

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

DRAFT MEETING MINUTES

DATE: December 9, 2010

LOCATION: Salem Civic Center – Parlor A

ATTENDANCE

Directors Present Steve Allen Billy Altman John Beach Tim Dick Steven Eanes Colt Hagmaier Carey Harveycutter Daryl Hatcher Rickey Hodge Tommy Hunter Mike Jefferson Robert Logan Ryan Muterspaugh Morris Reece Kris Shrader Stephen Simon Lee Simpkins Joe Trigg Dale Wagoner Ford Wirt	Staff Present Debbie Akers Charles Berger Mary Christian Gene Dalton Guests Present Colt Hagmaier, future director representing Botetourt County Shawn Hite, REMSI Tim Perkins, Virginia OEMS Kathryn Overacker, Goodman & Co.
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TO ORDER:

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM. Ford thanked the Salem Civic Center for providing the meeting space for our meeting.

He introduced guests Colt Hagmaier, and Tim Perkins. He also introduced Rickey Hodge, director representing the Virginia Association of Volunteer Rescue Squads. Joe Trigg introduced his guest, Shawn Hite from REMSI.

Ford informed the board members of the recent death of Ken King, a founding director and legal advisor of WVEMS. The board engaged in a moment of silence in Ken's honor.

SECRETARY'S REPORT:

Ford presented minutes of the last meeting as distributed. He called for any corrections or additions. Motion was made and duly seconded to approve. **Motion CARRIED.**

TREASURER'S REPORT:

Treasurer Carey Harvey cutter presented the unaudited treasurer's report for FY 11 year to-date, ending November 30). He noted that all accounts were within expectations.

Motion was made and duly seconded to accept the financial reports. **Motion CARRIED.**

He then introduced Kathryn Overacker, from Goodman & Company, our auditors. Ms. Overacker presented the FY 2010 financial statements and noted that all was in order with no management letter required. Kathryn commended the WVEMS staff and board for their diligence and cooperation during the audit process.

The executive director advised the board of some new financial controls that had been put into place to allow some payments to be made electronically, along with other efficiencies put into place regarding payroll and payable processing.

Motion was made and duly seconded to accept the report. **Motion CARRIED.**

EXECUTIVE COMMITTEE:

The Executive Committee met prior to this meeting to review and discuss the agenda items. recommended revisions and additions to the executive director for inclusion in this year's discussions.

Action items:

Mary Christian explained a required revision to documents related to our deferred compensation plans. She explained the staff proposal to terminate our 403(b) annuity due to excessive fees being charged by the provider and low participation. The first change is a required amendment to the 403(b) plan that doesn't affect WVEMS, but is new mandatory language. The second is a prior approval for any documents necessary to terminate that plan. This is necessary because the termination could take several months to complete. The executive committee recommends both.

Motion was made by the executive committee to adopt the changes to the 403(b) plan document. **Motion CARRIED.**

Motion was made by the executive committee to approve and allow the executive director to sign any documents necessary to terminate the 403(b) plan. **Motion CARRIED.**

The executive committee reported that building improvements approved by the board at the last meeting would be underway soon.

Quotes have been obtained. For all improvements discussed at the last meeting, the total came in under the \$50,000 threshold. Our request for RSAF funds to repair the Tinker Mountain communications shelter will not be awarded. The Executive Committee recommends approval to add repairs to our Tinker Mountain communications building for \$8,336 to the approved project, bringing the total to \$56,124.84.

The Executive Committee moved to allow the expenditures up to \$56,124.84. **Motion CARRIED.**

The Executive Committee moved to permanently adopt the 2:00 meeting schedule. **MOTION CARRIED.**

MEDICAL DIRECTION COMMITTEE:

Debbie Akers reported for the Medical Direction Committee. Concerning the status of operational guidelines revisions. During the January 24-28 period, staff and RMD Dr. Charles Lane will meet with OMDs across the region, with one meeting to be held in each planning district. The format was adapted from the North Carolina/ Wake Forest model.

Rob Logan reported for the state Medical Direction Committee. He discussed the ongoing differences between the Medical Direction and Trauma System Oversight committees concerning the state trauma triage plan.

PERFORMANCE IMPROVEMENT COMMITTEES:

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met today. Surveys on a current PI project are out and results will be analyzed soon.

The TPI Committee, acting as the Trauma Triage Committee reviewed the WVEMS Trauma Triage Plan, and recommended adoption with changes only to update air medical resources.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. All activities were running smoothly and no further report was given.

EMS ADVISORY BOARD:

Dale Wagoner reported for the Advisory Board. A written report is attached to these minutes.

