



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

December 12, 2018
 7 p.m.
 Phone Conference

Board Members Present: Sean Moore, Heidi Hooker, Bryan McRay, Al Thompson, David Norman, Karen Giles, Pier Ferguson, Allen Yee, M.D. - via phone, Robert Trimmer, Jessica Goodman- via phone

Board Members Absent: Willoughby Hundley, M.D., Ray Mason, Kathi Manis, Rodney Newton,

ODEMSA Staff:

Other: Catina Downey, CPA, Megan Young, Ryan Scarbrough, Allen Perkins, CPA

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

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Meeting Called to Order	<p>The quarterly meeting was called to order at 7:10pm by Board President Bryan McCray. A quorum was determined. Bryan thanked ODEMSA staff for the meal, then asked for a moment of silence to honor recently lost public safety officers. Introductions were made. A motion was made by Al Thomson and seconded by David Norman to allow an adjustment in the agenda to let Allen Perkins, CPA give his report first. The motion passed with a unanimous vote. (00:00-05:44)</p> <p>The Agenda was approved. The September Minutes were approved. (25:00-25:42)</p>	<p>Motion by: Karen Giles to approve Agenda. Seconded by: Al Thompson Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the September Meeting Minutes. Seconded by: Pier Ferguson Vote: Unanimously approved</p>



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<p>President Reports: A. Board President</p> <p>B. PD-13 C. PD-14 D. PD-15 E. PD-19</p>	<p>Bryan thanked everyone, current and past, who have served on the Board with him. He said it's been an honor and privilege to serve. He said he appreciates all the hard work done by members and committees through the years. He thanked Heidi and staff, saying they work hard every day to make sure the mission of ODEMOSA moves forward without backing from challenges. He ended by saying he's proud to have represented this organization and the providers within our service area. Members then thanked Bryan for his years of service. (1:21:13-1:25:47)</p> <p>No Representative - No report (25:43-25:50) David Norman - No report (25:51-25:55) Robert Trimmer - No report. (25:56-26:00) Pier Ferguson reported they have an education session planned for their next meeting. (26:01-26:15)</p>	
<p>Advisory Board Report:</p>	<p>Pier reported she attended the mandatory training for new Advisory Board members. She said there are several new faces on the board. Gary Critzer was recognized for his years of service. Chris Parker from Lynchburg has taken over as Chair. Pier said she has been assigned to the Trauma System Committee. (26:16-30:00)</p>	
<p>Executive Director Report:</p>	<p>Heidi said there's a problem with ODEMOSA's domain, odemsa.org. She said many years ago (20+yrs) when ODEMOSA built the first website, Gary Hutchinson was tasked with the project. Until Ryan started looking into it, the current staff had no idea Gary owned the domain. Upon leaning this, staff began to reach out to him to request he transfer ownership to ODEMOSA. To date, we have been unable to get a response from Gary. We have sent phone and email</p>	



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	<p>messages, and messages to contact us through mutual friends with no response. Heidi said he has done nothing malicious, and he has been keeping it up to date, by paying a yearly fee. We recently learned, since our inquiries, he has stopped forwarding our vaems webpage. Heidi asked if any members have communication with Gary that they reach out, with respect, and ask if he will release the domain. Members recommended a certified letter be sent to Gary.</p> <p>Heidi informed members that Andrew Slater has resigned his position with the VHHA (CVHC) with a 90 day notice. A replacement has not been selected. She said staff have been busy loading documents to a new ODEMSA website, built by Jordan Rennie. Heidi said staff is hoping to roll out the site in January. She introduced the first ODEMSA challenge coin to members, then described its symbolism. The badge in the center is a replica of the ODEMSA staff badge, the ten stars on the right and left represent the other ten Regional EMS Councils, the four stars at the bottom represent ODEMSA's four Planning Districts. She said the red line to the right of the badge represents our fire partners, and the blue line on the left of the badge represents our police partners. The back of the coin is the EMS logo of which we are charged to ensure an effective EMS system. (30:01-40:21)</p>	<p>Heidi will send a certified letter to Gary Hutchison, requesting he release the odemsa.org domain to ODEMSA.</p>
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item B. Annual Financial Report – Action Item- Allen Perkins</p>	<p>A motion was made to accept the financial statement prepared by Catina Downey. There were no questions and the report was approved. (40:21-42:13)</p> <p>Certified Public Accountant, Allen Perkins reviewed the ODEMSA Annual Audit with members, page by page, answering questions as he went. He reminded members that he works for them then gave them his contact information, and told them to feel free to contact him anytime they have questions. He did find one weakness in the internal controls. This was regarding the EMS Training funds. Because this was a new program for ODEMSA, staff had already identified the flaw. It was a communication issue between the Accountant and Training Director. The accounting was correct with the Training Director, the Accountant just wasn't aware of some invoices that</p>	<p>Motion by: David Norman to approve the Quarterly Financial Report. Seconded by: Sean Moore Vote: Unanimously approved</p> <p>Motion by: David Norman to approve the Annual Financial Report (Audit). Seconded by: Karen Giles Vote: Unanimously approved</p>



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	<p>needed to go out. The accounting of invoices was corrected as soon as it was identified. Perkins had no other issues and he was also confident the weakness had been corrected. (05:45-25:00)</p>	
<p>Current Business: A. BOD Officer Nominations –</p>	<p>The Nomination Committee, Jessica Goodman, Pier Ferguson and Karen Giles, proposed the following slate of officers; President- David Norman, Vice President- Rodney Newton, Sean Moore- Secretary and Treasurer- Jessica Goodman. A motion was made to accept the nominating committee’s proposal. The motion passed with a unanimous vote. (42:14-1:01:45)</p>	<p>Motion by: Al Thompson to approve the proposed slate of officers; President- David Norman, Vice-President- Rodney Newton, Sean Moore- Secretary, Jessica Goodman- Treasurer Seconded by: David Norman Vote: Unanimously approved</p>
<p>New Business: A. Annual Report – Action Item B. COOP Plan – Action Item C. Bylaws– Action Item D. CTS Schedule – Action Item E. Professional Development Committee – Action Item</p>	<p>The following documents were made available to members prior to the meeting; Documents A-D A motion was made to approve the COOP Plan, BOD Bylaws and the CTS Schedule. The motion passed with unanimous vote. (1:01:46-1:02:35) Corrections were made to the Annual Report. After errors were identified and corrected a motion was made to approve the Annual Report. The motion passed with a unanimous vote. (1:02:36-28:42) Heidi said it’s staff’s recommendation the Professional Development Committee be disbanded. She said most work of the committee is done by the ODEMSA staff and the committee is not needed. There was a time when the committee wrote protocols for Medical Direction and then developed training for protocols and various other plans, however in recent years the committee has not been useful with staff accomplishing those tasks. The committee is unproductive. Heidi suggested that, when needed, workgroups could accomplish projects the committee would do like the preceptor manual. After discussion members decided to table until the next meeting. 1:21:05</p>	<p>Motion by: Allen Yee to approve the COOP Plan, BOD Bylaws and CTS Schedule Seconded by: David Norman Vote: Unanimously approved</p> <p>Motion by: Robert Trimmer to approve the Annual Report Seconded by: Al Thompson Vote: Unanimously approved</p>



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Business from Floor	None (1:21:06-1:21:12)	
Next Meeting	March 20, 2019 (Location – PD-13)	
Adjourn	The meeting was adjourned at 8:35pm.	