



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

September 17, 2014

7 p.m.

Prince George Emergency Operations Center, Prince George

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

Board Members Absent: Kathi Manis, David Norman

ODEMSA Staff: Rachel Dillon, Adam Alford, Damien Coy

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 quarterly meeting was called to order at 7:03 P.M. by Board President Bryan McRay following dinner provided by Prince George Fire, EMS and Emergency Management. Introductions were made. A quorum was determined. The Agenda was approved with the addition of adding a nominating committee under New Business. The June Minutes were approved with Bryan McRay abstaining. (00:00-03:00)	Motion by: Brad Owens to approve Minutes. Seconded by: Pier Ferguson Vote: Approved Motion by: Allen Yee to approve Agenda. Seconded by: Brad Owens



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		Vote: Unanimously approved
<p>President Reports: A. Board President</p> <p>B. PD-13</p> <p>C. PD-14</p> <p>D. PD-15 E. PD-19</p>	<p>Bryan thanked Vice-President Sean Moore for chairing the last Board meeting in his absence. Bryan apologized for missing the meeting. Bryan mentioned the ODEMSA move is complete. He thanked the Board for approving the funds to make the move possible. The move was accomplished within the approved budget. Bryan stated he has met with Heidi on several occasions. Together they are focused on the goal of making ODEMSA relevant to the provider on the street. Bryan reminded members to make sure ODEMSA staff have their most up-to-date contact information on file. He requested if members have recommendations regarding information submitted prior the meetings, they bring them to his or Heidi's attention so each member can feel prepared prior to the meeting. (08:55-13:53)</p> <p>Allen Bober reported the CEU weekend is on track for January. He stated they have obtained all needed instructors. It will be held in South Boston. (03:09-03:46)</p> <p>David Norman provided a written report in his absence. He wanted to remind the Board the Southside Community is pursuing Primary Stroke Center Accreditation. The hospital also has a new neuro physician, who is board certified in neurology and sleep medicine. David also requests that ODEMSA inquire about a protocol app for smart phones. (03:47-04:33)</p> <p>Bobby Trimmer - No report (04:34-04:39)</p> <p>Brad Owens reported the Crater Council did not have a quorum at their last meeting. They are still in the midst of their strategic plan process. They hope to have that finished by the end of the year. They continue to work on their membership attendance, and Brad continues to urge groups to combine meetings so resources are not duplicated with unnecessary meetings. (04:40-05:50-06:30)</p>	
<p>Advisory Board Report:</p>	<p>Chip Decker reported the State EMS Advisory Board met in August. The Board is comprised of several new members. The new triage tags were</p>	



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	<p>discussed. They are about to go to print. Distribution will be based on the number of licensed EMS vehicles each agency has. He reported there's an effort to obtain software that will track specialty units across the Commonwealth. BLS testing is still below the national pass rate, however it was reported the rate is improving. The length of EMT courses was discussed, the Board feels legislators may revisit this issue. (06:32-08:54)</p>	
<p>Executive Director Report:</p> <p>A. Office Move</p> <p>B. New Positions</p> <p>C. Regional Award Ceremony and EMS Day</p> <p>D. Website</p> <p>E. VAVRS Convention</p>	<p>Heidi reported the office move is complete. The staff is still working on organizing, but it is coming together very nice. The staff is pleased with the new office and visitors have expressed many compliments.</p> <p>Heidi introduced two new employees to the Board; Rachel Dillon, ODEMSA Program Coordinator, replacing Jessica Goodman and Damien Coy, ODEMSA Field Coordinator PD 15-19, replacing Max Bornstein. Both were attending their first ODEMSA Board meeting.</p> <p>Heidi reported that ODEMSA held its annual regional award ceremony in July. The event was held for the first time at Pocahontas State Park and included, for the first time, an EMS Day in which EMS providers within the region could come with families to enjoy the park amenities and witness the award ceremony. Heidi reported the event was successful and staff received many compliments. Heidi thanked the Board for recognizing past Executive Director, Jon Donnelly's service to the organization. He was in attendance to accept his award.</p> <p>Having the available staff has allowed time to get the ODEMSA website up to date. A considerable amount of time has been spent by several members of the staff to update the various sections.</p> <p>ODEMSA was asked if we could provide an instructor to present at the VAVRS Convention with short notice. Damien Coy will attend on ODEMSA's behalf and lecture on Traumatic Brain Injuries.</p>	