EMS FINANCIAL ASSISTANCE:

Current cycle awards will be announced soon after January 1. This region was recommended to receive \$718,821, or approximately 21% of the total available to award. A report of the grant requests recommended for funding is attached. President Wirt encouraged all localities to work with WVEMS staff in preparing grant applications. He also commended Billy Altman for his work serving on the state's Financial Assistance Review Committee.

NEW BUSINESS:

Nominating Committee: Report is attached. Appointments have been received from localities as follows.

- Botetourt County – Colt Hagmaier
- Pittsylvania County – Tim Duffer
- Pulaski County – Joe Trigg
- City of Covington – Tim Dick
- NSPA – Morris Reece
- Not yet appointed (current directors continue to serve)
 - City of Salem – John Beach
 - Floyd County – Ford Wirt

Action item: The Committee recommends holding the New River Valley (PD4) seat open. The committee nominates Steve Simon to fill the unexpired term for secretary to be vacated in January by Tommy Hunter. President Wirt opened the floor for additional nominations. Hearing none, the nominations were closed. Motion was made and duly seconded to elect Steve Simon as secretary to fill the unexpired term of Tommy Hunter. **Motion PASSED** and Steve Simon was elected Secretary. (Steve Simon abstained from voting.)

Committee Appointments - Action item: Please see attached report. With the board's concurrence the appointments as listed will be confirmed, with the addition of Andy Seabolt to Communications and Transportation. Staff requests that, as in the past, the president be allowed to make additional appointments throughout the year.

Motion was made and duly seconded to confirm the appointments as listed, including Andy Seabolt to Transportation and Communications, and that the president be authorized to make additional appointments throughout the year. **Motion PASSED.**

Action item: The council's Continuity of Operations Plan was updated only to reflect additional contact information. It was reviewed to ensure compliance with guidance offered by OEMS. Motion to adopt the plan was made and duly seconded. **Motion PASSED.**

Action item: The WVEMS Regional EMS Plan was discussed at the last meeting, and additional comments were sought. Several recommendations were received. Motion to adopt with the commitment to add a section on performance measures in the next year's update, and to revise 4.2.4 to delete references to specific VDH districts was made and duly seconded. **Motion PASSED and the plan was adopted.**

Action item: The WVEMS regional MCI plan was presented as distributed. Comments were received from Jim Cady to revise various sections (as distributed), and from Dale Wagoner to correct naming inconsistencies. Motion to adopt with recommended changes was made and duly seconded. **Motion PASSED and the plan was adopted.**

Action item: The WVEMS regional Trauma Triage Plan was recommended to be adopted with revisions to update the air medical resource list by the TPI Committee serving as the Trauma Triage committee. **Motion of the committee PASSED and the plan was adopted.**

Action item: The WVEMS annual report for FY 2010 was distributed. It has been posted on the WVEMS website. Motion to accept the report was made and duly seconded. **Motion PASSED.**

PRESIDENT'S REPORT: The President reported 74 percent of the Board in attendance.

Action item: Ford called Tommy hunter to the head table and commended him for his long-standing work with WVEMS. Tommy was presented with an award attesting to his great contributions. A resolution was prepared commending his service. Motion to adopt the prepared resolution was made and duly seconded. **Resolution was ADOPTED.**

Ford again welcomed Tim Perkins from OEMS to the meeting, and asked Tim if he had comments. Tim mentioned the new EMS Provider Portal, and some future enhancements

that are in planning stages. He also reported that the state budget would be released on December 17, and nothing is known about the impact on EMS funding at this time.

EXECUTIVE DIRECTOR'S REPORT:

Rob congratulated three of our region's award winners who won Governor's Awards at the November EMS Symposium. Debbie Akers was recognized by the Governor as Outstanding EMS Educator. Roanoke County Fire & Rescue was recognized as Outstanding EMS Agency, and Billy Altman was recognized with the top "Excellence in EMS" award.

STAFF REPORTS:

Debbie - none

Charles - none

Gene - none

Mary -- none

OTHER BUSINESS:

None

HEARING OF THE PUBLIC:

None

Being no further business, the meeting was adjourned at 3:25 PM.

