



**OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.**

1463 Johnston-Willis Drive  
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**Old Dominion EMS Alliance**  
**Board of Directors**

March 19, 2014

7 p.m.

Southside Community Hospital, Farmville

**Board Members Present:** David Norman, Allen Yee, M.D., Ellen Buchanan, Pier Ferguson, Mindy Carter, Heidi Hooker, Bryan McRay, Bill Hogan, Chip Decker, Robert Trimmer, Brad Owens, Sean Moore

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

**ODEMSA Staff:** Heidi Hooker, Holly Sturdevant, Adam Alford, Jessica Goodman

**Other:** Catina Downey – via phone

**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 7:00 P.M. by Treasurer David Norman following dinner. Introductions were made, and Heidi welcomed several new members to the Board. A quorum was determined. The minutes were approved. The agenda was approved. (00:00-03:47)	<b>Motion by:</b> Mindy Carter to approve minutes. <b>Seconded by:</b> Pier Ferguson <b>Vote:</b> Unanimously approved <b>Motion by:</b> Sean Moore to approve agenda. <b>Seconded by:</b> Pier Ferguson



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		<b>Vote:</b> Unanimously approved
<p><b>President Reports:</b>  <b>A. Board President</b></p> <p><b>B. PD-13</b>  <b>C. PD-14</b></p> <p><b>D. PD-15</b>  <b>E. PD-19</b></p>	<p>Heidi Hooker informed members that Board President, Rick McClure, held the position of EMS Advisory Board Representative on our Board. Just prior to this meeting, Governor McDonnell reappointed that position. Chip Decker is now ODEMSA's representative on the State EMS Advisory Board and therefore is welcomed to the ODEMSA Board of Directors. Due to the reappointment, ODEMSA is currently without a President. (03:47-04:35)</p> <p>No report (04:35-04:43)</p> <p>David Norman reported that HCA will offer an educational opportunity, within PD-14, April 10<sup>th</sup> that will be followed with a meal at Fish-n-Pig for an EMS appreciation night. All providers are welcome to attend, contact Brad Taylor, CJW Hospitals EMS Coordinator to reserve a seat, or for further information. Also, a new dialysis center is expected to open near Southside Community soon. The same facility may also house an oncology center and an urgent care center. (04:44-06:56)</p> <p>No report (06:57-07:17)</p> <p>Brad Owens reported the Crater Council bylaws are being revised. Through that process the Crater Council is asking their membership to provide a SWAT analysis of the Council so a comprehensive strategic plan can be achieved. With help from ODEMSA staff, providing contact information, Brad said he has reached out to organizations that are not attending, in hopes of increasing participation. He plans to continue this outreach and develop these plans and bylaws in the next couple years. (07:17-09:01)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker reported the State EMS Advisory Board met February 7<sup>th</sup>. Office of EMS staff member Christy Saldana has resigned. Melinda Duncan from the Northern VA Regional Council has retired. He reported Scott Winston at OEMS has been working on an interstate compact to allow EMS providers to practice across state lines. This compact was one reason HB1010 was concerning, as it was believed the lowered training hour requirement could affect</p>	



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	<p>the outcome of the compact. Ten States must ratify the compact before it can move forward. An effective enforcement and compliance database will play a key role in this project. The Emergency Management Committee is working on a position paper for electronic patient tracking and triage. They're trying to present an alternative to paper tracking. Virginia's testing pass rates are not where we would like them to be. They are below the national average. There was discussion regarding possible reasons for these recent poor outcomes, including wait time before testing. OEMS is still working on an EMS Officer Program. Beta testing for this program will begin soon. Chip entertained questions. Dr. Yee stated the interstate compact is not designed to allow a provider to enter any state and practice anytime they want. Providers will still have to get a license in that particular state. It will allow a grace period for providers to obtain certification or licensure. It will also provide guidance for providers that work on state borders. Sean Moore asked what role the National Registry plays. The Registry assures providers are tested to certain standards. Brad Owens asked if compact requirements will burden localities. Yee explained it would be of benefit when deploying resources to other states and gave the example of medics deployed for forest fires. It's believed the compact will also benefit air medical services. (09:02-21:47)</p>	
<p><b>Executive Director Report:</b></p> <p><b>A. Staff Update</b></p>	<p>Heidi delivered her updates in a PowerPoint format. She said she fears in the past during her BOD reports she has failed to highlight the many activities of the ODEMSA staff, usually only highlighting a few of the most significant activities. She hopes this new format will allow the Board to have a more informed sense of activities. New this year, Heidi is having weekly staff meetings. These meetings are on most Tuesdays, we do not have them when other meetings are scheduled in the ODEMSA office or when staff resources can be better spent on a time-sensitive project. The meetings have proven to be productive and the staff likes meeting and getting updates on their co-workers</p>	



