



**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 17, 2014

7 p.m.

ODEMSA Office, Richmond

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

**Board Members Absent:** Allen Bober, Helen Compton, Kathi Manis, Bill Hogan, Willoughby Hundley, M.D.

**ODEMSA Staff:** Rachel Dillon, Adam Alford, Damien Coy, Holly Sturdevant, JoAnn McCoy, Jane Behrend

**Other:** Catina Downey, James Gould, Beth Broering, Tim Perkins, Paul Sharpe, Nancy Malhotra, Chad Christianson, Tim McManus, Brad Taylor, C. Todd Borchers, Valeta Daniels, Jessica Goodman, Sheldon Barr, Christopher Lindsay, Mike Watkins

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

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Meeting Called to Order</b>	The quarterly meeting was called to order at 7:05 P.M. by Board President Bryan McRay following dinner. Introductions were made. A quorum was determined. The September Minutes were approved with Bryan McRay abstaining. The Agenda was approved with the addition of a "Special Presentation" at the beginning of the meeting and under New Business- letter E "Committee Structure". (00:00-04:56)	<b>Motion by:</b> Brad Owens to approve Minutes. <b>Seconded by:</b> Al Thompson <b>Vote:</b> Approved <b>Motion by:</b> Robert Trimmer to approve Agenda.



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		<p><b>Seconded by:</b> Pier Ferguson  <b>Vote:</b> Unanimously approved</p>
<p><b>Special Presentation</b></p> <p><b>President Reports:</b>  <b>A. Board President</b></p> <p><b>B. PD-13</b></p> <p><b>C. PD-14</b></p> <p><b>D. PD-15</b></p> <p><b>E. PD-19</b></p>	<p>Heidi presented Jane Behrend, ODEMSA Office Manager-retired, with a gift from the ODEMSA Staff and ODEMSA Board of Directors for her 12 years of service to the organization. (04:57-08:20)</p> <p>Bryan commended staff, stating there is a lot of good work coming from the office. Bryan invited those who had not yet had a chance to see the new ODEMSA building to take a tour after the meeting. Bryan submitted an annual report for the Minutes. He then summarized the written report, ending with the comment that this has been a year of change and growth. Staff has met and continues to meet the challenge. Bryan then asked Vice-President Sean Moore if he would like to present an annual report. Sean mentioned assisting staff with a security concern that was resolved, he otherwise had no report. Treasurer David Norman gave his report noted below, under Financial Statement. Secretary Ellen Buchanan’s annual report also mentioned the change of meeting locations during the course of the year. She said attendance was good and suggested the Board consider continuing the practice. (10:49-19:22)</p> <p>No report. Heidi reminded the group of the January CEU weekend scheduled in PD 13. (08:21-08:42)</p> <p>David Norman stated Southside Community is still pursuing Primary Stroke Center Accreditation. (08:43-09:01)</p> <p>Bobby Trimmer said he received committee information from Rachel Dillon and he will work on assigning membership to the needed committees. (09:02-09:17)</p> <p>Brad Owens thanked Bryan for attending the Crater Sub-council meeting the evening before. He gave an update on their strategic planning process and bylaw revisions. At this point Crater has completed their SWOT</p>	



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	<p>analysis and nailed down a mission statement. In the coming year, they will focus on their vision and goals. Southside Regional gave a presentation at their last meeting about their open heart program. (09:18-10:49)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker reported the State EMS Advisory Board met in conjunction with the EMS Symposium, in Norfolk, on Nov. 5th. He reported this is done at the Symposium, annually, to expose providers to the EMS Advisory Board. He stated the Advisory Board voted to approve the Trauma Designation Manual. He also reported continuing education hour requirements for Virginia recertification was addressed. He stated the Advisory Board Committee recommended Virginia maintain current recertification hours, however this would conflict with National Registry requirement beginning 2016. He reported that OEMS did a survey to explore the issue with 45% responding to mirror the National Registry recertification hours leaving 55% to maintain the current Virginia hour requirements. The EMS Advisory Board, however, amended the Committees proposal and decided to mirror the National Registry standard. So, Virginia will change their recertification requirement in 2016 when the National Registry changes theirs. Dr. Yee stated the time (years) between recertification would remain the same for Virginia. Bryan stated the EMS Advisory Board meeting are indeed educational and encouraged attendance. (19:23-28:00)</p>	
<p><b>Executive Director Report:</b></p> <p><b>A. Staff Change</b></p>	<p>Heidi also welcomed members of the Board and guests to the new ODEMSA office. She reported she and staff love the new office and the many opportunities it brings. She invited those who would like, to approach any of the staff for a tour after the meeting. (28:01-28:43)</p> <p>Heidi again said she was sad to lose Jane after 12 years, but was happy for her and wished her much happiness in her retirement. Heidi then introduced Jane's replacement, JoAnn McCoy. Heidi said the JoAnn had been working with Jane prior to her leaving. She said JoAnn had hit the ground running, already</p>	



