

WVEMS BOARD OF DIRECTORS

Thursday, June 9, 2016

Salem Civic Center

Parlor C

1001 Roanoke Boulevard

Salem VA 24153

Executive Committee - 1:30 PM

Full Board - 2:00 PM

1. Call to Order
2. Introduction of New Directors and Guests
3. Secretary's Report
 - a. Minutes - March 10, 2016 meeting [March 2016 Minutes Complete](#)
4. Treasurer's Report
 - i. FY 2016 Year-to-Date Financial Report - Unaudited
5. Reports and Action Items
 - . Executive Committee
 - i. Appointment of Nominating Committee
 - ii. Awards Program 2016 - update (Cathy Cockrell)
 - a. Medical Direction
 - i. Protocol Affirmation -
 - ii. Protocol Revisions - Progress Report (Charles Lane, MD/Rob Logan)
 - iii. Education Workgroup - JCHS Project Progress Report (Steve Simon/Cathy Cockrell)
 - b. EMS Operations
 - c. Performance Improvement Workgroups (meet same day as Board) (Cathy Cockrell)
 - d. Near Southwest Preparedness Alliance (NSPA) - (David Linkous)
 - i. Reaffirmation of Diversion Plan
6. State EMS Advisory Board Report (Jason Ferguson)
7. EMS Financial Assistance (Rob Logan)
8. New Business
 - . Roanoke Women's Foundation Grant Application (Rob Logan)
9. President's Report
10. Staff Reports
11. Public comments
12. Adjourn

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

DRAFT MEETING MINUTES

DATE: June 9, 2016

LOCATION: Salem Civic Center, Parlor C

Directors Present

Steve Allen
Jim Cady, Sr.
Joe Coyle
Steve Davis
Carey Harveycutter
Rodney Haywood
Robert Logan
Eric Stanley, DO
Dallas Taylor, RN, MSN
Joe Trigg
Ford Wirt

Staff Present

Cathy Cockrell
Gene Dalton
Mike Garnett

Guests Present

J. C. Cook, JCHS

TO ORDER

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM.

He called for a moment of silence in remembrance of Chief Jeff Beckner from Botetourt Emergency Services.

He introduced a guest: J. C. Cook, director of the EMS program at Jefferson College of Health Sciences.

He then introduced a new board member: Chief Rodney Haywood representing the City of Radford.

SECRETARY'S REPORT

President Wirt 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 Harveycutter presented the year-to-date report for the current fiscal year. He explained several account categories.

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

EXECUTIVE COMMITTEE

The executive committee met prior to the regular meeting.

President Wirt advised the board that officers would be up for re-election at our December meeting. He appointed the following to serve on a nominating committee:

Carey Harveycutter, Chair
Steve Davis
Jim Cady
Mike Jefferson

Regional Education Director Cathy Cockrell reported on plans for the upcoming regional EMS awards. The awards banquet will be held at the Vinton War Memorial on Thursday, June 23 at 6:00 PM. Dr. Hughes Melton, VDH Chief Deputy Commissioner, will speak.

President Wirt expressed regret that attendance was not better at this meeting, and he encouraged all board members to attend the awards ceremony.

MEDICAL DIRECTION COMMITTEE

Protocol Affirmation

Cathy Cockrell presented the current protocols to be reaffirmed for the coming fiscal year.

Motion was made and duly seconded to reaffirm the existing Regional EMS Protocols and Operational Guidelines. **Motion CARRIED.**

Cathy Cockrell reported on the status of protocol updates. Dr. Eric Stanley has already done a great deal of work on these updates, and the protocol workgroup will be meeting soon to continue this work.

Education Workgroup

Steve Simon and Cathy Cockrell reported that the cooperative WVEMS/JCHS EMT-Intermediate program is underway. The course is fully enrolled with 24 candidates. There are nine from Roanoke County, 12 from Roanoke City, and four independents.

This year's Instructor Network meetings are underway.

EMS OPERATIONS

Communications Workgroup

Rob Logan reported that the new repeaters for the NRV have been installed and are now fully operational.

PERFORMANCE IMPROVEMENT COMMITTEE

Trauma and General Performance Improvement Subcommittees

Cathy Cockrell reported for the General and Trauma Performance Improvement Committees. Both met today. These groups worked on new policies for publishing results from performance improvement projects to make those projects useful.

NSPA

Rob Logan reported for the Near Southwest Preparedness Alliance. He noted some recent staffing changes and recruiting efforts to fill two vacant staff positions.

EMS Advisory Board

Jason Ferguson will provide a written report which will be attached to these minutes.

