



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 20, 2017

7 p.m.

ODEMSA Office, Richmond (PD-15)

Board Members Present: Rodney Newton, Heidi Hooker, Bryan McRay, Robert Trimmer, Al Thompson, Chip Decker, David Norman, Jessica Goodman- via phone, Karen Giles, Pier Ferguson- via phone, Ellen Buchanan- via phone

Board Members Absent: Helen Compton, Willoughby Hundley, M.D., Sean Moore, Kathi Manis, Allen Yee, M.D.

ODEMSA Staff: JoAnn McCoy

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 7:10pm by Board President Bryan McRay following dinner provided by ODEMSA. Introductions were made. AL Thompson informed members that Dr. Yee was deployed to Puerto Rico, where he was serving victims of Hurricane Maria. Members expressed thoughts of concern for Yee and the victims. A quorum was determined. The Agenda was approved. The March, June and two Special Meeting Minutes were approved. (00:00-03:25)	<p>Motion by: David Norman to approve Agenda. Seconded by: Karen Giles Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the March, June and two Special Meeting Minutes. Seconded by: David Norman Vote: Unanimously approved</p>



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<p>President Reports:</p> <p>A. PD-13</p> <p>B. PD-14</p> <p>C. PD-15</p> <p>D. PD-19</p> <p>E. Board President</p>	<p>Rodney Newton stated their August meeting was cancelled because the date conflicted with another event in the Planning District. Rodney said he was contacted by student in the Halifax EMT class. He said students are upset because they have to register to test again. Heidi said staff have been working with the Office of EMS to transfer the Course Coordinator. Students will be able to test and OEMS has assured ODEMSA they will have their first test attempt paid. (03:26-07:37)</p> <p>David Norman reported Southside Community Hospital is beginning the process of expanding their ER by at least 10 beds. They're also expanding their ICU services. (07:37-09:08)</p> <p>Robert Trimmer said there was not a quorum at their last meeting. (09:09-09:22)</p> <p>Pier Ferguson said Crater Sub-Council said Crater changed their meeting time and also had low attendance at their last meeting. They do have another meeting scheduled in a couple weeks. (09:23-09:42)</p> <p>Bryan McRay said he would hold his comments until later in the agenda. (03:20-03:24)(15:44-15:53)</p>	
<p>Advisory Board Report:</p>	<p>Chip Decker said the Advisory Board met August 4th. He reported Adam Harrell spoke about the Special RSAF Grant that awards nasal Narcan to licensed EMS agencies. Agencies that apply can receive two doses per licensed EMS vehicle. There is no mechanism for resupply. He said Adam also spoke about the EMS Training Funds. 2 million dollars is available for initial classes. OEMS is hoping to begin taking online applications in October through the Office of Health Equity. The first scholarships are expected to be awarded in January 2018. Chip said they are still developing some processes. He said their plan is to provide scholarship money to the students "up front". He said a motion was approved by the Training and Certification committee to discontinue the Intermediate-99 certification. Testing for this certification will end around the year 2020. Current I-99 providers will be able to recertify as needed. Chip said</p>	



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	<p>his tenure on the Advisory Board will end July 2018. Pier asked if members were aware of police departments administering Narcan. Several departments are allowing officers to administer the medication. Members offered Pier information regarding free access to training and medication for police officers. (09:42-15:44)</p>	
<p>Executive Director Report:</p>	<p>Heidi said she had no report but would offer information later in the agenda during Executive Session. (15:53-16:00)</p>	
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item</p>	<p>A motion was made to accept the financial statement prepared by Catina Downey. David reported there was another unexpected delay getting the contract funds from OEMS during the quarter. The money has since come in. The motion passed with unanimous vote. (16:00-18:08)</p>	<p>Motion by: Rodney Newton to approve the Quarterly Financial Report. Seconded by: David Norman Vote: Unanimously approved</p>
<p>Current Business: A. Regional Training Funds- Update</p>	<p>Heidi said since the last regular meeting we have signed a MOU with OEMS to distribute the training funds. We have developed a plan to dispense the funds. We’ve established a new standing committee, the Training Funds Committee, which will make recommendations to the Board regarding the funds. Staff have begun the process of training educators on how to apply for the funds, and have begun a campaign to inform all agencies and educators of the availability of funds. Staff have built a system that allows the entire process to be done electronically. The program is up and running and we are beginning to receive applications for funds. Heidi said the only concern she had now is that applications are coming at a slow rate. It was expected there would be an immediate rush to seek funds. With that, she distributed a training funds report prepared by Megan Young identifying \$48k in committed funds within the first month of activity. Rodney asked that we make sure the scheduled classes are coordinated with agency leadership. David Norman added Adam Alford had</p>	