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<p>F. Utility Expense</p> <p>G. Ambulance Simulator</p> <p>H. Jane Behrend – Retirement</p> <p>I. ODEMSA Van Repair</p> <p>J. CTCCE Paramedic Program</p> <p>K. Health Insurance</p>	<p>After our move to the new office ODEMSA was advised by CBRE, the property management group for HCA, that utilities for the office would no longer be included. This is a significant change and expense to the organization. In years past the utilities were included with the in-kind gift. Catina estimates this could cost the organization \$800-\$1000 a month. We have signed up for the Dominion Power Budget Plan and will have a better estimate in six months or so.</p> <p>Kenny Williams of VCU has lead the effort to get an ambulance simulator for the new ODEMSA office. The simulator has been delivered to the office, but is currently in multiple pieces. The space designated for the unit is too narrow and the unit will have to be modified before we can progress.</p> <p>Our current Office Manager, Jane Behrend, will retire effective December 1st. Jane has served ODEMSA for twelve years as Office Manager under three Executive Directors.</p> <p>The ODEMSA van was sent to a repair shop to fix a critical engine fail. Staff did seek two quotes and eventually had it serviced at Diesel Power based upon recommendations from EMS friends and their lower quote. The van is now in good repair.</p> <p>ODEMSA has been approached by the VCU Paramedic program and asked if we would consider providing a staff member to lead instruct the proposed Monday, Intermediate to Paramedic course. In return, the CTCCE will compensate ODEMSA on an hourly basis, as they would any other instructor. This would be of benefit to ODEMSA and help offset the additional unexpected utility fees.</p> <p>Heidi stated that from time-to-time she will re-evaluate all fees such as our cell services, health insurance fees, internet fees etc... Heidi had hoped that an effort by the Virginia Executive Directors Group to have all Council staff fall within a group plan would work, but the effort failed. However, she has learned that since ODEMSA is considered a political sub-division of the Commonwealth, we may be eligible for a state group plan called Local Choice. Heidi will provide updates as she can. (13:54-21:20)</p>	
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<p>L. Staff Updates</p> <p>a. Adam</p> <p>b. Rachel</p> <p>c. Damien</p>	<p>Chip Decker recommended a contract with the CTCCE prior to staff commitment. Chip offered to assist with the contract when needed. (21:21-22:32)</p> <p>Adam reported he's working on an ODEMSA Catalog. The catalog will list all of the educational opportunities offered by ODEMSA, with a small description of each class. The catalog will be used to promote ODEMSA courses like the free monthly CEU opportunities. He may pursue advertising to pay for printing. He has been talking to Residents and Attending's at VCU about offering a "Grand Rounds" series. These will be short 1-2 hour lectures, case reviews, or literature reviews. As Heidi is exploring revenue sources, Adam introduced ODEMSA to the "Amazing Raise" this year. The Amazing Raise is a 36 hour giving campaign available to non-profits. The effort begins the night of this meeting and ends within 36hrs. Adam did notify providers of this effort via the Facebook page and list service. (22:33-27:18)</p> <p>Rachel has re-instated the ODEMSA Committee summaries. She will keep those up-to-date as the committees meet. She has spent a considerable amount of time catching up committee work such as rosters and contact information, and has updated the website with current Meeting Minutes etc....for the past five years. She's currently working on the Drug Box Inventory. Dr. Yee complimented Rachel on the fact that she's been able to get committee information distributed at a fast pace, sometimes releasing meeting Minutes the day after the meetings. (27:19-28:25)</p> <p>Damien reported he's trying to make contact with every agency within the region attempting to get updated contact information. To date, he's been successful at updating 90% of the information. At Heidi's direction he's been working on an ODEMSA Resource Manual. Damien described our vision of a resource typing manual that would describe resources per agency. He's made several contacts regarding this project, including the Department of Emergency Management. He stated he's first trying to make sure something similar doesn't already exist so a re-invention of the wheel is not done. He's making it his goal to make sure the agencies and providers are as informed as</p>	
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	<p>they can be. Damien reported he has been able to complete several filed visits with various agencies. Heidi added Damien also makes it a point to invite agencies to attend the sub-council meetings. (28:26-31:43)</p>	
<p>Financial Discussion: A. Financial Statement</p>	<p>A copy of the financial report, prepared by ODEMSA accountant Catina Downey, was distributed via email prior to the meeting. Catina was in attendance via phone conference to entertain questions. A motion was made to approve the Quarterly Financial Report. Chip Decker stated the report is broken down by quarter, but because the board is always only 2/3's of the way through a quarter the report can be a bit confusing. He requested future reports show a "by month" report. Catina stated this is something she can do. Sean Moore suggested the "restricted funds" that were approved "unrestricted" if needed for the office move be placed back into restriction. Heidi stated the funds did not have to be utilized. Dr. Yee asked how the organization fared regarding four-4-life contributions and asked if we hit target. Heidi and Catina agreed there were no significant decreases or increases, it is difficult to meet our target requests. Heidi reminded the Board donation requests are sent to agencies twice a year to target the various budget timelines. Yee asked if we can get ahead of the game and request donations before budgets are completed. Heidi said this is one of the charges already expressed to the Field Coordinators. The four-4-life contributions are already added to Damien and Delbert's list of duties, and they're recording when agencies plan their budgets. They also discuss the many services offered by ODEMSA. There was discussion surrounding the request of four-4-life. Heidi reminded the Board it was the Office of EMS that encouraged ODEMSA to seek four-4-life funding. It is not mandated that ODEMSA seek those funds but encouraged. Sean Moore made a motion to re-restrict the funds that were released for moving/building purposes. The motion was unanimously approved. (31:44-44:17)</p>	<p>Motion by: Allen Yee to approve the quarterly financial statement. Seconded by: Ellen Buchanan Vote: Unanimously approved</p> <p>Motion by: Sean Moore to place the previously restricted funds back into a restricted status. Seconded by: Allen Yee Vote: Unanimously approved</p>



