



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 18, 2013

7 p.m.

Southside Community, Farmville

Board Members Present: Allen Bober, Helen Compton David Norman., David Salot, Kathi Manis, Ellen Buchanan, Rick McClure, Allen Yee, M.D

Board Members Absent: Sean Moore, Eddie Ferguson, Pier Ferguson, Heidi Hooker, Bryan McRay, Willoughby Hundley, M.D; Mindy Carter, Bill Hogan

ODEMSA Staff: Heidi Hooker, Holly Sturdevant, Lynn Barbour

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 7:05 P.M. by President Rick McClure following dinner. After introductions a quorum was determined. The minutes were approved. The agenda was approved. President McClure welcomed Mary Langford (substitute for Eddie Ferguson) and Tracy Thomas (substitute for Heidi Hooker). President McClure announced that Heidi Hooker was absent because she was working with representatives of Clear Vue inventory. Heidi and representatives were visiting with other Regional Council leadership sharing the program success in the ODEMSA region.	Motion by: Mary Langford & Kathi Manis to approve minutes. Seconded by: Ellen Buchanan Vote: Approved, one abstention - Bober Motion by: Allen Bober to approve agenda. Seconded by: David Salot Vote: Unanimously approved



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<p>President Reports: A. Board President</p> <p>B. PD-13 C. PD-14</p> <p>D. PD-15</p> <p>E. PD-19</p>	<p>(A) Rick informed the Board the he had sent out the Bylaws (8/1) to members requesting comments on any discussion items prior to the BOD meeting and had received no comments. The bylaws will be separately addressed later in these minutes as an agenda item Current Business (6a).</p> <p>(B) No Report.</p> <p>(C) David shared that his PD meetings will begin at 6:30 instead of 7:30 in the future.</p> <p>(D) Mary Langford announced an extension of sympathy to Jane (ODEMSA Office Manager) for the recent loss of her husband; thanked Lynn Barbour for her efforts with ODEMSA and welcomed Jessica Goodman, Shared information disseminated at the last PD meeting with respect to compliance of medication kits for agencies and facilities; shared committee updates on upcoming protocol changes and indicated that President Ferguson extends his apologies for absence.</p> <p>(E) David Salot said the PD has been working on getting their AHA training Center better positioned for future activity. They are waiting on ODEMSA bylaws finalization to begin to address revision of theirs.</p>	
<p>EMS Advisory Board Report:</p>	<p>Rick provided an update on recent OEMS Training/Certification committee updates – essentially indicating that the Advanced Level classes are having difficulty attaining the various competency levels because of their narrow, very specific nature (gave an example of having to have 3 patients with syncope). Similarly, facilities were not allowing students to place ET tubes as frequently (if at all); the committee modified the competencies to allow instructors/programs more flexibility in overall hours, changed the raw number of ETT placements, and allowed broader use of high fidelity mannequins (OEMS has provisions for accredited programs to obtain an</p>	



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	<p>approved, high-fidelity, mannequin for use). These changes followed extensive committee discussion, review of similar professional category requirements among other allied health professionals and visitation with other states. He additionally provided information and statistics on the number of providers within VA. These numbers show a decline in the number of providers overall (38000 in VA, just over 1000 left the system between January 1 and June 31 of this year). This information prompted a conversation of “what is happening? Why are people leaving? What are the initial pass rates in general?” Rick said the re-designation of all the EMS Councils had been approved. (12:29-13:11)</p>	
<p>Executive Director Report: A. New Position</p> <p>B. Office Move</p>	<p>Tracy informed the Board (on behalf of Heidi) that the new position funded by OEMS for FY14 is slated to begin in October. Heidi will be advertising the position through the EMS Liaisons and the Instructor network shortly. In the interim, she has already received a small handful of interest letters/resumes from word of mouth advertising. As previously shared, the position will be for an Education Coordinator. The position will take oversight of ODEMSA testing, CTS and National Registry. They will oversee the monthly CEU programs. They will coordinate the ODEMSA super weekends and merit badge courses. They will educate the EMS community of ODEMSA updates to plans and guidelines once approved. They will also oversee the ODEMSA PI Committee.</p> <p>There has been no additional news on the office move; however as previously shared HCA has promised they will continue to assist us with office space if this occurs. The office space has been preliminarily reviewed and it has been determined by Heidi and staff the space will work well for us. Board members have previously been shown a map of the new space lay out.</p>	



