



**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**

June 18, 2014

7 p.m.

Community Memorial Hospital, South Hill

**Board Members Present:** David Norman, Allen Yee, M.D. - via phone, Ellen Buchanan, Pier Ferguson, Heidi Hooker, Bryan McRay-via phone, Chip Decker, Robert Trimmer, Brad Owens, Sean Moore, Helen Compton, Allen Bober-via phone, Willoughby Hundley, M.D.,

**Board Members Absent:** Kathi Manis, Bill Hogan

**ODEMSA Staff:** Holly Sturdevant, Adam Alford

**Other:** Catina Downey – via phone, David Brown, M.D.

**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 7:10 p.m. by Vice-President Sean Moore following dinner. A quorum was determined. The minutes were approved from the March 19, 2014 meeting and the May, 19, 2014 special called meeting. The agenda was approved. Introductions were made, and Heidi welcomed several new members to the Board. (00:00-06:19)	<b>Motion by:</b> Brad Owens to approve the March 19, 2014 Minutes. <b>Seconded by:</b> David Norman <b>Vote:</b> Unanimously approved <b>Motion by:</b> David Norman to approve the May 19, 2014 Minutes.



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		<p><b>Seconded by:</b> Robert Trimmer <b>Vote:</b> Unanimously approved <b>Motion by:</b> Brad Owens to approve the Agenda. <b>Seconded by:</b> David Norman <b>Vote:</b> Unanimously approved</p>
<p><b>President Reports:</b> <b>A. Board President</b></p>	<p>Board President, Bryan McRay, gave the President Report via phone as he was out of town tending to a family emergency. Bryan thanked Board Members for their support since taking the President position. He reported that he had met with Heidi and the ODEMSA staff on multiple occasions. He supports Heidi's vision of making ODEMSA relevant to the provider on the street and supports it as a goal for the organization. He mentioned the two vacant staff positions and said that he had met with Heidi regarding her position recommendations and hoped we can solidify those positions later in the agenda. He thanked members who attended the Special Called Meeting to approve the building funds. He reported that the building project has progressed better than expected. He invited members to come look at the new building when they can. He said he had attended many of the ODEMSA standing committee meetings. He thanked members of the committees for their time and shared our goals and objectives for the coming years. Bryan thanked Community Memorial for hosting the meeting. He mentioned the email updates that he's been sending to members, and hoped they are informative. He said he will continue to send them and requested members let him know if they need additional information or have questions of him. Bryan thanked Vice-President Moore for chairing the meeting in his absence. He then exited the meeting. (06:20-10:49)</p>	



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<p><b>B. PD-13</b></p> <p><b>C. PD-14</b></p> <p><b>D. PD-15</b></p> <p><b>E. PD-19</b></p>	<p>Allen Bober deferred to Helen Compton to give the PD-13 report. Helen reported they have been busy planning their Super CE weekend. (10-50-13:22)</p> <p>No report (13:26-13:30)</p> <p>No report (13:31-13:50)</p> <p>Brad Owens reported the Crater Council recently decided to dedicate part of their meetings to strategic planning. During the meeting the night before they reviewed their SWAT analysis. They have identified attendance as a weakness and are currently attempting to engage agencies that have not been participating in meetings. Brad reported they have seen an increase in training. (13:51-15:36)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker reported the EMS Personnel Licensure Compact (an interstate compact) appears to be done. He advised we may see some legislation in the next General Assembly to bring Virginia on board. He reported there was discussion about the KKK ambulance specs that are set to expire in Sept. 2015. Currently, Virginia as well as many other states mandate ambulances follow KKK specs. With their expiration soon approaching other organizations are attempting to set standards. NFPA - 1917 was an attempt to set that standard, however no state has adopted this plan. NFPA is currently working on a version 2, due Jan 2016. A second group, CAAS- Commission on Accreditation of Ambulance Services, is also working on a set of standards expected to be released Jan 2015. The GSA did a change order to the KKK specs, effective July 2014, which requires the cot extension systems in ambulances must be able to withstand impact and hold the cot during a crash. There are only two devices that will currently hold the cot during such an event with one costing 40k (Stryker) and the other at about 18k (Ferno). This has added a significant cost to the price of every new ambulance. The Advisory Board discussed HB1010, a proposed bill that reduces the amount of class hours for EMT to 70 hours. He reported this bill is not yet dead and that the group proposing it is determined to see it succeed. Members of the Advisory Board</p>	



