



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

June 19, 2013

7 p.m.

ODEMSA Office, Richmond

Board Members Present: Allen Bober- via phone, Allen Yee, M.D., Eddie Ferguson, Ellen Buchanan, Rick McClure, Pier Ferguson, David Salot, Mindy Carter, Heidi Hooker, Bryan McRay, Willoughby Hundley, M.D., Bill Hogan

Board Members Absent: David Norman, Sean Moore, Helen Compton, Kathi Manis,

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. Bryan McRay abstained from voting stating he was not present at the meeting before. The agenda was approved. President McClure welcomed Mindy Carter, Healthcare Rep for Metro-Richmond Sub-Council, and introduced her to members of the Board. (00:00-03:38)	Motion by: David Salot to approve minutes. Seconded by: Eddie Ferguson Vote: Approved w/one abstention Motion by: Bryan McRay to approve agenda. Seconded by: Pier Ferguson Vote: Unanimously



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		approved
President Reports: A. Board President B. PD-13 C. PD-14 D. PD-15 E. PD-19	<p>Rick informed the Board the he and ODEMSA staff had a recent meeting with Office of EMS staff to discuss the ODEMSA budget requests. He felt the meeting went well. He announced that as a result, OEMS has approved funding for a new position. He said he has been chairing an OEMS committee regarding ALS competencies for new ALS programs. He said this group is producing two documents. The first will deliver minimum competencies when entering an ALS program, the other will describe the accepted use of simulation tools such as manikins. These papers will go to the State Certification and Training Committee for approval then to the State Medical Control Committee. If approved by those committees then it will forward to the State EMS Advisory Board. It is the hope that these documents can be approved by the time the Fall courses begin this year. EMS students are finding it difficult to accomplish current competencies due to lack of resources. For example, in some areas of the state, students cannot find a location that will allow them to intubate. Some students are traveling out of state to seek the resources. (03:39-10:31)</p> <p>Allen Bober thanked ODEMSA for the CPR manikin funding. He said all of the finances regarding the funding have been settled. (10:32-11:11)</p> <p>No report (11:12-11:38)</p> <p>Eddie Ferguson announced that PD 15 will begin having day meetings beginning their next meeting in July. (11:39-12:10)</p> <p>David Salot said PD 19 is evaluating their relationship with their Training Center and discussing possible separation of the Crater Sub-Council from their Training Center. (12:11-12:28)</p>	
Advisory Board Report:	Rick said the re-designation of all the EMS Councils had been approved. (12:29-13:11)	
Executive Director Report:		



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<p>A. Staff Projects</p>	<p>Heidi informed the Board that Jane Behrend, ODEMSA Office Manager, has been taking at least three days a week off recently to spend time with her husband who is not doing well. She asked for prayer for her and her family. She also stated that Max Bornstein is also taking time to attend to his wife as she faces some medical issues. She asked that we remember him and his family as well in prayer. Delbert has been issued some new equipment and has been working with Holly to get everything updated and ready for use. Holly has been working on grant satisfaction. She has also been working with a workgroup that is putting a clinical manual in place. Lynn said the Professional Development Committee worked with OEMS to produce an EMSAT video. Pharmacy continues to keep us very busy with the drug box exchange program. She has been going to the hospitals and giving additional training to those that request it or need it. She said we are in the summer vacation period. She will beef up committee attendance once this period has ended. (13:12-16:48)</p>	
<p>B. Council Re-designation – Update</p>	<p>Heidi said the ODEMSA Council Designation was approved. She said this took a considerable amount of staff hours and that she was glad to be done with the project for at least 3 years. (16:49-16:58)</p>	
<p>C. New Position</p>	<p>Heidi said she has been verbally told that OEMS will fund a new position for ODEMSA. 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. Heidi expects with the new access to the OEMS database the PI Committee will become more active. The position will be a full-time position. Heidi said they absolutely need help in the office not only with the above mentioned things but also to assist with the multiple phone calls that arrive on a daily basis. (16:59-20:40)</p>	
<p>D. Office Move</p>	<p>Heidi has been informed that the doctor office next door is discussing expanding their office space. If this occurs, ODEMSA may have to move. Heidi said HCA has promised they will continue to assist us with office space if this</p>	



