



**OLD DOMINION EMERGENCY MEDICAL SERVICES ALLIANCE INC.**

7818 E. Parham Road, Suite 911  
Richmond, VA 23294  
804-560-3300 • FAX: 804-560-0909  
www.odemsa.vaems.org

**Old Dominion EMS Alliance**  
**Board of Directors**

September 16, 2020  
7 p.m.

**Board Members Present:** Heidi Hooker, Allen Yee, M.D., Robert Trimmer, Rodney Newton, Kathe Ware, Walt Bailey, Willoughby Hundley, M.D., Lisa Baber, Cary Strosnider, Pier Ferguson  
**Board Members Absent:** Greg Neiman, Ray Mason  
**ODEMSA Staff:** Lynette Eanes, Ryan Scarbrough  
**Other:** Catina Downey, CPA, Kelley Rumsey  
**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 7:02pm by Board Vice-President Walt Bailey. A quorum was determined. The Agenda was approved. The September meeting Minutes were approved. Introductions were made.	<b>Motion by:</b> Pier Ferguson to approve Agenda. <b>Seconded by:</b> Cary Strosnider <b>Vote:</b> Unanimously approved  <b>Motion by:</b> Allen Yee to approve the June Meeting Minutes. <b>Seconded by:</b> Kathe ware <b>Vote:</b> Unanimously approved
<b>President Reports:</b>		



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<p><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><b>E. PD-19</b></p>	<p>Rodney stated we are continuing to accomplish work as normally as possible during a pandemic. He said he and Heidi worked with the CVHC to renew their contract. There were no major changes, other than the addition of a position filled by Jay Lovelady.</p> <p>Rodney Newton- said Southside had a conference call in August with low participation. He said training and education is starting to pick up in his area. Their next meeting will be October. He expressed a desire to use the same grading process for the RSAF grants that was used last cycle going forward.</p> <p>Walt Bailey- said the South Central Council had a web-meeting with very low participation, it was rescheduled and participation improved. He said they are continuing their rebuilding process. He said the Cares Act money, and how it's been utilized, was discussed. He said there were some agencies that were not aware the money could be utilized. As a result, a couple counties came up with close to a million dollars in funding to assist EMS. They have identified several agencies that have not been participating in Council meetings. Walt emailed them, and received position responses from individuals that want to participate. Walt indicated he his excited and hopeful for South Centrals potential growth.</p> <p>Robert Trimmer- reported everybody is continuing to deal with the Covid-19 response, which is keeping everybody busy.</p> <p>Cary Strosnider- reported their last meeting was virtual, but they are discussing a traditional, in person, meeting for their next. He said some concerns were brought forward from a few agencies having an issue with Southern Virginia Regional Medical Center. Cary was able to meet with those agencies and the hospital leadership. He said it was a very positive meeting and things are beginning to improve. Rodney thanked Cary for acting as liaison and mediator.</p>	
<p><b>Advisory Board Report:</b></p>	<p>Pier Ferguson said the August meeting of the Advisory Board was cancelled. They are discussing having a November meeting. She is not sure in what format that will take place, if they do meet.</p>	



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<p><b>Executive Director Report:</b></p>	<p>Heidi says staff are continuing to work on the awards program. Ryan is taking the lead on that project. She said the annual audit has begun. Heidi and Catina are working to get Elaine Ragland documents and information as she requests. She said staff continue to train with the Hospital Coalition. She said protocol changes are being implemented.</p>	
<p><b>Financial Discussion:</b>  <b>A. Quarterly Financial Statement – Action Item</b></p>	<p>Rodney thanked Catina for her report that was submitted to members in advance of the meeting. He asked if she had further to report. She did not. He asked members if they had questions regarding the report. There were none. Cary said he is still learning his treasurer role. He met with Catina after the last meeting to get a better understanding of her report and our financial operations. A motion was made to accept the financial statement prepared by Catina Downey. The report was unanimously approved.</p>	<p><b>Motion by:</b> Walt Bailey to approve the Quarterly Financial Report.  <b>Seconded by:</b> Lisa Baber  <b>Vote:</b> Unanimously approved</p>
<p><b>Current Business:</b>  <b>A. Bylaws – Action Item</b></p>	<p>At the last meeting, Rodney asked Heidi to reconvene the Bylaw Workgroup. Heidi said two of the three members were no longer on the Board. After discussing with Rodney, Heidi recommended reforming the Bylaw Committee with the four sub-council presidents. Heidi said she has already created a generic bylaw template for each of the sub-councils to entertain. She used the BOD Bylaws and each of the sub-council bylaws to create the one document. Each sub-council, if wanted, can use the template to conform to their particular membership.</p>	<p>The four sub-council presidents will form the Bylaw Workgroup. They will meet before the next BOD meeting.</p>
<p><b>New Business:</b>  <b>A. Nominating Committee – Action Item</b></p>	<p>Rodney asked for volunteer for the nominating committee. Lisa Baber, Robert Trimmer and Allen Yee volunteered. Robert will Chair the Committee.</p>	<p>Lisa, Allen and Robert are the nominating committee. Robert will Chair.</p>



