



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

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**Old Dominion EMS Alliance**  
**Board of Directors**

June 21, 2017

7 p.m.

Southside Community, Farmville (PD-14)

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

**Board Members Absent:** Helen Compton, Willoughby Hundley, M.D., Sean Moore

**ODEMSA Staff:** Holly Sturdevant

**Other:** Catina Downey, Andrew Slater, Ashley Baird

**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 7:03pm by Board President Bryan McRay following dinner provided by Southside Community Hospital. Introductions were made. A quorum was determined. The Agenda was approved. The March meeting Minutes were unavailable and will be presented at the next meeting. Bryan welcomed guests. (00:00-01:28)	<b>Motion by:</b> Rodney Newton to approve Agenda. <b>Seconded by:</b> Al Thompson <b>Vote:</b> Unanimously approved
<b>President Reports: A. PD-13</b>	Rodney Newton stated they discussed the declining volunteer status at their meeting. Some agencies have had no volunteers in the past six months, which is stretching budgets. (01:29-02:26)	



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<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>David Norman reported they were able to congratulate two Regional EMS Award winners at their last meeting. Jessica Cambridge from Prince Edward and the Amelia Volunteer Jr. Squad. He said they discussed upcoming training within the Planning District. David said, like Rodney, he has also noticed a decline in volunteer membership and the need to budget more for paid providers. He also said communication between hospitals and providers continue to improve, and it has made a noticeable difference in the ability to get patients in and providers out of the hospitals quickly. (01:27-03:41)</p> <p>Robert Trimmer said there was a lot of participation, in the region, for EMS Week. He said he has rotated off his position on the Financial Review Assistance Committee (FARC). He advised agencies that wish to submit future grants review them carefully before submitting to OEMS. (03:42-05:02)</p> <p>Jessica Goodman said Crater Sub-Council has a new free-standing ED. She said the call volumes continue to rise for their agencies. She reported the Hopewell Fire Department and Hopewell Emergency Crew have been discussing a merge. She said when MTI pulled out, from Hopewell Emergency Crew, it affected their ability to run calls. (05:03-06:13)</p> <p>Bryan McRay thanked Kathi for arranging the meeting space and dinner. He thanked all the hospitals and agencies that participated in EMS Week. He congratulated all the nominees and winners from the Regional EMS Award program. He thanked ODEMSA staff for the hard work putting the event on at the zoo. He said he is looking forward to some of the opportunities and challenges that await ODEMSA in the coming fiscal year. (06:14-08:42)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Chip Decker said the Advisory Board met May 5<sup>th</sup>. There is concern of an uptick in the AIDS epidemic because of the heroin epidemic. He said they may pick some areas of the state that are hard-hit with the heroin epidemic to have a needle exchange program. He reported the Replica Program, which gives providers the ability to practice beyond state lines can go into effect. Ten states have now signed on, which was a minimum requirement. He said a commission will be established to administer the program. He said the OEMS</p>	



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	<p>has established how they will disseminate the EMS Training Funds. Standard continuing education courses and auxiliary courses will be administered by the Regional Councils. Initial certification courses will be administered through student scholarships by a nursing organization. For initial certification courses, students will have to apply for personal scholarships. Chip described some details, as he understood them, with stating the plan is still being worked out. He said, in the end, it will look much like the nursing scholarship program that has been established for many years. Chip chairs the Transportation Committee for the State EMS Advisory Board. He said remounts have been an issue in Virginia. This goes back to the kkk sticker that follows the chassis. Every time an agency has an ambulance remounted the box must come up to current safety standards. Testing the various safety standards are an issue of itself. Chip said he attended a national meeting in Charlotte where the remount standards were discussed. Currently there are new vehicle standards but no remount standards. Virginia is not differentiating between remounts and new vehicles. Chip said agencies that are considering remounts need to make sure the manufacturer is going to be able to renew the star of life decal on the truck. Chip said he made it clear at the Charlotte meeting, where OEMS staff were also in attendance, that if national remount standards are formed, they need to move forward with legislation to differentiate between a remount truck and a new truck in Virginia. (08:43-19:55)</p>	
<p><b>Executive Director Report:</b></p> <p><b>VHHA/CVHC Contract</b></p>	<p>Heidi said she was approached by members of the Central Virginia Healthcare Coalition (CVHC) asking if ODEMSA would entertain the idea of bringing their staff on as contract employees. She explained, it would benefit them because ODEMSA could assist with employee benefits they are unable to obtain. As an example the contract staff currently are paid once a month, ODEMSA would pay them every two weeks and would pay the required deductions. For taking the task, ODEMSA would receive 8 ½ % of the total</p>	



