



**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**

March 20, 2013

7 p.m.

Southside Community, Farmville

**Board Members Present:** David Norman, Allen Bober, Allen Yee, Sean Moore, Eddie Ferguson, Ellen Buchanan, Rick McClure, Pier Ferguson, David Salot, Helen Compton, Kathi Manis, Coan Agee, Mindy Carter, Heidi Hooker

**Board Members Absent:** Bryan McRay, Willoughby Hundley

**ODEMSA Staff:** Heidi Hooker, Holly Sturdevant, Max Bornstein

**Other:** Catina Downey- via phone

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

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Meeting Called to Order</b>	The quarterly meeting was called to order at 7:00 P.M. by President Rick McClure following dinner. Rev. Coan Agee asked if he could address members of the Board. Rev. Agee expressed his honor to serve on the ODEMSA Board of Directors but said he must retire due to medical issues. President McClure presented a plaque to Rev. Agee for his many years of service and dedication to the ODEMSA Board of Directors, the Virginia EMS Advisory Board and the South Central EMS Sub-Council. A quorum was determined. The minutes were approved. The agenda was approved. President McClure welcomed Mindy Carter, Healthcare Rep for Metro-Richmond Sub-Council, and introduced her to members of the Board. (00:00-05:42)	<b>Motion by:</b> Pier Ferguson to approve minutes. <b>Seconded by:</b> David Norman <b>Vote:</b> Unanimously approved <b>Motion by:</b> Pier Ferguson to approve agenda. <b>Seconded by:</b> David Norman



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		<b>Vote:</b> Unanimously approved
<p><b>President Reports:</b>  <b>A. Board President</b></p> <p><b>B. PD-13</b></p> <p><b>C. PD-14</b></p> <p><b>D. PD-15</b></p>	<p>President McClure apologized to the Board for his absence at the last meeting. His family had medical needs that required his attention. Rick said he has been in constant contact with Heidi though regarding ODEMSA business. Rick reported that two Board workgroups are currently meeting, a Bylaw workgroup and a Personnel Handbook workgroup. He said after meeting with the OEMS Designation Team the day before, he feels the work of both workgroups are putting us right where we need to be as a Council. He said the team had questions about the Sub-Councils which the Board had already addressed, for example. (05:43- 09:42)</p> <p>The term Sub-Council was discussed. Rick explained that the concept of Sub-Councils is understood, the issue is with identifying the State Designated Regional Council verses other Local Councils (Sub-Councils). After a lengthy discussion it was agreed that in writing the Local Councils will be known as Sub-Councils. Rick said that after the first meeting of the Bylaw workgroup the term Local Councils has been changed to Sub-Councils. David Salot suggested the Bylaw Workgroup address the topic to clarify. Helen Compton said they are doing a lot of training in PD-13. They recently held an AMLS course and plan to hold an AMLS Instructor Course in May. (09:43-29:23)</p> <p>David Norman reported that Rev. Agee has retired his position as Prehospital Rep for South Central Cub-Council. He reported the new representative is Bill Hogan. Bill has a 30 year history in EMS and is currently the President Prince Edward Vol. Rescue Squad. (29:24-30:22)</p> <p>Eddie Ferguson welcomed Mindy to the Board as the current Healthcare Representative for PD-15. He thanked Mary Langford for her service. He said at their last meeting Metro-Richmond discussed their meeting schedules. He said they decided to try a day meeting instead of the night meeting. They will begin this schedule after the next meeting which is a grant meeting. He said Metro-</p>	