WESTERN VIRGINIA EMS COUNCIL, INC.
BOARD OF DIRECTORS
2:00 PM
December 09, 2010
Salem Civic Center – Parlor A
Roanoke VA

DRAFT AGENDA

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
 - a. Approval of Minutes
4. Treasurer's Report
 - a. FY 11 Periodic Reports
 - b. FY 2010 Financial Statements – Kathryn Overacker, Goodman & Co.
 - c. Change to 403(b) and SEP documents
5. Standing Committee Reports
 - a. Executive Committee
 - i. Proposal for building renovations
 - b. Medical Direction Committee
 - i. Report on Protocol Project
 - c. Performance Improvement Committees (Medical and Trauma)
 - i. Report from past meetings
 - d. Near Southwest Preparedness Alliance (NSPA)
6. EMS Advisory Board
 - a. Recent and Upcoming Meetings (see attached report)
7. EMS Financial Assistance (RSAF) (see attached report)
8. New Business
 - i. Nominating Committee: appointment of directors and election of Officer
(Officers are not due for re-election until next year - see attached report.)
 - ii. Committee appointments (see attached report)
 - iii. Discussion and Adoption of COOP
 - iv. Discussion and Adoption of Regional EMS Plan
 - v. Discussion and Adoption of MCI Plan
 - vi. Discussion and Adoption of Trauma Triage Plan
 - vii. Presentation and Adoption of Annual Report
9. President's Report
 - a. Special Presentation
10. Executive Director's Report

11. Staff Reports
12. Other matters
13. Hearing of the Public
14. Adjourn

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF 11/30/2010

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	406,190	260,119	64.04%
LOCAL GOVERNMENT	90,000	126,097	140.11%
UNITED WAYS	3,000	1,727	57.58%
CONTRIBUTIONS	2,000		0.00%
SPECIAL GRANTS / HOSPITAL FOUNDATIONS	122,000	58,168	47.68%
DIRECT PROGRAM INCOME (Tuition, grants, VDH/OEMS)	235,000		0.00%
NSPA OFFSET REVENUE (Contract for services)	7,000	3,903	55.75%
AEMER SALARY OFFSET	9,360		0.00%
RENT INCOME (NSPA)	18,000	7,500	41.67%
INTEREST / INVESTMENT	6,000	1,818	30.30%
MISCELLANEOUS/SPECIAL FUNDS	-		
TOTAL REVENUES	898,550	459,331	51.12%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	337,100	145,911	43.28%
SALARIES / WAGES (NSPA)	101,000	49,516	49.03%
PAYROLL TAXES (FICA)	33,515	14,372	42.88%
VEC	300	52	17.49%
SEP / RETIREMENT	26,000	9,850	37.88%
HOSPITAL / MEDICAL INSURANCE	46,000	21,000	45.65%
LIFE INSURANCE/DISABILITY	7,400	4,446	60.09%
DENTAL INSURANCE	3,400	1,214	35.71%
PROFESSIONAL SERVICES/FEEES	11,000	11,135	101.23%
MEDICAL DIRECTION ASSISTANCE	1,500		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,500	593	23.72%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	16,000	7,491	46.82%
POSTAL / SHIPPING	3,800	1,557	40.98%
TELECOMMUNICATIONS	10,500	4,445	42.33%
SUPPLIES (ADMIN)	7,035	1,200	17.06%
EQUIPMENT	6,100	766	12.55%
INSURANCE	7,500	2,244	29.92%
DIRECT PROGRAM EXPENSES	220,000		0.00%
PRINTING / PUBLICATIONS	4,000	1,520	37.99%
TRAVEL / LODGING	8,000	2,965	37.07%
FUEL/VEHICLE MAINTENANCE	12,000	3,866	32.22%
MEETING SUPPORT	2,800	229	8.19%
DUES / MEMBERSHIP FEES	1,500	186	12.40%
STAFF DEVELOPMENT	10,000	1,850	18.50%
CISM PROGRAM COSTS	2,000	1,376	68.82%
COMMUNICATION SITE RENTAL	8,100	3,375	41.67%
COMMUNICATIONS WIRELINES	4,200	2,954	70.34%
COMMUNICATIONS MAINTENANCE	1,500		0.00%
COMMUNICATIONS UTILITIES	800	148	18.55%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT			
TOTAL EXPENDITURES	898,550	297,264	33.08%

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE (4055-01)	9,617
OEMS FUNDS - ENHANCED (4055-02)	742
OEMS FUNDS - ADJUNCT (4055-03)	4,880
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)	
PROGRAM SERVICE FEES (4060)	14,800
PROTOCOL, ETC. SALES (4070, 4070-01)	73
TEXTBOOK SALES (4090)	1,254
CONSOLIDATED TESTING (4120)	10,068
DRUG BOX ENTRANCE FEES (4130)	650
GRANTS & SPECIAL PROJECTS (4150)	2,201
SALES - CONSUMER GOODS (4240)	
WEB DATABASE (4260)	
PROCESSING FEES (4270)	
PROGRAM TUITION - INTERMEDIATE (4310-01)	7,200
PROGRAM TUITION - ENHANCED (4310-02)	
PROGRAM TUITION - ADJUNCT (4310-03)	
PROGRAM TUITION - CARDIC (4310-04)	
PROGRAM TUITION - OTHER (4310-05)	
ID CARD SALES (4320)	159
TUITION CREDIT REIMBURSEMENT (4335)	
OMD PROJECT (4345)	
COMMUNITY COLLEGE COURSE REVENUE (4370)	351
TRAVEL/TOWING CONTRACT REVENUE (4390)	
TOTALS	51,995

