

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL
EXECUTIVE COMMITTEE**

DRAFT MEETING MINUTES

DATE: December 10, 2015

LOCATION: Salem Civic Center, Parlor C

Members Present

Pres. Ford Wirt
Vice President Steve Eanes
Secretary Steve Simon
Jim Cady, Sr.
Joe Trigg
Dale Wagoner
Executive Director Robert Logan

Staff Present

Guests Present

TO ORDER

President Ford Wirt called this regular meeting of the Executive Committee to order at 1:30 PM. He asked the executive director to review the agenda.

It was reported that John Hash from Brown, Edwards & Co. would attend to present the annual financial reports and audit findings. The executive director recommended that Brown, Edwards & Co. be retained for one additional year due to the changes to our processes relating to administrative management of the state EMS symposium.

It was moved and duly seconded to extend the appointment of Brown, Edwards & Co. as our auditors through the FY 2016 audit. Motion **CARRIED**.

He reported that because the Alliance for Emergency Medical Education and Research was dissolved, and WVEMS entered into a contract with VDH/OEMS to provide fiscal administration for the Virginia EMS Symposium, it is necessary to update the Fiscal Control Policies. Updates will remove reference to AEMER, and will amend the approval process to allow payment of symposium-related expenditures of any amount with one signature, but only after written authorization from a designated official at OEMS. The revision will also allow electronic review and approval by the WVEMS treasurer for disbursements requiring dual signatures.

It was moved and duly seconded to recommend these changes to the board for adoption. Motion **CARRIED**.

The executive director reminded the executive committee members to begin reviewing the WVEMS Regional EMS Plan for annual updates, to be discussed and acted upon at the March board meeting.

Education Workgroup

Steve Simon briefed the executive committee on a plan to enter into a partnership with Jefferson College of Health Sciences to allow WVEMS to offer certification courses. The education workgroup will make the following recommended motion to the full board: The Education Workgroup moves that the board authorize staff to move forward with the program to partner and enter into an agreement with Jefferson College of Health Sciences to offer

certification courses, to include the hiring of a full-time or part-time employee to manage logistics for the program with costs to be covered by revenue generated by the program.

Communications Workgroup

The executive director advised the executive committee that it was likely that the UHF repeaters for the Christiansburg area would be funded by the requested RSAF grant.

Performance Improvement

The Trauma Triage Plan is currently being reviewed, and updates and revisions will be presented for consideration at the March 2016 board meeting. However one error in the plan was discovered and requires immediate attention. The Field Decision Scheme in the WVEMS Trauma Triage Plan was updated several years ago to match the CDC 2011 scheme. Actually our contract with VHD/OEMS requires us to use the current scheme from the Virginia Trauma Triage Plan, which contains two modifications relating to levels of trauma centers. This alignment is positive, and staff recommends that the WVEMS plan and accompanying protocol be revised immediately to align with the decision scheme shown in the state Trauma Triage Plan.

The Trauma PI committee will move to amend the WVEMS Trauma Triage Plan and accompanying section of the WVEMS operational protocols to align with the field decision scheme from the state Trauma Triage Plan.

NSPA

J. T. Clark, executive director of the Near Southwest Preparedness Alliance, will present a "Year in Review" video and report to the board.

EMS Advisory Board

Jason Ferguson will reported for the EMS Advisory Board on the report from the recent study on the Virginia trauma system by the American College of Surgeons. The Virginia EMS Councils Regional Directors Group is preparing a written response to this report.

EMS Financial Assistance

The executive director reported to the executive committee that the FARC met in Richmond on December 3. The meeting scheduled for December 4 to make final recommendations on grant awards was not held due to a server failure in the state IT system. Final award recommendations will be announced at a later time.

Nominating Committee

The nominating committee met on November 24. Two elected board seats are up for consideration. The committee will nominate the following:

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| At-large Fourth PD | Ms. Valerie L. Tweedie, CPA, CFE, CGFM |
| ED Physician at-large | Eric Stanley, DO |

Being no further business, the meeting was adjourned at 2:05 PM.

/s Robert Logan, Executive Director