

**Peninsulas Emergency Medical Services Council, Inc.
Board of Directors Meeting**

In Regular Session

Wednesday, January 12, 2005

Members Present:

**Julie Glover
David Barrick
Liz Martin
Wayne Berry
Mike Marcon
Susan Frishkorn
Thomas Keithley
Dr. Kirk Havens
Michael Player
Craig Rice
Kenneth Eades
John Burton**

Excused:

**Jaime Sanderson
Dr. Kim Mitchell
Joan Ross
Marsha Weatherwax
Willard Hicks**

Absent:

Charles Burgess

Staff Present:

**Don Wilson
Dane Davis
Jeannie Dunston
Jim Masten
Tom Ezell
Ellen Vest**

Guests Present:

Tim Kimble, OEMS

Call to Order: The meeting was called to order by the President at approximately 6:07 pm.

Welcome and approval of the minutes of the October 13, 2005 meeting of the Board. The motion to approve without correction or amendment was made by Michael Player, seconded by Thomas Keithley and carried without exception.

Presentations and Old Business:

Don Wilson announced that Susan Frishkorn had been appointed to the Board to replace Gaynor Callis as the Riverside Walter Reed Hospital. He also announced that Stephen Porter has been reassigned to oversight a new building project by the Sentara Health Care System and, therefore, would be unable to continue in his role as a Board Member. Mr. Porter did submit a letter to that affect and, in that letter, recommended a replacement. The Executive Director will take necessary action with Careplex Administrative Staff to elicit their approval of the recommended member, or another member as the Careplex may desire. Mr. Porter was thanked for his contribution to the EMS community. *Action Item – Don Wilson*

Dane Davis briefed the Board with respect to the following: (Note – PowerPoint presentation, and other graphs and representations are on file in the Council Office behind these minutes and have been electronically transmitted to the Board of Directors as attachments to these minutes)

Fiscal Posture

OEMS Contract Deliverables demonstrates PEMS exceeding contract requirements. One-half way into the fiscal year finds PEMS delivering and invoicing for 83% of contract requirements. While PEMS has missed PEMS-Imposed due dates in a couple of areas, no OEMS-Imposed due dates have been missed. Near term due dates in the areas of awards and CTS Site Identification may be missed, but only because PEMS is awaiting action of OEMS or Governors EMS Advisory Board. These areas of conflict are viewed as minor and resolution is imminently pending.

The depiction of the Planned vs. Actual Income and Expense are right on target, ahead of target or within relatively easy correction where lags may appear. Expense imbalance was created by front-loaded expenses like Annual EMS Symposium attendance for the growing staff and purchase of the Council Cargo Van. Staff does not anticipate an end-year problem with respect to expenses.

Elizabeth Martin inquired of depreciation attribution to the new cargo van and Mr. Wilson took that for action. The question will be discussed with the bookkeeper and auditor. Action item – Don Wilson

Training Issues Update

Efforts to enhance the rural training initiatives continue. The Northern Neck EMS Training stakeholders will be contacted to meet in the quarter. EMT programs in high schools are growing with the leadership of Mike Marcon in the Middle Peninsula and Northern Neck. PEMS has contributed financially and staff support to the initiative.

Training continues to be a challenge throughout the region. EMS Educators are providing varied classes throughout the planning districts; however, submission of requests for reimbursement funding seems to be slow to date. An effort to stimulate submission will be taken by Dane Davis throughout the quarter. Action Item – Dane Davis

JLARC Report Update

Many recommendations of the JLARC Study of EMS in Virginia afford opportunities for improvement. The Board was informed that the Regional Council Executive Directors Group has appointed a sub-committee to work with OEMS and the Financial, Legislative and Planning Committee (FLAP) to optimize outcomes associated with the recommendations. The Board was provided the website address should any member wish to become better informed about the finding and recommendations of the JLARC Study.

A matrix of current legislative initiatives was given to the members and they were informed that the Council Staff would attempt to keep them apprised of legislative actions during the session. Michael Player also gave a brief synopsis of several legislative proposals which are of particular interest to the members of the Governors EMS Advisory Board. The representation of the 11 councils on that body was particularly of interest in that the legislation which speaks to the creation of EMS Councils authorized 8 councils and, therefore, representation of the 8 on the Advisory Board. However, over the years the numbers of councils have grown and the Advisory Board is sponsoring the need to change the code to reflect membership of all 11 councils which will facilitate inclusion of all “at the table”.