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<p><b>B. EMS Symposium</b></p> <p><b>C. Ebola</b></p> <p><b>D. Staff Updates</b> <b>a. Adam</b></p>	<p>beginning the tasks of reorganizing the file room and expressing many good ideas. (28:44-29:18)</p> <p>Heidi reported that staff attended the EMS Symposium with Rachel, Damien and Adam serving as Room Hosts. Adam, with assistance from Rachel, taught a class. Heidi said some staff are submitting proposals for next year's symposium. (29:19-29:47)</p> <p>Heidi reported the Ebola Virus had absolutely inundated staff during the past quarter. She said ODEMSA in partnership with the Central Virginia Ops Chiefs put together a Regional Ebola (EVD) Response Guide Plan. She said this was done very early, and was already approved and distributed when OEMS required all Councils to develop a plan. She reported that, in partnership with Chesterfield Fire and EMS, ODEMSA produced a video on donning and doffing PPE. She reported Damien was able to complete a region wide survey, which included all ODEMSA agencies that assessed equipment and training needs regarding Ebola. This too was required by OEMS. Heidi and staff developed an Ebola training session, which included information about the Ebola Virus and the proper way to don and doff PPE. The training was taught by ODEMSA staff and included practice sessions using PPE equipment and glow technology. The training sessions were taught in all four Planning Districts and upon request. Heidi and Rachel attended the Henrico County Ebola drill. (29:48-32:29)</p> <p>Adam highlighted his training schedule. Showing the Board the many training opportunities offered by ODEMSA. The EMS safety courses are a new course offered by ODEMSA. Adam also mentioned the new Super 8 CEU classes, offering eight hours CEU in a day. He developed these in response to PD 13's request for CE without a full weekend requirement. The first was done in Halifax County with positive feedback. He reported the Professional Development Committee has developed a Preceptor Training Program. Which will be used by the accredited institutions. ODEMSA will maintain a list of preceptors who have completed the program. The VCU program has conducted two trail runs. The workgroup is making final edits based on the trails. Adam stated we had 25 candidates at the last National Registry Exam. Three dates</p>	
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<p><b>b. Rachel</b></p>	<p>are planned for 2015. Adam discussed the fact that attendance at National Registry test sites has dropped significantly. He feels this is because the Registry has waived practical testing for Intermediates progressing to the Paramedic certification. He said staff was brainstorming ways to bring more providers into the system. There are 945 providers within the ODEMSA region that are expired and in re-entry status. ODEMSA will offer a 48 hour prep course specifically designed for the re-entry EMT. The course will offer the required CEU but also offer test preparation and add test taking skills. The goal is to make the student feel more comfortable about the test and increase the regions pool of EMTs. (32:30-39:08)</p> <p>Rachel reported a large chunk of her days are spent dealing with the movement of medication boxes between the 106+ EMS agencies and 24+ hospitals (some outside the ODEMSA boundaries). She has recently been working on the required physical inventory by each agency and hospital. Last quarter she only received 90. This quarter she has increased that number to 101. ODEMSA provided new kits to agencies that received new ALS licenses and to the new free standing ER in Lynchburg. Rachel has been visiting hospitals conducting Clearly Inventory retraining sessions in the pharmacies and ER's that exchange medication kits. She has investigated several medication discrepancies with only one questioned diversion. She reported our security measures appear to be sufficient. She is working on a project to provide maps from ER to the hospital pharmacy that can be utilized by providers not familiar with a particular hospital or during an MCI. Regarding ODEMSA committees, Rachel reported she has written generic bylaws using the current bylaws for each committee and combining them to create a more enhanced set of bylaws that will be the same for all committees understanding each committee will still have some difference because of the varied missions and expert membership. She distributed the most recent Committee Summary Report and the 2015 Schedule of Meetings. She reported that she and Heidi attended the RSAF Award Meeting at OEMS. All but two ODEMSA grants should receive funding if approved by the Commissioner, so ODEMSA did well. Rachel has started a</p>	
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	<p>identified easier and the items can be placed in their proper base. The plan is to eventually utilize an electronic inventory process, much like the medication kits. This opens countless possibilities, including reserving equipment for upcoming classes, events or tests. Holly said she has the break-out rooms organized by themes and ready for students to use. She has updated all of the ODEMSA SimMen to SimPads. She has been repairing manikins and equipment as she inventories. She assembled the two new storage cabinets. Holly reported ODEMSA received 100% RSAF funding for \$85k worth of training and testing equipment. She stated she has purchased all of the equipment and has begun adding it to our inventory. She has been working with OEMS to repair three problematic CEU scanners. She has been working with JoAnn to fill in training gaps that Jane may not have filled during her last days on duty. Holly also compiled the Annual Report presented to the Board for approval. (49:51-55:08)</p>	
<p><b>Financial Discussion:</b>  <b>A. Financial Statement</b>   <b>B. Annual Audit</b></p>	<p>A copy of the financial report, prepared by ODEMSA accountant Catina Downey, was distributed via email prior to the meeting. Catina was in attendance to entertain questions if needed. Bryan pointed out that Catina had reported “by month” as requested at the prior meeting. A motion was made to approve the Quarterly Financial Report. The motion was unanimously approved. (55:09-56:40)</p> <p>David informed the Directors that he, Heidi, Catina and Bryan met with our contracted CPA, Allen Perkins on Dec. 5<sup>th</sup> the review the audit. David reported the CPA had no issues with the ODEMSA audit. The auditor recommended ODEMSA seek a line of credit at this time because we are in good standing financially. He advised the best time to seek credit is not when you need it. The Auditor also advised staff PTO not build up as much. David advised the PTO issued had already been addressed in the Employee Handbook, prior to the auditor’s report. There were no further issues or recommendations. David said that Mr. Perkins expressed his gratitude for receiving our account and would offer his services for future assistance. (16:30-</p>	<p><b>Motion by:</b> David Norman to approve the quarterly financial statement.  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to accept the Annual Financial Report  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>



