



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

September 14, 2016

7 p.m.

ODEMSA Office, Richmond

Board Members Present: Rodney Newton, Allen Yee, M.D., Ellen Buchanan, Heidi Hooker, Bryan McRay, Robert Trimmer, Al Thompson, Chip Decker, David Norman, Sean Moore- via phone, Jessica Goodman- via phone

Board Members Absent: Helen Compton, Bill Hogan, Willoughby Hundley, M.D., Kathi Manis, Pier Ferguson

ODEMSA Staff: Holly Sturdevant

Other: Catina Downey

Minutes Scribed by: Heidi Hooker **Reviewed by:**

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Meeting Called to Order	The quarterly meeting was called to order at 7:07pm by Board President Bryan McRay following dinner. A quorum was determined. The Agenda and June meeting Minutes were approved. Introductions were made. Bryan held a moment of silence to reflect on the memories of 9/11/01. (00:00-06:37)	<p>Motion by: Al Thompson to approve Agenda. Seconded by: Rodney Newton Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the Minutes. Seconded by: David Norman</p>



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

		Vote: Unanimously approved
<p>President Reports: A. PD-13 B. PD-14 C. PD-19 D. PD-15 E. Board President</p>	<p>Rodney Newton – No report (06:38-06:44) David Norman said South Central Council, in partnership with Southside Community, MCV and ODEMSA, offered multiple training opportunities in preparation of the vice-presidential debate that were well attended. ODEMSA staff members, Damien and Heidi, have participated in debate planning meeting with David and the Farmville community. David said the council has a special meeting scheduled for members of the council to discuss final plans and to make sure everyone is informed. (06:45-8:48) Jessica Goodman reported Crater continues to work on their OMD mentoring project. She is exploring methods of increasing attendance at the sub-council meetings. Bryan shared some exercises tried by Metro-Richmond but said, to date, none have proven successful. (08:49-10:52) Robert Trimmer reported business as usual in Metro-Richmond. The next event is a marathon that has occurred for many years. (10:53-11:40) Bryan McRay said the ODEMSA Designation Site Visit did occur. He described the process and said the visit went well. He further reported he, Catina and staff met with OEMS to discuss funding for the upcoming contract. He said behavioral health in EMS is a current hot topic. He reminded members of the behavioral first aid course opportunities in the region, and also encouraged them to promote the various avenues for providers to seek help if needed. Heidi announced a TJEMS course and reminded members David Norman is a mental health first aid instructor. Brian thanked Ellen and Heidi for the work they did on the updated job descriptions and personnel handbook. Brian said they still need some tweaks and asked members to look over them between this and the next meeting. Grammatical errors have been noticed, if you notice one you can submit to Ellen so corrections can be made before the next meeting. Bryan also thanked staff who reviewed the descriptions and helped make them more</p>	



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

	<p>relevant to the tasks they perform. Bryan then said staff did a good job with the annual award ceremony and picnic. Bryan named the award winners. A discussion was held about adding a permanent Lifetime Achievement Award category, but it was decided it is very close to the Excellence in EMS Award, there is sometimes difficulty filling the categories we currently have, and the way ODEMSA has issued it in the past has been appropriate. So it was decided the Lifetime Achievement will be on a case by case bases, as in the past. Bryan said he and Dr. Yee attended an ECMO information meeting, hosted by ODEMSA, to discuss the possibility of regional ECMO centers. Bryan said every hospital system was represented at the meeting and the meeting went well. Bryan then brought up Board meeting rotations and said he will bring it up under new business. (11:41-34:05)</p>	
<p>Advisory Board Report:</p>	<p>Chip Decker said the Advisory Board met on August 5th. He reported they voted unanimously to accept the recommendation of OEMS to re-designate the eleven Regional EMS Councils with their specified service areas. House Bill 311 – the Replica Bill passed in Virginia. Ten states must accept the compact before it can become an interstate compact. So far seven have agreed to accept. Chip said Adam Harrell announced the state is seeking procurement for a statewide learning management system called Blackboard. Chip reported the CE scanners we're currently using are no longer being supported. OEMS is working on a PC based stand-alone system. OEMS is still testing the product. Final testing will be done at Symposium. He reported there was discussion about the EMS training funds. In FY16 OEMS was told the EMS training funds did not meet state procurement rules because it was not a competitive bid process. He said OEMS has not been able to come up with a process that distributes the funds in a timely manner. He explained they are considering an MOU with the eleven Regional EMS Councils to distribute the funds. The Regional Councils would be charged with using a procurement process. He said ODEMSA may, in the future, have to come up with a plan and procurement process for distributing funds. Heidi described what she knew of the discussions. She added that she was told if the councils administer the funds an</p>	



