



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

1421 Johnston-Willis Drive
 Richmond, VA 23235-4730
 804-560-3300 • FAX: 804-560-0909
 www.odemsa.vaems.org

Old Dominion EMS Alliance
Board of Directors

December 13, 2017

7 p.m.

ODEMSA Office, Richmond (PD-15)

Board Members Present: Rodney Newton, Heidi Hooker, Bryan McRay, Al Thompson, Chip Decker, David Norman, Karen Giles, Pier Ferguson, Allen Yee, M.D.

Board Members Absent: Helen Compton, Willoughby Hundley, M.D., Sean Moore, Jessica Goodman, Robert Trimmer, Kathi Manis, Ellen Buchanan

ODEMSA Staff: Adam Alford, Megan Young

Other: Catina Downey, CPA

Minutes Scribed by: Heidi Hooker **Reviewed by:**

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Meeting Called to Order	The quarterly meeting was called to order at 7:03pm by Board President Bryan McRay following dinner provided by ODEMSA. A quorum was determined. Introductions were not necessary. McRay added an agenda item under New Business, letter F- Executive Session. The Agenda was approved with the addition. The September Minutes were approved. The November Special Meeting Minutes were approved. (00:00-04:00)	<p>Motion by: Allen Yee to approve Agenda. Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the September Meeting Minutes. Seconded by: David Norman</p>



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		<p>Vote: Unanimously approved</p> <p>Motion by: Pier Ferguson to approve the November Special Meeting Minutes.</p> <p>Seconded by: Al Thompson</p> <p>Vote: Unanimously approved</p>
<p>President Reports:</p> <p>A. PD-13</p> <p>B. PD-14</p> <p>C. PD-15</p> <p>D. PD-19</p> <p>E. Board President</p>	<p>Rodney Newton stated their December meeting was the week before. He said they have plans in place for a Super CE Weekend, at South Boston, in January. Agencies in his sub-council are having a hard time keeping personnel. He has an EMT class starting January 8th. (04:07-05:12)</p> <p>David Norman reported agencies in his Planning Districts are also seeing a decline in personnel, especially during the day Monday through Friday. (05:13-05:46)</p> <p>No Report (05:47-05:55)</p> <p>Pier Ferguson said Crater Sub-Council will elect officers the first week on January. She said they've had low attendance at their sub-council meetings, so they're looking at ways to increase attendance. They may consider returning to the bi-monthly meeting, and altering the meeting times. Crater is also transitioning to a new Medical Director. Dr. Wickizer has been the Director for many years but he will soon retire his position. She said they will also be reaching out to the hospitals for more hospital representation in their effort to increase attendance. She added Crater Council is also seeing low personnel numbers. (05:56-07:55)</p> <p>Bryan McRay said he would hold his comments until later in the agenda. (04:00-04:06)</p>	
<p>Advisory Board Report:</p>		



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	<p>Chip Decker said the Advisory Board met November 8th at Symposium. He reported it was mostly presentations. One was on the Charlottesville protests, things that went well and not so well. (07:56-08:51)</p>	
<p>Executive Director Report:</p>	<p>Heidi said she hired a new employee, Ryan Scarbrough, who will be the Regional Projects Coordinator. Ryan will come in some to train with Adam and Megan as their schedules permit, but he will not be full-time until January. She reported ODEMSA had two Governor EMS Award winners, Cindy Gillespie with the Dispatcher Award and Dr. Jeff Ferguson with the OMD Award. Heidi pointed to the Christmas tree in the corner and said staff is planning to recognize the CTS staff and the good work they do with a holiday party. (08:52-10:44)</p>	
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item B. Annual Financial Report – Action Item</p>	<p>A motion was made to accept the financial statement prepared by Catina Downey. Treasurer Norman thanked Catina for the report. Dr. Yee asked how we're looking with locality contributions. Catina said not as good as she would like. She directed them to a list of contributions in their report. They discussed who has been contributing and those that have not. The motion passed with unanimous vote. Dr. Yee inquired about an item billed by Catina, the Henrico Funding Request. Catina explained it was time spent filling out a lengthy funding request for the County of Henrico. Yee asked if it was for the locality requests. It was and Catina, when asked, said she does fill one out every year. (10:45-16:56)</p> <p>A motion was made to accept the Annual Financial Report prepared by Allen Perkins. Treasurer Norman said he was pleased with Perkins service. He said the auditor found no issues with the audit and had no recommendations for ODEMSA. David said the auditor praised Catina and Heidi saying they were cooperative and easy to work with. Bryan said on the last page of the audit it mentions borrowing from the line of credit. This was because the Office of EMS was late making payment to ODEMSA due to a computer system transfer to a new payment system. The money was repaid to the line of credit as soon as the</p>	<p>Motion by: David Norman to approve the Quarterly Financial Report. Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the Annual Financial Report.. Seconded by: David Norman Vote: Unanimously approved</p>