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	<p>occurs and they have showed her office space on the Johnston-Willis campus that could be utilized if the move has to take place. Heidi said the space will work well for us. We do not know if this will take place but if it does she is comforted to know we will have a place to go. Heidi showed the Board a map of the new space lay out. (20:41-25:21)</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 Downey was in attendance and offered to entertained questions. Catina said the only thing she wanted to point out, again, is the fact that we are not getting what we expected to get from four-for-life. She said we are doing well this year financially. There were no questions. The financial report was approved. (25:22-27:11)</p>	<p>Motion by: Eddie Ferguson to approve the quarterly financial statement. Seconded by: Mindy Carter Vote: Unanimously approved</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. (27:12-27:23)</p> <p>Heidi said a draft copy of the bylaw revisions has been emailed to all members. The document is formally introduced during this meeting as required by current bylaw and will be voted upon during the next meeting. The document is submitted to the Board by a Board Workgroup that consisted of the four Sub-Council Presidents, President McClure, Pier Ferguson and immediate Past President Rick Bucher as the committee chair. Heidi said she feels that many of the concerns brought up by the state designation team had already been addressed with the proposed changes made to the bylaws. Rick McClure agreed many of the changes made will alleviate concerns that the designation team had. Allen Bober asked what the procedure will be if a Board Member wants to request a change to the proposed bylaws, now that the document is out of the workgroups hands. It was agreed if members have requests for change to the proposed bylaws they will submit the request, in writing, to Rick McClure by</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>August 1st. This will allow a comment period until August 1st. Allen Yee asked how the comments will be known to all Board Members. Rick McClure agreed to forward comments to the entire Board. (27:24-39:38)</p> <p>Ellen Buchanan reported that the workgroup has spent a lot of time bringing the current document up to date. The Board was provided an electronic copy prior to the meeting. She said terminology was changed as some of it reflected fire agency terminology. She said there will have to be a discussion to determine if there should be a personnel committee and what role the committee would take if so. Do they become involved in human resource issues or are they a group that reviews this document and job descriptions every two years or so to make sure they are correct. Changes were made to the amount of PTO time that can be saved, she said discussions regarding this and other changes should occur. She said she would like to give members a few months to review the document, discuss some of the proposed changes and vote on the document in September or January. Eddie Ferguson asked if attorney review was considered. Ellen said it was, but the group felt the document should be Board approved before it is reviewed by an attorney. Allen Yee asked about the hepatitis information. He suggested the hepatitis information be removed. The Board agreed that members can review the document between now and the September meeting. Board Members can send comments or questions to Ellen Buchanan. She will forward comments to the Board. Ellen said they will review the job descriptions next. (39:39-47:34)</p>	
<p>D. Infection Control Class – Update</p>	<p>Heidi said ODEMSA was approved for a grant at 100% funding to host an Infection Control Officer Class at the basic and advanced level. Katherine West will teach the class. Because class size is limited by Katherine West, to allow agencies with the most need to attend, Heidi proposed ODEMSA select agencies that are eligible attend. She proposed a survey will be done to determine the need, and positions will be placed in the following order; (1- priority placement) agencies that have no current Infection Control Officer or Infection Control Plan (2) agencies that are lacking either an officer position or plan (3) agencies that have an officer and a plan, but are not sure of correct</p>	



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<p>E. ODEMSA Medication and Restocking Policies – Action Item</p>	<p>procedures (4) agencies that have an officer and plan but would like to attend for further information. Holly said because Katherine requires a 3 months period between allowing a student into the advanced course after the basic. She will schedule the advanced class on a Friday and the basic class on a Saturday and Sunday. The Board agreed with the proposals. (47:35-54:10)</p> <p>Heidi reminded the Board that they approved the policies at the last meeting. She has since had the agency agreement completed by the agencies and attorneys. The document present has the current approved policies with the up to date agency contracts. The Board approved the document. (54:11-55:57)</p>	<p>Motion by: Allen Yee to approve the ODEMSA Medication and Restocking Policies Seconded by: Eddie Ferguson Vote: Unanimously approved</p>
<p>New Business: A. Regional Protocols – Action Item</p>	<p>Heidi said changes have been made to three protocols, six including the pediatric equivalents. Heidi said there are also changes made to the protocol titles, based on contractual language requiring language match that of the OEMS database. The changes were sent to members in advance of the meeting. Holly explained why the name changes need to be made and also described some of the logic in the way the protocols are named. At the time, ODEMSA is listing both names, our current with the proposed change. Next year the names will reflect one name. Eddie asked about the intranasal instruments needed and if discussion has been made regarding hospitals stocking them. Lynn said the Pharmacy Committee and Medical Control Committee have been in discussions. Lynn is hoping the pharmacies will stock it in the medication boxes, but this is yet to be determined. The hospitals have agreed to stock the devices, we are only trying to determine if it will be issued through the ER or pharmacy. (55:58-1:07:15)</p>	<p>Motion by: Allen Yee to approve the ODEMSA Regional Protocols Seconded by: Bryan McRay Vote: Unanimously approved</p>
<p>Business From Floor</p>	<p>Bryan McRay reported that the MCI Committee has established Hospital Evacuation Workgroup chaired by Don Schindel. The group has met with positive progress. (1:07:16-1:08:00)</p> <p>Bryan states he sits on the Provider Health and Safety Sub-committee of the EMS Advisory Board. He said they are working to promote reporting of near</p>	



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Next Meeting	September 18, 2013 (Farmville)	
Adjourn	The meeting was adjourned at 8:27pm.	