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<p><b>E. PD-19</b></p>	<p>Richmond will re-address their bylaws after the ODEMSA Board Bylaws are complete. (30:23-33:14)        Davis Salot stated PD-19 will also review their bylaws after the Board revision. He said they have had struggles with health issues amongst their leadership. They continue their partnership with Southside Regional, who continues to offer them space to store equipment and office space. (33:15-34:07)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Rick was unable to attend the last meeting due to his previously mentioned health issues with family. He asked Allen Yee to report. Allen said they were introduced to the new Commissioner of Health, Dr. Cynthia Romero. (34:08-35:25)</p>	
<p><b>Executive Director Report:</b>  <b>A. Staff Projects</b>   <b>B. Council Re-designation – Update</b>  <b>C. Medication Tampering – Update</b></p>	<p>Heidi said staff has been busy working on the Council designation. She said this has taken a considerable amount of staff hours. She reported that Lynn has spent a considerable amount of time working with the medication boxes and some tampering cases. Holly stated she too had been busy working with Heidi to prepare for designation. She has been working with Paul Sharpe at OEMS regarding a contract obligation and the protocols. We have questions regarding the renaming that is required. Holly described the fact that OEMS wants our protocol names to match a data dictionary name. She will meet with Paul for further clarification and keep the ODEMSA Medical Control Committee aware for their recommendations. Holly said she has been satisfying grants received by ODEMSA. The classroom equipment, training manikins and computers. She is also working with a workgroup to introduce clinical guidelines.</p> <p>Heidi reported that the designation visit went well. She said the team told her it went well. She said ODEMSA was complimented on the designation book/application that was submitted. She should have their recommendation before the next EMS Advisory board meeting.</p> <p>Heidi reported success in the medication tampering cases. She reported the police do have a person in custody regarding a case. Heidi was asked what</p>	



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	<p>planning district the person belonged. Heidi report that the person in custody crossed boundaries and is a member of more than one agency. Heidi has had conversation with Mike Berg of OEMS regarding the sharing of this information. Currently, unless a person is convicted of the crime, there is not a way to warn of suspicions. Sean Moore informed the Board that once a person is arrested, that information is public record and can be broadcast. Allen Yee suggested agencies should be checking the state database routinely to confirm members are in good standing. Heidi said the online tracking of drug boxes is getting better. ODEMSA staff still move several boxes a week, so the service is still not trustworthy, but it is getting better. Heidi said Lynn keeps a log of the hospitals that do not move their boxes. This is shared during the Pharmacy Committee meetings. (35:26-57:28)</p>	
<p><b>Financial Discussion:</b>  <b>A. Financial Statement</b></p>	<p>A copy of the financial report, prepared by ODEMSA accountant Catina Downey-Stroble, was distributed via email prior to the meeting. Treasurer David Norman stated he had no issues. Catina joined the meeting via phone. There were no questions for Catina. The financial report was accepted by unanimous vote.        (57:29-1:02:18)</p>	<p><b>Motion by:</b> David Norman to approve the quarterly financial statement.  <b>Seconded by:</b> David Salot  <b>Vote:</b> Unanimously approved</p>
<p><b>Current Business:</b>  <b>A. Regional OMD Contract – Postponed</b>  <b>B. ODEMSA Bylaw Revision – Update</b></p>	<p>Rick said this will be on hold until the Board bylaws are revised and documents/contracts can be uniformed. Rick said we need a firm foundation to establish these conflicting documents. (1:02:19-1:03:19)        Rick said the bylaw revision are underway. The workgroup has been meeting on Tuesday and Thursdays via conference call, which has worked well. Past ODEMSA President, Rick Bucher, is facilitating the group. The group is about halfway through and he feels they are making good progress. Rick said based on the comments the day before by the Designation Team, he feels the changes that are being made are in the right direction. Rick asked that any</p>	



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<p><b>C. Personnel Handbook - Update</b></p> <p><b>D. Infection Control Class - Update</b></p>	<p>member who has suggestions pertaining to the bylaws, whether they want something added or something changed, whatever their concern or interest they can contact a member of the workgroup to suggest the change. The workgroup is comprised of the Board President, the four Sub-Council Presidents, Pier Ferguson, the Executive Director and Past ODEMSA President Bucher. (1:03:20-1:04:47)</p> <p>Ellen Buchanan reported the handbook has gone through a number of revisions. She said the workgroup has about eight points that they need to finalize before they present the book to the Board. Ellen says the workgroup will have the draft ready for the June meeting. Allen Bober said the bylaws will need to be complete before the handbook can be finalized. Rick hopes both the bylaws and handbook drafts can be presented at the next meeting. (1:04:48-1:08:36)</p> <p>Holly reported that she has made contact with Katherine West to teach a basic an advanced infection control class. Holly has completed an RSAF grant and submitted it to OEMS for the classes. Allen Bober asked about additional classes in the future. Heidi agreed that funding would be sought for future classes and hopes to establish a rotation. Eddie asked if Mrs. West was approached about a Regional Template. Holly said she did ask and Mrs. West told her a template already exists in the OSHA handbook. She said it's duck tailed with the TB information. Holly said Katherine is currently in Cincinnati and that she will discuss this with her further when she commits to the classes we're scheduling. (1:08:37-1:18:00)</p>	
<p><b>New Business:</b></p> <p><b>A. ODEMSA Medication and Restocking Policies – Action Item</b></p>	<p>Heidi said the Pharmacy Committee has approved the document presented to the Board. They chose to move the actual restocking contract from the policies into an attachment, attachment "A", of the policies. The committee agrees to the document with the exception of attachment "A", which attorneys are assigned. The committee agreed they will accept the attorney language when complete. Allen Bober asked if all agencies will sign the new agreement and Heidi said yes. Once the contract is agreed upon, she will distribute the</p>	<p><b>Motion by:</b> Allen Yee to approve the ODEMSA Medication and Restocking Policies minus attachment "A"  <b>Seconded by:</b> Eddie Ferguson</p>



