TUITION REIMBURSEMENT - INTERMEDIATE (5695-02)	
NSPA STORAGE EXPENSE (5710)	
TRAVEL/TOWING CONTRACT EXPENSE (5720)	
OMD PROJECT (5750)	
SWVEMS CONTRACT (5760)	
TRANSFER TO OPERATING	
PROGRAM A/P (SEE ATTACHED LIST)	
1944 PETERS CREEK ROAD (5780)	
<b>TOTALS</b>	<b>109,451</b>

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

**Notice to Amend the Bylaws:**

**To Add Article XVIII – DISTRIBUTION OF ASSETS UPON DISSOLUTION OF THE CORPORATION**

**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, it is recommended that language addressing the distribution of the corporation's assets upon dissolution be included in the bylaws. This is already addressed in the Articles of Incorporation and in the Financial Control Policies, but this will add identical language to the bylaws.

**Add Article XVIII - DISTRIBUTION OF ASSETS UPON DISSOLUTION OF THE CORPORATION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, or another 501(c)(3) organization, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of the Commonwealth of Virginia.

RSAF Cycle January 1, 2010 to December 31, 2010 Awards:

APPLICANT	ITEM	REQUESTED	FUNDED	LEVEL
Vinton First Aid Crew	2 Stair Chairs with tracks	2,700	2,427	R
Blue Ridge VF&R	Zoll 12-lead	15,400	11,226	R
Montgomery Co Emer Svcs	22 Panasonic Toughbooks	80,300	80,300	F
Franklin Co PS	300 pagers	67,200	67,200	R
Roanoke Co F&R	5 Ferno Stair Chairs	5,500	5,500	R
Falling Springs RS	Stab & Ext Equip	42,728	40,000	H
Patrick Co ES	Extendo-0Bed Slide-out	2,328	2,328	H
Pittsylvania Co	5 of 13 ALS - BLS Training Equip sets	49,686	19,110	H
Roanoke County F&R	20 EZIO sets	7,500	7,500	R
Danville FD	Radio system upgrade	13,292	13,292	H
JSB Stuart RS	18 ALS-BLS Training Equip	9,750	9,750	R
Roanoke Fire-EMS	9 Powerlift stretchers	48,667	48,667	R
Patrick Co ES	100 of 140 Minitor pagers	47,712	34,080	H
Salem FD	3 stair chairs w/ tracks	5,268	5,268	H
Franklin County PS	LP15 12-lead	14,124	12,100	R
Falling Springs RS	Stryker Power-Pro cot	10,155	6,327	R
Salem FD	Type II Ambulance	112,772	92,000	H
Blacksburg RS	Power assist cot	5,530	5,530	R
Smith River RS	Type I Ambulance	70,000	64,766	R
Giles RS	Type I Ambulance	66,302	57,500	R
<b>Total for Region</b>			<b>584,871</b>	
Virginia's Regional EMS Councils	180 CE Scanners	246,535	246,535	F