

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

DRAFT MEETING MINUTES

DATE: June 10, 2010

LOCATION: Salem Civic Center – Parlor C

Directors Present

Billy Altman
Jim Cady, Sr.
Judy Cauley
Steve Davis
Tim Duffer
Steve Eanes
Daryl Hatcher
Tommy Hunter
Mike Jefferson
Rob Logan (non-voting)
Morris Reece
Kris Shrader
Steve Simon
Joe Trigg
Dale Wagoner
Ford Wirt

Staff Present

Debbie Akers
Charles Berger
Mary Christian
Gene Dalton
Mike Garnett

Guests Present

Darryl Humphries, Chief, Craig Co. RS
Andrew Galvin, Emergency Nurses Assoc.
Amanda Davis, Va OEMS

TO ORDER:

President Ford Wirt called this regular meeting of the Board of Directors to order at 5:30 PM. Ford thanked the Salem Civic Center for providing the meeting space for our meeting. He thanked Carey Harveycutter and the Salem Civic Center for offering the meeting space for this meeting, and for hosting the upcoming awards banquet.

He introduced Andrew Galvin, the appointee to represent the Emergency Nurses Association on our board. Andrew works in the emergency department at Montgomery Regional Hospital.

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:

Business Manager Mary Christian presented the unaudited treasurer's report as of the end of May, for FY 2010. She noted that all accounts were within expectations. Mary also advised the board that the new meeting schedule would not allow quarterly reports in the

future, but reports would always cover the most recent month's end. Motion was made and duly seconded to adopt. **Motion CARRIED.**

Rob presented the budget for FY 2011. He noted that OEMS funding would be level, and that locality funding would be down slightly. After some discussion, motion to adopt was made and duly seconded. **Motion CARRIED.**

EXECUTIVE COMMITTEE:

Ford recognized Judy Cauley, who has represented the nursing profession and the VNA and ENA on our board for some 17 years. Ford read a resolution which had been prepared to recognize Judy's many contributions to EMS. Motion to adopt this resolution was made and second. Resolution was **ADOPTED.** Ford then presented Judy with the resolution which is attached to and made a part of these minutes.

MEDICAL DIRECTION COMMITTEE:

Debbie Akers reported for the Regional Medical Direction Committee. Annual affirmation of our regional EMS protocols is required by contract. Much discussion was held relating to the use of terminology "guidelines" versus "protocols." It was reported by Debbie that the state medical direction committee now referred to such documents as "guidelines."

Motion to affirm the current regional operational protocols was made and duly seconded. **Motion CARRIED.**

Debbie Akers reported for the state Medical Direction Committee. The committee still struggles with obtaining a quorum for its meetings. The next meeting is scheduled for July 8 in Richmond.

PERFORMANCE IMPROVEMENT COMMITTEES:

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met in March, and will meet again on June 10. He reported on projects relating to c-spine clearance and surveys on 12-lead capabilities and bariatric care across the region.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. He presented the Hospital Diversion Plan, which includes some minor technical amendments recommended by NSPA.

Motion to adopt the regional hospital diversion plan was made and duly seconded. **Motion CARRIED.**

He informed the board of the upcoming second annual NSPA workshop at Smith Mountain Lake (Mariner's Landing), and suggested that come board members consider attending.

ALLIED RESOURCES and PHARMACY COMMITTEES:

Debbie Akers and Rob Logan reported for the Allied Resources and Pharmacy Committee meetings. Both met in May, and considered issues relating to the roll-out of the new protocols. The Pharmacy Committee has made a preliminary recommendation that the region move back to a single drug box, with a small internal sealed box for narcotics.

EMS ADVISORY BOARD:

Dale Wagoner reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for August 13, 2010 in Richmond at the Perimeter Center. He also reported that the new regulations, once adopted, will integrate the current "ALS Coordinators" into "EMS Educators."

EMS FINANCIAL ASSISTANCE:

A report is attached that outlines requests and awards for the July 1 cycle. Amanda Davis, the OEMS grants coordinator, reported that some \$3.3 million will be awarded for the July 1 cycle. Billy Altman, member of the Financial Assistance Review Committee for the state (FARC), commented on the current cycle reviews, and on the importance of applicants seeking assistance from the council staff members to ensure their best chances of an award.

NEW BUSINESS:

Rob reported for the Nominating Committee. Andrew Galvin was appointed to the board to represent the Emergency Nurses Association.