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<p>B. VHHA/CVHC Contract- Update</p>	<p>been in touch with Prince Edward to establish locations and dates for classes. (18:08-26:51) Heidi said after the last regular scheduled Board meeting this was her first project to tackle. She said she believed she could knock it out fairly quickly compared to the training fund project. Heidi said the workgroup met three times with the last involving the ODEMSA attorney to answer questions. Heidi said because of the training fund contract deadline she had to abandon this project to get the training funds system up and running. Heidi said the legal questions were taking much longer to work out than the other contract. Robert Trimmer expressed some of the committee concerns. Bryan asked that the Board come up with something final by the end of the week. (26:51-29:58)</p>	
<p>New Business:</p> <p>A. Regional Protocols – Action Item</p> <p>B. Regional Medical Director Contract – Action Item</p> <p>C. Regional Performance Improvement Plan– Action Item</p>	<p>Heidi said some changes have been made since the last meeting when protocols were approved. Heidi said a link was provided prior to the meeting for members to review. The changes are committee approved. ODEMSA staff is doing the last bit of housekeeping and with the Boards approval of the revisions, she plans to release the new protocols by the end of October. Al Thompson said he’s been involved with both the Medical Direction and Pharmacy committee discussions and he confirmed both committees have put a lot of time and effort into the update and both committees are pleased with the final product. A motion was made to approve the protocols as presented and passed with unanimous vote. (29:59-31:29) A motion was made to retain Dr. Yee as the Regional Medical Director. The motion passed with unanimous vote. (31:30-32:07) A motion was made to approve the Regional Performance Improvement Plan and Trauma Triage Plan. During discussion Heidi explained the most significant changes made to the plan involved combining Medical PI, Trauma PI and Trauma Triage into two plans and one committee. This is now permitted by OEMS per Cam Crittenden, OEMS Trauma Designation Manager. The reporting</p>	<p>Motion by: Al Thompson to approve the Regional Protocols Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Al Thompson to approve the Medical Director Contract with Dr. Allen Yee Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the Performance Improvement Plan Seconded by: David Norman Vote: Unanimously approved</p>



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<p>D. Regional Trauma Triage Plan – Action Item</p> <p>E. CISM Policies and Procedures – Action Item</p> <p>F. Regional CEU Schedule – Action Item</p> <p>G. Employee Qualifications – Action Item</p>	<p>mechanisms have been updated and confidentiality verbiage has been added. The motion passed with unanimous vote.</p> <p>A motion was made to approve the Regional Trauma Triage Plan as presented. During discussion Heidi said the Trauma Triage Plan did not undergo significant change, most changes were housekeeping. For example the trauma designation was changed for HDH and a couple free-standing ED's were added among other things. The motion passed with unanimous vote. (32:08-34:47)</p> <p>A motion was made to approve the CISM Policies and Procedures. During discussion Heidi said the policies presented are unchanged from the previous update. Committee members are currently working on a full revision of the policies. They have two workgroups established (1) Education Workgroup - deciding which model the group wants to follow, and if they desire change (2) Policy and Procedure Workgroup - updating the policies and procedures, line-by-line. The motion passed with unanimous vote. (34:48-35:33)</p> <p>A motion was made to approve the Regional CEU Schedule. During discussion Heidi said the schedule is basically the same. Locations and dates have changed. The motion passed with unanimous vote. (35:34-36:18)</p> <p>A motion was made to approve the Employee Qualifications. During discussion Ellen Buchanan said she had worked to clean the descriptions up. She believes they're more thorough and concise than past versions. The motion passed with unanimous vote. (36:19-39:34)</p>	<p>Motion by: Rodney Newton to approve the Trauma Triage Plan Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Al Thompson to approve the CISM Policies and Procedures Seconded by: Karen Giles Vote: Unanimously approved</p> <p>Motion by: Chip Decker to approve Regional CEU Schedule Seconded by: Robert Trimmer Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the Employee Qualifications Seconded by: Karen Giles Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>The Board took a recess before proceeding. (39:35-48:36) Upon return a motion was made and approved to enter Executive Session. (48:36-49:33) After a lengthy discussion the Board exited Executive Session. A motion was made to release restricted funds. The motion passed with unanimous vote.</p>	<p>Motion by: Karen Giles to enter Executive Session Seconded by: Rodney Newton Vote: Unanimously approved</p>



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		Motion by: To release restricted funds. Seconded by: Vote: Unanimously approved
Next Meeting	December 13, 2017 (Location – ODEMSA Office)	
Adjourn	The meeting was adjourned at 10:45pm.	