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<p><b>B. Regional EMS Plan – Action Item</b>  <b>C. ODEMSA Diversion Plan – Action Item</b></p>	<p>agreement to all agencies for an updated signature and agreement. A motion was made by Allen Yee to approve the Regional Medication and Restocking Policies, minus attachment “A”. Discussion added the following changes to the document:</p> <ul style="list-style-type: none"> <li>(1) Page 4, #3 – Strike – entire paragraph – Participating EMS agencies...</li> <li>(2) Renumber following paragraphs (1:18:01-1:31:14)</li> </ul> <p>While discussing possible changes, Heidi brought up the proposed Linen Exchange Policy that was distributed to the Board. It was a request to be added to the policies. Mindy Carter explained the history behind the addition and gave additional information. Because of significant financial loss regarding missing linen, it was hoped the policy would address linen as a specific restocking item and give instruction to providers to clarify cleaning procedures. Allen Yee asked if the policy had been run through all of the health systems. It had not. After discussion the Linen exchange Policy was tabled until the Pharmacy Committee can review the document. (1:31:14-1:49:09)</p> <ul style="list-style-type: none"> <li>(3) Page 11, E – Add the word “authorized” in front of the certifications. Just because you are certified doesn’t mean you are authorized.</li> <li>(4) Page 11, E – Remove specific EMS certification names</li> <li>(5) Page 11, E and F – Combine the two paragraphs – Strike “F”</li> <li>(6) Re-letter following paragraphs (1:49:10-1:57:54)</li> </ul> <p>Heidi explained that the EMS Plan is unchanged. The plan was approved with unanimous vote.</p> <p>Heidi explained the Diversion Plan is unchanged. The plan was approved with unanimous vote. (1:57:54-1:58:24)</p>	<p><b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Eddie Ferguson to approve the ODEMSA EMS Plan  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Eddie Ferguson to approve the ODEMSA Diversion Plan  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>
<p><b>Business From Floor</b>  <b>A. Southside Council Grant Financial Request</b></p>	<p>Allen Bober asked if the ODEMSA Board would fund an equipment grant so the Southside Sub-Council could purchase equipment. He requested \$800 to purchase training manikins. Allen said he can get 20 adult, 10 children and 250 lungs. The equipment is used, so he cannot approach the state for funding. Heidi was asked if ODEMSA has the funds to do this. Heidi said the request was unusual, it is normally the Sub-Councils who purchase the</p>	<p><b>Motion by:</b> Allen Yee to appropriate \$800 to purchase CPR training equipment for ODEMSA to be stored in PD-13.</p>



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<p><b>B. National Registry          CE Requirements</b></p>	<p>equipment with the ODEMSA office submitting the grant. The Board decided to fund the request with unanimous vote. (1:58:25-2:06:00)          Allen Yee informed the Board that the National Registry is changing their CEU requirements for the 2016 cycle. He suggested those teaching CEU or Super Weekends adjust to accommodate the changes. (2:06:01-2:07:35)</p>	<p><b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>
<p><b>Next Meeting</b></p>	<p>June 19, 2013 (ODEMSA)</p>	
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 9:15pm.</p>	