Rob recommended that WVEMS become a sponsor for the 2010 Virginia EMS Symposium. He recommended that \$2000 be allocated for this purpose. Motion to allocate \$2000 to sponsor the 2010 Virginia EMS Symposium was made and duly seconded. **Motion CARRIED.**

PRESIDENT'S REPORT: The President reported 57 percent of the Board in attendance. He congratulated the board members for consistently obtaining a quorum, particularly in the summer meeting which is usually low in attendance.

EXECUTIVE DIRECTOR'S REPORT:

WVEMS received its designation from the Board of Health at its meeting on April 23. Also, our Trauma Triage Plan was approved by the state trauma system oversight committee.

Rob also reported that Sharyn McCullough was no longer employed by the Council, and that the position would be replaced by an Administrative Assistant. The Administrative Assistant position was previously vacant, and was classified as a Grade 8 on our pay plan. Staff recommends that it be reclassified to a Grade 7, the next lower grade. Recruitment has begun, and some 30 applications have been received. Interviews are in progress. After discussion, it was recommended that the position be classified to a Grade 6.

Motion to reclassify the administrative assistant position to Grade 6 was made and duly seconded. **Motion CARRIED.**

STAFF REPORTS:

Debbie Akers - reported on the upcoming Instructor Network meetings. These are important, as a great deal of new information will be presented. She also reported on upcoming CE scanner training. A National Registry test site is scheduled for June 19 at Lord Botetourt High School.

Mike Garnett – proud to report a 100% pass rate for the most recent EMT-Intermediate program at the New River Valley EMS Training Center.

Charles Berger - none

Gene Dalton - none

Mary Christian - none

OTHER BUSINESS:

Jim Cady brought up the issue of Carilion Medcom not monitoring Med 10.
Steve Simon reported that the Vinton 911 Center will cease operations and merge with the Roanoke County E-911 communications center effective June 24.

HEARING OF THE PUBLIC:

None

Being no further business, the meeting was adjourned at 6:35 PM.

Respectfully submitted:

/s Robert H. Logan
Executive Director

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

The \$4-for-Life Funds were raised to \$6.25 for each vehicle registered in Virginia. The new money will go to the State Police for Med-flight operations (total over \$2 million) and the rest will go to the general fund. This restores all but about \$650,000 that EMS was receiving a couple of years ago, but there is actually less money because all of the interest and unspent funds are being returned to the general fund.

Once the new regulations are adopted, Virginia will transition to the new National Educational Standards for EMT, Advanced EMT and Paramedic. Virginia will keep the Virginia Intermediate Program. Efforts are currently underway to develop a plan to implement the changes, etc.

The new regulations will also introduce the "EMS Educational Coordinator," whereas a coordinator will be able to coordinate EMS classes up to their level of certification. It is also likely that the ALS Coordinator status will remain as there are many ALS coordinators that may not want to meet the additional requirements of teaching "EMT."

All of the Office of EMS has been moved to Technology Park Drive in Glen Allen. Make sure you are using the new address for all correspondence to the Office of EMS. The address is 1041 Technology Park Drive, Glen Allen, VA 23059

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

Resolution

WHEREAS Judith B. Cauley served as a member of the Board of Directors of the Western Virginia Emergency Medical Services Council representing the nursing profession from November of 1993 until June of 2010, during which tenure she served with distinction as member and chair of the Personnel and Training Committee, and various other committees; and

Whereas Judy's commitment to the Council and to the Emergency Medical Services community as a whole has been noted and sincerely appreciated; and

Whereas **the EMS community benefited greatly by Judy's service as one of the first female paramedics in Virginia, flight nurse, forensic nursing expert, educator, rescue squad member and captain, and award winner as recognized by the Governor of Virginia in 1986 and 1995: therefore**

Be it resolved that the Board of Directors of the Western Virginia Emergency Medical Services Council does hereby express its thanks and appreciation to Judy Cauley for her years of service and her contributions to the EMS Council and to the Emergency Medical Services community in the Western Virginia EMS Region and in the Commonwealth; and

further resolved that this document be presented to Judith B. Cauley, and that a copy be entered into the permanent record of the Council.

ADOPTED by the Board of Directors this tenth day of June, 2010.

Ford S. Wirt, President

WVEMS ADOPTED BUDGET FY 2010 and PROPOSED FY 2011

PLEASE NOTE: This budget does not include approx. \$900,000 of pass-through federal grant funding that is part of the ASPR hospital preparedness program. All of this amount is PROGRAM.