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	<p>and OEMS staff have met with the group. The FARC Committee is going to start requiring grant award winners purchase awards within 6 months and paid within 12 months. This is 6 months shorter than the current set timelines. This may help with carry over funds. Fingerprinting begins July 1<sup>st</sup>. OEMS is considering reducing the minimum student test site number from 15 to 10 candidates. Chip also reported that Virginia has seen a significant decline in the number of students that complete the testing process. Most seem to take the practical, but after that only about half are advancing to the written portion. Of those that do proceed, the pass rate is not good. Chip mentioned the decrease in qualified job applicants has been noticed at Richmond Ambulance. A committee is forming to review Community Paramedicine. Chip reported there are several localities that are delving into Community Paramedicine and several lobbyists are not excited about this fact. OEMS is establishing a committee to give some direction as more and more localities venture in. (15:37-25:21)</p>	
<p><b>Executive Director Report:</b> <b>A. Office Move</b></p>	<p>Heidi delivered her updates in a PowerPoint format. Heidi thanked Adam for preparing the PowerPoint presentation. Heidi showed the Board pictures of the new building construction and described the progress. Heidi reported there is still some electrical and AV work that needs completed. She said the staff at VCU visited and have offered to upgrade our existing projection system and add a TV to the rear of the main classroom at the request of their instructors utilizing the facility. Heidi has requested they consider a donation of new tables and chairs. We have yet to hear if this is possible. Heidi approached VCU because their students spend a considerable amount of time in the chairs that are not comfortable. Heidi described a room that is proposed to hold an ambulance simulator. The simulator will be donated to ODEMSA, a gift from Northern VA Community College. Kenny Williams of VCU has been instrumental in acquiring this gift. Heidi described each break-out room with TV mounts to broadcast cardiac monitor displays or dvd's. (25:22-31:32)</p>	



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<p><b>B. Open Positions</b></p>	<p>Heidi reported that staff continues to have weekly staff meetings on Tuesdays at 1pm. She feels the meetings have been productive and the staff likes getting together to learn what others are working on and brainstorm future projects. Heidi noted that Bryan has joined them on a few occasions and she invited any Board Member to attend. Conference capability can be attained for those that request. Meetings are not held when other meetings are scheduled or when staff is too busy to meet due to other pressing obligations. (31:33-32:18)</p> <p>Heidi, Jessica and Adam spent a day and a half building several new medication boxes. Eight boxes were delivered to the new free-standing ER in Hanover. ( 32:19-32:45)</p> <p>Heidi reported on an incident that occurred during a CTS test site. It was May 20<sup>th</sup> a severe storm with heavy hail, high winds and frequent lightning caused damage to the school that required an evacuation during the test. In cooperation with the school principle, our test site team was able to relocate the site to another school and complete the testing process. ODEMSA received high compliments for going above and beyond, in particular, Jim Young and George Jarrett. (32:46-34:46)</p> <p>Heidi reported she has been short staffed with Jessica and Max's departure. Heidi reported conditions have been rough without them, especially with the move. Heidi had advertised the open positions, and received 15 candidates interested in filling the open positions. She informed the Board that she has offered the Program Coordinator position to Rachel Dillon. Rachel accepted the position the day before the Board meeting and agreed to begin her full-time employment the following Monday. Rachel is filling Jessica Goodman's position. Heidi reported that she did have a candidate in mind for the Field Coordinator position, but that she would cover that position when the budget is discussed. She advised the Board she will request the position move from the current part-time status to full-time. Because of this she has not yet made a job offer. Heidi reported she is happy to get back to full staffing ASAP. (34:46-36:02)</p> <p>The ODEMSA staff has divided the agencies amongst themselves and</p>	
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**C. Awards**

has been doing field visits to promote several initiatives. (1) The Regional Awards Picnic and EMS Day at Pocahontas State Park (2) The ODEMSA Facebook Page (3) The Updated ODEMSA Website (4) The ODEMSA List Service. Heidi said the staff dispersed in an all-out effort to gain nominations and promote the Regional Awards. Heidi said staff has worked harder this year than any other to summon nominations and interest. Not only have we advertised through our normal means, but this year we have advertised on Facebook, sent information through the List Service and made personal visits to agencies. (36:03-37:07)

Heidi has made contact with her counter-parts throughout the state to inquire about health insurance policies and rates. One of her counterparts is currently speaking with a group that may consider allowing the councils to combine and form a larger group. As we stand right now, separately, each Council is too small to qualify for group rates. More to come regarding this soon. (37:08-38:10)

Staff attended the EMS Advisory Board meeting, EMS for Children Committee, Training and Certification Committee and Council Directors Meeting (38:10-38:20)

Heidi reported that ODEMSA has received fingerprint cards from OEMS. She said they began distributing them, upon request, as soon as the agencies were notified they can obtain them from ODEMSA. She said it became obvious agencies were asking for far more cards than needed, so she requests they only request a 3 month supply. Heidi may have ODEMSA staff train to be fingerprint technicians. She's looking in to this. Much will depend on the need for such a service. (38:20-44:18)

