

Minutes of the Board of Directors

March 13, 2002

Members Present

- Julie Glover
- David Barrick
- Kim Mitchell, M.D.
- Ronnie Weston
- Tracy Hanger
- Willard Hicks
- Mary Morin

Staff

- Don Wilson
- Jim Masten
- Carolyn Cheatham

Call to Order

The meeting was called to order at 7:00pm. Dr. Mitchell made a motion to accept the minutes of the December 5, 2001 meeting of the Board. Motioned seconded by Mr. Barrick. Motion passed.

Executive Director Report

Mr. Wilson advised the member of the Board that a transport service in the PEMS region, Mar-Mac TSI, has temporarily been suspended from operations by OEMS due to the resignation of their OMD. They have located a new OMD. The physician will be considered by the Medical Advisors Committee in their regular session tomorrow.

Budget

Mr. Wilson reviewed the expense elements of the budget as prepared by Ms. Cheatham. He advised the members present that the information presented was based on our current experience. He was projecting operating expenses of about \$14,000 a month. He reviewed the balance sheet as of February 28, 2002. He added that this statement does not include local donations from Hampton, Newport News or the last OEMS Contract Reimbursement. Based on the balance sheet, we should be able to meet all of our financial needs for the rest of the year. Some of the staff salary funding we have available is due to the absence of our ALS Program Coordinator. Jim Masten has been fulfilling both his

role as Disaster Coordinator and the ALS Program Coordinator position. The director thanked Mr. Masten for doing such a fine job.

Mr. Wilson went over the proposed quarterly financial depiction as an example of how we will report financial posture in the future. We will do this so that the Board may have a better understanding of where PEMS stands from quarter to quarter.

Ms. Morin felt it was an excellent plan. She wanted to know if we could do a percentage of the previous year for comparison. The Executive Director will overlay that information on the quarterly presentation.

Revenues – Local Funding

Localities receive \$2-for-Life funding. Mr. Wilson explained that what PEMS did send a letter to each local jurisdictional government. We did not receive much negative response. We used the 2000 population figures at .06 per capita to derive each localities fair share. Mr. Wilson encouraged Board members to speak with their local government representatives at every opportunity to gain their support. If \$4- for- Life legislation passes, then local jurisdictions will realize an increase in funds returned to them for EMS support. PEMS cannot become a stronger, more supportive council without the participation of local governments. Some examples were given as to how other councils receive funds.

Mr. Weston pointed out that the services each council offers are different, for example some council's do training. Mr. Wilson agreed, but pointed out that the PEMS council received \$.06 per capita even when training was provided by the council.

All together, the local support to PEMS is about \$27,000.00. Ms. Morin asked how the hospital funding was figured out for some of the other councils. Mr. Wilson advised he did not have specific information on how hospitals in other regions contribute. He has looked into just a per-visit rate. But then, "visits" must be defined so that facility participation is even-handed. Ms. Morin informed the Board that each facility is required to keep numbers of visits so that information will be available.

Ms. Morin stated that Riverside Regional Medical Center (RRMC) does provide a lot of support to EMS. Riverside support of EMS was gratefully acknowledged. Mr. Wilson asked the board if he should send a letter asking for financial support from the hospitals – suggesting a rate. Ms. Morin suggested asking for a face to face meeting with the hospital executives, to make a case for funding. Mr. Wilson will develop a letter for distribution to the hospitals in the region and asked Ms. Morin to critically analyze the content before transmittal. She readily agreed to review the proposal.

\$4 for Life

\$4 for Life has passed the house and senate; however, the speaker and the president have not signed it. Therefore, it has not gone to the Governor. It is believed that \$3.2 million has already been marked for EMS in the FY03 budget. Ms. Glover wanted to know if there was anything in the legislation that says how the funds have to be used. Mr. Wilson did not know of any specifics, except that the proposed new legislation did not depart from the previous use-formula with respect to the Special Fund. Ultimately, the use of any additional funding will have to be supported to the Commonwealth by OEMS. Mr. Weston wanted information on which members of the legislature did or did not support the funding for EMS. That information is available and Mr. Wilson will forward that information to the members via email.

Budget Note:

PEMS is predicting about a \$14,000 deficit in the budget for FY 03. However, some things are going to be done differently. For example, we historically spend \$5,000.00 on the audit. Tidewater EMS Council (TEMS) did an RFP for audit services and spends roughly \$3,000.00 a year on a three year contract. So PEMS is going to try to reduce expenses in similar ways. Some of the amounts in the budget have been estimated on the high side due to inflation, but the estimates are not considered unreasonably increased.

Board Make Up

Mr. Wilson talked about including more people on the board, people outside EMS: government, business and civic. Ms. Morin agreed that boards are usually made up of a more diverse group. Mr. Wilson indicated that some regional bodies have as many as 40 board members. Mr. Wilson stated that the Board needs to take a look at our bylaws and consider expanding the representative group. We will address this possibility at a Board retreat. Ms. Morin also requested that, for the retreat, the staff look at the region and identify large businesses which might be asked to serve on the Board. Mr. Weston requested that the staff also have the make up of the other regional council's boards available for the Board to review at that time. The staff agreed to take that for action.

Focus Group Update

Mr. Wilson reported that the redistricting issue has gone away. All councils, however, will have to be designated to be in compliance with rules and regulations. OEMS, in concert with regional directors, are working hard to identify the attributes, objectives and standards by which a council operation can be fairly judged with respect to meeting basic requirements of contractual obligations. In other words, are we doing what we should be doing and are we doing it in an effective, efficient manner.