	Budget 09-10 Adopted	Budget 10-11 Proposed	Difference 11 vs 10
REVENUES			
State Government (OEMS Contract)	406,190	406,190	0.00%
Local Government	115,000	90,000	-21.74%
United Ways	3,000	3,000	0.00%
Contributions	2,000	2,000	0.00%
Special Grants/Hospital Foundations/NSPA	122,000	122,000	0.00%
Direct Program Income (tuitions, grants, VDH/OEMS)	235,000	235,000	0.00%
NSPA Offset Revenue (Contract for services)	7,000	7,000	0.00%
AEMER Offset Revenue (Contract for business manager svcs)	9,360	9,360	0.00%
Rent income (NSPA)	15,000	18,000	20.00%
Interest/Investment	9,000	6,000	-33.33%
Communications Site Rent	8,880	0	-100.00%
TOTAL REVENUES	932,430	898,550	-3.63%
EXPENDITURES			
Personnel			
Salaries/Wages (WVEMS)	370,000	337,100	-8.89%
Salaries/Wages (NSPA)	101,000	101,000	0.00%
Contract Accounting Assistance	0	0	0.00%
Payroll Taxes (FICA)	36,032	33,515	-6.99%
VEC	300	300	0.00%
SEP/Retirement	30,000	26,000	-13.33%
Hospital/Medical Insurance	40,500	46,000	13.58%
Life/ADD/Disability	7,180	7,400	3.06%
Dental Insurance	3,032	3,400	12.14%
Staff Services Total	588,044	554,715	-5.67%
Non-Personnel			
Professional Services/Fees	11,000	11,000	0.00%
Medical Direction Assistance	1,500	1,500	0.00%
Maintenance/Repairs/Service Contracts	2,500	2,500	0.00%
Mortgage Interest			
Payment to Principle			
Occupancy (Utils, cleaning, maint, etc.)	16,000	16,000	0.00%
Postal/Shipping	3,800	3,800	0.00%
Telecommunications	10,500	10,500	0.00%
Supplies (Admin)	6,686	7,035	5.22%
Equipment	6,000	6,100	1.67%
Insurance	7,500	7,500	0.00%
Direct Program Expenses	220,000	220,000	0.00%
Printing/Publications	4,000	4,000	0.00%
Travel/Lodging	8,000	8,000	0.00%
Vehicle Fuel/Maintenance	12,000	12,000	0.00%
Meeting Support	2,800	2,800	0.00%
Dues/Membership Fees	1,500	1,500	0.00%
Staff Development	11,000	10,000	-9.09%
CISM Program Costs	2,000	2,000	0.00%

Radio Systems

Site Rental	8,100	8,100	0.00%
Telephone Wirelines	4,200	4,200	0.00%
Maintenance	1,500	1,500	0.00%
Utilities	800	800	0.00%
Insurance	3,000	3,000	0.00%
Equipment	0	0	

TOTAL EXPENDITURES

932,430	898,550	-3.63%
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WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF MAY 31, 2010

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	406,190	366,958	90.34%
LOCAL GOVERNMENT	115,000	133,437	116.03%
UNITED WAYS	3,000	4,271	142.37%
CONTRIBUTIONS	2,000	515	25.75%
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	122,000	124,898	102.38%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	235,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	7,000	8,225	117.50%
AEMER SALARY OFFSET	9,360	8,640	92.31%
RENT INCOME (NSPA)	15,000	16,000	106.67%
INTEREST / INVESTMENT	9,000	3,513	39.03%
COMMUNICATIONS SITE RENT	8,880	6,816	76.75%
TOTAL REVENUES	932,430	673,272	72.21%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	370,000	334,725	90.47%
SALARIES / WAGES (NSPA)	101,000	106,205	105.15%
PAYROLL TAXES (FICA)	36,032	31,502	87.43%
VEC	300	255	84.90%
SEP / RETIREMENT	30,000	25,580	85.27%
HOSPITAL / MEDICAL INSURANCE	40,500	37,155	91.74%
LIFE INSURANCE/DISABILITY	7,180	9,178	127.83%
DENTAL INSURANCE	3,032	2,627	86.63%
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	15,250	95.31%
POSTAL / SHIPPING	3,800	2,264	59.57%
TELECOMMUNICATIONS	10,500	11,262	107.25%
SUPPLIES (ADMIN)	6,686	12,750	190.70%
EQUIPMENT	6,000	4,950	82.50%
INSURANCE	7,500	7,346	97.95%
DIRECT PROGRAM EXPENSES	220,000		0.00%
PRINTING / PUBLICATIONS	4,000	2,321	58.02%
TRAVEL / LODGING	8,000	2,890	36.13%
FUEL/VEHICLE MAINTENANCE	12,000	9,370	78.08%
MEETING SUPPORT	2,800	580	20.71%
DUES / MEMBERSHIP FEES	1,500	1242.52	82.83%
STAFF DEVELOPMENT	11,000	8,149	74.08%
CISM PROGRAM COSTS	2,000		0.00%
COMMUNICATION SITE RENTAL	8,100	7,625	94.14%
COMMUNICATIONS WIRELINES	4,200	6,443	153.41%
COMMUNICATIONS MAINTENANCE	1,500	90	6.00%
COMMUNICATIONS UTILITIES	800	414	51.72%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
TOTAL EXPENDITURES	932,430	654,759	70.22%