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	<p>18:38) A motion was made to accept the Annual Financial Report. The auditor’s suggestion to open a line of credit was discussed. Because ODEMSA is solid financially and not in need, it’s the recommendation of the auditor to seek a line of credit while we are in good standing. Catina reviewed her institution recommendations and expected line of credit fees estimated at \$250/yr. Catina reminded the Board that ODEMSA used to have a line of credit. The last line was set at \$70k. Bryan reminded the group, Allen Perkins was pleased with what he saw. When asked by Bryan how we rank with other Councils, he replied very favorable. ODEMSA financial practices are sound. He had no negative RFI’s. He did suggest a line of credit, use of PTO and stated we may not need restricted funds. The motion to accept the Annual Financial Report was unanimously approved. A motion was then made to establish a line of credit. The Board discussed the amount that would be needed. The motion to establish a line of credit was unanimously approved. (56:41-1:08:20 )</p>	<p><b>Motion by:</b> Allen Yee to establish a line of credit up to \$100k  <b>Seconded by:</b> Chip Decker  <b>Vote:</b> Unanimously approved</p>
<p><b>Current Business:</b></p> <p><b>A. Regional OMD Contract</b>  <b>B. ODEMSA Bylaw Revision – Update</b></p>	<p>The OMD contract revision continues to be postponed until bylaws and contracts are revised.</p> <p>Bryan reminded the Board of the length of time and phases the bylaw procedure has taken, including attorney review and Board workgroup recommendations. A motion was made to accept the Bylaws. During discussion Bryan informed the Board of the following workgroup recommendations that followed the attorney review. (1) Change the date of the Bylaws (2) Article I - Add corporation number (3) Article V Section 3 – switching odd and even years for officer elections. (4) Article VIII Section 6 – switch the word “whether” with “via” (5) Article VIII Section 7 – delete “via” before in person and add “via before telecommunication. (6) Article IX Section 4 – add non-voting before ex-officio member. (7) Recommended by Tim Perkins - Article VIII Section 6 –</p>	