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (5105-01, 5106-01) (INTERMEDIATE)	950
CONTRACTS FOR SERVICES (5105-02, 5106-02) (ENHANCED)	3,775
CONTRACTS FOR SERVICES (5105-03, 5106-03) (ADJUNCT)	1,780
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)	425
CONTRACTS FOR SERVICES (5105-07, 5106-07) (CTS)	6,771
CONTRACTS FOR SERVICES (5105-08, 5106-08) (CE WEEKENDS)	
CONTRACTS FOR SERVICES (5105-09) (DRUG TESTING)	1,840
PAYROLL TAXES (FICA) (5030)	903
VEC (5040)	49
SUPPLIES (5160-02) (Programs)	576
SUPPLIES (5160-03) (CTS)	1,219
SUPPLIES (5160-05) (ALS TESTING)	
SUPPLIES (5160-06) (EDUCATION)	362
TEXTBOOKS (5170-02) (ALS)	2,570
TEXTBOOKS (5170-03) (BLS)	
EQUIPMENT (5180-03) (BLS)	
EQUIPMENT (5180-04) (BLS TESTING)	10
EQUIPMENT (5180-05) (ALS TESTING)	
EQUIPMENT (5180-06) (EDUCATION)	2,415
INSURANCE (5200-02)	
GRANTS & SPECIAL PROJECTS (5510) (INCLUDES TICP PROJECT)	1,514
DRUG BOX EXCHANGE (5520)	
CREDIT CARD DISCOUNT (5540) - 4160	864
MERCHANDISE FOR RESALE (5560)	
ID CARD PROGRAM (5640)	
RETENTION PROJECT (5660)	
COMMUNITY COLLEGE FEES (5690)	
TUITION REIMBURSEMENT - ENHANCED (5695-01)	
TUITION REIMBURSEMENT - INTERMEDIATE (5695-02)	
TRAVEL/TOWING CONTRACT EXPENSE (5720)	
OMD PROJECT (5750)	
SWVEMS CONTRACT (5760)	
TOTALS	26,022

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
November 30, 2010

ASSETS

Current Assets	
PETTY CASH	\$ 81.24
CD SUNTRUST	208,747.60
FSA CASH	869.27
MUTUAL ENDOWMENT ACCOUNT	56,396.95
SUNTRUST CHECKING	145,821.51
SUNTRUST PAYROLL	200.00
VALLEY BANK MONEY MARKET	187,469.62
ACCOUNTS RECEIVABLE	37,504.92
FSA FORFEITURE	(109.63)
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Total Current Assets	636,981.48
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	(382,434.42)
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Total Other Assets	418,822.73
Total Assets	\$ <u><u>1,055,804.21</u></u>

LIABILITIES AND CAPITAL

Current Liabilities	
CLEARING ACCT (UNCASHED CHEC	\$ 290.00
ACCRUED SALARIES	24,864.21
SALES TAX PAYABLE	0.79
FLEX SPENDING ACCOUNT	147.14
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Total Current Liabilities	25,302.14
Long-Term Liabilities	
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Total Long-Term Liabilities	0.00
Total Liabilities	25,302.14
Capital	
FUND BAL. UNRESTRICTED	650,161.00
FUND BAL. UNRESTRICTED DES.	50,978.00
RETAINED EARNINGS	65,371.07
FUND BALANCE TEMP. RESTR.	81,433.00
Net Income	182,559.00
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Total Capital	1,030,502.07
Total Liabilities & Capital	\$ <u><u>1,055,804.21</u></u>

Unaudited - For Management Purposes Only

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

DRAFT MEETING MINUTES

DATE: September 9, 2010

LOCATION: Salem Civic Center – Parlor A

Directors Present

Billy Altman
Jim Cady, Sr.
Steve Davis
Tim Duffer
Steven Eanes
Andrew Galvin
Kevin Hamm
Carey Harveycutter
Daryl Hatcher
Tommy Hunter
Mike Jefferson
Charles Lane
Robert Logan
Ryan Muterspaugh
Morris Reece
Kris Shrader
Stephen Simon
Lee Simpkins
Joe Trigg
Dale Wagoner
Ford Wirt

Staff Present

Charles Berger
Mary Christian
Gene Dalton
Mike Garnett

Guests Present

Susan Smith, Carilion Clinic

TO ORDER:

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM. Ford thanked the Salem Civic Center for providing the meeting space for our meeting.