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE (4055-01)	10,554
OEMS FUNDS - ENHANCED (4055-02)	7,952
OEMS FUNDS - ADJUNCT (4055-03)	3,725
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)	10,650
PROTOCOL, ETC. SALES (4070, 4070-01)	1,105
TEXTBOOK SALES (4090)	8,349
CONSOLIDATED TESTING (4120)	40,236
DRUG BOX ENTRANCE FEES (4130)	2,451
GRANTS & SPECIAL PROJECTS (4150)	
SALES - CONSUMER GOODS (4240)	
WEB DATABASE (4260)	
PROCESSING FEES (4270)	
PROGRAM TUITION - INTERMEDIATE (4310-01)	20,516
PROGRAM TUITION - ENHANCED (4310-02)	13,390
PROGRAM TUITION - ADJUNCT (4310-03)	6,445
PROGRAM TUITION - OTHER (4310-05)	4,240
ID CARD SALES (4320)	483
TUITION CREDIT REIMBURSEMENT (4335)	
RETENTION PROJECT (4340)	50
COMMUNITY COLLEGE COURSE REVENUE (4370)	61,531
NSPA STORAGE REVENUE (4380)	
TRAVEL/TOWING CONTRACT REVENUE (4390)	1,320
SWVEMS CONTRACT (4410)	
TUITION REIMBURSEMENT FUND (CARRYOVER)	
TOTALS	197,617

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (5105-01, 5106-01) (INTERMEDIATE)	16,269
CONTRACTS FOR SERVICES (5105-02, 5106-2) (ENHANCED)	10,125
CONTRACTS FOR SERVICES (5105-03, 5106-03) (ADJUNCT)	6,529
CONTRACTS FOR SERVICES (5105-04, 5106-04) (CARDIAC)	
CONTRACTS FOR SERVICES (5105-05, 5106-05) (SPEC. PROJ.)	
CONTRACTS FOR SERVICES (5105-06, 5106-06) (ALS TEST)	5,785
CONTRACTS FOR SERVICES (5105-07, 5106-07) (CTS)	23,595
CONTRACTS FOR SERVICES (5105-08, 5106-08) (CE WEEKENDS)	678
CONTRACTS FOR SERVICES (5105-09) (DRUG TESTING)	3,165
PAYROLL TAXES (FICA) (5030)	2,568
VEC (5040)	197
SUPPLIES (5160-04) (BLS)	
SUPPLIES (5160-03) (CTS)	3,673
SUPPLIES (5160-05) (ALS TESTING)	177
SUPPLIES (5160-06) (EDUCATION)	230
TEXTBOOKS (5170-02) (ALS)	11,369
TEXTBOOKS (5170-03) (BLS)	88
EQUIPMENT (5180-05) (ALS TESTING)	
EQUIPMENT (5180-06) (EDUCATION)	1,484
INSURANCE (5200-02)	1,928
GRANTS & SPECIAL PROJECTS (5510) (INCLUDES TICP PROJECT)	3,616
DRUG BOX EXCHANGE (5520)	1,820
CREDIT CARD DISCOUNT (5540)	1,284
MERCHANDISE FOR RESALE (5560)	
ID CARD PROGRAM (5640)	422
RETENTION PROJECT (5660)	11
COMMUNITY COLLEGE FEES (5690)	
TUITION REIMBURSEMENT - ENHANCED (5695-01)	7,184
TUITION REIMBURSEMENT - INTERMEDIATE (5695-02)	54,346
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)	
TOTALS	156,543

