



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 14, 2016

7 p.m.

ODEMSA Office, Richmond

Board Members Present: Rodney Newton, Allen Yee, M.D. - via phone, Heidi Hooker, Bryan McRay, Robert Trimmer, Al Thompson, Chip Decker, David Norman, Jessica Goodman- via phone, Karen Giles, Pier Ferguson

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

ODEMSA Staff: Holly Sturdevant, Megan Young, Annie Edwards, Adam Alford

Other: Catina Downey

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 7:09pm by Board President Bryan McRay following dinner. Bryan thanked staff for the food and hospitality. A quorum was determined. The Agenda was approved with additions added by Bryan. Under (5) Financial he switched the order to; b. Annual financial Report then a. Financial Statement. Under (8) Business from the Floor he added a place for Executive Session. The September meeting Minutes were approved. Introductions were made. (00:00-07:23)	<p>Motion by: Al Thompson to approve Agenda. Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the Minutes. Seconded by: Chip Decker Vote: Unanimously approved</p>



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<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 they are busy preparing for their Super Weekend. They hope to have a big turnout. (07:25-07:38)</p> <p>David Norman reported Bill Hogan has resigned as the EMS Representative for PD-14, Karen Giles has been elected to replace him. The Vice-Presidential Debate went well, they only had two patients. David thanked surrounding agencies for their assistance during the event. (07:39-9:32)</p> <p>Robert Trimmer missed the last Metro-Richmond meeting, he was out of town for a business meeting. He reported they did grant reviews at the meeting and held elections. All officers remained the same. (09:33-9:55)</p> <p>Pier Ferguson said Crater Council is moving to quarterly meetings vs. bi-monthly. The December meeting is cancelled. She said Dr. Wickizer is transitioning out of the OMD role, he continues his work developing new OMDs. (9:56-10:27)</p> <p>Bryan McRay thanked staff for their hard work and positive message. He said they've done a good job meeting the mission of serving the provider on the street. He reported John Duvall has stepped down from his Chair position with the Diversion Committee. (10:28-11:48)</p>	
<p>Advisory Board Report:</p>	<p>Chip Decker said the Advisory Board met November 9th at Symposium. He mentioned First Net: public safety broadband. He said the federal government has authorized 7 billion dollars to develop and install a nationwide public safety broadband network. This network is dedicated band width, which will be secured and HIPPA compliant. They will start deploying this in 2018 and it's anticipated to take 5 years before its full capabilities are built. The feds will build the system and it is not free for the state to use. He likened it to a cable internet subscription fee. The system is not intended to replace two-way common radio (dispatch). He reported the EMT-Intermediate program has had much misinformation surrounding it lately. Soon the National Registry will not support the Intermediate certification. This means there will not be a recognized</p>	



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	<p>national test for it. OEMS had promised not to discontinue EMT-I. So, OEMS is planning Town Hall meetings across the state and will report findings from the Town Halls at the EMS Advisory Board meeting in May. He said the National Registry has said they are going to stop supporting the program, but they haven't said when they'll stop. There are only four states using the program. Town Halls will be announced on the OEMS website. Bryan encouraged members to attend meetings, as they are informative and necessary. (11:49-26:12)</p>	
<p>Executive Director Report:</p>	<p>Heidi gave a summary of staff activities. Staff assisted with the Vice-Presidential Debate by assisting with training and planning committee participation. This was a grant quarter, so staff was busy distributing and grading grants. Several staff members attended Symposium with some instructing while there. Heidi described the ODEMSA EMS Boot Camp course, a 12-week physical and mental fitness program tailored specifically for the EMS provider. Heidi asked Annie to describe ODEMSA's partnership with the Midlothian Athletic Association. She said the gym will send personal trainers to ODEMSA to learn the mechanics of EMS work then use that information to customize the training for EMS. Megan built folders for each ODEMSA committee. The committees like these binders, that have all the information needed in them for a meeting including copies of past Minutes, the committees guidelines and Robert's Rules cheat sheets. Heidi added that Megan has worked on several drug box diversions during the quarter. Adam said we've started an EMT-hybrid class at Bensley. A second class will begin in Halifax soon. Holly has been working on IT issues at the office, she's assisting Annie with the Boot Camp and beginning work on the ODEMSA Awards and Picnic. Heidi asked members to reserve May 20th on their calendars so they can attend. (26:13-34:50)</p>	
<p>Financial Discussion: A. Annual Financial Report – Action Item</p>	<p>A motion was made and seconded to approve the Annual Financial Report prepared by Allen Perkins. David Norman reported he met with Mr.</p>	<p>Motion by: Allen Yee to approve the Annual Financial Report.</p>