EMS Financial Assistance

Rob Logan presented a report of the recommended funding for the current RSAF cycle. These awards will not be final until award letters are received in the applicant's eGift portals in early July. A copy of this report is attached to and made a part of these minutes.

NEW BUSINESS

None

PRESIDENT'S REPORT

The President reported 37% percent of directors in attendance.

STAFF REPORTS

Rob Logan-

The new Drug Administration Record discussed at the last board meeting has been developed rolled out.

Cathy Cockrell has been appointed as the volunteer State Education Coordinator for the National Association of EMTs.

Cathy Cockrell – none

Gene Dalton – none

Mike Garnett – none

HEARING OF THE PUBLIC

None

Being no further business, the meeting was adjourned at 2:45 PM.

/s Robert Logan, Executive Director

WESTERN VA EMS COUNCIL
 UNAUDITED TREASURER'S REPORT
 AS OF MAY 31, 2016

REVENUES	BUDGET	TOTAL	% YTD
STATE GOVERNMENT (OEMS CONTRACT)	433,450	311,588	71.89%
LOCAL GOVERNMENT	133,000	137,560	103.43%
UNITED WAYS	3,000	1,852	61.75%
CONTRIBUTIONS	1,000		0.00%
NSPA/VHHA PROGRAM REVENUE	425,000	555,873	130.79%
DIRECT PROGRAM INCOME (Tuitions, grants, VDH/OEMS)	200,000	55,805	27.90%
VA EMS SYMPOSIUM		15,293	0.00%
NSPA OFFSET REVENUE (Contract for services)	10,000	26,302	263.02%
RENT INCOME (NSPA)	18,000	15,000	83.33%
OTHER INCOME - SALE OF ASSET	0		0.00%
CREDIT CARD HOSTING FEE		804	
ROLLOVER FROM FY13 SURPLUS (BOARD APPROVED)	0		0.00%
INVESTMENT / GAINS/LOSSES	15,000	(801)	-5.34%
TOTAL REVENUES	1,238,450	1,119,276	90.38%
EXPENDITURES	BUDGET	TOTAL	% YTD
SALARIES / WAGES (WVEMS)	410,000	417,100	101.73%
PAYROLL TAXES (FICA)	31,365	29,642	94.51%
VEC	1,200	1,271	105.92%
403(b) / RETIREMENT	20,500	16,448	80.23%
HOSPITAL / MEDICAL INSURANCE	55,000	41,275	75.05%
LIFE INSURANCE/DISABILITY	10,000	11,252	112.52%
DENTAL INSURANCE	3,600	2,390	66.38%
PROFESSIONAL SERVICES/FEES	8,500	11,430	134.47%
MEDICAL DIRECTION ASSISTANCE	1,000		0.00%
MAINTENANCE / REPAIRS / SERVICE CONTRACTS	2,000	2,238	111.92%
OCCUPANCY (Utilities, repairs, NRV rent etc.)	20,000	17,906	89.53%
POSTAL / SHIPPING	2,000	1,630	81.49%
TELECOMMUNICATIONS	14,000	12,701	90.72%
SUPPLIES (ADMIN)	9,485	7,552	79.63%
EQUIPMENT	8,000	5,045	63.06%
INSURANCE	8,000	8,889	111.12%
DIRECT PROGRAM EXPENSES	66,000	96,603	146.37%
NSPA/VHHA PROGRAM EXPENSES	499,000	553,780	
PRINTING / PUBLICATIONS	3,500	1,500	42.87%
TRAVEL / LODGING	7,000	3,066	43.79%
FUEL/VEHICLE MAINTENANCE	16,000	8,107	50.67%
MEETING SUPPORT	1,200	544	45.36%
DUES / MEMBERSHIP FEES	1,200	1,493	124.38%
STAFF DEVELOPMENT	12,500	14,208	113.66%
CISM PROGRAM COSTS	2,000	810	40.50%
COMMUNICATION SITE RENTAL	8,100	5,700	70.37%
COMMUNICATIONS WIRELINES	7,500	8,084	107.79%
COMMUNICATIONS MAINTENANCE	4,000	1,145	28.61%
COMMUNICATIONS UTILITIES	800	470	58.75%
COMMUNICATIONS INSURANCE	3,000	3,000	100.00%
COMMUNICATIONS EQUIPMENT	2,000		0.00%
TOTAL EXPENDITURES	1,238,450	1,285,279	103.78%

