



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

1463 Johnston-Willis Drive
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www.odemsa.vaems.org

Old Dominion EMS Alliance
Board of Directors

May 19, 2014

SPECIAL CALLED MEETING
ODEMSA Office, Richmond

Board Members Present: Allen Bober, Ellen Buchanan – via phone, Heidi Hooker, Bryan McRay, Chip Decker, Mindy Carter – via phone, Sean Moore

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

ODEMSA Staff: Heidi Hooker, Jessica Goodman

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 special called meeting was called to order at 6:30 P.M. by President Bryan McRay. A quorum was determined, and the agenda approved. President McRay stated the only business that requires discussion is the finances related to the ODEMSA office move. (00:00-03:38)	
New Business: A. ODEMSA Relocation and Financial	Bryan described the current situation. The Board has been aware for several months that the ODEMSA office may have to relocate. We were recently made aware that this will indeed happen. In anticipation, CB Richard Ellis (CBRE), the property management company for HCA, and Heidi Hooker had	



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<p>Implications – Action Item</p>	<p>previously identified a space that will meet the needs of ODEMSA. However, the space will need construction.</p> <p>The building has been vacant for several years. CBRE has recently replaced the HVAC system, removed asbestos from the building and remediated a mold issue to ready the building for use. With that, all flooring has been removed and wallpaper.</p> <p>To make the building usable, ODEMSA will have to remove existing walls to create a classroom, add walls to build a conference room and other rooms, paint the entire building and carpet/tile the entire building. Current exam rooms will be reconfigured to create offices and break-out rooms. Storage rooms will be created for the medication boxes and equipment as well as files.</p> <p>Prior to the meeting, Bryan had sent BOD members a document showing bids from three construction companies with a breakdown of their fees. The three companies were chosen by CBRE. They each have approval from CBRE to operate on their properties.</p> <p>ODEMSA has enlisted the help of Tate Saunders Architect Firm, recommended by CBRE. Architect Catherine Saunders has drawn plans in consultation with Heidi Hooker that makes the best layout of the existing plan. Tate Saunders then received the construction bids for what ODEMSA feels is a comprehensive construction plan. Copies of the plan were on display at the meeting. These plans cover electrical needs, AV needs etc...The new office will include two suites that will be conformed into a meeting/classroom/breakout side and the other suite office space and storage.</p> <p>The low bid is from a group called JA Heisler at \$53,158. The architect fees are an additional \$3,000. The AV placement \$1,623, phone and data placement \$2,417, internet transfer \$120, storage PODS \$690, movers \$500. ODEMSA is expected to vacate their current office by June 2, 2014. Construction is expected to take four weeks. The expected cost is near \$61,508.</p> <p>Bryan reminded the BOD of the in-kind contribution made by HCA each year. If ODEMSA had to pay for its current space it would cost ODEMSA an estimated \$63,000 per year. This number includes janitorial services and</p>	
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utilities. The new space would increase to an estimate of \$93,000 per year. ODEMSA will increase its in-kind contribution, and in-kind contributions are required per ODEMSAs contract with OEMS.

After consulting with Catina Downey, ODEMSA Accountant, Bryan and Heidi feel we can pull the needed fees from our savings and make the project work. Though we would rather not do this, we are in need as the current office must be vacated. Bryan entertained questions.

Ellen pointed out the variations in costs on the construction plans and asked if they were all based on the same floor plan. All of the bidders did receive the same plan. The builder's classified items in different categories but each have the same plans. Heidi said the low bidder is already on the campus doing construction for another client. They have operations, dumpsters etc...in place already which may account for their ability to low bid. Mindy asked for Heidi and Bryans gut feeling after meeting. Both stated they have no reason not to trust the work of the lower bidder. Catherine Saunders has worked with them in the past and states they do good work. Allen asked about the lease promise. Staff have inquired but the amount of time we will have the new facility rent free is unknown. ODEMSA depends on the kindness/contribution of HCA currently and has been told that we will not have to worry. That is all. Ellen stated normally when hospitals make a commitment to a group like ODEMSA it's a long term commitment. She said it's important to hospitals to support the community and their needs. Heidi said the two offices to the right of ODEMSA have also been relocated on campus. Mindy asked if there was anybody opposed the move or have objections. There were none.

Heidi said before the Board votes on the proposed plan. She needed to have them agree to un-restrict a fund that currently holds \$15,000. The money was restricted prior to Heidi becoming Director. It is money that was to be assigned to the accreditation program and a small amount from one-time four-4-life contributions that were said to be dedicated to performance improvement. These monies are a portion of ODEMSA savings that must be utilized to have the needed money. Mindy made a motion to un-restrict the



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	<p>funds. Members then discussed how much of the funds will be used. Catina said she feels ODEMSA has more than what they need to pay for the renovations, however, it will leave us cash short and it's concerning if there's a delay between funding payments from OEMS. She feels unrestricting the funds will allow for a better comfort zone. The group voted to un-restrict the ODEMSA funds until the September meeting. After September all funds that were not used for construction or absolute necessary operating costs will once again be restricted. If in September the Board determines it's not safe to restrict the funds they can vote again.</p> <p>It was observed that the addition of the observation window for the ambulance is an additional cost. After discussion, the group decided to delay that expense until a later time.</p> <p>A motion was made by Allen Bober approve the construction of the new building with a budget not to exceed \$63,000 without prior approval from the Board. The motion was approved with unanimous vote.</p> <p>Ellen asked is Heidi will be checking progress on a regular basis. Heidi said the office will be on her way home each day and yes she knows she'll be too curious to stay away. Bryan has been involved with most of the meetings. Heidi felt confident that between the two of them the progress would be observed regularly.</p>	<p>Motion by: Mindy Carter to un-restrict ODEMSA funds until the September meeting. After September all funds that were not used for construction or absolute necessary operating costs will once again be restricted</p> <p>Seconded by: Ellen Buchanan</p> <p>Vote: Unanimously approved</p> <p>Motion by: Allen Bober approve the construction of the new building with a budget not to exceed \$63,000 without prior approval from the Board</p> <p>Seconded by: Chip Decker</p> <p>Vote: Unanimously approved</p>
Next Meeting	June 18, 2014 (Location TBA)	
Adjourn	The meeting was adjourned at 7:16pm.	