



OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.

1421 Johnston-Willis Drive
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www.odemsa.vaems.org

Old Dominion EMS Alliance
Board of Directors

June 19, 2019
7 p.m.

Board Members Present: Heidi Hooker-via phone, Al Thompson, David Norman, Pier Ferguson-via phone, Allen Yee, M.D., Robert Trimmer, Rodney Newton, Jay Lovelady-via phone, Lisa Baber
Board Members Absent: Willoughby Hundley, M.D., Kathi Manis, Sean Moore, Jessica Goodman, Ray Mason
ODEMSA Staff: Megan Middleton, Ryan Scarbrough, Jordan Rennie-via phone
Other: Catina Downey, CPA- via phone, Greg Neiman
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 7:06pm by Board President David Norman. A quorum was determined. Introductions were made. The Agenda was approved w/ two changes (1) Executive Session after New Business (2) CISM Bylaw Proposal in New Business. The March Minutes were approved. (00:00-09:00)	<p>Motion by: Rodney Newton to approve Agenda. Seconded by: Al Thompson Vote: Unanimously approved</p> <p>Motion by: Rodney Newton to approve the March Meeting Minutes. Seconded by: Al Thompson Vote: Unanimously approved</p>



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<p>Executive Director Report:</p>	<p>Heidi complimented Ryan Scarbrough for his work on the ODEMSA Award Ceremony that was held at King’s Dominion. She said Ryan negotiated with King’s Dominion to allow ODEMSA EMS providers free admission and family discounts. She said new to this year’s ceremony was an invite to past winners to present awards. She also complimented him on his work to produce a promotional ODEMSA/Regional Council video that was played at the ceremony and was placed on ODEMSA social media for all to see. She said the video compliments all Fire and EMS providers but also highlights the service of ODEMSA. She said we are sharing the video with the other Regional Councils. Heidi said ODEMSA’s CISM Team has been very active this quarter. She said two that stand out, happened simultaneously, a firefighter suicide and also a mass shooting at Virginia Beach. She complimented Lynette on being able to coordinate multiple events happening at the same time. Besides the mentioned deployments they were busy with several others during the quarter. Heidi said she would have more later on the agenda. (15:13-17:25)</p>	
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item</p> <p>B. Annual Budget – Action Item</p>	<p>David thanked Catina for her report and asked if she had further to report. She did not. Jessica spoke to David before the meeting and also had no further to add or concerns. Robert Trimmer asked if ODEMSA was managing CVHC grants. Catina said we do not. There was discussion about the employee credit card they use and a 1% increase in the ODEMSA administration fee that Heidi was currently trying to negotiate. The Board discussed those topics further in Executive Session. A motion was made to accept the financial statement prepared by Catina Downey. The report was unanimously approved. (17:26-24:15)</p> <p>The budget was moved to the Executive Session.</p>	<p>Motion by: Allen Yee to approve the Quarterly Financial Report. Seconded by: Robert Trimmer Vote: Unanimously approved</p>
<p>Current Business: A. ODEMSA Office Move – Update</p>	<p>Heidi said the best option for the move was an offer by VCU to house us in a new multi-story building they just purchased at Parham and Broad Street in</p>	



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<p>B. Regional Council Designation – Update</p> <p>C. OEMS Contract - Update</p>	<p>Richmond. She said they are able to help us with the same deal we currently have with HCA, \$1 a year. Because a build-out will have to be done, the move would be in August, if approved. She also said HCA has agreed to extend our stay until September 30. Dr. Yee asked if there were other offers. Heidi said there were, but the other options either cost ODEMSA a significant amount of money or were discussed but not assured. Heidi said the Hospital Coalition offered to assist, by offering us space in a warehouse they were wanting to purchase to store equipment. Heidi said funding for the warehouse had been approved, but the warehouse itself had not even been purchased and the Coalition still did not know where it would be. Robert asked if the cost of the move was considered in the budget. Heidi said unlike when we moved to the current location and had to pay for construction, VCU has said they will cover the cost of construction. With that, Heidi said she has budgeted for the move itself. Robert asked if Heidi would keep the Board apprised if unexpected cost arise, Heidi agreed. Dr. Yee suggested a vote after Executive Session. (24:16-28:47)</p> <p>Heidi said she believed the designation visit went well. Heidi said, as she recalls the team reported no missing items and all questions were answered. She said at this point, the Commissioner has not re-designated any of the Councils but she had no reason to believe that wouldn't happen. Heidi said we should know before the next Advisory Board meeting. (28:48-29:43)</p> <p>Heidi said she received a new MOU to the current contract. She said there was only one addition, it requires the Councils to only have state holidays offered to employees to mirror state employees. Heidi said ODEMSA already does that so no changes were necessary for us. She said funding remains the same. (29:44-31:20)</p>	
<p>New Business:</p> <p>A. EMS Training Funds</p>	<p>Heidi said during the Executive Council Directors meeting they were all surprised to receive a new Training Fund MOU given by Chad Blosser. She said the new MOU completely changes, again, the way training funds are distributed</p>	