PROGRAM

REVENUE (PROGRAM ACCOUNTS)	TOTAL
OEMS FUNDS - INTERMEDIATE	4,451
OEMS FUNDS - ENHANCED	
OEMS FUNDS - ADJUNCT	800
OEMS FUNDS - CARDIAC	
OEMS FUNDS - CT TRANSITION	
OEMS FUNDS - SHOCK TRANSITION	
OEMS FUNDS - ALS CE	
OEMS FUNDS - BLS	
OEMS FUNDS - EMT	
PROGRAM SERVICE FEES	6,185
PROTOCOL, ETC. SALES	776
TEXTBOOK SALES	
CONSOLIDATED TESTING	26,495
DRUG BOX ENTRANCE FEES	7,871
GRANTS & SPECIAL PROJECTS	
SALES - CONSUMER GOODS	
WEB DATABASE	
PROCESSING FEES	
PROGRAM FEES - MONROE HEALTH CENTER	
PROGRAM TUITION - INTERMEDIATE	
PROGRAM TUITION - NRVTC	
ID CARD SALES	210
COMMUNITY COLLEGE COURSE REVENUE	9,017
TOTAL REVENUES	55,805

EXPENSES (PROGRAM ACCOUNTS)	TOTAL
CONTRACTS FOR SERVICES (INTERMEDIATE)	24,689
CONTRACTS FOR SERVICES (ENHANCED)	200
CONTRACTS FOR SERVICES (ADJUNCT)	60
CONTRACTS FOR SERVICES (CARDIAC)	
CONTRACTS FOR SERVICES (SPEC. PROJ.)	75
CONTRACTS FOR SERVICES (ALS TEST)	5,619
CONTRACTS FOR SERVICES (CTS)	20,021
PAYROLL TAXES (FICA)	3,836
VEC	153
RENT - NRV TRAINING CENTER	1,085
POSTAGE (NRVTC)	
SUPPLIES (Programs)	1,248
SUPPLIES (CTS)	296
SUPPLIES (ALS TESTING)	446
SUPPLIES (EDUCATION)	83
SUPPLIES (NRVTC)	
TEXTBOOKS (EMT-I)	
TEXTBOOKS (ITLS)	
TEXTBOOKS (ALS)	5,972
TEXTBOOKS (ITLS)	681
TEXTBOOKS (AMLS)	624
TEXTBOOKS (NRV)	5,330
EQUIPMENT (ALS TESTING)	
ITLS CERTIFICATES	
EQUIPMENT (EDUCATION)	134
EQUIPMENT (NRVTC)	2,887
INSURANCE	2,247
TRAVEL (MONROE HEALTH CENTER)	
PRINTING / PUBLICATIONS (EDUCATION)	
PRINTING / PUBLICATIONS (NRVTC)	165
ITLS CERTIFICATES AND CARDS	150
GRANTS & SPECIAL PROJECTS	1,658
DRUG BOX EXCHANGE	6,489
CREDIT CARD DISCOUNT	2,986
MERCHANDISE FOR RESALE	452
ID CARD PROGRAM	
COMMUNITY COLLEGE FEES	9,017
TUITION REIMBURSEMENT - ENHANCED	
TUITION REIMBURSEMENT - INTERMEDIATE	
TOTAL EXPENDITURES	96,603

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet
May 31, 2016

ASSETS

Current Assets

FSA CASH	\$	3,966.97	
SUNTRUST CHECKING		113,423.28	
SUNTRUST PAYROLL		32,235.47	
BNC MONEY MARKET		65,765.13	
PREPAID EXPENSES		1,351.79	
ACCOUNTS RECEIVABLE		3,190.70	
DUE FROM NSPA		14,193.39	
TUITION RECEIVABLE		2,000.00	
INCOME TRANSFER		60.91	
Total Current Assets			236,187.64

Property and Equipment

Total Property and Equipment			0.00
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Other Assets

FRANKLIN TEMPLETON-AMERIPRISE		132,141.13	
COMMUNICATIONS EQUIPMENT		121,360.59	
MISCELLANEOUS EQUIPMENT		321,713.64	
OFFICE EQUIPMENT		34,391.84	
BUILDING		175,223.00	
LAND		201,600.00	
BLDG. IMPROVEMENTS		74,792.94	
GENERATOR BUILDING & EQUIPMENT		16,672.25	
ACCUMULATED DEPRECIATION		(342,721.36)	
Total Other Assets			735,174.03

Total Assets	\$		<u>971,361.67</u>
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LIABILITIES AND CAPITAL

Current Liabilities

ACCOUNTS PAYABLE	\$	1,328.18	
ACCRUED SALARIES		30,746.68	
SALES TAX PAYABLE		7.96	
DUE TO CC HOSTING		1,300.00	
FLEX SPENDING ACCOUNT-MEDICAL		5,048.26	
DEFERRED REVENUE		4,589.14	
Total Current Liabilities			43,020.22

Long-Term Liabilities

Total Long-Term Liabilities			0.00
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Total Liabilities			43,020.22
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Capital

FUND BAL. UNRESTRICTED		707,162.00	
FUND BAL. UNRESTRICTED DES.		55,036.00	
RETAINED EARNINGS		340,470.05	
FUND BALANCE TEMP. RESTR.		20,374.00	
Net Income		(194,700.60)	

Unaudited - For Management Purposes Only

WESTERN VIRGINIA EMS COUNCIL, INC.

