



**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**

March 18, 2015

7 p.m.

Southside Community, Farmville

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

**Board Members Absent:** Helen Compton, Willoughby Hundley, M.D., Brad Owens

**ODEMSA Staff:** Rachel Dillon, Damien Coy, Holly Sturdevant

**Other:** Bernie Becker

**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 7:03 P.M. by Board President Bryan McRay following dinner provided by Southside Community Hospital. A quorum was determined. The Agenda was approved. The last meeting Minutes were approved. Introductions were made. (00:00-06:17)	<b>Motion by:</b> Chip Decker to approve Minutes. <b>Seconded by:</b> Al Thompson <b>Vote:</b> Unanimously approved  <b>Motion by:</b> Allen Yee to approve Agenda. <b>Seconded by:</b> Al



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		Thompson <b>Vote:</b> Unanimously approved
<b>President Reports:</b> <b>A. Board President</b>	<p>Bryan started by mentioning the passing of ODEMSA Executive Director (retired) Jon Donnelly, since the last meeting. Bryan and others from the Board attended funeral services for Jon to pay last respect. Bryan said he was glad he was able to present Jon with an ODEMSA Lifetime Achievement Award last summer, during the ODEMSA Awards picnic. Bryan also thanked Allen Bober and Helen Compton for their many years of service to the ODEMSA Board of Directors. Helen and Allen, both from Southside Sub-Council, will have new members filling their positions on the Board. He welcomed Rodney Newton as the newly elected President of the Southside Council, replacing Allen. Bryan stated the Line of Credit paperwork had been completed since the last meeting. He then commended staff for their work on the ODEMSA Monthly Newsletter - first issue January. He asked that members share that letter with their constituents, as it holds good information. He thanked committee members for their hard work, and recognized the hard work that goes into producing the many policies, plans and guidelines produced by ODEMSA committees. Bryan informed the Board of a project, conducted by the Emergency Management Committee, a sub-committee of the EMS Advisory Board, to produce an internet based web resource guide. The guide will show available equipment and other resources such as specialty teams. Bryan also informed the Board that the Provider Health and Safety Committee have been working on releasing one page safety bulletins. These bulletins could be used as a basis for a class or as a quick safety reminder at the beginning of shift. (06:18-11:21)</p> <p><b>B. PD-13</b></p> <p>Rodney Newton reported PD 13 had their elections of officers. Rodney is the newly elected President, replacing Allen Bober. As such, Rodney replaced Bober on the ODEMSA Board of Directors. Bert Martin, of Halifax County, is the Vice President. Marty Lewis, of Chase City, is the Secretary/Treasurer. Helen Compton will remain on the Board as the Prehospital Representative. Rodney</p>	



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<p><b>C. PD-14</b></p> <p><b>D. PD-15</b></p> <p><b>E. PD-19</b></p>	<p>mentioned they did have a successful Super CE Weekend in Halifax. (11:22-12:00)</p> <p>David Norman reported they also had elections. The same slate of officers was nominated. He plans to send letters to each agency within his PD describing the importance of the sub-council and attendance at meetings. (12:00-12:33)</p> <p>Robert Trimmer reported they too had elections and the slate of officers remain the same. He said he is still trying to fill committee positions. Much of his sub-council is busy planning for the bike race coming this Fall. (12:34-13:10)</p> <p>No report (13:11-13:57)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker reported the EMS Advisory Board met on February 13, 2015. During the meeting, Mike Berg acknowledged the return of fingerprint results has not been a timely service. Berg stated there is nothing that prevents a person from joining or working for an organization once the fingerprints have been taken. The suggestion is to hire the person or admit a volunteer on a conditional agreement pending the fingerprint results. Chip also reported that Warren Short informed the Advisory Board of recent education/certification changes. Beginning July 1, 2015, the current hour requirements for initial certification courses will no longer exist. Instructions, at all levels of initial certification, will no longer have class hour requirements. The state will also no longer require face-to-face instruction, now allowing web based online or self-paced instruction. Instructors will still need to maintain a 6:1 ratio of student to instructor when doing practical stations. Students will have to pass a National Registry Exam before becoming certified in Virginia. Currently, Virginia's pass rate for the National Registry Exam is lower than the national average. Also, beginning July 1<sup>st</sup>, an instructor will not be eligible for Virginia EMS Training Funds if their individual student pass rate, for the National Registry exam, is below 16 percent. Instructors with low student pass rates will not have their instructor certifications or EMS Coordinator certifications revoked, but they will not be eligible for EMS training funds from the state. Decker described shock from EMS Advisory Board members, as this was the first time these changes had</p>	



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	<p>been introduced. The education and certification changes did not come from a sub-committee of the Advisory Board and had not been vetted by any committee. Chip updated the committee on Change Order 8 - KKK Federal Ambulance Specs - Cot Retention. A cot retention system must be installed if an ambulance is purchased after July1, 2015. (13:58--36:32)</p> <p>Dr. Yee stated the DEA is creating rules for EMS. Currently, to prescribe narcotics, an order must be written with the patients name on it. Dr. Yee stated Patient Care Guidelines do not count, because there is no name attached to them. So, the EMS administration of controlled substances does not conform to DEA standards. The DEA is creating new regulations that will most likely allow EMS to administer the medications. Dr. Yee estimates the process will take eighteen months. (36:33-38:57)</p>	
<p><b>Executive Director Report:</b></p>	<p>Heidi reported Adam has been busy coordinating classes. He and the rest of the staff have been all over the region teaching the various classes. She bought particular attention to the EMT Refresher Course offered by ODEMSA. Adam identified 950 EMT re-entry candidates within the ODEMSA boundaries. Adam developed a class specifically for the re-entry student to prepare them to re-take the exam. Experts in test taking and practical skills evaluators are among those chosen to assist with the class. There are 16 enrolled in the first class. Holly's been busy working on the office inventory system. She's connecting it with the same program used to monitor the drug box inventory. She's had to mark all pieces and barcode them. Damien is busy with field visits and he has started teaching the VCU class. Rachel has been visiting pharmacies and conducting training with their staff. She also continues to keep the standing committees up-to-date with their numerous projects. She has introduced the generic committee bylaws to all of the committees and they have started the process of reviewing them. Delbert has been busy with field visits. He also just had a cardiac surgery, and is doing well. JoAnn has settled into her job. She is still learning and is picking up things very quickly. She was complimented the day before by a provider that she was able to assist with CE questions. JoAnn has started the process of moving our paper files to an</p>	