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<p><b>C. Personnel Handbook Update</b></p>	<p>replace “you” with “Directors” and replace “your” with “Directors”. The Bylaws will be voted upon at the next meeting. (1:08:21-1:19:29)          Ellen Buchanan made a motion the Board accept the Personnel Handbook with changes offered by attorney Greg Cassis. Greg’s recommendations were provided to members prior to the meeting via email and were distributed during the meeting. Ellen stated after reviewing them, she found Greg’s recommendations to be important and they were suggestions that should be done. Heidi reminded the Board the PTO carry over had already been addressed in the handbook revision and PTO carry over had been reduced. The CPA did not know this when he made the recommendation. The motion to approve the Personnel Handbook with attorney recommendations was unanimously approved. (1:19:30-1:23:57)</p>	<p><b>Motion by:</b> Ellen Buchanan to approve the Personnel Handbook with attorney recommendations.  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>
<p><b>New Business:</b>  <b>A. COOP Plan – Action Item</b>   <b>B. CTS Schedule – Action Item</b>  <b>C. ODEMSA Annual Report – Action Item</b>   <b>D. Officer Nominations – Action Item</b>   <b>E. Committee Structure</b></p>	<p>A motion to approve the COOP Plan was made. Bryan informed the Board this plan has no changes from the previous update. The plan was exercised this year during the office move. The motion to approve the ODEMSA COOP Plan was unanimously approved. (1:23:58-1:24:50)          A motion to approve the CTS Schedule was made. The schedule was approved with unanimously vote. (1:24:51-1:25:05)          A motion was made to approve the ODEMSA Annual Report. Heidi pointed out that the grant information will have to be updated in January just before distribution because the grants have not yet been approved. Robert Trimmer suggested correcting the year on the draft and to add the new Hanover ER to the partner’s page. The motion to approve the ODEMSA Annual Report with the suggested changes was unanimously approved. (1:25:06-1:28:38)          Chip Decker said the nominating committee met by phone and is bringing forth the current slate of officers to serve another term. Bryan opened the floor three times for nominations from the floor. With none, the current slate of officers was elected for another term. (1:28:39-1:30:00)          A motion to accept the Generic Committee Bylaw structure was made by Allen Yee and seconded by David Norman. Bryan stated we’ve recently</p>	<p><b>Motion by:</b> Allen Yee to approve the COOP Plan  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved   <b>Motion by:</b> Allen Yee to approve the CTS Schedule  <b>Seconded by:</b> Chip Decker  <b>Vote:</b> Unanimously approved   <b>Motion by:</b> David Norman to approve the</p>



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	<p>found reason to revisit our committee bylaws and believe updates should be considered. A second look should be made to assure fair and equitable representation to all stakeholders. ODEMSA staff have taken the current Bylaws from each committee and combined them to create a generic bylaw structure that combines our current common bylaws and adds some verbiage that enhances them overall. Bryan stated the generic structure would be used by committee chairs as a template. Bryan said the document presented to them was created by staff to meet the needs of the committees and is meant to be a starting point. He asked that members share it with their stakeholders and said staff would share it with the committee chairs so they can vet it through their committees. His goal is to have this completed by March. The committee bylaw revisions will be tabled until the next quarterly meeting. (1:30:01-1:36:52)</p>	<p>Annual Report with suggested changes  <b>Seconded by:</b> Pier Ferguson  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> The Nominating Committee to nominate the current slate of officers for another term.  <b>Vote:</b> Unanimously approved</p>
<p><b>Business From Floor</b></p>	<p>Dr. Yee informed the Board that the ODEMSA Medical Control Committee and Pharmacy Committee, in a joint decision, sent a single bulletin informing providers, within ODEMSA, that signatures will still be required for the use and disposal of narcotics. (1:36:53-1:38:24)</p> <p>Bryan informed the Board the Trauma Triage Committee was working to update the Trauma Triage Plan. He asked Beth Broering, Chair of the Trauma Triage Committee to summarize the committee’s activities. She said, based on the Medical Direction Committees request to update the plan in Nov 2014, the committee met and made the decision to form a workgroup. The workgroup met several weeks ago and revised the document. She highlighted changes to the document including transport of patients to a level I or II trauma center. Previously the ODEMSA plan did not address level II centers because there were none in the region. The Trauma Triage Committee and Medical Control Committee met earlier in the day of this Board meeting to approve the documents. Bryan suggested a Special Called Meeting to approve the</p>	



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	<p>document to allow members a chance to review the information. Dr. Yee stated the Medical Control Committee unanimously supported the document presented. He complimented the hospital systems for working together and said he was pleased with the document. Dr. Yee made a motion to accept the document and approve. During discussion the changes to the plan were restated. The motion to approve the ODEMSA Trauma Triage Plan was unanimously approved.          (1:38:25-1:49:24)</p>	<p><b>Motion by:</b> Allen Yee to approve Trauma Triage Plan  <b>Seconded by:</b> Al Thompson  <b>Vote:</b> Unanimously approved</p>
<b>Next Meeting</b>	March 18, 2015 (PD-14)	
<b>Adjourn</b>	The meeting was adjourned at 8:55pm.	