Rescue Squad Assistance Fund (RSAF)

It was reported that during the spring, 2004 iteration of the RSAF, a Teleconferencing System was authorized for purchase by TEMS-PEMS. The two councils had submitted the request in partnership to purchase one system for each council. TEMS subsequently decided they had no need at this time for such a capability. The grant was approved by Governor's Office and we proceeded to inquire of vendors the capabilities and cost of a unit. The cost had become extremely reasonable and we found a vendor which could supply us 4 units for less than the grant authority. PEMS forwarded a letter to OEMS requesting amendment to the grant which would reflect authority to purchase all 4 units. These units would be placed at the two accredited training sites on the Peninsula, at the Council Office on the Middle Peninsula and at a yet-to-be-determined location in the Northern Neck Peninsula. After discussion with OEMS, their approval is anticipated and, when authorization is received, we will proceed with the purchase. Treakle Foundation awarded PEMS a \$1,000.00 grant this year to assist in the purchase of this equipment and it is anticipated that local governments will assist the Council in funding the remainder of the 20% cost-share required of the RSAF Grant.

The Fall RSAF Cycle has been completed and this past week a letter was received from OEMS indicating that funding of the following grant requests by the council was approved. The synopsis is included as an attachment to these minutes.

With respect to COR radio replacement for 7 or the 8 hospitals in our region, the \$75,000.00 grant we received will provide 50% of the cost needed to purchase. It is anticipated that the hospitals will gladly fund the remaining 50%. Mike Marcon asked when the guidelines would be forthcoming to the facilities and the response was that guidance would be developed soon and shared with the Board and with other representatives of the facilities. The caveat attached to this purchase by OEMS was that prior to purchase that the OEMS Communications Coordinator would need to know the technical aspects of the equipment and approve the choice(s). Dane Davis and Jim Masten will jointly develop the road-map for this procurement and coordinate with appropriate personnel. Action item – Dane Davis and Jim Masten

Another area of emphasis in this RSAF Grant Cycle was the approval of the grant request for \$100,000.00 as “seed money” to attract partners in addressing the provision of appropriate EMS Training opportunities for providers in the Upper Middle Peninsula and the Northern Neck Peninsula. The grant was approved for \$80,000 and the Council Staff is developing a Plan of Action and Milestones for this project.

Liz Martin indicated that she would like to be included in any meeting with local leadership in her area when the council staff is ready to “take this on the road”. Action Item – Don Wilson

Tim Kimble thanked the Council Staff for their increased efforts in the preparation of region-wide RSAF Grants. Example of this was the Climate Control Systems for EMS vehicles grant request which affected 17 agencies in the region. The Council Office combined their requirements into one submission and asked for 50/50 funding to the \$25,000.00 level. After a second submission, that grant was approved at the level requested. The agencies affected will provide the remaining 50% funding to complete the purchase. This is a great example of combining needs to bring costs down and that PEMS actions are commended.

In response to a question by Liz Martin regarding how the staff anticipates garnering support to meet cost-sharing requirements of the grant approvals, the depiction attached to these minutes explains projected funding sources for each.

Role of Ellen Vest and CTS Update

As previously approved by the Executive Committee, the coordination of the Consolidated Test Site Program was recently transferred from Ellen to Jeannie Dunston. That reassignment of responsibility was prompted by a shift change for Ellen in her primary employment at the Newport News Fire Department. The change has been smooth and the increased attention to the duties by a full-time employee has increased efficiency and effectiveness. Jeannie was sent to the Rappahannock Regional Council Office for several days for training and has restructured the procedures used here at PEMS which have already

resulted in management-efficiency gains and increased customer satisfaction. Jeannie thanked the leadership for the opportunity to help in this area and for her training in Fredericksburg.

