



**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**

June 15, 2016

7 p.m.

ODEMSA Office, Richmond

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

**Board Members Absent:** Helen Compton, Sean Moore, Bill Hogan

**ODEMSA Staff:** Adam Alford, Damien Coy, Megan Young

**Other:**

**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 7:00pm by Board President Bryan McRay following dinner. A quorum was determined. The Agenda was approved with the addition of one item, Personnel Issues added between the EMS Advisory Board Report and the Executive Director Report. The March meeting Minutes were approved. Introductions were not needed. (00:00-01:51)	<p><b>Motion by:</b> Rodney Newton to approve Agenda.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Al Thompson to approve the Minutes.  <b>Seconded by:</b> David Norman</p>



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		<b>Vote:</b> Unanimously approved
<p><b>President Reports:</b></p> <p><b>A. PD-13</b></p> <p><b>B. PD-14</b></p> <p><b>C. PD-15</b></p> <p><b>D. PD-19</b></p> <p><b>E. Board President</b></p>	<p>Rodney Newton reported and thanked Dr. Yee and Bryan for coming to their last meeting. He said the sub-council finalized their scholarship program with the college to provide \$1,000 in scholarships per year. CMH received its Primary Stroke Center designation. (01:52-03:06)</p> <p>David Norman said South Central has had several classes in the past quarter gearing providers toward the upcoming Vice-Presidential Debate and related activities. The cath lab is open at Southside Community. The STEMI Roadshow had 50-55 attendees. David reminded members that Longwood will host the upcoming Vice-Presidential Debate. He said agencies have been coordinating efforts. Karen Owens at OEMS has promised whatever classes they need, they can get. They are expecting around 25,000 participants in the various activities surrounding the event, including a MTV Get Out the Vote Concert. The Planning District has more MCI related course offerings planned before the debate. (03:07-5:40)</p> <p>Bobby Trimmer said they graded grants at their last meeting. At the FARC review meeting, ODEMSA agencies did well. (05:41-06:22)</p> <p>Jessica Goodman reported Dr. Wickizer and Crater continue to discuss and work on an OMD mentoring project. Pier added, Southside Regional has been active with EMS outreach. They've supported education related to their cardiovascular services and had very good presentations for the prehospital community which, at times, includes dinners. She said the training has been well attended and appreciated. (06:23-08:02)</p> <p>Bryan McRay acknowledged the recent terrorist attacks in Orlando. He reminded members of the importance of taking care of our own, and said mental health issues should stay in the forefront of our thoughts. He acknowledged the ODEMSA CISM program and the good work it does. Bryan discussed the funding delay from OEMS, the money has been paid and Heidi and Catina have</p>	



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	<p>replaced money borrowed from the line of credit. Bryan reported there were staff changes. Rachel Dillon is no longer with ODEMSA. Bryan said he wanted the record to reflect appreciation for the work Rachel did while at ODEMSA. He said Heidi and Ellen continue work to update the Employee Handbook and Job Descriptions. Ellen added they are also working on evaluation tools. She expects everything will be ready for the next meeting. Bryan said he would like staff to provide a synopsis of their activities. He asked Board members if they would like anything in particular reported. No members offered suggestions. He reported on July 12<sup>th</sup> ODEMSA will have their OEMS Designation Site Visit. (08-03-12:18)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker said the Advisory Board met on May 6<sup>th</sup>. He reported the Department of Health has a new Chief Deputy Commissioner, Dr. Hughes Melton. Chip said Dr. Melton gave an interesting report on Zika. The mosquitos that carry Zika only travel within a 100 yard radius. They travel during the day. The Zika mosquitos fly low. They breed in water without soil, like bird baths or old tires. So, the Zika mosquito is slow, low and bites during the day. He said Gary Brown announced they have a new Trauma and Critical Care Manager to replace Paul Sharpe, Cam Crittenden. He said, Gary also reported having multiple agency vacancies at OEMS and asked for patience while management fills positions. Chip said the REPLICA Bill passed allowing medics to practice out of state. Seven of the ten states needed to make it an interstate compact have passed the bill. Chip reported the Office of EMS will continue supporting START Triage. He reported Dr. Lindbeck mentioned the Fatigue Project during the meeting. Chip said if you're interested in fatigue and EMS you can visit EMSFatigue.org. Chip reported the DEA Bill appears to be sitting in a couple committees, but not appearing to go anywhere. He said Warren Short gave a presentation that confirmed VA has fewer EMT's. They believe problems with the written exam are to blame. State paramedics are showing a slight increase. Chip reminded board members, they are welcome to attend EMS Advisory Board meetings and they are welcome to speak at them during the public comment period, when needed. (12:18-20:58)</p>	



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<p><b>Executive Director Report:</b></p>	<p>Heidi introduced Megan Young to board members. She started her employment with ODEMSA on June 6<sup>th</sup>. Heidi distributed a handout with Megan’s bio to members, and said Megan has hit the ground running. Two former employees, Jessica Goodman and Lynn Barbour have lent their services to train Megan. Heidi thanked them both.</p> <p>Megan Young – reported she is busy learning all she can about the electronic drug box tracking system, clearly inventory. She has also begun learning about the various committees and the work they are currently engaged with.</p> <p>Damien Coy – reported he’s been assisting Holly with the awards picnic details. The picnic will be on Aug 6<sup>th</sup>. He’s working to recruit nomination forms for the awards. He was recently voted a member of the EMS Advisory Board Health and Safety Committee. He said he’s also been updating the agency information on the ODEMSA website.</p> <p>Adam Alford – He’s been busy with the online EMT class. He’s also been navigating the new CEU requirements that will come out July 1<sup>st</sup>. Adam distributed a graph and other documentation describing the online class’s progress to date. Per him, the class is going well and in some cases better than a traditional course.</p> <p>Holly Sturdevant – reported she’s been working on the ECMO meeting, protocols and the awards program. (20:59-26:48)</p>	
<p><b>Executive Session</b></p>	<p>A motion was made and seconded to go into executive session to discuss personnel issues. CTS administration, employee health insurance and employee hours were discussed. At the conclusion, no action was taken. (26:49- 1:01:02)</p>	<p><b>Motion by:</b> Dr. Yee to go into executive session to discuss personnel issues.  <b>Seconded by:</b> Rodney Newton  <b>Vote:</b> Unanimously approved</p>
<p><b>Financial Discussion:</b></p>		