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<p>Current Business:</p> <p>A. Regional OMD Contract</p> <p>B. ODEMSA Bylaw Revision – Update</p> <p>C. Personnel Handbook Update</p> <p>D. NREMT Test Fees - Update</p>	<p>The OMD contract revision continues to be postponed until bylaws and contracts are revised. A motion was made to continue to contract with Dr. Yee for an additional year until contract revisions are made. Dr. Yee accepted the position. The motion passed unanimously (44:18-46:16)</p> <p>Bryan informed the Board the Greg Cassis has reviewed both the Bylaws and Employee Handbook. Greg submitted his opinions to Heidi in writing and those have been forwarded to the Board. Bryan suggested the Board approve the current Bylaws, as they are due this quarter, and allow the workgroups currently working on the documents time to consider Greg’s suggestions. Heidi asked who will be on the workgroup considering Greg’s recommendations. It was decided the group would consist of the four Sub-council Presidents, the BOD President and Pier Ferguson. (46:17-50:19)</p> <p>The Personnel Handbook will go back to the Personnel workgroup for their review of Greg’s comments as well. (50:20-50:26)</p> <p>Heidi submitted a decision paper to the Board, requesting a raise in NREMT test fees. Heidi stated the staff carefully chose a fee that was more in line with other test fees throughout the state, while making it a goal to still remain lower for our providers. A motion was accepted to accept the fees as recommended by staff and passed. (50:27-52:20)</p>	<p>Motion by: Allen Bober to approve Dr. Yee as the OMD for a year.</p> <p>Seconded by: Robert Trimmer</p> <p>Vote: Approved with Dr. Yee abstaining</p> <p>Motion by: Allen Yee to approve the current Bylaws</p> <p>Seconded by: Chip Decker</p> <p>Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the NREMT test fee increase</p> <p>Seconded by: Ellen Buchanan</p> <p>Vote: Approved with Allen Bober abstaining</p>
<p>New Business:</p> <p>A. Job Descriptions – Action Item</p>	<p>Bryan advised these are a deliverable to OEMS and, with that, suggested the Board approve the current job descriptions. Bryan described a process that staff had begun the previous year, listing every duty and assigning those duties appropriately to the position that was either already doing the duty or to what staff, as a group, felt was an appropriate assignment for the duty. The</p>	<p>Motion by: Allen Yee to approve the current job descriptions</p> <p>Seconded by: Chip Decker</p>