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<p><b>B. New Position</b></p>	<p>undertakings. Heidi extends an open invitation to any BOD member that would like to attend on Tuesdays. (21:48-22:41)</p> <p>ODEMSA has participated in two surveys at the request of OEMS. (1) The 12-Lead survey. ODEMSA achieved a 98% participation rate. (2) EMS for Children. ODEMSA achieved a 100% participation rate. Both surveys consumed a considerable amount of staff time, with the many emails and phone calls urging participation. ODEMSA, in the end, had the highest participation rates in the state. Both surveys will benefit the agencies and providers within the region by not only providing information related to the two topics but funding opportunities will eventually occur. (22:42-23:43)</p> <p>ODEMSA put a workgroup of Program Coordinators and Hospitals Clinical hosts together to review the clinical scheduling software used by ODEMSA. We compared the current system, FISDAP, with a program called Platinum Planner. In the end, the group decided to stick with the FISDAP system. They will explore upgrade requests to FISDAP in the near future. Field rotation scheduling is a request for the future. (23:44-25:35)</p> <p>Jessica Goodman is attending her first BOD meeting. Heidi introduced her to those that had yet to meet her. Though she has been in the office for six months, she was not able to attend the BOD meetings. She was having knee surgery during the last. The Board welcomed Jessica. (25:36-26:11)</p> <p>Heidi introduced Adam Alford to the Board. Adam began working for ODEMSA filling the Education Coordinator position during this recent quarter, in January. This is his first opportunity to attend a BOD meeting. (26:11-26:33)</p> <p>Heidi highlighted the OEMS meetings attended by staff. (26:34-26:44)</p> <p>Adam attended a training session with Carol Pugh, OEMS Biostatistician. He can now pull data from the state database (VPHIB) that will offer valuable information to several ODEMSA committees. He has already shared information with the Performance Improvement Committee, and they're using the data for a project. (26:34-27:04)</p>	
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Heidi attended the Regional Council Directors meeting and she attended the EMS for Children Committee, she represents the Council Directors on that committee (27:04-27:09)

Heidi reminded the Board that grant requests were due to OEMS a few days prior to this meeting. The ODEMSA staff is requesting a much needed equipment grant request. The equipment is needed to replace unusable equipment that ODEMSA currently holds. For example, the Lifepak 10's and Zoll monitors that are extremely outdated and in poor repair. The staff is requesting the iSimulate monitors as replacement. These are mock monitors are much less expensive than an actual monitor. With the lifetime upgrade availability, we feel it will serve us well for many years to come. Holly Sturdevant elaborated on the monitors potential and entertained questions. She has had input from programs using them in our region and they seem to be happy with the product. Several of them are going to start training their students with this device. We're currently borrowing monitors to conduct National Registry exams. Usually from multiple agencies. Monitors are much needed and we feel this is a good product that will meet our needs at half the cost of an actual monitor. Staff is also request traction splints for CTS testing. We have seven splints that have been repaired through the years but are now beyond the point of restoration. These are required for CTS tests. We're requesting the mannequins for the same reasons as the monitors. We are currently borrowing to perform tests. We're requesting EZ IO's because they are soon going to be required at National Registry sites. Dr. Yee asked how much we're willing to fund. Heidi said she is requesting 100% funding for each. If they cannot fund at that amount, Heidi said she will negotiate for reduced item numbers vs. reduced funding. (27:10-37:05)