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	<p>OEMS check was received. The motion was passed with unanimous vote. (16:57-18:58)</p>	
<p>Current Business: A. Regional Training Funds- Update</p> <p>B. VHHA/CVHC Contract- Update</p>	<p>Heidi said the Training Funds Committee did meet this quarter and they approved several funding requests. Heidi and Megan were asked if we're on target for spending the amount offered to the region. Heidi said we are not on target, but reminded members ODEMSA has only been distributing the funds one quarter. She said the new hire of the much needed Regional Projects Coordinator will greatly help. She also reminded members, they delayed the hire during the last meeting due to legal matters. Megan was trying to manage the training funds while learning her new role as Training Director. So, there is catching up that needs done. Heidi said staff are promoting the new program in a variety of ways. She said if the instructors don't ask to utilize the funds by the fourth quarter, ODEMSA will hire instructors, with the funds, to teach the classes. So staff has plans to spend as much of it as possible within this first year. (18:59-25:42)</p> <p>Heidi said this agenda item was on by mistake. She said it remained on from the last meeting. She apologized, and said the contract had been signed and the VHHA staff are in place. (25:43-26:45)</p>	
<p>New Business:</p> <p>A. Annual Report – Action Item B. COOP Plan – Action Item C. Regional Bylaws– Action Item D. CTS Schedule – Action Item</p>	<p>Heidi briefly described the report. After discussion, the following changes were made: Page 8 – change West End to RVA, remove Kenbridge, remove Amelia Ambulance Service and remove Davis Ambulance. A motion was made to approve the Annual Report with added changes. The motion passed with unanimous vote. (26:46-27:26)</p> <p>A motion was made to approve agenda letters B-E as a group. Members were given the documents to review prior to the meeting. The motion passed with unanimous vote. (27:27-29:46)</p>	<p>Motion by: Rodney Newton to approve the Annual Report with changes Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the COOP Plan, Regional Bylaws, CTS Schedule, and Regional Trauma Plan</p>



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<p>E. Regional Trauma Plan – Action Item</p> <p>F. Executive Session – Action Item</p>	<p>A motion was made to enter Executive Session and passed with unanimous vote. (29:46-30:20)</p> <p>After returning from Executive Session, a motion was made to increase the line of credit to 70k. The motion passed with unanimous vote.</p> <p>A motion was made to allow the Executive Committee of the Board to un-restrict funds as needed. The motion passed with unanimous vote.</p>	<p>Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: David Norman to enter Executive Session Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: Allen Yee increase the line of credit to 70k Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Allen Yee to allow the Executive Committee of the Board to un-restrict funds as needed Seconded by: David Norman Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>Karen Giles informed the members of a pediatric code within the region. She said the CISM Team was activated and the new clinician to the scene, about two hours, to support the activation. Bryan McRay added he heard VDEM is working on plans to activate CISM during large events (MCI's).</p>	
<p>Next Meeting</p>	<p>March 15, 2018 (Location – PD-13)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 8:03pm.</p>	