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

May 31, 2010

ASSETS

Current Assets		
PETTY CASH	\$	78.75
CD SUNTRUST		203,022.00
FSA CASH		2,712.02
MUTUAL ENDOWMENT ACCOUNT		53,680.84
SUNTRUST CHECKING		46,662.83
SUNTRUST PAYROLL		200.00
VALLEY BANK MONEY MARKET		86,754.25
ACCOUNTS RECEIVABLE		20,308.62
		<hr/>
Total Current Assets		413,419.31
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
COMMUNICATIONS EQUIPMENT		151,377.13
MISCELLANEOUS EQUIPMENT		191,509.50
OFFICE EQUIPMENT		50,881.41
BUILDING		175,223.00
LAND		201,600.00
BLDG. IMPROVEMENTS		19,263.86
GENERATOR BUILDING & EQUIPME		11,402.25
ACCUMULATED DEPRECIATION		(356,572.34)
		<hr/>
Total Other Assets		444,684.81
Total Assets	\$	<u><u>858,104.12</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
DUE TO AEMER (SYMPOSIUM)	\$	(10,250.00)
CLEARING ACCT (UNCASHED CHEC		1,937.85
ACCRUED SALARIES		31,778.69
SALES TAX PAYABLE		25.81
FLEX SPENDING ACCOUNT		287.45
		<hr/>
Total Current Liabilities		23,779.80
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		<u>23,779.80</u>
Capital		
FUND BAL. UNRESTRICTED		356,819.00
FUND BAL. UNRESTRICTED DES.		48,952.00
RETAINED EARNINGS		(9,055.72)
FUND BALANCE TEMP. RESTR.		376,803.00
Net Income		60,806.04
		<hr/>
Total Capital		834,324.32
Total Liabilities & Capital	\$	<u><u>858,104.12</u></u>

Unaudited - For Management Purposes Only

AGENCY	REQUESTED	FUNDED	REGION GRADE	AMOUNT REQUESTED	AMOUNT FUNDED
Floyd County EMS	2010 Ford Explorer - 80%	same	1	22,220	22,220
Radford U EMS	Chev Tahoe - 80%	50%	1	40,421	15,000
Shawsville VRS	2 Zoll E - 80%	1 @ 50%	3	54,864	16,800
	2 Autopulse	1	3	24,456	11,928
	4 Stryker stair chairs	2	3	7,740	3,869
	15 radios	5	2	3,395	1,132
	15 pagers	same	3	4,380	4,380
	4 cots	2	3	14,003	4,375
Va Tech RS	Radio system	withdrawn			
Kentuck VRS	Manikins etc	same	1	1,172	1,172
	Proj/screen	same	1	714	714
	Laptop	same	1	606	606
Fieldale-Collinsville	5 LP15	1	3	19,360	17,600
	2 Power stretchers	0	1	6,453	0
	Megacode trainer	same	1	4,013	4,013
Henry Co DPS	Training equip	same	1	50,513	50,513
	4 Toughbooks	0	3	14,600	0
Bros-Cascase VRS	2 LP-15 @ 80%	1 @ 50%	1	48,621	17,600
Blue Ridge VRS	2 LP-15 @ 80%	1 @ 50%	2	57,021	22,000
Danville LSC	Stabilaztion Equip	same	3	51,007	51,007
	Crash truck	0	3	212,500	0
Franklin Co Pub Sfty	3 LP-15	1	1	58,080	17,600
	Leadership traiing	0	1	16,556	0
JEB Stuart RS	ALS Interecept vehicle	same	2	13,821	13,821
Mt Cross VFD	2 LP-15 @ 80%	same	1	41,163	35,200
Patrick Co ES	4 Toughbooks	0	3	12,480	0
Pittsylvania Co	34 radios	17	1	54,400	27,200
	7 toughbooks	0	3	26,797	0
Stuart VFD	2 AED	1	2	41,738	16,800
Tunstall VFD	LP1000	same	2	2,560	2,396
	Tow/FR vehicle	same	2	68,400	42,750
Roanoke Co F&R	Type 1 Amb	same	2	65,000	65,000
Iron Gate FD	Type 1 Amb	same	1	153,555	116,955
Botetourt Co ES	Type 1 Amb	same	1	92,000	92,000
	Swiftwater equip	same	1	7,842	7,842
Read Mtn FR	2 Power stretchers	1	1	12,905	5,684
Roanoke F-EMS	Type III amb	same	2	59,324	59,324
Vinton F-EMS	Ford Amb	0	1	66,832	0
Vinton FAC	Ambulance	withdrawn			
				1,431,512	747,501