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salaries as an administrative fee. Heidi described the only work ODEMSA would provide for the Coalition would be human resources, payroll and benefits. They will not be housed in the ODEMSA office, they'll maintain their agreement with VCU for office space on their campus. ODEMSA will not be administering the grants issued by the CVHC. Andrew Slater spoke to the group, he said there is precedence set for this type of relationship as the Western VA EMS Council (WVEMS) and Tidewater EMS Council (TEMS) each provide similar services. He said ODEMSA would be the fiduciary agent for the purposes of human resource, payroll administration for their full-time staff. He said this move would go a long way towards the sustainability of the coalition to recruit and maintain qualified staff, by offering an employee position with benefits rather than bringing them on as independent contractors leaving them to procure benefits. The Healthcare Coalitions report to the Virginia Hospital Healthcare Association (VHHA), who administers the Hospital Preparedness Program (HPP) Grant in Virginia. The VHHA has been making a push over the last year or so to move all healthcare coalitions to this model. The arrangement in WVEMS and TEMS have existed for over a decade and has been well vetted. Andrew said Congress just renewed the HPP Grant for another 5 years, and with that renewal came new grant guidance. Healthcare Coalitions nationwide will continue to be driven by healthcare hospitals, there is now a strong push to bring on public health, local emergency management and EMS. Andrew said the partnership with ODEMSA would set the stage to better integrate EMS and the Healthcare Coalition. This will offer additional funding streams for preparedness planning and exercises. During Board discussion Bryan asked if there is an agreement between VHHA and VCU for the office space used by the CVHC. Andrew stated there is. He also asked when the 5-year renewal period begins. Andrew replied, July 1<sup>st</sup>. Bryan asked if funding has been stable. Andrew replied, it has and they're expecting a modest increase this year. Andrew said he was confident in the sustainability of the program for at least the next 5 years. Dr. Yee asked if the Coalition is a 501-c-3. Andrew said it is not. He explained with that comes many requirements, such as a board of directors, this is why the VHHA has been



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<p><b>Training Fund Contract</b></p>	<p>making a push to move the coalitions in partnerships with the Virginia EMS Regional Councils. Dr. Yee asked if ODEMSA would have an opportunity to gather administrative fees for grant administration. Andrew said no, ODEMSA will not have to administer the grants. Robert Trimmer asked if ODEMSA will be responsible for tax reporting. Catina replied only the amount of gross amount of the payroll. ODEMSA will not have grant money coming in or out. She said the payroll taxes will be deducted from the coalition's staff's salaries. Dr. Yee asked about indemnification of activities with employees. Heidi stated ODEMSA has insurance for that. Andrew stated the VHHA would also be on the hook for that. It was agreed this would be a question for attorneys. Rodney Newton asked if the figures showed on the budget sheet accounted for fees such as workers comp insurance. Catina stated it does and she referred members to the budget sheet that described deductions for the coalition employees. Dr. Yee asked if we sub-contract out will it affect our non-profit status. The Board agreed this would be another question for ODEMSA's attorney. Bryan said we could not vote on the proposal with unanswered questions, but asked the Board, in principle and if the details were worked out, if anyone had issue with the proposal progressing. No member had objection to pursuing the partnership. Bryan asked that members note questions they have so they can be asked of the ODEMSA and VHHA attorneys. Heidi said she will have to have a special called meeting before the next scheduled meeting for other matters, as well as this one. She hoped this could be resolved soon because the coalition was hoping to come on board in July. Bryan told Andrew he can leave with confidence the Board is supportive, and it's believed this is a win, win proposal. Details need worked out. There were three questions members wanted to know before making a decision (1) Does this interfere with the ODEMSA charter? (2) Will this compromise ODEMSA's non-profit status? (3) What are the legal liabilities and are they covered? (19:56-44:08)</p> <p>Heidi said the decision has been finalized, OEMS will have the Regional Councils administer training funds. Heidi said ODEMSA will administer over \$540,000 in Auxiliary and CE funding. She said OEMS met with the Council</p>	
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Directors the last week of May, when the contract was originally revealed, to discuss the contract expectations. She said during that meeting many questions were asked that could not be answered by OEMS. OEMS had an expectation the contracts would be signed and returned to them by the 20<sup>th</sup> of June. Heidi said after a conference call with OEMS and the other Regional Councils the date was extended to July 1<sup>st</sup>. Since that meeting the contract has been revised six times. Dr. Yee asked for an overview of how the process will work. Heidi described many of the contract mandates and how she, staff and some of the other councils envision it working. Chip added we are only administering funding for merit badge and standard CEU. Heidi said our greatest challenge will be getting all the funding out and spent, to the educators that need it. For many councils, they face not having enough money for their needs. Heidi wants to be able to distribute as much of the funds as possible. She also said the amount per student, for merit badge courses, has been reduced from \$80/student to \$60/student, making the task to send out as much money as possible even more challenging. The Board then discussed multiple scenarios to gain a better understanding of the process. Heidi recommended the Board establish a committee of educators/experts to help ODEMSA decide how our plan will work best. The plan will have OEMS rules to follow and it should be similar to other Regional Council plans, to cause less confusion to educators. Heidi said she needs three things 1) A Board workgroup that can meet with ODEMSA's attorney and hash out legal concerns until the workgroup is comfortable making a recommendation to the Board. 2) A committee to build a plan for distributing funds 3) A part-time employee to help support the program. Heidi described some duties of that position. Heidi said she's not asking for the position tonight, but will do it at the next meeting after we have a better understanding of the job duties. Members then had additional discussion regarding the funding process. After discussion Al Thompson, Allen Yee, Ellen Buchanan and Robert Trimmer were assigned to the Board workgroup. The Training Funds committee will consist of one person from each accredited program (6) and one person from