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	electronic system. (38:58-43:02)	
<b>Financial Discussion:</b> <b>A. Financial Statement</b>	<p>A copy of the financial report, prepared by ODEMSA accountant Catina Downey, was distributed via email prior to the meeting. Chip asked if Catina would look at and better identify the in-kind expenses - specifically he identified the income from a RSAF grant. Yee asked about the cell phone fees. After discussion the Board, once again, agreed the cell phone policy is benefiting both ODEMSA and the employee. (43:03-48:42)</p>	<p><b>Motion by:</b> Chip Decker to approve the quarterly financial statement.  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>
<b>Current Business:</b>  <b>A. Regional OMD Contract</b> <b>B. ODEMSA Bylaw Revision – Action Item</b> <b>C. Generic Committee Bylaws</b>	<p>The OMD contract revision continues to be postponed until bylaws and contracts are revised. (48:43-49:06)  A motion was made to accept the revised Bylaws. The motion was passed unanimously. (49:07-50:53)  Brian updated the committee with saying the Bylaws have been distributed to the standing committees of ODEMSA. Due to committee workloads, some have not been able to spend the needed time to review thoroughly. He will update the Board of their progress in future meetings. (50:54-52:11)</p>	<p><b>Motion by:</b> Allen Yee to approve the revised ODEMSA Bylaws  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p>
<b>New Business:</b> <b>A. ODEMSA Stroke Triage Plan – Action Item</b>  <b>B. Regional EMS Plan – Action Item</b> <b>C. ODEMSA MCI Plan – Action Item</b>	<p>A motion to approve the Stroke Triage Plan was made. Al Thompson suggested adding a definition for “BEFAST” to the document. A discussion was led by Dr. Yee regarding the language of the Free Standing ER’s, however in the end it was decided the language should not be changed. The motion to approve the ODEMSA Stroke Triage Plan was unanimously approved. (52:12--53:39) &amp; (56:10-1:01:10)  A motion to approve the EMS Plan was made. The EMS Plan was approved with unanimously vote. (53:40-54:39)  A motion was made to approve the ODEMSA MCI Plan. The motion to approve the ODEMSA MCI Plan was unanimously approved. (53:40-56:09)</p>	<p><b>Motion by:</b> Robert Trimmer to approve the ODEMSA Stroke Triage Plan  <b>Seconded by:</b> Al Thompson  <b>Vote:</b> Unanimously approved   <b>Motion by:</b> Allen Yee</p>



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		<p>to approve the Regional EMS Plan  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to approve the ODEMSA MCI Plan  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p>
<p><b>Business From Floor</b></p>	<p>Chip suggested a Bylaw change to Article V Section 3. As it currently reads, an officer of the Board, who has served the maximum terms as an officer, is not eligible for reappointment to the <u>Board</u>. After discussion, it was clarified that the proposed change would not remove the member from the Board, but would disqualify them from serving on the Board as an officer appointed or elected. Chip presented alternate language he felt better conveyed the Boards intent. Suggested change below:</p> <p><b>Section 3:</b> <i>Officers shall be elected by a majority vote of the Board of Directors, during even years, and shall serve for two (2) years. The terms of office shall begin on January 1st of the following odd year. <del>No Officer of the Board shall serve more than two successive terms or a total of four years. No Officer who has served two (2) successive terms shall be nominated to the Board of Directors unless two (2) consecutive years have elapsed since the Director served on the ODEMSA Board. A member of the Board may serve as an officer in a particular office no more than two consecutive terms. If a Board member</del></i></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>



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	<p><i>has served as an officer in a particular office for two consecutive terms, the Board member shall not be eligible to hold such office for one term from the date the office was last held.</i></p> <p>Because this is a suggested Bylaw change, no action can be taken until the next meeting. (1:01:11-1:04:40)</p> <p>Dr. Yee asked if ODEMSA was in the practice of paying actors for the videos produced by ODEMSA. Heidi stated we are not and to her knowledge have never paid actors. He then asked about plans to film a HIPAA video for payment. Heidi said there has been a request for payment, but no further conversation has occurred. Yee stated, in the past, ODEMSA has created work with the assistance of volunteer committees or volunteer technical experts. He stated paying somebody would set a wrong precedence. Heidi said she would converse with the Board before entering an agreement for video services. (1:04:41-1:08:50)</p> <p>Dr. Yee asked if the Board would consider investigating malpractice insurance for medical directors. Heidi asked if the agencies cover that for their OMD's. Dr. Yee stated some do and some do not. Heidi will look at some options and submit them to the Board at the next meeting. Heidi will also make sure the Board is insured. (1:08:51-1:13:48)</p>	<p>Heidi will investigate - OMD malpractice insurance options.</p>
<b>Next Meeting</b>	June 17, 2015 (PD-13 - location TBA)	
<b>Adjourn</b>	The meeting was adjourned at 8:16pm.	