Heidi said she working on a project with Virginia Power. They wish to donate a used ambulance to an agency in need. Because of time constraints, Heidi contacted and worked with the President of each Sub-Council to choose one agency in each Planning District with need and submitted their names to Virginia Power. Virginia Power will award the ambulance to one of those four soon. (37:06-38:01)



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The ODEMSA van was inspected. New brakes and new tires were added. (38:01-38:07)

Funding request letters have been sent. Heidi has received three requests for additional information and required forms to complete from Surry, Sussex and Henrico County. After completing the requested documentation for Henrico County, Heidi was informed that they will not offer a financial contribution to ODEMSA. (38:07-38:35)

Heidi reported she did a ride-a-long with Brunswick Volunteer Rescue Squad after receiving an invite to do so. Heidi said she learned a lot from the experience. Heidi was able to identify some things that are going well and some weaknesses within the system. Heidi plans to speak to the Performance Improvement Committee about some of her observations. (38:36-39:02)

Heidi has also been providing limited guidance to the membership of Brunswick Volunteer Rescue Squad regarding a legal matter. Our assistance has been limited to giving the agency contacts and offering to help them perform a fraud assessment. (39:03-40:31)

ODEMSA is aware of a nationwide IV bag shortage. Jessica has been polling pharmacies in the ODEMSA region for a couple months now to determine if we are having an issue in this area. She calls the pharmacies every two weeks so we can know as soon as a problem is occurring. To date, our hospitals are reporting their stocks are well maintained and there is no need to worry at this time. We will continue to monitor the situation. (40:32-41:28)

Heidi reported we had an issue with the vials in the narcotic boxes breaking. It was concerning because of a sudden surge in the number. Three reports in one week raised concern when it is very rare for them to break. Heidi reminded members the narcotics are housed in a padded pelican box within the drug box. Investigation has revealed no identifiable patterns at this time regarding a particular provider or pharmacy. This matter has been brought to the attention of the Pharmacy Committee and to address the concern they have decided to place a foam insert around the medication to further protect it. If vials



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continue to break we'll take additional steps to reveal the cause. Since implementing the additional protection we have not had further reports of vials breaking. Staff will continue to monitor the situation. It is a praise that staff can pick up on these patterns and find quick solutions. (41:29-43:07)

Heidi said staff was made aware of an agency that wasn't storing their medications properly. They brought frozen medications into a hospital. Staff counseled the agency and reminded them of the agreement to properly store medications. (43:08-43:28)

ODEMSA had two National Registry exams this quarter. Seventy candidates tested. ODEMSA recently hosted a Super CE Weekend. A recent PHTLS course. Adam will work during the next quarter to continue to offer tests classes where needed. (43:29-43:54)

ODEMSA placed a booth at the Henrico Expo. We dusted off an old display unit we have and placed information on it regarding ODEMSA sponsored classes, the CISM Team, Testing, Award Nominations etc...ODEMSA staff used the opportunity to inform providers of the many services provided by our organization. It was a great opportunity for them to meet the staff and staff to put a face with many of those we assist by phone or computer. We would like to take advantage of similar opportunities in the future. Heidi said it is her goal to have ODEMSA communicate better with the providers on the street this year. She will make it her goal to make ODEMSA more relevant to the provider on the street. ODEMSA already has plans to staff a booth at the VCU Trauma Symposium. VCU is sponsoring our booth which would have cost ODEMSA \$1,000. They said they would like us to be there and we welcomed the kind donation and opportunity. (43:55-44:59)

Heidi met with her counterpart in the PEMS Council, at their request, to share information regarding ODEMSA's electronic drug box tracker and box security features. Heidi believes they were very interested in many of the policies we have in place and will implement many of them in their region. (45:00-45:53)