All directors and guests were introduced. Susan Smith of Carilion Clinic Patient Transportation attended.

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 period ended August 30, 2010.

He then presented the FY 10 year end report, He noted that the year ended with a surplus, but that funds should be held in reserve for needed capital improvements. He noted that all accounts were within expectations.

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

EXECUTIVE COMMITTEE:

The Executive Committee met prior to this meeting to review and discuss the agenda items. Directors are reminded to begin review of the WVEMS Regional EMS Plan and to forward recommended revisions and additions to the executive director for inclusion in this year's discussions.

A number of capital improvements will be necessary in the coming year. These will include replacement of the main heat pump in the Roanoke office, roof repairs and/or replacement, minor interior updates, and repairs to the Tinker Mountain communications building. It is recommended that a portion of our reserved funds be used for these purposes.

A capital improvement proposal, with timetable and budget will be prepared by staff and delivered to the executive committee within the next 30 days.

Motion to allow the Executive Committee to approve expenditures of up to \$50,000 for capital improvements was made and duly seconded. **Motion CARRIED.**

MEDICAL DIRECTION COMMITTEE:

Dr. Charles Lane reported for the Medical Direction Committee. Concerning the status of operational guidelines revisions, He explained the decision to vary from the BREMS protocols, and to adapt the newly developed guidelines to the North Carolina model. He explained that the rollout process would be lengthy due to the magnitude of the revisions.

He also discussed several issues currently before the state medical direction committee.

Rob reported that the Pharmacy Committee has requested that a separate sealable narcotic box be placed within the orange drug boxes. A RSAF grant application will be made by WVEMS to purchase 1500 of these boxes for WVEMS, BREMS and ODEMSA.

PERFORMANCE IMPROVEMENT COMMITTEES:

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met in today. Both committees reviewed their PI plans, and re-affirmed them without revision. The committees request that the board re-adopt both plans as they currently exist.

A link to a web survey will soon be sent out to agency heads relating to several protocol/guideline issues.

The PI and TPI committees recently reviewed their respective regional plans, and recommended that no changes be made. The committees offered a joint motion to re-adopt both the PI and TPI plans. **Motion CARRIED.**

Rob reported that the WVEMS Trauma Triage Plan was approved by the EMS Advisory Board's Trauma Systems Oversight and Management Committee without comment.

NSPA:

Morris Reece reported for the Near Southwest Preparedness Alliance. He had no action items, but reported that progress toward the MRC coordinator project and position was slow but was continuing. The position will be posted as soon as all necessary agreements are in place.

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 2010 in Norfolk in conjunction with the Statewide EMS Symposium.

Dale reported on issues currently being discussed concerning the fact that all EMT instructors must now take and pass an EMT Instructor pretest, and he reported on the new EMS Educator designation.

He noted that the VDH vaccinator program was approved by the general assembly. Also Dale reported on the new EMS officer training curriculum that was under development.

EMS FINANCIAL ASSISTANCE:

Applications for the upcoming cycle are due by September 15. WVEMS will apply for the narcotic boxes mentioned above, and also for radio system upgrades to make Med 9 and 10 functional at Carilion Medcom. Also, a grant to fund the Tinker Mountain communications building repairs will be considered, after consultation with the OEMS grants manager.

Billy Altman, member of the OEMS FARC reported that 113 applications were received for the last cycle, and that of those, all but six requesting agencies received at least some funding. WVEMS received the most funding of all the regions. For the upcoming cycle, communications upgrades vs. replacement will be carefully considered. A new grading system is being used by FARC. A copy of the scoring methodology is available on the OEMS website. He noted that priority will be given to what is actually needed vs. what is desirable but not essential. He also spoke on the importance of good comments received from the regional reviews.

NEW BUSINESS:

The Executive Director lead a discussion concerning the ongoing discussions on moving OEMS from the Health Department within the Health and Human Resources secretariat, to the Public Safety Secretariat as a department. The regional EMS council directors group solicited input from stakeholders across the Commonwealth, and will soon publish a white paper. So far, very few if any concerns were identified that a move to Public Safety would "fix." It was suggested by one commenter that a better solution would be to establish more formalized links and representations for EMS within Public Safety, such as an EMS seat on the state fire programs board.