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<p><b>Awards Proposal</b></p>	<p>each Planning District, assigned by the Sub-Council Presidents (4). (44:09-1:40:01)</p> <p>Heidi distributed a decision paper in advance of the meeting titled Regional Awards Sponsorship Program. She proposed allowing staff to approach local businesses to sponsor our awards program. She proposed we request a \$1000 per award. The money would allow ODEMSA to move the ceremony to a larger venue, like King's Dominion. She said we'll be asking the community to support our awards program. Staff would be responsible for seeking funds. This would be our first attempt at reaching beyond EMS for fund raising. Heidi said we can work out details such as venue location later, she requested only permission to pursue sponsors. (1:40:02-1:45:24)</p>	<p><b>Motion by:</b> Chip Decker to allow ODEMSA staff to seek sponsors for each award category in the amount of \$1,000 per award. <b>Seconded by:</b> David Norman <b>Vote:</b> Unanimously approved</p>
<p><b>Drug Box Proposal</b></p>	<p>Heidi distributed a decision paper prior to the meeting titled Drug Box Invoice Program. Bryan said this is an attempt to fund some services provided by ODEMSA that the OEMS contract is no longer funding. Heidi used as an example the Drug Box Program. The program has increased \$11k in the past 10 years with no increase in funding from OEMS. Heidi said she is recommending using a drug box formula, described in the proposal, to calculate a fee that ODEMSA will invoice agencies. The fee is formulated by the drug box program, but is not a drug box fee. The fees will help ODEMSA recover expenses, not covered by the OEMS contract. Chip added for RAA the fee is acceptable, especially considering the saving they enjoy from the free drug box program. Heidi described how the fees increased. Dr. Yee cautioned opening the door for hospitals to charge for medications. After discussion it was decided the fee will be a Maintenance and Security Fee. If an agency has a hardship, and cannot pay, the Board will address those on a case-by-case basis. After discussion a motion was made and passed unanimously. (1:45:25-2:07:15)</p> <p>Break (2:07:16-2:15:24)</p> <p>The Executive Director report was paused. A motion was made to go into executive session to discuss personnel matters. After returning from</p>	<p><b>Motion by:</b> Allen Yee to charge agencies \$25 a box for a maintenance and security fee. Agencies that donate over \$2500 will not be charged the fee in the year of their donation. <b>Seconded by:</b> Al Thompson <b>Vote:</b> Unanimously approved</p>



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	<p>executive session Dr. Yee made a motion to move the Executive Director car allowance to the Executive Director salary. (2:15:25-2:37:20)</p>	<p><b>Motion by:</b> Rodney Newton to go into executive session.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to move the Executive Director car allowance to the Executive Director salary.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p>
<p><b>Financial Discussion:</b>  <b>A. Quarterly Financial Statement – Action Item</b>   <b>B. Annual Budget – Action Item</b></p>	<p>A motion was made to accept the financial statement prepared by Catina Downey. The motion passed with unanimous vote. (2:37:21-2:37:38)</p> <p>A motion was made and seconded to approve the Annual Budget. During discussion it was reaffirmed, by Dr. Yee, the Director vehicle allowance will be moved to the Executive Director salary and allow the Director to claim miles when needed. Robert Trimmer stated the drug box maintenance and security fee needs to be adjusted to \$25 a box. With those two amendments the budget passed. (2:37:38-2:41:40)</p>	<p><b>Motion by:</b> Allen Yee to approve the Annual Financial Report.  <b>Seconded by:</b> Karen Giles  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Al Thompson to accept the Annual Budget with amendments.  <b>Seconded by:</b> David Norman  <b>Vote:</b> Unanimously approved</p>



