



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

December 15, 2021
7 p.m.

Board Members Present: Heidi Hooker, Allen Yee, M.D., Robert Trimmer, Pier Ferguson, Walt Bailey, Lisa Baber, Willoughby Hundley, M.D., John Fallen, Cary Strosnider

Board Members Absent: Ray Mason, Rodney Newton, Greg Neiman, Kathe Ware, Jimmy Lee Pair, John Vasquez

ODEMSA Staff: Ryan Scarbrough

Other: Catina Downey, CPA, Chris Vernovai, Elaine Ragland, CPA

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

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
Meeting Called to Order	The quarterly meeting was called to order at 7:04pm by Board Vice-President Walt Bailey. The meeting was, once again, held virtually via web-conference due to an increase in Covid-19 cases caused by a new variant of the virus. Introductions were made and Walt welcomed guests. Walt then introduced John Fallen to members. John will be representing PD-14 on the Board as the Prehospital Representative. Walt said the newly elected PD-14 Healthcare Representative, Ashley Andrews, will meet with us at our next meeting - A quorum was determined. The Agenda was approved. The September meeting Minutes were approved. (00:00-03:19)	Motion by: Pier Ferguson to approve Agenda. Seconded by: Cary Strosnider Vote: Unanimously approved Motion by: Pier Ferguson to approve the September Meeting Minutes. Seconded by: Cary Strosnider Vote: Unanimously approved



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<p>President Reports: A. Board President B. PD-13 C. PD-14 D. PD-15 E. PD-19</p>	<p>Rodney Newton- No Report (29:12-29:21) Rodney Newton- No Report (29:22-29:31) Walt Bailey- Reported that his mother passed away just days before their scheduled meeting. Members decided to reschedule their meeting to a later date. Walt said he has reached out to agency leadership and that agencies still struggle with dealing with the pandemic. In particular they struggle with hospital offload times and agency staffing. He said everyone is working together and doing the best they can do under the circumstances. (29:32-30:06) Robert Trimmer- Reported Covid-19 cases are once again increasing in the area. He said agencies are still experiencing long wall times. He noted a Chesterfield Fire unit spent over 3 ½ hours at a hospital. He said call volume remains high. He said the agencies in Metro-Richmond are staying very busy. (30:07-30:48) Cary Strosnider- Reported Crater Sub-Council did meet in October. He said they voted to keep Cary as President and Dawn as Vice-President for another year. He said this will be for a one-year term. The new Bylaws will be voted on in January and the elections from then will be on the even years as stated in the new Bylaws. He said questions were raised about the Trauma Protocol dealing with pediatrics. He said the questions related to who a provider calls for a termination of efforts during a trauma code. Dr. Yee let Cary know that Medical Direction did make and approve changes to that protocol. It now says to call the closest trauma center now. (30:49-33:29)</p>	
<p>Advisory Board Report:</p>	<p>Pier Ferguson said the Advisory Board met November 12th. She said the meeting is normally held in conjunction with the EMS Symposium but because there is normally so much going on during Symposium it was decided the meeting would be moved to the week after. She said discussions continue that would allow for more virtual meetings. She reported there's an effort to make AED more accessible. She said the Trauma Committee switched committee Chair. (33:30-37:12)</p>	



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<p>Executive Director Report:</p>	<p>Heidi said the Patient Distribution Center (PDC) remains busy. Since the last BOD meeting ODEMSA is now doing longer shifts during the day (8a-11p), we are doing the entire weekend shifts (Sat 8a – Mon 11p). So, VCU is doing the midnight shift (11p-8a) M-F with ODEMSA covering the rest of the week. She said she has worked on a proposal, as requested, to show what it would cost to fund the PDC, 24/7/365. She presented the draft proposal and answered questions. Heidi said she worked with Lisa Baber on the Job Descriptions for ODEMSA and CVHC staff. Heidi said since meeting last she submitted the Regional EMS Council Re-Designation Application. She said the next step in that process will be a site visit from OEMS and the Designation Team. She expects that will take place early Spring. She said she’s been working with the Executive and Personnel Committee regarding issues with CVHC. Heidi said an MOA has been submitted to Steve to review with the CVHC Advisory Group. Heidi said multiple meeting have occurred regarding the MOA including with Matthew Marry at VHHA, the CVHC Advisory Group Chairs and members of the Western Virginia EMS (WVEMS) Council. Heidi said since the last meeting ODEMSA held its Annual Award Ceremony. For the second year in a row it was a virtual ceremony, that aired live on Facebook. Heidi said two regional winners won the Governor’s EMS Award, the High School Senior Madyson Wilkerson and our Contribution to Health and Safety winner Kelley Rumsey. Heidi encouraged members to watch the ceremony on Facebook or the ODEMSA website if they hadn’t had a chance to watch already. (37:13-48:09)</p>	
<p>OEMS Report: Chris Vernovai</p>	<p>Chris Vernovai said OEMS will soon be sending information regarding a retreat for the Council Directors with OEMS. For now, it’s planned during the week of the State Advisory Board meeting. He said OEMS has cancelled the November and December webinars that occur monthly with the councils. He said he has the new MOU that needs to be signed. It was decided by the BOD that Walt would sign since Rodney was out of town. (48:10-52:20)</p>	