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<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. Members reviewed the report and Mr. Bober had two questions: (1) why did the report indicate a difference in rate paid to patients on the 7/18 CTS site (\$25 vs. \$65); and (2) was there a specific direction or reason the allocations occur across the State training fund? Tracy offered to dial in and have Catina respond, the members indicated that wasn't necessary – an email explanation would suffice. Members conditionally approved the report, pursuant to clarification.</p>	<p>Motion by: David Norman to approve the quarterly financial statement. Seconded by: Alan Bober Vote: Unanimously approved, pursuant to receiving clarification on items in question</p>
<p>Current Business: A. Regional OMD Contract – Postponed B. ODEMSA Bylaw Revision – Update</p>	<p>This is postponed until bylaws and contracts are revised.</p> <p>Significant discussion on the by-laws essentially centered on term limits-- three central themes for discussion ensued: (1) should they exist at all? (2) If they do exist should they all be the same length? (i.e., Board members and OMD all serving similar length terms); and (3) If term limits are adopted “does the term limit take into account time already served or does the term limit begin fresh?</p> <p>The discussion was lengthy, no resolution was reached; however a consensus decision was made to have all the Board members who had not been a part of the original work group would form an ad hoc committee to come up with a recommendation to the remaining Board members to answer the three questions above. While their effort <u>would not be limited to only those questions</u>, the group did agree that there were no other significant sticking points in the remainder of the document. The ad hoc group will meet to review and make recommendations between now and early November, at which time a special meeting will be called to discuss the by-laws and work of the group. This will allow sufficient opportunity for posting</p>	<p>Motion by: Bryan McRay to accept the proposed bylaw amendments Seconded by: Pier Ferguson Vote: Will occur at the September meeting.</p>



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<p>C. Personnel Handbook - Update</p> <p>D. Infection Control Class – Update</p>	<p>the revised document for the required period prior to the December board meeting.</p> <p>Ellen reviewed the work of the personnel committee, this review paralleled the change document (word document listing old language vs. new language) previously sent to Board members. Members weighed in on the changes, finding most acceptable. There were a few additions and changes (i.e., Hep B vaccination added back; uniform allowance and requirement to wear), Ellen indicated that she would make the modifications and send the revised document back out for review/comment.</p> <p>A brief After Action Review of the recent Infection Control Class ensued. While the class was very informative, the class lacked administrative oversight – enrollment was challenged, many members did not get sufficient notice of the course; members who were not enrolled “showed up” which caused problems with space and materials; registration efforts had shortfalls. ODEMSA has hosted similar classes in the past without these difficulties and shortcomings. That notwithstanding, Board members expressed their displeasure with these problems and expect sufficient oversight/control is in place to avoid similar experience. Rick indicated that he would speak with Heidi to come up with a process to avoid such in the future; similarly the two of them would have a discussion to better understand where things got off track.</p>	
<p>New Business:</p> <p>A. Regional PI Plans – Action Item</p>	<p>The various PI committees continue their individual work on the various initiatives underway. The three PI documents have been reviewed for content and accuracy, no changes were determined necessary by the various Chairs and committee members; accordingly the PI plans are submitted to the Board for their annual review/revision and adoption</p>	<p>Motion by: Kathi Manis to approve the ODEMSA Regional Protocols Seconded by: Allen Bober Vote: Unanimously approved</p>



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Business From Floor	None	
Next Meeting	December 18, 2013 (Richmond)	
Adjourn	The meeting was adjourned at 9:37 PM.	