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<p>B. Quarterly Financial Statement – Action Item</p>	<p>Perkins. During the meeting Perkins indicated he had no issues or recommendations for ODEMSA. The audit went very well, in fact better than last year. (34:51-37:40)</p> <p>A motion was made and seconded to approve the Quarterly Financial Statement prepared by Catina Downey. Chip asked Catina about the cash flow. He acknowledged we had the state monies on hand, regarding the large jump on December 4 and the lower numbers preceding them. Catina said though it looked that way, it wasn't actually low. Chip needed clarification that the "restricted funds" wasn't actually spent. He asked about specific amounts listed on the report and gained clarification and explanation from Catina. She ended by stating she feels like we are in a good position to have enough money to pay the bills. Chip suggested to the board that we increase the operational reserve. Catina suggested to Heidi that we complete the quarterly report at the end of the quarter so she can bill immediately at the end of the quarter. This will eliminate 45 days to wait for payment. Heidi offered that anyone who wants to take a closer look at the finances, they are welcome to come in to the office and meet one-on-one with the accountant, and within reason, she can even travel to see them. Chip said we did not have the authorization to spend the restricted funds, it was a BOD decision. He repeated we could not do that. He requested Heidi and Catina tell the board when we have to use it so it alerts them of the low cash flow and the dipping into of "emergency" funds. Heidi and Catina agreed. (37:40-1:00:23)</p>	<p>Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the Quarterly Financial Statement. Seconded by: Al Thompson Vote: Unanimously approved</p>
<p>Current Business:</p>	<p>None (1:00:23-1:00:45)</p>	
<p>New Business:</p>		



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<p>A. CTS Schedule – Action Item B. COOP Plan – Action Item C. ODEMSA Annual Report – Action Item D. Law Enforcement Position Bylaw Language E. Board Bylaws – Action Item F. Elections</p>	<p>A motion was made to accept action items A and B under new business for approval. The motion was seconded and passed with unanimous vote. (1:00:46-1:01:26)</p> <p>A motion was made to accept the ODEMSA Annual Report for approval. Heidi reminded them the section with the grant info can't be updated until after commissioner signs the grant. Around the room, a few people offered updates to the agency list. With corrections, the motion was seconded and passed with unanimous vote. (1:01:27-1:05:52)</p> <p>Bryan said at the last meeting, during the Bylaw discussion, a clerical issue was raised regarding the Law Enforcement position. The Bylaws did not address the position. Bryan distributed verbiage for a Bylaw change that address the position. After discussion members changed Bryan's language to read "two (2) year term". The proposed Bylaw change is: Article IV – Members Section 7 – move existing language for Section 7 to Section 8 Section 8 – move existing language for Section 8 and create Section 9 Section 7 to read: "The ODEMSA Board of Directors may appoint a representative from the local law enforcement community for a two (2) year term. Each sub-council shall submit a candidate to the Nominating Committee before the annual ODEMSA Board of Directors meeting held in December." (1:05:53-1:19:22)</p> <p>A motion was made to accept the Board Bylaws for approval. The motion was seconded and passed with unanimous vote. (1:19:23-1:20:03)</p> <p>At the last meeting a nominating committee was established. The committee submitted the officers as they currently stand. There were no nominations from the floor. The current officers were accepted with unanimous vote. (1:20:04-1:22:04)</p>	<p>Motion by: Al Thompson to approve the CTS Schedule and the COOP Plan. Seconded by: Allen Yee Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the ODEMSA Annual Report Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: Al Thompson to approve the ODEMSA Board Bylaws Seconded by: David Norman Vote: Unanimously approved</p>
<p>Business From Floor</p>	<p>Allen Yee said the Symposium Committee would like to see more submissions from local experts, including agency OMD's and agency leaders. He said the Symposium format is changing, they will now be one hour lectures.</p>	



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This will be more consistent with other national conferences. Yee said we should encourage those in ODEMSA to submit topics. (1:22:05-1:23:33)

Chip Decker asked if there was any update on the EMS Training Funds. Heidi said she has had no updates since the last BOD meeting. David Norman said there was no update provided at the EMS Coordinators meeting. (1:23:34-1:24:30)

Robert Trimmer said the grants were awarded the first week of December. Eleven ODEMSA agencies scored within funding range. The recommendations have been submitted to the Health Commissioner for approval. Agencies will learn final approval in January. \$10,464,000 was requested this cycle with \$4,400,000 awarded.

Robert asked if we would check on the meeting dates for Metro-Richmond Council. He said the dates were moved last year because of a scheduling conflict. He said if the conflict remains, Metro-Richmond can change the date in their Bylaws. (1:24:31-1:28:12)

Chip Decker said the legislatures have proposed a requirement that all EMS providers, law enforcement and fire excluding volunteer fire take a mental health awareness class. He just wanted members aware of the proposal. Bryan and David shared what they knew of the proposal. Jessica Goodman shared OEMS is working on a CISD video. (1:28:13-1:34:28)

Heidi said she had an action item that would require executive session because of a personnel matter. A motion to enter executive session was made and approved. During the executive session the Board agreed to allow Heidi to execute the needed changes to personnel. She will update in March. (1:34:29-2:12:00)

David Norman asked about the next meeting location. The group decided they will return to rotating the meetings in each Planning District. The next meeting will be in PD-13, Rodney said he would check on a location.

Bryan congratulated the two ODEMSA Governors EMS Award winners, Robyn Manke and the Richmond Ambulance Authority. (2:12:01-2:14:48)



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Next Meeting	March 15, 2017 (Location – PD-13)	
Adjourn	The meeting was adjourned at 9:23pm.	