



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

March 14, 2018

7 p.m.

VCU Health – Community Memorial, South Hill (PD-13)

Board Members Present: Rodney Newton, Heidi Hooker, Bryan McRay, Al Thompson- via phone, Chip Decker, David Norman, Karen Giles, Pier Ferguson, Allen Yee, M.D.- via phone, Ray Mason, Sean Moore- via phone,

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

ODEMSA Staff:

Other: Catina Downey, CPA- 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 7:03pm by Board President Bryan McRay following dinner provided by ODEMSA. A quorum was determined. Introductions were made. The Board welcomed new member, Ray Mason. Ray is the new EMS Representative for the Southside Sub-Council replacing Helen Compton. The Agenda was approved. The December Minutes were approved. The January Special Meeting Minutes were approved. (00:00-05:04)	<p>Motion by: Karen Giles to approve Agenda. Seconded by: Pier Ferguson Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the December and January Meeting Minutes. Seconded by: David Norman</p>



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		Vote: Unanimously approved
<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 has a successful Super CE Weekend in January. During the February meeting they began planning additional classes to include rescue task force training. The sub-council will purchase equipment needed and sponsor the classes. They just completed a PHTLS course and have an AMLS course coming soon. (05:05-05:55)</p> <p>David Norman reported Southside Community is expanding their progressive care unit the first part of April. (05:56-06:44)</p> <p>Bryan McRay reported for Robert. He expressed sympathies to the family of lonel Kahn and to the members of the Tuckahoe Volunteer Rescue Squad. He conveyed the sadness and loss expressed by the Metro-Richmond Council of which lonel was Treasurer. (06:45-07:50)</p> <p>Pier Ferguson said Crater Sub-Council held elections in January January. She said she was glad to see higher attendance at the last meeting. She said they continue to struggle with hospital representation. She reported they are still working on a medical director to represent Crater. (07:51-11:44)</p> <p>Bryan McRay gave his report following the EMS Advisory Board Representative. During that report it was noted Chip rotates off the board in June. Bryan asked that if anyone is interested in the position send an email in so we can start compiling a list of candidates. We have to submit three candidates to OEMS. He asked if Dr. Yee had anything to add. Yee said we should make plans for our drug box changes with a two year deadline in mind. (18:20-24:37)</p>	
<p>Advisory Board Report:</p>	<p>Chip Decker said the Advisory Board met February 2nd. He reported the current DEA regulations do not provide language that covers our drug box program. He followed with the fact that they never have. There will be more to come on this topic. He said OEMS announced some technical issues with the new scholarship program for initial certifications. He said of 154 applications</p>	



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	<p>only 93 were able to be reviewed. 61 applications were missing information. 30 were approved for funding. Those 30 received an email notification and will be mailed a contract for them to sign and return. As of February 2nd no contract had been returned. He said the application process is completely online. He followed that by stating the some of their online functions are not working as efficiently as they should. He used the inspection process and the RSAF grant process as examples. He said he rotates off the EMS Advisory Board in June. (11:45-18:19)</p>	
<p>Executive Director Report:</p>	<p>Heidi said ODEMSA had a new website. Staff is uploading the back end so you will not see it yet. Jim Huffman, who is the IT specialist for all the councils came to the office and upgraded all of our IT equipment. Heidi said if it was electronic, they touched it including the phones, cameras, printer, computers etc. The staff is still trying to get used to using some of the new features and learning how to use functions we've never had before. She said staff attended the Central VA EMS Expo. By all accounts that event was a success a usual. Staff has plans to attend the VCU Trauma Symposium, a helipad dedication and the Short Pump ER dedication in the next couple months. Heidi spoke about the ODEMA App. She encouraged all board members to download the app and to help promote the app to providers and agencies. She reminded members, they have to register to receive notifications. Heidi said a donation button has been added to the ODEMSA Facebook page and App. There are two EMT classes in progress. We've been active with the new Short Pump Free Standing ER, supplying drug boxes and training their staff to use our systems. She said the awards program is completely automated. She said as of this meeting, we have received more nominations than normal. So it's going very well. She reminded members that they all know deserving providers or agencies and asked that they consider nominating a deserving candidate. She said staff is working on a fundraising campaign where support levels are identified. She said we are borrowing similar concepts from PEMS and TEMS Councils. Heidi said staff has implemented a time sheet program called T-Sheets. T-Sheets allows staff to</p>	