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<p>B. Trauma PI Plan – Action Item</p> <p>C. Medical PI Plan – Action Item</p> <p>D. Trauma Triage Plan – Action Item</p> <p>E. Regional CEU Schedule – Action Item</p> <p>F. CISM Policies and Procedures – Action Item</p> <p>G. Staff Reclassification</p>	<p>result of that work was distributed to the Board as the suggested job descriptions prior to this meeting. Bryan, after hearing further recommendations, suggests they can be vetted further. He suggested the job descriptions go back to the personnel committee. He also suggested the personnel committee could roll out the job descriptions and personnel handbook together. To make sure the two match. (52:21-57:15)</p> <p>Bryan stated the Trauma PI Plan has been vetted by committee with approval recommendation. Dr. Yee made a motion to accept the Trauma PI, Medical PI and Trauma Triage Plan together. All plans were unanimously approved. (57:16-57:59)</p> <p>Heidi described the Regional CEU Schedule remains unchanged other than the dates. She explained we will hold the same number of free monthly programs at the same locations. She stated staff has included a “Super 8” day of CEU. This accomplishes 8 hours of CEU in a day. A motion was made to approve the CEU schedule and unanimously passed. (58:00-59:01)</p> <p>Heidi reported the CISM policies are unchanged from BOD’s previous approval. A motion was made to approve the CISM Policies and Procedures and unanimously passed. Dr. Yee asked if we should consider calling it CISD vs. CISM. He said this can be discussed further at a later date, but that the team is debriefing more than managing. Heidi asked if the shirts ordered for the team should reflect a name change. It was agreed CISM would remain for that purpose. (59:02-1:01:15)</p> <p>Heidi recommended the Board enter Executive Session. Dr. Yee made the motion to enter into Executive Session for the purpose of personnel reasons. (1:01:16-tape was turned off)</p> <p>Returning from Executive Session, Allen Yee made a motion to allow the President and Executive Director to handle Jane’s retirement. Motion passed. Allen Yee made a motion to change the Office Manager position to an Office Clerk position. Motion passed. Pier Ferguson made a motion to reclassify the Education Coordinator position to a Training Director with the prescribed additions to the job description. Motion passed. (Tape 2 – 37:24-40:30)</p>	<p>Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the Trauma PI, Medical PI and Trauma Triage Plan Seconded by: Chip Decker Vote: Unanimously approved</p> <p>Motion by: Robert Trimmer to approve the Regional CEU Schedule Seconded by: Pier Ferguson Vote: Unanimously approved</p> <p>Motion by: Pier Ferguson to approve the CISM Policies and Procedures Seconded by: Robert Trimmer Vote: Unanimously approved</p>
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		<p>Motion by: Allen Yee to recognize, through an award and gift, Jane's service to ODEMSA. Seconded by: Ellen Buchanan Vote: Unanimously approved</p> <p>Motion by: Allen Yee to accept the recommended change from Office Manager to Office Clerk with the suggested salary range Seconded by: Pier Ferguson Vote: Approved</p> <p>Motion by: Pier Ferguson to reclassify the Education Coordinator position to a Training Director with the prescribed additions to the job description Seconded by: Allen Yee Vote: Approved</p>
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<p>Business From Floor</p>	<p>A nominating committee was established by secret ballot BOD Bylaw– Article V-Section 2. The nominating committee is charged to nominate a Secretary and Treasurer. The nominating committee will be Al Thompson, Helen Compton and Chip Decker. (40:31-55:24)</p>	<p>Motion by: Allen Yee to approve the ODEMSA RSAF grant request Seconded by: Bryan McRay Vote: Unanimously approved</p>
<p>Next Meeting</p>	<p>December 17, 2014 (PD-15 – ODEMSA Office)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 9:11pm.</p>	