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Staff has started the process of getting the ODEMSA website up to date. Heidi said there is a need for a central training hub in the region. A place providers can visit electronically to find various courses or events. Our plan is to put the class or event on our website if we know about it or upon request. Adam will place the information in the training section of the site. (45:54-47:16)

ODEMSA has implemented intranasal medication training and protocol. Holly created a self-training PowerPoint presentation that has been well received. The presentation is on the website for anyone to utilize. (47:17-47:32)

Heidi shared a slide that showed progress of some ODEMSA committees. Adam commented that he was made aware of a concern that individual calls or private information can be seen on the VPHIB database. Adam informed the Board that he cannot see individual call information and that privacy should not be of concern to ease minds. (47:33-48:02)

Heidi distributed a flyer regarding a proposed EMS Day. This is staffs solution to raise awareness for the Regional EMS Awards. The logic is to have a multitude of providers witness the award ceremony during a family oriented event. Our plan is to host an EMS Day at Pocahontas State Park. Providers can spend the day at the park, swimming, fishing, hiking etc... then during a provided lunch, witness the award ceremony. The Tidewater Regional Council has a similar event annually, but at a zoo. Our EMS Day and Picnic is planned for July 12<sup>th</sup>. Heidi asked members of the Board to reserve that day on their calendars so they can attend. Heidi said all EMS providers and their families are welcome to attend which is a change from past awards where only award winners and their families were invited. Because this is the first year and we cannot predict participation, the current plan is to serve hot dogs and chips – a simple lunch. We do have plans to solicit food donations, so, the menu may improve. Heidi already has the award information and nomination forms on the website so we can start receiving nominations. We will ask providers to register for the picnic so we can track participants. We will have the EMS Day registration available within the week or two. (48:03-50:33)



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<p><b>C. Office Move</b></p>	<p>Heidi reported that the CISM Committee has been very active under Jessica's oversight. Membership had tripled and several of the members took advantage of a free week long training opportunity sponsored by Bon Secours Hospitals. There is a request and we would like to provide the team with an ODEMSA CISM Team polo to promote professional appearance and to help identify the team when needed. The team will also be provided business cards with appropriate phone numbers on them. We've been made aware of providers calling team members at home, though contact information is provided on the website and has been unchanged for twelve years or better. (50:34-51:43)</p> <p>Regarding the ODEMSA office move, Heidi has had no official word yet. Heidi believes we are still moving forward with the move. She believes this because the doctor's office next door has sent contractor into the office to draw plans for them. With that said, their move has not been set in stone, to date. Heidi said she calls Karen Nelson regarding the move frequently but has not heard back from her recently. The last call was two weeks prior to the BOD meeting. (51:44-52:11)</p> <p>Heidi reported that ODEMSA has started utilizing a program called Constant Contact to aid with communication and course/event registrations. This program was recommended by Cam Crittenden of Bon Secours and Bon Secours has assisted ODEMSA by paying for the first year's use of the program. Adam demonstrated the capabilities of the Constant Contact program, and the central training hub. The Constant Contact program also allows for a list service capability to allow better communication, again, to reach our goal of communicating and making ODEMSA relevant to the provider on the street. In the past, ODEMSA has communicated important communication to agency leadership. The list service will allow ODEMSA to communicate directly to the providers. Adam also demonstrated the course registration features which will allow for better, easier course or event registrations, including website payment capabilities. (52:12-1:01:23)</p>	
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**Financial Discussion:  
A. Financial Statement**