Ellen is now better able to manage her duties as Instructor Resource Coordinator, Critical Incident Stress Management (CISM) Coordinator and is available to Dane Davis to help in assessment activities associated with quality assurance/initiatives. Ellen remains as our institutional expert in website management and maintenance. The website has improved tremendously over the recent past and all Board Members were invited to visit the web to see the new “complexion”. Ellen gave a brief overview of CISM activities in the region and planned educational offerings. Liz Martin also announced that the Annual CISM Conference this year would have a hospital professional track for those hospital personnel needing to become more informed in this area. She elicited input from facility representatives regarding their needs in this area.

Treasurer “In-Training”

Marsha Weatherwax is very near her due date for her new baby. The staff has had little opportunity to ask her directly to agree to becoming the understudy to the Treasurer, however, we do anticipate her acceptance. The members will be kept informed regarding her new baby and her decision.

New Business:

Trauma Center Funding

A brief discussion ensued about present legislation which created a special fund into which people convicted of second or subsequent DUI violations would pay fines and fines collected would be disbursed to Trauma Centers in Virginia to assist them in lowering out-of-pocket costs associated with operating their facilities.

However well intentioned, the code is obviously not working for as of October 2004, the fund had accumulated less than \$1,000.00 and most of that was collected in one jurisdiction in Virginia.

The Virginia State Trauma Committee, OEMS and FLAP are all watching this issue and, to date, no new legislative initiatives have been introduced. The original sponsor of the legislation, a representative from Virginia Beach may wish to address this and the Trauma Committee has developed a relationship with him. More to follow, without doubt, and the staff will keep the members informed.

Staff Retreat

It was announced that the staff would hold a staff retreat in the near future to address where we have been, where we are and where we may wish to go. The retreat will be in-house. Board members who wish to attend will be welcome and all will be apprised of date selected in advance.

Liz Martin inquired of our plan of action with respect to convincing local government leadership that their funding of council activities needs to increase. Don Wilson explained that budget requests to the local leadership has indicated no change this year but, that when they start getting increased returns to their localities as a result of \$4-for-Life Legislation, the council would present a strong case to increase the formula which has been used for at least the past 10 years. Michael Player stressed the need to include detailed information to the local government which lays out what we will be able to do with any increase funding from them. Action Item – Don Wilson

Telecommunications

With staff growth and rapidly improving technology, the current PEMS Council Office communications system is outdated and, therefore, inefficient. The Board was informed that the staff is seeking quotes from three vendors and evaluating their recommendations. Ultimately, the staff will come to the Board and recommend that we be authorized to spend between \$4,000.00 and \$5,000.00 for a new system. Action item – Don Wilson and Jim Masten

HRMMRS “Expansion”

The board was briefed about a proposal of the HRPDC that the HRMMRS be expanded to formally include the counties in the Upper

Middle Peninsula and the Northern Neck Peninsula to form an “Eastern Virginia Medical Response System. This was initiated as a strategic move to protect funding for this area - as funding applies to medical response to terrorism. The Homeland Security Department is imminently to funnel all such federal dollars to the states directly and then have states trickle-down the dollars to entities working the issues; i.e. – MMRS’s. This is considered a natural maturation of the process and is intended to force better cooperation among and between federal-state-local entities. This proposal was sent to the Homeland Security Office in the Governors Office. If approved, as the letter states, added jurisdictions would have to agree to provide \$0.20 per population as their share of sustainment funding. The 16 HRMMRS jurisdictions currently included do, in fact, provide such funding and they have for three years. This information was presented to the board as a heads-up because, if approved, the work-load for the staff and operational costs will increase (During the past year, approximately \$5,000.00 of council operating funds have been expended in support of HRMMRS activities – this includes staff salaries and travel). As of this date, the Council is not funded for any participation in such activities.

Other New Business – Michael Player asked if the members could get a copy of the PowerPoint Presentation given tonight. All members will receive an electronic version when minutes are approved. Mr. Burton will receive hard-copy at his home address. The Executive Director indicated that all future Board presentations would follow this format and that electronic attachments would be included in the transmission. Paper will only be generated at the express request of a member.

Good of the Order:

The Executive Director announced that he would be away next week; becoming a new Grandfather and that Dane Davis would be the Acting Executive Director in his absence.

Adjournment:

The meeting was adjourned at approximately 7:30 pm. The next meeting of the Board, in Regular Session, will be on April 13, 2005 beginning at 6 pm.

Respectfully submitted:

**Don D. Wilson
Secretary to the Board**