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

	<p>administrative fee could be used from the funds and ODEMSA would have the funds we've traditional used without having to bid. In other words, ODEMSA would not compete for the funds. She also said she has learned OEMS is trying to help current classes that were impacted by the cease of funds by utilizing RSAF funds. A lengthy discussion was held, but in the end ODEMSA will have to wait to see what OEMS determines before moving forward with plans. (34:06-57:47)</p>	
<p>Executive Director Report:</p>	<p>Heidi gave a brief summary of staff activities. Adam - is working with a group to determine if we continue to use Fisdap or a new program called Platinum Planner for our hospital clinical scheduling. He is also now collecting PI data for multiple committees – Medical Control, PI, Stroke, Pharmacy, and Air Medical. He's also busy with multiple classes. Damien - has resigned. He is accepting a job in Northumberland County working for Rick McClure. Damien is assisting with his replacements training. He is also staying on as the CISM coordinator until his replacement is up to speed. Damien has been working on our CISM Group and Individual Crisis Training Course Sept 26-30. This week long class is in partnership with VCU. There is still room for participants and the class can be divided if a person doesn't want to take the entire week. He is also assisting with meetings and training for the upcoming VP debate. Heidi introduced Annie Edwards. She has been hired as the new Field Coordinator for PD 15 and 19. Annie was present and told the members a little about herself. Megan – has completed her ODEMSA orientation. She's a quick learner who now has a broad understanding of the drug box system and our electronic drug box tracking system. She has been visiting pharmacies, introducing herself and offering training. She has investigated several drug diversions. Delbert – has been engaged with MCI training and planning for the VP debate. He continues to visit an agency each weeknight.</p>	



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

	<p>JoAnn – has been attending most CTS sites attempting to learn as much as she can about our testing system. She is also learning how the registration system works. She is also continuing to work on automating the ODEMSA filing system. Heidi – said she was been busy with the awards presentation and picnic. She was busy orientating Megan, hiring Annie and now orientating her. She said she worked with Ellen and Holly on the job descriptions. She also said the office has had multiple things break recently – the van is broken. Heidi said this has been very time consuming because multiple experts are at a loss as to the cause. Heidi thanked Bryan and Chip for assisting by asking the mechanic at Richmond Ambulance to contact Sheehy Ford on ODEMSA’s behalf. However, to date, the issue has not been resolved. Heidi said JoAnn’s computer had an issue, Holly spent several days working to get it running again. Holly also had to repair Megan’s computer. Heidi said the refrigerator stopped working that morning. Everything is either repaired or in the process of repair.</p> <p>Holly – she reported the computers took a majority of her time. ODEMSA took delivery of a new printer that will save \$2k a year. She worked to network the printer to staffs computers. The new conference line phone prompted a look at our phone services. We switched to a voice over IP service that will save ODEMSA an additional \$1.3k a year. Holly completed the RSAF grant paperwork after working with Sheehy for delivery of the new explorer. When updating the job descriptions we realized time sheets needed updated. Holly worked with staff to marry the timesheet, job evaluations and job descriptions so they all correlate.</p> <p>Heidi distributed a written report of staff/ODEMSA activities and described it. (57:48-1:17:34)</p>	
<p>Financial Discussion: A. Financial Statement- Action Item</p>	<p>A motion was made and seconded to approve the quarterly financial report submitted by Catina Downey. Dr. Yee asked what we can do to increase four-4-life funding. Chip said he’s been working on that. He has two agencies</p>	<p>Motion by: Allen Yee to approve the Quarterly Financial Statement. Seconded by: Rodney Newton</p>