A copy of the financial report, prepared by ODEMSA accountant Catina Downey, was distributed via email prior to the meeting. Catina Downey was in attendance via phone to entertain questions. Dr. Yee had a question regarding Professional Services \$33,432, item 6074. Catina stated that line includes her fees and the auditors fees. Allen asked if that's a customary amount. Mindy Carter asked how often we are audited. Catina responded once a year unless the state audits, so occasionally it's twice a year. A breakdown of the item was requested. The auditor's fee was \$8,400. The members were having a difficult time hearing Catina and decided to table the discussion until the next meeting. Heidi pointed out that there is a note on the report stating a reason for the increase is the fact that we switched auditors this year. Catina had to spend more hours with the new auditor. The fact that this would increase was discussed when the Board discussed obtaining a new auditor. Further conversation can be held at the June BOD meeting. Catina will attend in person. After Catina left the phone there was further discussion. The Board asked what duties Catina performs. Heidi stated she does payroll, taxes, finances regarding test fees, courses and grants. Heidi was asked if she's an employee. Catina is on contract, not considered an employee. Bryan McRay stated she must be doing the job well if we passed the audit with compliments and no issues. Heidi reminded the Board that Catina was expressing our financial collapse to a prior Director seven to eight years ago and it fell upon deaf ears. As soon as the Director left Catina expressed to Heidi the dire circumstances. Heidi with the help of Catina, began keeping the BOD as informed as possible with expanding documentation of the finances to present at meetings and more detailed reports at every meeting. Catina was also given direction to contact any Board member at any time that she identifies a financial issue that the Director is failing to address. Heidi says Catina has been wonderful to work with, even offering assistance to agencies from time to time. The Board expects the fees will decrease next year if the same auditor is used again next year. They asked who

**Motion by:** Sean Moore to approve the quarterly financial statement.  
**Seconded by:** Dr. Yee  
**Vote:** Unanimously approved



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	<p>picked the auditor. It was not Catina. We chose an auditor that has assisted other Councils in the past.        (1:01:24-1:18:24)</p>	
<p><b>Current Business:</b>  <b>A. Regional OMD Contract – Postponed</b>  <b>B. ODEMSA Bylaw Revision – Update</b>   <b>C. Personnel Handbook - Update</b>  <b>D. Officer Elections</b></p>	<p>This is postponed until bylaws and contracts are revised. (1:18:24-1:19:32)        Heidi said she reviewed the recordings from the last meeting and that she is confident all of the discussed changes have been made and presented in the current draft. Ellen asked about the Personnel Committee and if it is indeed a standing committee. Heidi said it was determined at the last meeting that the Personnel Committee will exist but will be a policy review committee. Dr. Yee asked if the indemnification section had been review by an attorney. Heidi said it was decided at the last meeting that once approved the entire document will be reviewed by an attorney. All agreed and reminded him that the Personnel Handbook will also be reviewed when completed. Heidi reminded the Board that tonight is to review the final draft. The Board will vote on the document during the June meeting. Bobby Trimmer stated he believes - Code of Virginia - should read – Virginia Administrative Code. No other changes were suggested. Heidi will check on the correct Code name and the Board will vote on the Bylaws during the June meeting. (1:19:33-1:24:05)        Ellen stated she would try to have the handbook completed for the June meeting as well. (1:24:05-1:24:52)        David Norman reminded the Board that during the December meeting, when we were lacking a Vice President position the Board voted to keep the position vacant until the June meeting. However, since then circumstances have changed and the Board is now left without a President or a Vice-President. Dr. Yee advised the current Bylaws state a vacant President position will be voted on at the next available meeting. Sean Moore suggested the Board wait until the June meeting to allow those that are not present a chance to have a voice. There was a long discussion as to whether we indeed follow the Bylaws or if we delay to offer those not in attendance a voice. In the end, the Board decided the Bylaws will be followed to the letter. A special election was called. Nominations</p>	