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**B. Committee
Proposals**

in Virginia. She said the new MOU required ODEMSA to hire an Education Coordinator per Planning District. She described further conditions of the contract. Heidi said the MOU was given to her on a Thursday then rescinded by OEMS the following Tuesday, so three business days. Heidi said OEMS explained the reason as “numerous issues” identified by the Councils with the contract. Heidi explained this was also surprising to her because she had been copied to an email sent from the Council Directors Chair, Greg Woods, to OEMS the day before it was rescinded stating there were, yes, some issues identified by almost every Council Director but that we wanted the program to be successful and the email requested a meeting to discuss it further. The OEMS response was the withdrawal of the MOU. Heidi said OEMS plans to hire the full-time Education Educators. Heidi said she and Catina had been working through our budget and observing emails identifying issues, but that she had not contacted OEMS regarding the contract and obviously ODEMSA had not said they were unwilling to sign the contract. She said at this time, the Training Funds are being used to hire the full-time employees through OEMS. No category one CEU or merit badge courses are being funded to agencies or educators from the state funds. Directors briefly discussed how this would affect the ODEMSA budget then decided to have that discussion during the budget session. (31:21-44:55)

Heidi reminded members of previous discussions during the past two meetings regarding the Professional Development Committee. She explained that in restricting the committee, members of that committee want to change the name of the committee to better reflect its mission. Heidi said this will require a bylaw change in the ODEMSA Bylaws because the committee is currently named as Professional Development. They want it to be called the Training and Education Committee. She said the committee’s bylaws have also been updated to match our contracts. For example it now mentions the required annual educator update. Heidi said this is being proposed tonight so it can be voted upon at the next meeting. Heidi said the CISM Team has a similar request. They are doing more Peer Support than CISM and want that to be reflected in the team and committee name. Heidi said, again, no action is desired until the



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<p>C. Regional Protocols– Action Item</p> <p>D. Diversion Plan – Action Item</p> <p>E. Regional Drug Box/Restocking Plan – Action Item</p>	<p>next meeting, in knowing bylaw changes need to be introduced in advance. (44:58-48:27)</p> <p>Dr. Yee described changes made by the Medical Direction Committee to the Regional Protocols. Change descriptions were provided, in writing, to Directors in advance of the meeting to review. Staff member Jordan Rennie joined the meeting via teleconference to join in the discussion. Al Thomson raised concerns regarding protocol 2.10 on the BOD document named “ODEMSA Protocol Changes for the Year 2018-2019”. He said Bon Secours would address the concern soon, on their end, and agreed to leave as is. They also discussed changing the route of administration for Zofran at the EMT level in current protocol 2.5. Members asked Jordan to bring this up at the next Medical Control Committee meeting and in the meantime to remove the skill. A motion was made to approve the Regional Protocols with the change to 2.5. The motion passed with unanimous vote. (48:28-59:40)</p> <p>Heidi said the Diversion Plan had no changes made since their last approval. A motion was made to approve the Diversion Plan. The motion passed with unanimous vote.</p> <p>Heidi said the Regional Drug Box and Restocking Plan had no changes since the last approval. A motion was made to approve the Regional Drug Box/Restocking Plan. The motion passed with unanimous vote. (59:40-1:01:35)</p>	<p>Motion by: Rodney Newton to approve the Regional Protocols Seconded by: Al Thompson Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the Diversion Plan Seconded by: Al Thompson Vote: Unanimously approved</p> <p>Motion by: Allen Yee to approve the Regional Drug Box/Restocking Plan Seconded by: Al Thompson Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>None (1:01:35—1:02:00)</p>	
<p>Executive Session</p>	<p>A motion was made by Dr. Yee to enter Executive Session. Seconded by Al Thompson. After the closed session members decided to set a meeting to further discuss the ODEMSA Office move and to discuss the budget further. A meeting was set for July 9 2019, 3pm at the ODEMSA Office. Members requested a report on Staff Activities for the next meeting.</p>	
<p>Next Meeting</p>	<p>September 18, 2019 (Location – PD-19)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 9:20pm.</p>	