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<p><b>Current Business:</b>  <b>A. Common Bylaws for Committees- Action Item</b></p>	<p>Heidi said there's been two changes since she sent them out prior to the meeting. Heidi said the OEMS is allowing the committee to combine. So, the PI committees will no longer be three separate committees it will be one committee that will work on multiple documents. Heidi distributed a new, corrected, document. She also said the PI Committee now has a non-disclosure section. A motion was made and approved by unanimous vote. (2:41:40-2:54:41)</p>	<p><b>Motion by:</b> Al Thompson to approve the Common Bylaws for all Committees as currently written with a review in one year.  <b>Seconded by:</b> Rodney Newton  <b>Vote:</b> Unanimously approved</p>
<p><b>New Business:</b>  <b>A. Regional Protocols – Action Item</b>   <b>B. Diversion Plan – Action Item</b>  <b>C. Regional Drug Box/Restocking Plan – Action Item</b></p>	<p>Dr. Yee said there have been two changes made to the protocols since the link was sent for the Board to review 1) Stroke at the free-standing ED's 2) Added the Tri-cities free-standing. Medical Control committee passed the protocols with those additions. A motion was made to accept the protocols as approved by the committee. The motion passed with unanimous vote. (2:54:42-2:56:20)</p> <p>A motion was made to accept both the ODEMSA Diversion Plan and the Regional Drug Box and Restocking Plan for approval. The motion passed with unanimous vote. (2:56:21-2:56:32)</p>	<p><b>Motion by:</b> Dr. Yee to approve the Regional Protocols  <b>Seconded by:</b> Committee  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Dr. Yee to approve the Diversion Plan and the Regional Drug Box and Restocking Plan  <b>Seconded by:</b> Committee  <b>Vote:</b> Unanimously approved</p>
<p><b>Business from Floor</b></p>	<p>Heidi completed her report by saying, she gave each of the sub-council presidents a list of committee vacancies and asked them to fill them. They can call Megan with the name and contact information to their representative. She said CTS, since we've made the move to bring in house is going very well. We've received many compliments. Based on documentation Heidi signs after</p>	



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tests, she said she feels there will be an increase in income. Heidi said the Explorer is outside, the lettering was placed on the vehicle if members wanted to see after the meeting. Heidi stated the Council Directors have an education session before their normal meetings. A guest, the Director of Treasury for Virginia, was at their last session. He described how each of the Councils can save further with the Va2Risk program. These are services the agency is not allowed to advertise, so we never would have known if the education session with the Director wouldn't have taken place. Heidi said Catina has been on grant writing missions. She took a grant writing class and has been writing grants for ODEMSA. The Virginia Healthcare Coalition may be able to give ODEMSA \$10k in training equipment. That's still a work in progress. Heidi said the ODEMSA website is severely outdated. It has unusable functions at this point. ODEMSA is next in line for an upgrade, but there have been site security issues delaying progress. Heidi said the budget, approved this meeting, has a line for website upgrade. Because we've moved to the Platinum Planner scheduling system, we're no longer contracting with Steve Bhatt. That too was reflected in the budget. Heidi said OEMS is now requiring Councils that need financial assistance to apply for Special Projects. Computers and CISM training are two examples of Special Projects. Heidi said, during a medication diversion investigation, staff discovered a transport company, that does transport in ODEMSA, is stocking units outside our boundaries with ODEMSA drug boxes. The unit most often transports to a hospital, also outside our region, then drives into ODEMSA to restock their meds. Heidi said she's had conversation with the Director of the agency, and told him it's not acceptable. ODEMSA hospitals should not be filling drugs for ambulances all over Virginia. Heidi said she offered assistance if the agency wants her to speak to TJEMS Council, to let them know how we are able to provide the service to transport agencies. This would have to be upon invite. Heidi also informed the agency their Medical Director can help them make their own boxes. Heidi said she and the staff are on it. They will follow up with the agency the make sure the issue is corrected. (2:56:33-3:07:29)



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	<p>Dr. Yee said we may have to consider funding a certified mental health worker for the CISM team. He believed the regulation will take effect July 1. Heidi said it's her understanding, after the Council Directors meeting that requirement may be removed from the contract. Heidi said we may have to do that, but asked that members wait until the next meeting to see if it truly is a requirement. Karen Giles said she has an expert that may be interested. (3:07:29-3:08:58)</p> <p>Chip Decker advised DMV has a budget shortfall and one of the ways they may overcome the problem is to charge or not pass through funds they are gathering through their fees. He said they specifically mentioned the Department of Health. (3:08:59-3:10:11)</p>	
<b>Next Meeting</b>	September 20, 2017 (Location – PD-19)	
<b>Adjourn</b>	The meeting was adjourned at 10:13pm.	