Metropolitan Medical Response System (MMRS)

The MMRS steering committee will be meeting for the last time in March, and will be passing everything to the oversight committee. The plan for funding MMRS has not received final approval. There is also additional funding that has materialized as a result of terrorist activities and the HRPDC is pursuing those. Pharmaceuticals have been purchased and many have been repositioned in local environs. Participating pharmacies in the region – about 120, have agreed to be distribution centers for MMRS medications. Each pharmacy has agreed to stock and rotate particular drugs to ease sustainability costs.

Peninsulas Threat Assessment and Response Team (Pen-TART)

It will most likely be recommended that the Pen-TART group change their name to MMRS-Peninsula Implementation Group. Ms. Hanger asked if it was advisable for the sub committees to continue to meet. Mr. Wilson recommended not making any changes at this time.

Budget

Mr. Wilson asked for questions regarding the budget. He advised the members if any questions developed to please contact him. Mr. Weston felt that contributing members should have higher level of benefits. There are commercial providers who are using drug boxes that are not contributing to the council. Also industries with EMS response units, such as Busch Gardens, were brought up by Mr. Hicks. Mr. Wilson recommended \$500.00 annually for such agencies. Mr. Weston felt they should be charged more. Maybe \$1,000.00. He also suggested that perhaps it would be best to go and meet with them in person. The staff agreed to take this under advisement.

A motion to accept the proposed budget with recommendations as specified above was made by Ms. Morin. Motion seconded by Mr. Weston. Motion passed.

Data Collection

Mr. Weston advised the member of the Board that Newport News has gone online with the handhelds, as of March 1, 2002. They have logged over 300 runs. The crews have had a few problems, but for the most part have worked them out. They have found a problem with the attendant section. Also, a problem with spell check, it is on the desk top, not on the handheld units. Mr. Weston said they are getting close to the final payment. Mr. Weston said that once they were up and running, the clock would start on the warranties. The budget office at Newport News is requesting their funds. Newport News is also interested in purchasing some additional units. RAM still owes us some training, per Mr. Weston. Another problem is that the machines are 3 years old already and the batteries are now dead. Mr. Weston felt there was also one unit still unaccounted for. Ms. Glover

suggested checking with Abingdon Fire and Rescue. She advised that Montross Volunteer Rescue Squad did a separate grant. Mr. Wilson will coordinate with Mr. Weston, the Board President and RAM to finalize the approach to bringing this long-overdue-process to conclusion.

Management Retreat

Mr. Wilson wanted to know when the Board would like to schedule the retreat, preferably before the end of the fiscal year. Mr. Barrick felt that we should hold it here at the PEMS office. It is less expensive that way. Ms. Morin advised the Board that Riverside has a gym that is being renovated into a conference room with a full service kitchen. She also felt that the meeting should be on a weekday. The board decided on Friday May 31, 2002 at 9:00am. Casual attire. PEMS will provide food, breakfast, lunch and snacks. The meeting will be held in the PEMS offices.

Nominating Committee

Ms. Glover requested three members to volunteer for the nominating committee. Mary Morin, David Barrick and Kim Mitchell agreed to serve. Ms. Glover reminded the members of the Board that the standing committees must hold their officer elections in June.

Awards Committee

Ms. Glover requested one person from each region to serve on the awards committee. Francis Bowen, Sean McNulty, Julie Joyner and Willard Hicks volunteered. Ms. Joyner will represent the hospitals. Mr. Barrick stated that PEMS solicits repeatedly for award nominations and never gets any. He recommended that if providers in the region were not willing to nominate anyone, then we should just not have a nomination in those categories.

Educational Committee and Management Seminar

Ms. Glover has spoken to the Middle Peninsulas Pre-Hospital Committee and the PEMS staff about education. PEMS has gotten out of training for various reasons. Mr. Masten has written a training grant for the current grant cycle. It is the easiest way to keep money coming into the council for training. So, perhaps we should get back into the business of training. Ms. Glover suggested the Board put together a committee of those who are doing training in the region. The committee's purpose would be to gather information and pass it on to agencies. PEMS would stay apprised of what the training services are doing and could make them aware of what the council is doing. Mr. Masten added that he was advised by Carol Morrow (OEMS Grant Administrator), to put in for EMT-Intermediate classes. If the region subsequently does EMT-Cardiac Technician classes instead, we can simply return any unused funds. Mr. Barrick

recommended not excluding any one that is doing training. If they choose not to participate, then that is up to them. If the new rules and regs take effect, everyone will have to be accredited to teach ALS classes. Ms. Glover clarified that the council is not trying to regulate, just to get information flowing, and see how people are doing. Mr. Weston asked if for-profits agencies are eligible, Mr. Masten replied that, yes, if PEMS requests the grant. This is all on the basis of tuition reimbursement.

Ms. Glover advised the Board members that she perceives a real need for management training. She would like to have some good management seminars, maybe similar to the Trauma Symposium. Her opinion is that such an endeavor would entail one or two days of training with focus on development or refinement of management skills. Mr. Weston recommended that we check on the management classes which are provided in Richmond and consider sponsoring that in our region.

Good of the Order

Dr. Mitchell reminded everyone of the upcoming trauma symposium to be held in Williamsburg at the Marriot.

Adjournment

Motion to adjourn by Dr. Mitchell, second by Mr. Barrick. Motion passed. Meeting adjourned at 8:35pm.