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clock in and out via a app. She said of interest, in the past, staff clocked hours worked on an honor system and every pay period an employee would total 40 hours. Since using the T-Sheets program they have all realized they were probably under reporting time worked. It has been a struggle to keep the employees under the 40 hour requirement. Each of them has had overtime recorded since implementing the program. With time, staff will adjust just FYI. Heidi said the Council Directors met with OEMS to discuss the new contracts. Heidi described an email sent by Tim Perkins and a conversation, at the meeting regarding a fundraising letter that was mailed to OEMS by a council. Perkins and OEMS believed state funds were improperly used to mail the letter. She said we're talking about the cost of a postage stamp. Heidi said she pointed out the fact that not all council funding is from OEMS and questioned how they could conclude state funds were used to mail the fundraising announcements. Other directors pointed out the fact that matching state funds is a requirement in our current contracts, so fundraising is essentially required. Heidi said in her opinion the interactions during the meeting were cold and one sided. At one point a director from another council walked out of the meeting in frustration. She said the council directors met at ODEMSA recently and they have plans to meet alone without OEMS to come up with some ideas that may help. Heidi said ODEMSA is the only council that had time sheets related to the OEMS contract. We have a better idea than most councils as to how many hours we work on various deliverable items. We understand the new contracts will pay by the hour. This will present challenges. Much of our work to meet our mission is not listed in the contract. Not only that, but as a collective, what takes ODEMSA certain hours to accomplish may not take a smaller council the same number of hours. So, there is much work to be done. Heidi said the councils want and hope to work with OEMS to help with this task. There will be more to come. Heidi said the Central Virginia Healthcare Coalition would like to add an additional employee to our contract. Bryan said, and the group expressed, no opposition but they asked to see the contract language before voting to approve. Heidi provided an updated meeting schedule in the packets. (24:38-39:57)



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<p>Regional Training Funds Report – Action Item</p>	<p>Heidi guided members to a report in their meeting documents. She said the Training Funds Committee had met and approved new contracts for the quarter. The committee approvals are submitted for Board of Director final approval. Heidi said the committee approved the applications and staff have vetted the applicants per our OEMS contract. The Training Funds Committee is recommending approval from the Board. Heidi said she wanted to point out the Continuing Education Report by FIPS, members could see on this report where CE has been taught and the available courses. Megan has been working hard to fill these slots. Eleven additional courses were taken within the past month. A motion was made to approve the committee recommendations and passed with unanimous vote. Heidi added that after conversation with the other council directors, she felt ODEMSA was far ahead of the others. (39:58-45:03)</p>	<p>Motion by: Training Funds Committee Seconded by: Not needed Vote: Unanimously approved</p>
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item</p>	<p>A motion was made to accept the financial statement prepared by Catina Downey. Bryan asked Catina how we're looking. Catina said we're looking great, and the quarterly payments were finally paid by OEMS. She said we are receiving money from the VHHA. She said she wished we had the money from the training funds. Heidi described OEMS changed the way they want us to upload and invoice for these funds. The money will come. Bryan asked if the restricted funds were replaced. Catina said she can. Discussion was made regarding the amount to repay the line of credit and when. The board agreed to pay the line of credit \$20k then make payments of \$2k a month going forward until paid off. (45:04-53:09)</p>	<p>Motion by: Rodney Newton to approve the Quarterly Financial Report. Seconded by: Karen Giles Vote: Unanimously approved</p> <p>Catina will replace the 15k back to restricted funds. She will pay 20k to the line of credit, then 2k an month until the line of credit is paid off.</p>
<p>Current Business: A. Executive Session</p>	<p>Bryan accepted a motion from David Norman and seconded by Karen Giles to enter Executive Session. (53:50-54:04)</p>	



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<p>New Business:</p> <p>A. Stroke Triage Plan – Action Item</p> <p>B. EMS Plan – Action Item</p> <p>C. MCI Plan– Action Item</p> <p>D. Regional Air Medical Evacuation Guidelines – Action Item</p>	<p>Heidi briefly described the plan changes, and members were given access to the plans to review prior to the meeting. After discussion, a motion was made to accept the committee’s recommendations and approve all of the plans on the agenda letters A-D, Stroke Triage Plan, EMS Plan, MCI Plan and the Regional Air Medical Evacuation Guidelines. The motion passed with unanimous vote. Bryan thanked committee members for their hard work. (53:10-53:50)</p>	<p>Motion by: Chip Decker to approve all items under New Business, letters A-D – Stroke Triage Plan, EMS Plan, MCI Plan and the Regional Air Evacuation Guidelines Seconded by: David Norman Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>None</p>	
<p>Next Meeting</p>	<p>June 20, 2018 (Location – PD-14) (Southside Community)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 8:30pm.</p>	