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from the floor for the position of Board President was requested. Dr. Yee asked if we were voting for both vacant positions. There was a second discussion surrounding the Bylaws and when each vacant position must be filled. Sean Moore suggested a possible Special Election in 30 days to allow everyone a chance to digest the circumstances and allow everyone the opportunity to vote, concerned with those absent from the current meeting. Again, following the exact wording of the Bylaws it was determined it would be in the Boards best interest to not veer and to vote. (1:24:53-1:32:52) Sean Moore then asked if we do hold elections are we going to get back on track and have elections in December? Elections tonight would be for a 9 month period until December when scheduled elections are due. He said attendance is normally low in December and that it should be clear that in December elections will be held to get the Board back on the two year schedule. So, officers elected tonight would serve a partial term until December. The Board then discussed whether all officer positions would be voted upon or just the vacant positions. Chip stated the Bylaws are cut and dry on the vacant positions. He believes the Bylaws are clear, only the vacant positions should be filled. The group agreed. David asked if the motion made in December to delay voting was superseded by the Bylaws. The group decided it is. It was explained for those that are new to the BOD that the reason the Vice-President election was delayed was because the Board was trying to be responsible and have the Bylaws revised and approved during the June meeting. The loss of the Board President was unforeseen. (1:32:53-1:40:06) The floor was again opened for nominations for the president position. Several asked if there were volunteers. Allen Yee nominated Bryan McRay. Bryan accepted. David Norman nominated Sean Moore who also accepted. A secret ballot vote was requested. Each nominee was asked to provide a strategic plan. Each gave their thoughts. (1:40:06-1:46:28) The ballots were given to Secretary Ellen Buchanan for count. The Board then clarified the President position must win by a 2/3 vote. The first vote did not accomplish a 2/3 vote. Members were asked to re-vote. The second vote did not accomplish the required 2/3 member vote.



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	<p>Pier Ferguson asked if members would consider rotating meeting locations between the four Planning Districts. Members agreed they would entertain the motion after the vote. (1:46:28-1:56:07)</p> <p>Ellen Returned to inform the Board there remained no clear choice with the second vote. The 2/3 rule was not accomplished. Chip asked if the Board could know the vote outcomes. It was decided the secret vote count would be revealed. The first vote Sean Moore won by majority but not 2/3. The second vote was won by Bryan, but not by 2/3 vote. Bob Hogan asked that the two candidates leave the room to allow members to speak freely and discuss the issue. (1:56:07-1:59:50) Bryan asked if the members wanted more information from either candidate. There were no questions raised by members or an interest to have the candidates provide further information. Sean stated the Bylaws revisions have been an enormous undertaking. He once again asked that since the Board appears deadlocked if members would consider delaying vote until the next meeting. He said this has been an unusual set of circumstances. He also once again asked if a special election could be considered. Bryan gave a short summation of his EMS resume. Both candidates then left the room while the Board discussed the issue. After a lengthy discussion Bryan and Sean were asked to return to the meeting. (1:59:50-2:26:04) Members voted for a third time. Again there was no clear winner. After three attempts the 2/3 rule could not be accomplished. Sean asked if there was a way to make an exception to the 2/3 Bylaw. After deciding the Board did give due diligence and attempted to follow the bylaws with a deadlocked outcome, the Board unanimously decided to suspend the 2/3 majority rule and use a simple majority of those present rule. (2:26:04-2:36:30) A fourth vote was taken. Bryan McRay was elected via majority vote. The floor was then opened for nominations for Vice-President. Bryan McRay nominated Sean Moore for the position. Sean was elected with unanimous vote. (2:36:30-2:41:20)</p>	<p><b>Motion by:</b> Pier Ferguson to begin rotating meetings between the four Planning Districts instead of the two.</p> <p><b>Seconded by:</b></p> <p><b>Vote:</b></p> <p><b>Motion by:</b> Brad Owens to suspend Article V, section VI of the current Bylaws based on the fact that the Board did their due diligence to try and elect a President without success</p> <p><b>Seconded by:</b> Allen Yee</p> <p><b>Vote:</b> Unanimously approved</p>
<p><b>New Business:</b></p>		