The WVEMS executive committee recommended that the EMS advisory board be restructured into a policy board. Upon a motion, duly seconded and **CARRIED**, this recommendation will be forwarded to our legislative delegation as well as the Reform Commission, and the Secretary of Health and Human Resources.

A proposal from Debbie Akers was distributed. WVEMS has been approached by the Franklin County Intermediate program and two others to consider obtaining accreditation as a paramedic training program. If we do this, WVEMS would become the accredited program with the ability to offer courses at several locations across the region. Staff requests that the

board allow us to explore the options and report back at the December meeting, and to authorize the expenditure of \$1200 to submit along with a preliminary application.

Daryl Hatcher spoke on the importance of this approach. Joe Trigg indicated strong support in the New River Valley, as did Tim Duffer for the Pittsylvania area.

Motion to bring back a status report to the board at its December meeting, and to approve the expenditure of \$1200 for the accreditation application fee was made and seconded.

Motion CARRIED.

PRESIDENT'S REPORT:

The President thanked the directors for an excellent attendance t this late summer meeting. He noted that a decision will be made in December as to whether to continue the afternoon meeting schedule. He also thanked the Salem Civic Center for hosting this meeting.

EXECUTIVE DIRECTOR'S REPORT:

None

STAFF REPORTS:

Mike Garnett – Reported on the success of the most recent EMT-Intermediate program at the Council's NRV Training Center. 18 of 19 candidates passed the program, and the 19th is in testing. The fall 2010 program was the first in the programs history to seat the maximum 30 students.

Charles Berger - None

Gene Dalton - None

Mary Christian - None

OTHER BUSINESS:

None

HEARING OF THE PUBLIC:

None

Being no further business, the meeting was adjourned at 3:45 PM.

Respectfully submitted:

Robert Logan
Executive Director

Western Virginia EMS Council
Report from the Virginia EMS Advisory Board

The most recent meeting was held in conjunction with the 31st annual Virginia EMS Symposium in Norfolk, Virginia.

During the meeting, a representative from the Virginia Retirement System (VRS) spoke about the changes to the Line of Duty Death (LODD) benefits. Recent legislation removes the responsibility of funding LODD benefits from Virginia's general fund and moves it to the localities. Localities will now have to fund per capita costs to participate in this or actually fund the costs of the benefits. The actual funding of the program will now be managed by VRS, but the management of award and benefits will not change. I bring this to your attention as it will most certainly have a fiscal impact on your locality. At this point, VRS has not given any indication as to how much this cost will be, but it will be based on your actual number of police, fire, and EMS personnel, both career and volunteer.

Elections were held with Jeannie Collins remaining as Chairperson of the Board.

The Board approved an EMS certification examination timeline. Essentially, any courses ending after July 1, 2012 will be evaluated based on the latest approved training curricula for EMT, AEMT, etc.

After considerable discussion, the Board approved a revised Statewide Trauma Triage Plan. This does not take the place of the regional plans, but essentially provides a basic framework and minimums for regional plans.

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

**DRAFT RSAF AWARD LISTING
FOR DECEMBER 2010 CYCLE**

Agency	Item	Request	Award	Changes
Brosville-Cascade Fire Dept	Lifepak 15	29,205	26,392	
Christiansburg RS	3 Phillips Heartstart defibs	33,000	33,000	
Craig County RS-EMS	Type 1 ambulance	146,140	131,958	
Danville LS/FAC	Type 1 ambulance	98,893	96,500	
Danville LS/FAC	10 pagers	3,504	2,190	
Fieldale-Collinsville RS	4 Lifepak 15	106,803	16,497	requested 4, awarded 1
Floyd County LS/FA	Vehicle rechassis	73,967	71,950	
Floyd County LS/FA	Vehicle rechassis	73,967	71,950	
Martinsville-Henry Co 911	9 EMS software	54,227	43,381	100% requested - 80% awarded
Martinsville-Henry Co 911	22 EMS training	38,990	31,192	100% requested - 80% awarded
Pittsylvania County	12 radios	63,341	63,341	
Roanoke County F&R	Extrication equipment	9,645	9,645	
Roanoke EMS (REMS)	12-lead defib	28,165	22,532	100% requested - 80% awarded
Roanoke Fire-EMS Dept	Zoll E series defib	11,935	10,755	
Roanoke Fire-EMS Dept	6 infant-child manikins	6,850	6,850	
Stuart VFD	2 Toughbooks	7,800	2,927	requested 2 at 100%, awarded 1 at 80%
Troutville RS	Stretcher	2,830	2,830	
Vinton Fire & EMS	Type 1 ambulance	66,833	56,717	
WVEMS	Narcotic boxes for 3 regions	15,720	15,720	
WVEMS	2 radio control stations	2,494	2,494	
TOTAL AWARDED			718,821	

REPORT OF NOMINATING COMMITTEE
December 9, 2010

According to WVEMS by-laws, all localities and organizations represented on our board of directors are now appointed by those localities or organizations. The only directors elected by the WVEMS board are the three at-large seats, one from each planning district.