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<p><b>A. Financial Statement- Action Item</b></p> <p><b>B. Annual Budget- Action Item</b></p>	<p>A motion was made and seconded to approve the quarterly financial report submitted by Catina Downey. Chip had some questions regarding the financial statement. Heidi answered but said she would provide confirmed answers from Catina. (1:01:03-1:13:12)</p> <p>Treasurer, David Norman reported he was in contact with Heidi and Catina during the development of the budget. He consulted with Board Members Rodney Newton and Kathi Manis after the draft was complete. He submits it for approval without hesitation. The board had a discussion about Four-4-Life donations. Heidi says staff do their best to estimate the contributions, based on historic data. It is never promised. Chip asked how the amount was determined for CTS income. Heidi said she knows it was discussed but cannot remember how the number was confirmed. She will provide the answer after confirming with Catina. David said, depending on the new contract with OEMS, the board may have to amend the budget if there is a significant change in income. (1:13:13- 1:26:23)</p>	<p><b>Motion by:</b> Allen Yee to approve the Quarterly Financial Statement.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> David Norman to approve the Annual Budget.  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>
<p><b>Current Business:</b></p> <p><b>A. Vehicle – Update</b></p>	<p>Heidi said they have ordered the Ford Explorer. She said Sheehy Ford is giving ODEMSA a 2017 model for the 2016 price quoted because the 2016 is out of stock. Heidi expects delivery to be sometime in August or September. Dr. Yee asked if ODEMSA has a driving policy. Heidi said we do, in the personnel handbook. Heidi said employees have to be in good standing with the insurance company to drive. (1:26:24-1:30:18)</p>	
<p><b>New Business:</b></p> <p><b>A. Regional Protocols – Action Item</b></p>	<p>Dr. Yee said the Medical Control committee did review the protocols. They did have suggestions for the change, and the significant updates were provided to board members as a document prior to the meeting. Dr. Yee said that with the updates, some protocols crept into others. Dr. Yee suggested giving Medical Control more time to clean up the protocols, before introducing</p>	<p><b>Motion by:</b> Allen Yee to approve the existing Protocols.  <b>Seconded by:</b> David Norman</p>



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<p><b>B. Regional MCI Plan – Action Item</b></p> <p><b>C. Air Medical Request – Action Item</b></p> <p><b>D. Diversion Plan – Action Item</b></p> <p><b>E. Regional Drug Box/Restocking Policies – Action Item</b></p>	<p>them. He made a motion to approve the current protocols that are currently in use. The motion passed unanimously. (1:30:19-1:33:34)</p> <p>Bryan reminded the Board at our last meeting we approved the plan that was currently in use. The new plans update is complete and approved by the MCI committee. A motion was made to accept the new updated plan. The motion passed unanimously. (1:33:35-1:34:06)</p> <p>The Air Medical Committee requested the Board sign a letter, submitted by the Air Medical Committee, requesting medevac participation on the regional radio group committee. After much discussion, the Board did not approve the letter, as written, as the letter was interpreted the committee appeared to be requesting a seat at their table. The Board recommended the medevac services work through their representatives that are already assigned to the committee. They expressed they would table the request, and entertain a letter that more clearly conveys the committees intention of only offering subject matter expertise, if requested by the radio group. Air Medical re-wrote the letter and re-submitted to the board. A motion was made to accept the letter and send. The motion passed with unanimous vote (1:34:07-1:36:10)</p> <p>There was discussion, begun by Dr. Yee, about whether the plan is relevant today. Chip said a lengthy conversation was also had during the Diversion Committee. Ellen Buchanan said hospitals spend a lot of time trying to make sure beds are available in ER's. Dr. Yee asked if it is a contract deliverable. Heidi said, it is. Ellen asked to update Douglas Moyers name for Southside Regional. A motion was made to approve the Diversion Plan with Ellen's suggested change. The motion passed unanimously. (1:36:11-1:50:01)</p> <p>Dr. Yee asked if the committee updates were implemented. Heidi said Megan checked the document comparing it to the Pharmacy Committees Minutes. Heidi was confident the changes were implemented. A motion was made to approve the Regional Drug Box and Restocking Policies. The motion passed with unanimous vote. (1:50:02-1:53:28)</p>	<p><b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Dr. Yee to approve the MCI Plan.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to approve the letter written by Air Medical  <b>Seconded by:</b> Al Thompson  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to approve the Diversion Plan  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to approve the Drug Box and Restocking Policies  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p>
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<p><b>Business From Floor</b></p>	<p>Robert Trimmer said that it would help if the HEAR codes for Swift Creek could be delivered to agencies.</p> <p>David Norman said he is setting up a weekend class – Mental Health for the Adult. He hopes the class will better inform EMS of mental health issues.</p> <p>David asked about the meeting rotation and if it was changing. The members decided to allow the President and Director to determine the next meeting location. (1:53:32-2:01:48)</p>	<p>David Norman said he would get the information from the manager.</p>
<p><b>Next Meeting</b></p>	<p>September 14, 2016 (Location – TBA)</p>	
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 8:58pm.</p>	