When cleaning for the move, Heidi contacted Russ Hummel to see if he would be interested in disposing of some of our unusable equipment. Russ refurbishes cardiac monitors and donates them to agencies in need, sometimes third world countries. Russ did assist by taking Lifepak 10's and some outdated Zoll monitors. None were in working condition, even for testing purposes. (44:18-45:27)



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**D. Staff Update**

Heidi reported that a diversion pattern related to broken vials within the yellow narcotic box had been addressed. The pharmacy committee has been placing padding around the vials, and to date, this appears to have corrected the problem. (45:27-46:17)

ODEMSA staff conducted Clearly Inventory refresher training at Memorial Regional and initial training for the staff at the new Hanover free standing ER. (46:17-46:32)

Adam Alford reported that he had created an ODEMSA Facebook page to assist our goal of reaching the provider on the street. He reported that to date we have 909 “likes”. He explained, “likes” increase our exposure. We have been posting information to the Facebook site once or twice a week. Each post reaches about 600 people. Adam reported we have seen an increase in course participation because of our Facebook advertisements. He informed the Board of our Facebook contest in which we gave an EMS bag to one person, chosen from our first 750 “Likes”. He invited Board members, who haven’t, to like the ODEMSA page. Adam then showed the top 5 posts. (46:32-50:18)

Adam also updated the Board on our List Service activities. To date the List has 1,000 people signed up to receive email updates. He shared some statistics from the Constant Contact site and some of the sites capabilities. We are currently sending 2-3 emails a month. (50:19-51:52)

Adam said ODEMSA has hosted several courses recently, including a PHTLS course in Burkeville taught by trauma surgeons. He has the Training and Education section of the website up-to-date and all upcoming classes or events that we are aware of are listed there in one central location. He plans to host more classes at the ODEMSA office with the additional space. (51:52-53:14)

Adam reported he has been active with the PI Committees. He has received training with Carol Pugh at the OEMS and has hit the ground running. While investigating, Adam discovered 64% of our PPCR’s do not convey the “type” of trauma that has occurred. After further investigation Adam discovered an issue with the Zoll data reporters. He was able to make the state aware of this issue and they are now working on a solution. While looking at procedures,



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he also noticed areas that need improvement. He has identified several instances of EMT's doing procedures required of an ALS provider. (53:14-55:11)

Adam reported the PDC Committee is working on a 12 lead placement video that will be geared toward BLS providers. They are also working on Field Training Officer training for those precepting students. The (55:12-55:57)

Adam coordinated a National Registry Exam June 7<sup>th</sup>. He thanked Hanover County for providing Oak Knoll Middle School as the test location. 50 candidates tested. (55:57-56:36)

Holly Sturdevant reported that ODEMSA received 100% of the requested items for the RSAF grant, all at 100% funding. ODEMSA will receive 6 iSimulate monitors, 7 traction splints for use at the CTS sites, 2 ALS manikins, Simpad upgrades to existing manikins, and IO devices. (56:37-59:02)

Holly reported she; Adam and Jessica attended the VCU Trauma Symposium. ODEMSA set up a display booth. They moulaged a trauma manikin which attracted participant to the display. They promoted classes, the EMS picnic and awards and were able to answer many questions regarding EMS services in general. (59:03-1:00:11)

Holly reported the award nominations have been received and the panel of judges had made their decisions. There were two categories that did not receive a nomination; however, those that did received multiple candidates. (1:00:12-1:00:54)

Holly reported she spent a considerable amount of time repairing Jane's computer that crashed. We discovered the device we were using for back-up is no longer recommended because it's unreliable after power outages. Holly was able to recover some data and a new back-up system is in place with redundancy. (1:00:55-1:02:18)

Holly reported that she participated in an MCI drill in Amelia County. This was conducted at the High School and students were used as actors during the event. (1:02:19-1:03:23)

