



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

1463 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 16, 2015

7 p.m.

ODEMSA Office, Richmond (PD-15)

Board Members Present: Rodney Newton, Allen Yee, M.D., Ellen Buchanan- via phone, Pier Ferguson, Heidi Hooker, Bryan McRay, Robert Trimmer, Sean Moore, Al Thompson, Chip Decker

Board Members Absent: Kathi Manis, Helen Compton, Willoughby Hundley, M.D., Bill Hogan, Brad Owens, David Norman,

ODEMSA Staff: Holly Sturdevant

Other: Catina Downey-via phone

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 7:07pm by Board President Bryan McRay following dinner. A quorum was determined. The Agenda was approved. The September meeting Minutes were approved. Introductions were made. (00:00-01:34)	Motion by: Al Thompson to approve Minutes. Seconded by: Robert Trimmer Vote: Unanimously approved Motion by: Rodney Newton to approve the Agenda.



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		<p>Seconded by: Allen Yee Vote: Unanimously approved</p>
RHCC Update	<p>At the request of Bryan, Andrew Slater- Manager, Regional Healthcare Coordination Center, attended the Board meeting to give an RHCC presentation and answer questions. (01:34-35:20)</p>	
<p>President Reports: A. PD-13 B. PD-14 C. PD-15 D. PD-19 E. Board President</p>	<p>Rodney Newton reminded the Board that PD-13 will host a CEU super weekend in January. (35:20-35:54) No report. Bobby Trimmer said their focus is trying to get representation on the various ODEMSA working committees. He stated Chesterfield utilized their Medical Services Transport Unit for the first time during a recent MCI. They transported 10 green patients with the unit. He said it went well. (35:55-37:34) Pier Ferguson reported Crater is also working on filling committee positions. Crater put a nomination committee in place and will hold elections at their next meeting. (37:35-38:37) Bryan distributed the 2016 Committee Meeting Schedule. He pointed out the fact that the meetings are now clumped closer together. Staff hopes this move will increase meeting participation. He said he's participated in meetings that are reviewing highway traffic safety. He discussed a recent fire engine incident in Dinwiddie. He encouraged members to review their agency highway safety plans and share information with others. He said the committee meetings he's attended have been robust and active. (38:38-44:43)</p>	
Advisory Board Report:	<p>Chip Decker reported the Advisory Board met last at Symposium. Items discussed included the American College of Surgeons State Trauma System Consultative Visit Summary. He told members this report can be found on the OEMS website. This is an assessment of the trauma system in Virginia. He said no action has been taken on it. He said there was also discussion about</p>	



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	<p>the Cardiac Arrest Registry to Enhance Survival. Cardiac arrest data is uploaded to a central database that allows agencies to compare data for a fee. He said the state is seeking funding that will allow all Virginia agencies access. He said he mentioned hospital access to EMS records, as he was asked to do so by Metro-Richmond Sub-Council. He said this is about hospitals that are not trauma centers and their access to EMS run reports, which is restricted to five days. It causes problems if the report is not immediately uploaded to the patient's record, among other things. He also mentioned other concerns regarding the way data is acquired and scored. Chip said he hopes to look in to this matter further with the Advisory Board in future meetings. Chip will keep ODEMSA updated. (44:44-57:53)</p>	
<p>Executive Director Report:</p>	<p>Heidi had a copy of the ODEMSA application to re-designate as a regional council with the Department of Health. The application was in a 6" binder. Heidi described the process and the considerable amount of time involved to produce the application. Heidi invited members to take a closer look at the product after the meeting or as they wish. Heidi described some changes she's implementing regarding committee meetings. Rachel has restructured the schedule but beyond that, beginning immediately, only committee members will sit at the tables. A roster of members will be posted, and the room set up has changed. All of this is in an effort to formalize the setting and is designed much like the OEMS set up. Heidi said she attended each of the sub-council meetings and with the help of the sub-council presidents filled many of the vacant committee slots. Much work still needs to be done.</p> <p>Rachel-</p> <ul style="list-style-type: none"> o Set the committee meeting schedule <p>Holly-</p> <ul style="list-style-type: none"> o Worked on the Annual Report o Assisted with interviews in Brunswick County, at their request <p>Damien-</p> <ul style="list-style-type: none"> o Finishing the VCU class he's teaching at ODEMSA 	



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	<p>Adam-</p> <ul style="list-style-type: none"> o Planning EMT classes, which is new and is meeting a need. Heidi described the multiple requests for classes. She said until recently, finding EMT instructors was not an issue in ODEMSA but it has become a big problem. So, to fill the need, ODEMSA is planning online EMT courses to meet the needs of the region. A lengthy discussion followed regarding testing of EMT's and the fact that agencies are feeling the impact now of less EMT's in the region. The efforts of staff were supported. (57:54-1:15:18) 	
<p>Financial Discussion: A. Financial Statement</p> <p>B. Annual Financial Report- Action Item</p>	<p>A motion was made and seconded to approve the quarterly financial report submitted by Catina Downey. The motion was approved with unanimous vote. (1:15:19-1:16:26)</p> <p>Bryan said Allen Perkins performed this year's audit. His audit was again positive. Perkins was complimentary of Catina and staff. Perkins does perform audits for other regional councils and said compared, ODEMSA is in very good shape financially. A motion was made and seconded to accept the Annual Financial Report prepared by Allen Perkins. The motion was approved with unanimous vote. (1:16:27-1:19:11)</p>	<p>Motion by: Chip Decker to approve the Quarterly Financial Statement. Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to accept and approve the Annual Financial Report/Audit Seconded by: Al Thompson Vote: Unanimously approved</p>