Balance Sheet

May 31, 2016

Total Capital	<u>928,341.45</u>
Total Liabilities & Capital	\$ <u><u>971,361.67</u></u>

Virginia EMS Advisory Board
May 6, 2016
Meeting Summary

Board of Health Representative Bruce Edwards gave an overview of Zika virus information and updates. He spoke about drinking water safety, prescription drug and heroin overdose issues. Virginia's plan for wellbeing is posted on the Board of Health's website. He went on to report that DDNR amendment to add POST had one clarification made that "and a signed practitioner" was added and the amendment passed.

President's Report- The American College of Surgeons Report has prompted a host of meeting and workgroups for follow-up. A system has been designed to process each recommendation. All meetings have been posted to the OEMS website. The process will be an open process with lots of opportunity for public comment. This will be a lengthy process, stakeholders are encouraged to stay aware and involved. This has the ability effect the way trauma care is delivered in the Commonwealth.

Chief Bruce Edwards was recognized for his retirement after a long career with VA Beach EMS. A resolution was approved for a certificate of recognition.

New Chief Deputy Commissioner Dr. Hughes Melton introduced himself and shared his background in healthcare. His background is as a family physician from the Army, previously responsible for emergency planning, primary care in Russell County. He has worked in the Emergency Department and believes in Collaborative Care.

His primary message of the meeting was to maintain awareness of Zika. You can do a lot to keep it from being transmitted, standing collections of non-soiled water should be removed, mosquitoes can only travel 100 yards.

OEMS Report:

- Quarterly Report is posted ([Click Here](#))
- Director Brown reported that he has been dealing with quite the number of staffing vacancies.
- REPLICIA passed through the General Assembly this legislative session. Six other states have already passed this as well.
- House Bill- 311 was also passed as a "bridge bill" to allow for protection of providers working across state boundaries until REPLICIA is fully in place.
- EMS Agenda for the Future- Public Comment is now being accepted for an update to this document. It has been 20 years since the document has been updated.
- Triage- There has been evaluation of different options of the trauma triage system. At this time the state will not be moving away from START triage.
- Dr. Linbeck spoke about ongoing fatigue research through NASEMSO. He is part of the committee currently working on research-based guidelines and tools to manage scheduling and fatigue issues.
- Dr. Linbeck also reported on the Federal legislation being worked on in regards to the Drug Act of 1970. The current work is moving toward the DEA allowing for agency registration and not physician. One license per agency. It would also allow for

standing orders and speak to the storage and transport of drugs. EMS agencies should give thought to how they handle drug kits, if the pharmacy-based means currently used is no longer allowed by the DEA.

- Warren Short provided a presentation on provider numbers and trends with the number of EMS personnel certified at each level throughout the Commonwealth.

Committee Reports:

- Executive Committee-
 - Met with TSOM on work plan for ACS review. Talked about FAA regulations and VPHIB.
- FARC-
 - RSAF guidelines have been updated on-line.
 - Working on eVA issues for payment.
 - Budget amendment 289 addresses funds for cot retention systems. More information will be forthcoming.
 - Discussed standardization of regional council review processes.
 - Current Cycle- 158 Applicants with 10.8 Million in requests, Vehicles= 6 Million, 12-Lead Monitors= 1.2 Million
- Rules & Regulations-
 - Currently working on periodic review.
- Legislative & Planning-
 - State EMS plan undergoing a comprehensive review. Personnel are encouraged to look critically at the plan, keeping in mind that changes are coming both Federally and in Virginia. There are a number of new areas that weren't present during the last review.
- Transportation-
 - 38 vehicle requests were reviewed
 - Meeting next week to discuss ambulance build standard, goal on getting a consensus and moving forward.
- Communications-
 - Pentagon received EMD accreditation
 - Next meeting will be in conjunction with NENA and APCO conference in Roanoke.
 - Took action on requiring Federal Interoperability channels in mobiles and portables if RSAF funds are used.
 - Recommended that every licensed EMS vehicle have Federal Interoperability channels. This is in the update regulations.
- Emergency Management-
 - Discussing options for statewide patient tracking.
 - Continuing to work with VDEM on mission-ready packages
- Medical Directions-
 - Currently working with Trauma Taskforce
- Medevac-
 - Overview on STEMI project being worked on.
 - Findings from 2015 data- Inter-facility flights are longer than on scene flights.
 - Drone safety educational material has been developed.
 - Susan Smith from Carilion and the AAMS are meeting with the Federal government to discuss Drones
- Trauma-