Officers and executive committee members serve two year terms, and are not due for election until next year.

The secretary's position will be vacant as of January. **The committee nominates Steve Simon to fill that unexpired term.**

Appointments:

Near Southwest Preparedness Alliance (hospital system representative) – Morris Reece reappointed
Botetourt County – Colt Hagmaier appointed to replace Tommy Hunter
Pittsylvania County – Tim Duffer reappointed
City of Salem – not yet notified of appointment
City of Covington – Tim Dick reappointed
Pulaski County – Joe Trigg reappointed
Floyd County – not yet notified of appointment
Fourth Planning District At-Large – vacant

The 4th PD at-large position is currently vacant. The nominating committee recommends that we hold this position vacant until Floyd County makes its appointment.

The Pulaski County board of supervisors requests that its representative become a standing appointment for the currently-serving director of Regional EMS, Inc. (REMSI).

The only board action necessary at this time is to elect a secretary to fill the unexpired term of Tommy Hunter.

Recommended Committee Assignments for FY 2011
(to be affirmed by BOD at its meeting on December 9, 2010)

Personnel & Training (Lead Staff - Debbie Akers)

Steve Simon, Chair
Judy Cauley, RN, MSN, Botetourt County
John Lucas, DO, OMD
Joe Trigg, Pulaski County
Mike Hopson, Danville
Jane Lindsay, Salem
Mac Snead, Roanoke (JCHS)
Neal Turner, Montgomery County
Suzie Helbert, Henry County

Performance Improvement – General (Lead Staff – Charles Berger)

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)

Charles Lane, MD, Chair (Franklin Co)
David Bishop (City of Roanoke) Governmental Fire-EMS Agency
Bill Duff (Roanoke County) Governmental Fire-EMS Agency
Jane Lindsay (City of Salem) Volunteer EMS Provider
Tim Dick (City of Covington) Volunteer EMS Provider
Jason Gifford (City of Radford) Career EMS Agency
Mike Jefferson (City of Danville) Governmental Fire-EMS Agency
Kris Shrader (City of Martinsville) Governmental Fire-EMS Agency
Barry Rose (Alleghany County) Volunteer EMS Provider
Jason Ferguson (Botetourt County) Career EMS Agency
Scott Davis (Giles County) Volunteer and Career EMS Provider
Kevin Hamm (Montgomery County) Volunteer EMS Provider
Steve Allen (Patrick County) Governmental Emergency Services, Volunteer EMS Provider
Kenny Bartlett (Floyd County) Governmental EMS Agency
Shawn Hite (Pulaski County) Career EMS Agency
Jim Cady (Craig County) Governmental Emergency Services, Volunteer EMS Provider
Tim Duffer (Pittsylvania County), Volunteer EMS Provider, Career EMS Agency
Matt Tatum (Henry County) Governmental Public Safety, Volunteer EMS Provider
James Powers, MD (Montgomery County) Hospital representative
Bobby Baker (City of Salem) Hospital representative, Governmental Fire-EMS Agency

Performance Improvement – Trauma (Lead Staff – Charles Berger) (Also serves as Trauma Triage Committee)

(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)

Charles Lane, MD, Chair
Krista Henderson, Level 1 TC, CRMH
Dallas Taylor, Level 3 TC, Montgomery Regional
Jane Gilley, Level 3 TC, CNRVMC
John Dallara, MD, Non-designated Hospital, Danville Regional
Bobby Baker, Non-designated Hospital, Lewis-Gale

Susan Smith, Air Medical, Carilion Clinic Transport-Life Guard
Kris Shrader, Fire-based Agency, Martinsville FD
Shawn Hite, Career EMS Agency, REMSI (Pulaski County)
Jane Lindsay, Volunteer EMS Provider

Communications and Transportation (Lead Staff – Rob Logan)

(vacant), Chair

Bob Bruch (Botetourt County)

John Hudson (City of Covington)

Chris Akers (Pulaski County)

Jim Davis (Pittsylvania County)

Greg Hutchins (Montgomery County and VA State Police)

(President may appoint up to three others as needed in consultation with Chair)

Allied Resources (Lead Staff – Debbie Akers)

Morris Reece, Chair

Membership consists of an administrative-level representative from each hospital within the region. Normally this will be a nurse manager, materials manager, physician, or administrator. President may appoint other members in consultation with Chair.