Holly has been promoting the ODEMSA EMS day and picnic very





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	<p>heavily. She encouraged Board members to attend and promote the event. The event will be at Pocahontas State Park on July 12<sup>th</sup>. (1:03:23-1:03:52)</p> <p>Holly reported the CISM team was given business cards to hand out in hopes of preventing people from calling the debriefers on their personal lines. The CISM Team responded to 3 calls this quarter. (1:03:52-1:04:15)</p> <p>Heidi stated the ODEMSA staff had recommended Jon Donnelly receive an award during the EMS Day and picnic to highlight his many contributions to EMS throughout his years as Director of ODEMSA. After a lengthy discussion, to determine if the award would be a state award or separate recognition, the Board decided they would offer Jon a special recognition during the July award ceremony with unanimous vote. (1:04:15-1:24:42)</p>	
<p><b>Financial Discussion:</b> <b>A. Financial Statement</b></p>	<p>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. Chip Decker asked about the accounting fees that were discussed at the last meeting. Heidi reminded the Board that at the last meeting, on the financial statement, Catina's fees were higher than expected. Heidi was to find out why and report back. Heidi said her fees were higher because of the new accountant that was hired to do the required ODEMSA Audit. ODEMSA had used the same accountant for better than 10 years and having a new accountant that needed to learn about ODEMSA, took more of Catina's time than normal. Allen Bober made a motion to go into executive session. Heidi will contact other Regional Councils to compare accounting fees. The Board exited the executive session. There were no questions regarding the quarterly financial statement. The statement was approved with unanimous vote. (1:35:37-1:59:45)</p>	<p><b>Motion by:</b> Allen Bober to go into executive session to discuss accounting fees <b>Seconded by:</b> Brad Owens <b>Vote:</b> Unanimously approved</p>
<p><b>B. Budget Approval</b></p>	<p>David Norman described that he and a board workgroup worked on the budget together with Catina, Bryan and Heidi. The Board re-entered executive session. There was a lengthy discussion regarding three personnel funding scenarios and combining two positions to create a full-time Field Coordinator</p>	<p>Heidi will contact other Regional Councils to gather accounting service information.</p> <p><b>Motion by:</b> Brad Owens to accept the quarterly financial report <b>Seconded by:</b> Robert</p>



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	<p>position. A motion was made by Brad Owens to accept the budget with current personnel funding and to merge the Administrator Officer's salary and the part-time vacant Field Coordinator salary to a Full-Time Field Coordinator position. The motion was approved. Heidi will bring supporting documentation to the September meeting for other positions. (1:59:45-3:10:12)</p>	<p>Trimmer  <b>Vote:</b> Unanimously approved   <b>Motion by:</b> Brad Owens to accept the budget with current personnel funding and to merge the Administrator's salary and the part-time vacant Field Coordinator salary to a Full-Time Field Coordinator position  <b>Seconded by:</b> Pier Ferguson  <b>Vote:</b> Approved by majority vote</p>
<p><b>Current Business:</b>  <b>A. Regional OMD Contract – Postponed</b>  <b>B. ODEMSA Bylaw Revision – Update</b>   <b>C. Personnel</b></p>	<p>This is postponed until bylaws and contracts are revised. (1:26:15-1:26:41)          Heidi reminded the Board that at their last meeting they finalized the document. The Bylaws are able to be voted upon this meeting. Dr. Yee asked if the Bylaws have had a legal review. Heidi responded she believed the review would occur after approval. She believed at the last meeting it was determined that both the Bylaws and Employee Handbook would undergo a review after approved. Members decided to have the documents reviewed before approving. Heidi will send the Bylaws for legal review before the next meeting. (1:26:42-1:29:52)</p>	<p><b>Motion by:</b> Allen Yee to present the Bylaws as written for legal review.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved   <b>Motion by:</b> Brad</p>



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<p><b>Handbook - Update</b>  <b>D. NREMT Fees</b></p>	<p>The Employee Handbook is ready for legal approval. It will be sent with the Bylaws for attorney review before the next meeting. (1:29:53-1:30:35)        (1:30:35-)        Heidi requested the Board postpone reviewing the NREMT fees. Staff would like to do more background work before presenting. (1:30:35-1:30:56)</p>	<p>Owens to send the Employee Handbook for legal review.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p>
<p><b>New Business:</b>  <b>A. Protocols – Action Item</b>   <b>B. Regional Medication and Restocking Plan – Action Item</b>   <b>C. Diversion Plan – Action Item</b></p>	<p>Holly reported that the protocols were voted on previously and there have been no further changes. Two quarters ago we added the compatible VHIB names which are written under the old protocol names, identified in red. There was also an update to introduce the intranasal medications. The Board approved the protocols with Brad Owens abstaining from vote. (1:31:20-1:32:58)        Heidi reported that the Regional Medication and Restocking Plan had not been changed since the last approval. Since the Board last voted on it. The Pharmacy Committee did not recommend change. The Board approved the current Medication and Restocking Plan with unanimous vote. (1:32:26-1:34:20)        Heidi reported the Diversion Committee had made no changes to the plan since last Board approval. The Board approved the current Diversion Plan with unanimous vote. (1:34:21-1:35:22)</p>	<p><b>Motion by:</b> Allen Yee to approve the Regional Protocols  <b>Seconded by:</b> David Norman  <b>Vote:</b> Majority approved  <b>Motion by:</b> Allen Yee to approve the Regional Medication and Restocking Plan  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved  <b>Motion by:</b> David Norman to approve the Diversion Plan  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p>



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<b>Business From Floor</b>	No business from the floor. (1:35:22-1:35:37)	
<b>Next Meeting</b>	September 17, 2014 (Location TBA)	
<b>Adjourn</b>	The meeting was adjourned at 10:25pm.	