- Working on task force workgroup. Working very hard on review of ACS recommendations, more input from multiple disciplines.
- Draft development of a annual report and working on data element draft.
- TSOM- looking at recommendations, taskforce has met twice, developed mission, vision, values, and a code of conduct as to how people proceed on the taskforce. The process is very overwhelming. Looking at going with the HERSA model and looking at how other states conduct statewide trauma practices.
- EMSC-
 - Discussed getting weights on children and tracking medication errors.
 - Approved for budget grant for EMSMC funds and extended funds a 5th year.
 - Offering assistance to the TSOM TF for pediatrics.
- Professional Development-
 - No Report
- Training & Certification-
 - I-99 workgroup continues to meet
 - Action item to approve ALS revised CE hours was approved as presented
- Workforce Development-.
 - Still working on EMS Officer I. The first offering will be a Symposium
 - Recruitment and Retention meeting will be held in conjunction with Rescue College.
- Provider Health & Safety-
 - Continue to publish safety bulletins- mental health, bullying.
 - Provider fatigue review will be on hold until national workgroup produces findings.
- EMS Council Director-
 - Report on council healthcare benefits being lost.
 - Discussed Regional contracts process
 - Discussion that councils are lacking nominations for awards processes.

Respectfully Submitted,

Jason Ferguson
 WVEMS Advisory Board Representative

DIRECTORS:	2015				2016				2017			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Allen, Steve	X	X	O	X	X	X						
Altman, Billy	X	X	X	X	X	O						
Beach, John	O	X	O	O								
Broughman, J. B.					O	O						
Brown, Bill	O	O	O	O								
Cady Sr., Jim	X	X	X	X	O	X						
Coyle, Joe	X	O	O	X	X	X						
Davis, Steve	X	X	X	X	X	X						
Dick, Tim	O	O	O	O								
Duffer, Tim	X	O	O	X	X	O						
Eanes, Steven	X	O	O	X	O	O						
Ferguson, Jason	X	X	X	X	X	O						
Guests	2	6	1	3	2	1						
Harveycutter, Carey	X	X	X	O	X	X						
Hatcher, Daryl	X	O	X	O	X	O						
Haywood, Rodney			O	O	O	X						
Hodge, Rickey	O	O	X	O	O	O						
Jefferson, Mike	X	X	X	O	X	O						
Lane, Charles	O	O	X	X	O	O						
Linkous, David	O	O	X	O	X	O						
Logan, Robert	X	X	X	X	X	X						
Muterspaugh, Ryan	O	O	X	X	O	O						
Rickman, Matt					X	O						
Shrader, Kris	X	O	X	X	X	O						
Simon, Stephen	X	X	X	X	X	O						
Stanley D.O., Eric	X	O	X	X	X	X						
Taylor, Dallas	X	O	X	X	X	X						
Trigg, Joe	X	X	X	X	X	X						
Tweedie, Valerie					X	O						
Wagoner, J. Dale	X	O	X	X	X	O						
Wirt, Ford	X	X	X	X	O	X						
STAFF PRESENT:	2015				2016				2017			
	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC	MAR	JUN	SEP	DEC
Berger, Charles	X	X	X	X	X							
Christian, Mary	O	O	O	X	O	O						
Cockrell, Cathy	X	X	X	X	X	X						
Dalton, Gene	X	X	O	X	X	X						
Garnett, Mike	X	X	X	X	X	X						
Short, Sandi	X	X	X	X	X	O						
Christensen, Chris	O	X	O	O	O	O						

DID NOT ATTEND = O
NO LONGER INVOLVED

March 2015 Guests: Tim Perkins-OEMS, J.T. Clark-NSPA

June 2015 Guests: Michael Pruitt-NSPA, Jason Gifford, Dr. David Trump-VDH,

June 2015 Guests: Kevin Dillard(Lifecare), Althea McDaniel(Lifecare), Dan(Lifecare)

Sept 2015 Guests: Robert Decarolis

Dec 2015 Guests: Broughman(City of Covington), JT Clark (NSPA), John Hash(Brown Edwards)

March 2016 Guests: Tim Perkins (OEMS), John Dugan (AHA/VHAC)

June 2016 Guests: JC Cook (JCHS)