

Peninsulas EMS Council, Inc.

Board of Directors Meeting

July 14, 2004

Members Present

Wayne Berry

Elizabeth Martin

Marsha Weatherwax

Julie Glover

Charles Burgess

Dr. Kirk Havens

David Barrick

Joan Ross

Dr. Kimberly Mitchell

Michael Player

John Burton

Tom Keithley

Willard Hicks

Mike Marcon

Absent

Jaime Sanderson, Excused

Gaynor Callis

Steven Porter, Excused

Kenneth Eades, Excused

Craig Rice

Staff Present

Don Wilson

Dane Davis

Jeannie Dunston

Tom Ezell

Billy Guire

Call to Order

The meeting began with the prepared meal. At approximately 6:18 pm, the President called the meeting to order. Julie Glover asks everyone to introduce themselves for new board member and thanked everyone for attending.

Approval of the Minutes

Acceptance of the minutes of the April 14, 2004 meeting of the board was appropriately motioned by Dr. Havens, seconded by Michael Player and approved without recommendation of amendment or correction by all members present.

Presentations

The Executive Director:

- **Provided an overview of the fiscal performance of the council for Fiscal Year 04; documentation provided to the Board of Directors is attached to the Council Office file copy of these minutes.**
- **Announced that the Council had met every deliverable in FY04 and received reimbursement for all. He shared the tracking tool which will be utilized in FY05 to follow contract reimbursable performance; documentation provided to the Board of Directors is attached to the Council Office file copy of these minutes.**

- Informed the Board that the Commissioner of Health had not yet signed the FY05 contracts for the regional councils, but was expected to do so within 48 hours. As soon as the contract is signed, our initial invoice for Infrastructure Support (\$145K) will be processed.
- Informed the Board that only one jurisdiction, Richmond County, had not paid the local jurisdiction share to the Council. In fact, he reported, Richmond County had not paid for the past two years. Several letters to the County Administrator for Richmond County without response. Mr. Burgess indicated that he would assist in discerning the problem and a solution.
- Liz Martin inquired about contribution regional hospitals gave. Don Wilson reported that repeated proposals to hospitals to help the council meet the state requirement to generate contract-matching funding (25%) had gone unanswered. Ms Martin suggested that perhaps that the Facility Representatives need to revisit the issue.
- Reported to the Board that he was working on a side-by-side analysis to reflect income and expenses for FY02, 03 and 04. Additionally, he will “lay-out” the estimated income and expense for FY05.
- Provided each member a draft copy of the FY05 Deliverables Contract between OEMS and PEMS. A copy of that document is attached to the council office copy of the minutes of this meeting.
- Provided each member a copy of the Budget Work Tool developed for the FY05 Budget Preparation. This was an action item from the April 2004 meeting of the board. A copy of that document is attached to the council office copy of the minutes of this meeting.

Action Items: *The Executive Director was directed to do the following;*

- *Propose a strategic plan to demonstrate to local jurisdiction governments the need for increased local-jurisdiction monetary support of the Council. Demonstrate historical support, OEMS contractual expectations of regional councils to raise from local sources 25% of funds needed for operating costs, and an analysis of support other regions within Virginia are given by their local jurisdictions. The plan must also include a depiction of services the Council provides to governments, EMS Agencies, Educational Facilities and other entities of interest to local governments. This plan is to include a recommendation for support growth from the current level to at least 15% matching funds by FY07 and to 25% by FY2010.*
- *Following completion of the side-by-side analysis of FY02, 03, 04 and estimated FY05 income and expenses of the Council, provide a report to the Treasurer, which demonstrates the feasibility to hire a part-time Quality Assurance Staff Member within fiscal constraints of the Council. (It was understood to be the sense of the Board that: if the feasibility is favorable, the Executive Director will proceed to hire a qualified and capable*

individual to assist the agencies in the region to improve their work in this crucial area).

Regional Education and Training Coordinator:

Provided the following information:

- Protocols are –
 - At the printers
 - Estimated cost will be \$11K and will provide a large-binder copy for each OMD, Agency and Hospital in the region; small-binder copies for each licensed EMS vehicle in the region and a pocket-sized version to every ALS provider in the region. They will be provided at no cost to the recipient. However, subsequent requests for pocket-sized versions will be billed to the requesting agency/individual
 - Roll-out of the new protocols will require cooperation of all agencies and individuals; schedule will be published as soon as possible

- Training –
 1. CEU dollars for FY04 – only at last minute did some agencies ask for reimbursement for CEU Training given this last year. Of the \$17,020.00 available, reimbursement was applied for (and granted by OEMS) in the amount of \$13,500.00. Hopefully, in FY05, agencies and other trainers will be more active in seeking these funds for training; the Council Staff will continue to encourage that
 2. The fiscal support from OEMS for a Regional Training Center (\$185K) was not funded. Alternative sources of training funds will be pursued.

Action item: *Ms Martin inquired as to whether Tracy Carmine of Riverside Health System Training had been made aware of the funding-request failure? Dane Davis will formally inform the Riverside Health System points of interest that PEMS will not have a funded Education and Training Center*

Old Business:

Dane Davis provided an overview of current grant cycle RSAF funded and unfunded items for the Council. A copy of this report is attached to the Council file copy of these minutes.

New Business:

- **Julie Glover called for volunteers to act as the Nominating Committee for fall Board of Director elections;**

Volunteering: * Mike Player

Dr. Kirk Havens

Wayne Berry

*** Executive Director will act as staff resource for this committee**

- **General discussion of the Board ensued regarding a relatively recent incident involving one of the healthcare facilities and a regional fire and rescue agency involving the selection of an OMD for the agency involved.**

The Board considered the actions of healthcare facility leadership flawed in this case and voted to communicate displeasure and disappointment to the governing board of the health system involved. The Executive Director was directed to refine a proposed letter and to seek concurrence with members of the Executive Committee prior to presentation to the President for signature and further Processing.

Action Item: The Executive Director to refine a letter, as proposed, for signature by the President. Revision is to be reviewed by Michael Player, David Barrick and Dr. Havens for concurrence prior to signature and mailing. The approved, signed and forwarded letter will be made available to members of the Board after signature and mailing. A copy of this document is attached to the Council office copy of these minutes.

Good of the Order:

The Executive Director thanked Board members for their continued support of the Council Office Staff.

Adjournment:

The meeting was adjourned at approximately 9 pm. The Board will next meet, in Regular Session, on October 13, 2004 at 6pm in the Council Office.

Very Respectfully Submitted:

Don D. Wilson

Secretary to the Board of Directors