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

	<p>committed to donating. He said he believes he needs to distribute invoices to the fire chiefs at the next Central VA Fire Chiefs meeting. (1:17:35-1:21:27)</p>	<p>Vote: Unanimously approved</p>
<p>Current Business:</p>	<p>None</p>	
<p>New Business:</p> <ul style="list-style-type: none"> A. Regional Medical PI Plan – Action Item B. Regional Trauma PI Plan – Action Item C. Regional Trauma Triage Plan – Action Item D. Regional OMD Contract – Action Item E. Job Descriptions – Action Item F. Personnel Handbook – Action Item G. Regional CEU Schedule – Action Item 	<p>Bryan said although the staff have presented new job descriptions, there are some tweaks that need to be made. He suggested the board approve the current descriptions for the purpose of meeting our contractual obligation. He said the documents just have some grammatical errors that need addressed. Dr. Yee then made a motion to accept all action items under new business items A-H for approval. The motion was seconded and passed with unanimous vote. (1:21:28-1:23:05)</p>	<p>Motion by: Allen Yee to approve all items under new business letters A-H Seconded by: David Norman Vote: Unanimously approved</p>



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

<p>H. CISM Policies and Procedures – Action Item</p>		
<p>Business From Floor</p>	<p>Bryan said, according to our bylaws, it’s time to establish a nominating committee so we can have officer elections at the next meeting. The membership elected a nominating committee via secret ballot. Secretary Buchanan recorded the ballots from those on the phone. After tallying votes the nominating committee is – Robert Trimmer, Dr. Yee and Rodney Newton. (1:23:06-1:36:28)</p> <p>Bryan said he has noticed a clerical issue in the bylaws that were adopted last December. He said the Law Enforcement position needs to be added. Because the bylaws will be voted upon at the next meeting, Dr. Yee made a motion to add the Law Enforcement position. If the position was in a previous bylaw and omitted by accident, it will be added with housekeeping rules. The motion was seconded and passed unanimously. (1:36: 29-1:38:42)</p> <p>Bryan then asked if the Board needs to have a procedure for renewing the law-enforcement position. It was suggested the position can come up for renewal every two years and the person currently serving can continue to serve, if at that time the board agrees. This can be discussed further at the next meeting. (1:38:43-1:44:34)</p> <p>Heidi informed the Board she was with the understanding, Regional Councils are no longer eligible for RSAF grants. However, she was informed the day of the board meeting councils may submit grants. This was learned during a phone call to Amanda Davis regarding the VCU CSIM course grant. Once it was learned during the phone call we are eligible – VCU requested the grant be submitted through ODEMSA. There would be no expense for ODEMSA as VCU agrees to pay any difference between grant money awarded and the cost of the course. After discussion, the Board agreed to submit the grant through ODEMSA with the following conditions (1) Heidi confirm Councils are eligible for</p>	<p>Nominating Committee – Dr. Yee, Robert Trimmer and Rodney Newton</p> <p>Motion by: Allen Yee to add the law enforcement position to the bylaws Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Allen Yee to submit the grant in partnership with VCU Seconded by: Al Thompson Vote: Unanimously approved</p>



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

	such a grant (2) Get a letter from VCU stating they will cover any amount for the class not covered by the grant. (1:44:35-2:06:36)	
Next Meeting	December 14, 2016 (Location – ODEMSA Office)	
Adjourn	The meeting was adjourned at 9:13pm.	