Long-Range Planning and Finance (Lead Staff – Rob Logan)

These two committees are called for in the by-laws, but historically the Executive Committee has served in place of these committees as needed. Bylaw revisions will continue in FY 2010 and rolling the tasks of these committees into the executive committee will be considered.

Stroke Triage Planning Committee (Lead Staff – Debbie Akers)

To be appointed

Medical Direction (Lead Staff – Debbie Akers and Rob Logan)

Charles Lane, MD, Regional Medical Director, Chair

All EMS Physicians (operational and course medical directors) in the region

Ad Hoc Committees

Pharmacy Committee (Lead Staff – Debbie Akers and Rob Logan)

Joe Ciezkowski, LewisGale Regional Medical Center, Chair

Members: Pharmacist from each hospital in the region

Peer Review Committees (Lead Staff – Field Coordinators)

Peer Review Committees are made up of representatives from all agencies in the region. There are currently 6 committees in place:

- Roanoke-Botetourt
- Franklin-Henry
- New River
- Alleghany
- Patrick
- Danville-Pittsylvania

MCI Planning Workgroup (Lead Staff – Mike Garnett)

This workgroup consists of the emergency manager (or his designee) from each locality in the region.

BOARD ACTION: It is requested that the board give the president authority to make additional appointments to these committees throughout the year.

Resolution

WHEREAS W. Thomson Hunter served as a member of the Board of Directors of the Western Virginia Emergency Medical Services Council representing Botetourt County from July of 1986 until January of 2011, during which tenure he served with distinction as Director, Secretary and member of various Committees; and

WHEREAS Tommy Hunter'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 Tommy's service to the WVEMS region, and as an active volunteer rescue squad member and leader; 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 Tommy Hunter for over 24 years of service and his 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 W. Thomson Hunter, and that a copy be entered into the permanent record of the Council.

ADOPTED by the Board of Directors this ninth day of December, 2010.

Ford S. Wirt, President

Exterior Painting - 1944 Peters Creek Road:

Christian Painting	\$1,875.00	2 year warranty, Sherwin Williams A-100 paint
Stress-Free Painting	\$2,175.00	2 year warranty, Sherwin Williams paint
Steve Cabaniss Painting	\$2,800.00	Sherwin Williams A-100 paint
Commercial Remodeling Services	\$2,800.00	Sherwin Williams A-100 paint
CertaPro Painters	\$3,164.16	2 year warranty
Reynolds Home Improvement	\$3,755.00	Sherwin Williams paint

Inside Ceiling - 1944 Peters Creek Road:

Commercial remodeling Services	\$16,500.00	Complete install of new ceiling with insulation, 4x2 tiles. New light fixtures and exhaust fans for bathrooms
Reynolds Home Improvement:	\$16,940.08	Complete install of new ceiling with insulation. 2x2 tiles. New light fixtures and exhaust fans for bathrooms
Campbell Construction	\$23,751.00	Complete install of new ceiling with insulation, 2x2 tiles. New light fixtures and exhaust fans for bathrooms

Roof - 1944 Peters Creek Road:

ASP Roofing	\$11,112.00	Flat Roof - 15 year Firestone warranty	\$1,985.00	Small Roof over storage room
Miller Roofing Company	\$15,000.00	Flat Roof - 20 year membrane warranty with 5 year workmanship	\$2,500.00	Small Roof over storage room
Melvin T. Morgan Roofing	\$22,449.00	Flat Roof - 15 year warranty	\$2,197.00	Small Roof over storage room

Heating and AC unit - 1944 Peters Creek Road:

All Seasons Air, Inc	\$8,950.00	Goodman 7 1/2 ton 3 ph. New install with new supply lines			
Woods Family	\$11,938.00	Trane 10 ton 3 ph. New install, using existing supply lines			
Tin Benders	\$19,082.00	American Standard 6 ton 3ph. New install with new supply lines	\$17,683.00	Comfortmaker	6 ton unit

Parking lot Resealed and stripped

BT Paving	\$1,824.50	Clean, seal and restripe parking lot
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Tinker Mountain Comm Building Improvements

Professional Communications	\$8,336.00
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TOTAL	\$51,022.58
Allowance for overage (10%)	\$5,102.26
TOTAL INCLUDING ALLOWANCE	\$56,124.84