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<p>Financial Discussion:</p> <p>A. Quarterly Financial Statement – Action Item</p> <p>B. Annual Financial Report – Action Item</p>	<p>Catina submitted the financial report to members in advance of the meeting. She said she had no outstanding information to report, and that there were no items she felt needed their attention. A motion was made to accept the financial statement prepared by Catina Downey and reviewed by Treasurer Cary Strosnider. The motion was unanimously approved. (52:21-53:58)</p> <p>Elaine Raglan’s firm performed the Annual Audit. She provided the financial statements to the BOD prior to the meeting for review. Elaine then went through the document with members. She said this audit was harder than normal because of a perfect storm of events (1) With the Covid-19 Pandemic much of the financial documentation transferred to electronic transactions. (2) ODEMSA changed its payroll service (3) Business transformed to a mostly virtual platform. All of these factors making the audit a little harder and taking more time to pull together. With that said Elaine commented that Catina, Heidi and the entire staff were very cooperative. Elaine noted recommendations to help improve internal controls within the organization. A motion was made to accept the Annual Audit performed by Stephen M. Ragland, Ltd. Certified Public Accountants. The motion passed with unanimous vote. (03:20-29:12)</p>	<p>Motion by: Allen Yee to approve the Quarterly Financial Report. Seconded by: Robert Trimmer Vote: Unanimously approved</p> <p>Motion by: Cary Strosnider to approve the Annual Report prepared by Elaine Ragland, CPA of Stephen M. Ragland, Ltd. Seconded by: Lisa Baber Vote: Unanimously approved</p>
<p>Current Business:</p> <p>A. CVHC MOA</p> <p>B. Regional EMS Council Designation - Update</p>	<p>Heidi said ODEMSA was presented with an MOA from CVHC. The committees working on that document decided to take a different direction and use the same MOA template used by WVEMS. Heidi said our committee have made major changes to the document. Heidi and Lisa discussed a few of the modifications made by ODEMSA. Before submitting the document to CVHC and Attorney did review the agreement. Lisa thanked Walt for engaging the attorney with short notice. The document is now with the Coalition for their review. Walt stated this document is only valid through June 30. He said he’d like to get an early start on the FY23 agreement to make further tweaks, if desired. (53:59-1:00:30)</p> <p>Heidi gave an update during the Executive Director Report. (1:00:31-1:00:32)</p>	



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<p>New Business:</p> <p>A. Annual Report – Action Item</p> <p>B. COOP Plan – Action Item</p> <p>C. Bylaws – Action Item</p> <p>D. CTS Schedule – Action Item</p> <p>E. Diversion Committee Chair Appointment</p>	<p>Ryan Scarbrough presented the Annual Report. No errors or issues were noticed. Heidi commented that she loved the new look and add animations. A motion was made to approve the Annual Report. The motion passed with unanimous vote. (1:09:53-1:13:05)</p> <p>Heidi said the COOP Plan was updated recently with the office move to VCU. There have been no changes to the document since the last BOD review and vote. A motion was made to approve the current COOP Plan. The motion passed with unanimous vote. (1:00:33-1:01:35)</p> <p>Heidi reminded the Board that they just updated and approved the Bylaws during the last meeting. Because they are an OEMS deliverable this cycle Heidi asked them to reaffirm the vote to approve. A motion was made to approve all three items. The motion passed with unanimous vote. (1:01:36-1:02:25)</p> <p>Heidi said no vote is necessary for the CTS schedule. OEMS continues to suspend testing. Heidi said she will just make a note in her Quarterly Report to OEMS. Chris Vernovia agreed. (1:02:26-1:03:11)</p> <p>Heidi said the current Chair to the ODEMSA Diversion Committee, Zach McClusky, recently accepted a job out of state and had to resign his position as Chair. Heidi asked the Board to appoint a new Chair. After discussion the Board appointed Tim McKay with Chesterfield Fire and EMS to Chair the Diversion Committee. The Board decided to make this an interim position for a one-year term. A motion was made to ask Chief McKay to lead the Diversion Committee and if Chief McKay declines Chief Eddie Ferguson with Goochland Fire-Rescue will be approached to do the same. The motion passed with unanimous vote. (1:03:12-1:09:52)</p>	<p>Motion by: Dr. Hundley to approve the Annual Report Seconded by: Cary Strosnider Vote: Unanimously approved</p> <p>Motion by: Dr. Yee to approve the ODEMSA COOP Plan Seconded by: Pier Ferguson Vote: Unanimously approved</p> <p>Motion by: Robert Trimmer to approve the Regional Bylaws Seconded by: Pier Ferguson Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>There was no business from the floor. (1:13:06-1:15:12)</p>	
<p>Next Meeting</p>	<p>March 16, 2022 (Location – TBD)</p>	



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Adjourn	The meeting was adjourned at 8:20pm	
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