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<p><b>A. Stroke Triage Plan – Action Item</b></p>	<p>Motion was made by Dr. Yee to approve the Stroke Triage Plan, seconded by Pier Ferguson. The plan was approved with unanimous vote.</p>	<p><b>Motion by:</b> Allen Yee to approve the Stroke Triage Plan</p>
<p><b>B. Regional EMS Plan – Action Item</b></p>	<p>Motion was made by Dr. Yee to approve the EMS Plan, seconded by Brad Owens. The plan was approved with unanimous vote.</p>	<p><b>Seconded by:</b> Pier Ferguson</p>
<p><b>C. MCI Plan – Action Item</b></p>	<p>Motion was made by Dr. Yee to approve the MCI Plan, seconded by Brad Owens. The plan was approved with unanimous vote.</p>	<p><b>Vote:</b> Unanimously approved</p>
<p><b>D. Precepting Program – Directors Guide – Action Item</b></p>	<p>Holly Sturdevant reported a workgroup was formed to provide a written document describing the ODEMSA clinical and field preception program. The workgroup has been working on this project for 18 months. A formal letter from the group was distributed to the Board prior to the meeting requesting acceptance of the document. Key players were involved with the creation of the guide. Members of the workgroup are noted on that letter. Holly reminded the Board that it is a living document and that updates will be integrated soon. The purpose of this document is to act as the father document. The workgroup expects to add smaller sections to include a preceptor section, and a hospital section among others. The master document will be constantly updated and growing. Helen Compton asked two questions prior to the meeting. (1) Are the competencies going to be updated? Holly said the workgroup is aware of the update need and has planned them. (2) Can the South Hill and Halifax hospitals be added? Heidi stated they have not been using the program but if they want to they can be added. Dr. Yee asked if the document applies only to the hospital or the EMS agencies as well. Holly reported that at this time, the document is a guide to use ODEMSA’s central scheduling system for hospital rotations. Currently this is for hospital not field rotations. Motion was made by Dr. Yee to approve the Precepting Program Guide, seconded by Mindy Carter. The guide was approved with unanimous vote. (2:41:21-2:49:16)</p>	<p><b>Motion by:</b> Allen Yee to approve the EMS Plan</p> <p><b>Seconded by:</b> Brad Owens</p> <p><b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to approve the MCI Plan</p> <p><b>Seconded by:</b> Brad Owens</p> <p><b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to approve the Precepting Program Guide</p> <p><b>Seconded by:</b> Mindy Carter</p> <p><b>Vote:</b> Unanimously approved</p>
<p><b>E. NREMT Test Fees</b></p>	<p>Heidi stated we are currently charging \$175 for Paramedic testing. She stated you cannot find it in most places for under \$300. After expenses ODEMSA had \$500 after the last exam. This does not include the staff hours needed to prepare for the exam, register students and conduct the test. Staff is recommending \$275. It keeps the fee lower than others yet puts us more in line</p>	<p></p>



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	with the true expense of a test. Heidi said this would not affect current students. The group discussed a start date that would allow current students to test and retest. The group decided to table the fee increase until the June meeting to provide additional information. A written fee schedule will be provided at the June meeting. (2:49:16-2:58:00)	
<b>Business From Floor</b>	<p>Sean Moore asked if the Presidents sudden departure has created an issue with continuity of operations. He asked if Rick McClure should be invited to attend meetings for a period of time to provide guidance or continuity to the Board. Heidi stated many Boards have a position for the Immediate Past President. Bill Hogan suggested the Executive Director could add the continuity. The Board felt this was not necessary. (2:58:00-3:00:45)</p> <p>The Board unanimously approved the ODEMSA RSAF grant request. (3:00:45-3:01:40)</p> <p>Sean asked about the Secretary and Treasurer positions and when elections will be held for them. It was decided by the group that Mindy, Brad and Robert will be on a nominating committee.</p> <p>Meetings will begin rotating at the next meeting.</p>	<p><b>Motion by:</b> Allen Yee to approve the ODEMSA RSAF grant request</p> <p><b>Seconded by:</b> Bryan McRay</p> <p><b>Vote:</b> Unanimously approved</p>
<b>Next Meeting</b>	June 18, 2014 (Location TBA)	
<b>Adjourn</b>	The meeting was adjourned at 10:07pm.	