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<p><b>B. Employee Qualifications – Action Item</b></p> <p><b>C. Regional Medical Director Contract – Action Item</b></p> <p><b>D. Regional PI Plan – Action Item</b></p> <p><b>E. Regional Trauma Triage Plan– Action Item</b></p> <p><b>F. CISM Policies and Procedures – Discussion</b></p>	<p>Heidi said there is no change to the Employee Qualifications. She said she has had conversation with Rodney and Lisa about updating them in the coming year. A motion was made to approve the Employee Qualifications. The motion passed with unanimous vote.</p> <p>There were no changes made to the Regional Medical Director Contract and Dr. Yee has agreed to remain on board as ODEMSA’s RMD. A motion was made to approve the Regional Medical Director Contract. The motion passed with unanimous vote.</p> <p>There were no changes made to the Regional PI Plan. A motion was made to approve the current Regional Performance Improvement Plan. The motion passed with unanimous vote.</p> <p>There were no changes made to the Regional Trauma Triage Plan. A motion was made to approve the current Regional Trauma Triage Plan. The motion passed with unanimous vote.</p> <p>The CISM Policies and Procedures was distributed in advance of the meeting with changes highlighted. During discussion, Dr. Yee had several recommendations. It was decided he would scribe the recommendations and send the document back to committee before approving the new changes. In the meantime, the Board did vote to approve the current CISM Policies and Procedures to use until updates are agreed upon. A motion was made to approve the current CISM Policies and Procedures. The motion passed with unanimous vote. Heidi said there are candidates waiting to be interviewed for the Peer Support Team. Yee and the Board agreed to allow interviews to resume using the updated procedure. Yee then suggested converting the Peer Support Committee to a “Health and Safety” Committee. The Health and Safety Committee could have a broader role, such as provider fitness and health. The Peer Support Team and it’s policies and procedures would be reviewed by this committee. Heidi will connect with Dr. Yee in the coming weeks to determine the committee make up.</p>	<p><b>Motion by:</b> Kathe Ware to approve the Employee Qualifications  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Kathe Ware to approve the Regional Medical Director Contract  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Kathe Ware to approve the Regional PI Plan  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Kathe Ware to approve the Regional Trauma Triage Plan  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Dr. Yee to approve the Peer Support Policies and Procedures  <b>Seconded by:</b> Lisa Baber</p>
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		<p><b>Vote:</b> Unanimously approved</p> <p>ODEMSA will form a Health and Safety Committee in place of the CISM Committee. Heidi and Dr. Yee will discuss membership and mission.</p>
<p><b>Business from Floor</b></p>	<p>Walt suggested ODEMSA recognize members for their service when they leave the organization. Heidi said that could and should be done. He then asked about the process for finding a replacement for the Law Enforcement position. Heidi said that it had been a while, and Sean Moore was the first to go through the process, but as she recalled Board members reached out to LEO's they felt had an interest. They wanted the officers to have EMS experience. They also, because PD-15 was board heavy, wanted an officer from another Planning District. They narrowed the candidates to two and offered them an interview. Walt said he may know of a candidate; he will reach out to the person.</p> <p>Robert asked if the ODEMSA office is following a Covid-19 policy. Heidi said we do have a policy. It's posted in the office and taped to the front entrance. Temperatures are taken, and cleaning procedures are in place. Masks and social distancing are implemented. Dr. Yee said he wants to make sure there is a written document. Rodney said he will send Heidi their document. Dr. Yee said the document should include how employees are notified if an exposure occurs.</p> <p>Pier asked some questions about the protocols that Dr. Yee answered.</p> <p>Rodney asked about the Field Coordinator position. Heidi said she will be advertising that position in the next few weeks.</p>	<p><b>Motion by:</b> Walt Bailey to recognize board members and committee chairs that retire each year during the award ceremony.  <b>Seconded by:</b> Dr. Yee  <b>Vote:</b> Unanimously approved</p> <p>Heidi will post a notice on the website for the Law Enforcement position.</p> <p>Rodney will send Heidi their office written procedures.</p> <p>Heidi is going to advertise the Field Coordinator position.</p>



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<b>Next Meeting</b>	December 9, 2020 (Location – TBD)	
<b>Adjourn</b>	The meeting was adjourned at 7:58pm	