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<p>Current Business:</p> <p>A. Regional OMD Contract</p>	<p>Postponed – Bryan at first suggested the personnel committee begin work on this contract. Heidi said the project was so delayed because the bylaws had to be approved before further work could be done. At this point, it’s just a matter of matching language from the bylaws, state contract and the medical control committee bylaws. Bryan then said he would work on the project with Heidi. (1:19:12-1:21:17)</p>	
<p>New Business:</p> <p>A. CTS Schedule – Action Item</p> <p>B. COOP Plan – Action Item</p> <p>C. ODEMSA Annual Report – Action Item</p> <p>D. Board Bylaws – Action Item</p>	<p>A motion was made and seconded to approve the CTS Schedule. The motion was approved with unanimous vote. (1:21:18-1:21:32)</p> <p>A motion was made and seconded to approve the COOP Plan. The motion was approved with unanimous vote. (1:21:33-1:21:46)</p> <p>A motion was made and seconded to approve the Annual Report. Bryan said he made some housekeeping changes to the document and submitted them to Heidi. Heidi will incorporate those suggestions when she updates the RSAF information. The motion was approved with unanimous vote. (1:21:47-1:23:53)</p> <p>A motion was made and seconded to approve the Bylaws. The motion was approved with unanimous vote. (1:23:54-1:24:38)</p>	<p>Motion by: Allen Yee to approve the CTS Schedule Seconded by: Pier Ferguson Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the COOP Plan Seconded by: Pier Ferguson Vote: Unanimously approved</p> <p>Motion by: Al Thompson the Annual Report Seconded by: Sean Moore</p>



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		<p>Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the Bylaws</p> <p>Seconded by: Al Thompson</p> <p>Vote: Unanimously approved</p>
<p>Business From Floor</p>	<p>Bryan asked if anyone was interested in serving on a Financial committee. David Norman will chair the committee. Bryan asked for additional volunteers. Sean Moore accepted. (1:24:39-1:27:28)</p> <p>Bryan asked if the Personnel committee would begin the process of reviewing the job descriptions and evaluation tools. Bryan asked if there were volunteers to assist with the project. There were none. Bryan said he would make some calls. (1:27:29-1:28:49)</p> <p>The Trauma report was mentioned and discussed. Heidi said the Council Directors are responding to the report as a group. Heidi is on a small committee that is reviewing the document. (1:28:50-1:33:30)</p> <p>Heidi distributed the STEMI Guidelines that were only approved the day before by committee. Heidi said she would not request a vote because it's not a deliverable item, but asked if the group wanted to proceed with an electronic vote or wait until the next meeting. Dr. Yee said he was ok waiting until the next meeting, the group agreed. (1:33:31-1:34:52)</p> <p>Bryan informed the Board that there is a contract obligation for each council to do an After Action Report after an MCI within their region. Bryan said he missed this when reading the contract, and shared that he has "heartburn" with the requirement. He doesn't believe ODEMSA should take an</p>	



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outside critique of an incident. He believes the agency that lead the MCI should serve that role and share information found with the councils. He shared legality issues that could arise, especially if criminal activity is involved with the event. He stated if the jurisdiction requests assistance from the MCI committee that would be a different matter and believe ODEMSA would have a role to assist in that scenario. Bryan said he will discuss the contract obligation with Winnie Pennington at OEMS. Dr. Yee said he didn't have an issue gathering information for the recent MCI but that the 30 day requirement to complete the report was unrealistic. Heidi said the requirement to report the MCI to OEMS has been in the contract since she could remember. Heidi said in the past she has submitted the agencies AAR and not a report generated by ODEMSA, in past years this was accepted. In this case, Heidi was sent an email by Winnie with a reminder to do the report and to use an OEMS approved form. In the end it was decided, Heidi will ask for an extension to deliver the AAR after Chesterfield Fire has completed their report. Dr. Yee committed to completing the report and sharing the results with ODEMSA. He said VCU and Chesterfield will work together to complete the required form from OEMS. Dr. Yee then discussed the MCI, he said it went well. (1:34:53-1:53:39)

Dr. Yee asked if ODEMSA could donate funds to sponsor the cadaver lab at the EMS Expo. After discussion it was decided ODEMSA is not in a position to provide a financial contribution. ODEMSA will offer any other assistance possible to assure the success of the Expo, to include requesting grant funds, advertising the event and providing staff to attend or lecture during the event. (1:53:40-2:00:22)

Robert Trimmer acknowledged the two ODEMSA Governor EMS Award winners – Kathy Eubank and Dr. Robin Foster. Members shared compliments for the two. (2:00:23-2:02:48)

Bryan said in light of recent terrorist attacks in the United States, it's imperative that we remind our agencies and providers to be aware of their surroundings. If you see something, say something. He also said there's been a



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	rise in public safety suicides. He encourages providers to check on the welfare of their friends when appropriate. (2:02:49-2:05:47)	
Next Meeting	March 16, 2016 (PD-14 - location – TBA)	
Adjourn	The meeting was adjourned at 9:12pm.	