



**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**

June 15, 2022  
7 p.m.

**Board Members Present:** Heidi Hooker, Rodney Newton, Allen Yee, M.D., Robert Trimmer, Pier Ferguson, Walt Bailey, Lisa Baber, John Fallen, John Vasquez,

**Board Members Absent:** Cary Strosnider, Ashley Andrews, Willoughby Hundley, M.D., Greg Neiman, Kathe Ware, Jimmy Lee Pair, Jean Dellinger

**ODEMSA Staff:** Catina Downey, CPA, Ryan Scarbrough, David Calkins, Bobby Lukhard, Pete Svoboda, Roger Warden

**Other:** Chris Vernovai

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

<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 7:00pm by Board President Rodney Newton. The meeting format was hybrid, with some meeting “in person” at the ODEMSA Office and the rest joining virtually via web-conference. Introductions were made and Rodney welcomed guests. A quorum was determined. The Agenda was approved. The December meeting Minutes were approved. (00:00-02:03)	<p><b>Motion by:</b> Walt Bailey to approve Agenda.  <b>Seconded by:</b> Robert Trimmer  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to approve the March Meeting Minutes.  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p>



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<p><b>President Reports:</b>  <b>A. Board President</b>  <b>B. PD-13</b>  <b>C. PD-14</b>    <b>D. PD-15</b>  <b>E. PD-19</b></p>	<p>Rodney Newton- No Report (02:04-02:12)        Rodney Newton- No Report (02:12-02:14)        Walt Bailey- Reported the South Central Sub-Council meeting was cancelled due to multiple conflicts. He said it would be rescheduled soon. (02:15-02:29)        Robert Trimmer- No Report (02:30-02:33)        Pier Ferguson- Reported Crater Sub-Council met and voted on grants. (02:33-02:50)</p>	
<p><b>Advisory Board Report:</b></p>	<p>Pier Ferguson said the Advisory Board met May 6<sup>th</sup>. She said the sub-committees had been very active. She said the Legislation and Planning Committee has been working to designate EMS as an essential service. The Communications Committee has been trying to add a modified dispatch to address mental health emergencies. She said Emergency Management is trying to identify a vendor to print the 5-color triage tags. She added that the Provider Health and Safety Committee is encouraging agencies to address their lights and siren responses to the hospital. She said EMS for Children is still encouraging Handtevy. She added the ongoing discussions regarding the testing of decedent blood when provider exposure occurs will be designated to the Regional EMS Councils. She said the process will be distributed through the Councils. (02:51-04:55)</p>	
<p><b>Executive Director Report:</b></p>	<p>Heidi said most of the items worked on this quarter were on the agenda, but she wanted to call attention to an outdoor concert/event that is being planned in Halifax County at the Virginia International Raceway. She said Rick McClure has been working closely with planners to assure they have EMS included in their plans. Rick said the same vendors, in a similar rural setting, with a similar concert experienced 500 patients a day. This is a two day event, with over 10,000 camping sites sold. The total tickets sold be be over 40,000. Rick is an expert at planning such events, with his experience in Henrico County working the Nascar events, State Fairs and other mass events. Heidi said she would</p>	



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	<p>keep the Board updated as the event nears. She said staff are continuing to work on the awards program. (04:56-07:02)</p>	
<p><b>OEMS Report: Chris Vernovai</b></p>	<p>Chris Vernovai said OEMS has been working with the Council Directors to update the current MOU's between OEMS and the Regional EMS Councils. He said we are now in the phase where the individual councils are working on their plans. In the meantime, he said OEMS will give each Council an extension on their current contract. He said the re-designation process for the councils is complete, and the EMS Advisory Board recommended each Regional EMS Council be re-designated. Final approval will be soon by the Virginia Board of Health. He then thanked ODEMSA for supporting the EMS Memorial Bike Ride. ODEMSA staff provided lunch for riders. Catina asked Chris if funding would remain the same in the interim, between contacts, Chris replied it would. Walt informed Chris that he would like to form a partnership with OEMS to assist with the availability of medic units. The goal would be to get manufacturers to prioritize delivery of medic units. Walt asked who he should address this to at OEMS. Chris believed Adam Harrell or Ron Passmore would be best, but said he would get back to him. Chris said there is a concern due to the chip shortage. (30:45-40:12)</p>	
<p><b>Financial Discussion:</b>  <b>A. Quarterly Financial Statement – Action Item</b>   <b>B. FY23 Operating Budget – Action Item</b></p>	<p>Catina submitted the financial report to members in advance of the meeting. Rodney asked Catina if there were any concerns she wanted to point out. She did not. Rodney asked Board members if any had questions regarding the report, and they did not. A motion was made to accept the financial statement prepared by Catina Downey. The motion was unanimously approved. (07:03-08:40)</p> <p>Rodney noted the BOD Finance Committee had worked with Catina to produce the draft FY23 Budget. Catina said this budget is preliminary, because we won't know what the actual funding will be from OEMS until the new Council contracts are signed. She said the draft document is based on last years funding with small changes. Rodney noted the new budgets reflects the removal of CTS</p>	<p><b>Motion by:</b> Lisa Baber to approve the Quarterly Financial Report.  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p>



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	<p>testing and also reflects a reduction in funding from the VHHA for administering the CVHC. A discussion was had regarding a closed session request for multiple agenda items. (08:41-13:19)</p>	
<p><b>Current Business:</b>  <b>A. CVHC MOA- Action Item</b>  <b>B. Credit Card Request- CVHC- Action Item</b>  <b>C. Decrease in Funding- VHHA</b></p>	<p>The items under “Current Business” A-C were discussed during closed session. See “Business From the Floor” which discusses the motions made after exiting the closed session.</p>	
<p><b>New Business:</b>  <b>A. New OEMS Contract- Update</b>  <b>B. Staff Telework Policy –Action Item</b>  <b>C. Job Descriptions – Action Item</b>  <b>D. Personnel Handbook – Action Item</b></p>	<p>Heidi updated members of the new contract progress. Heidi said the Councils and OEMS have completed the contract template. She showed a sample of what the contract will look like. She said the BOD Finance just saw it the week before and that she will be working closely with them until a draft is ready to be presented to the full membership. (13:20-15:40)</p> <p>Heidi requested that staff continue to telework 4 days a week. After discussion it was decided three days a week would be allowed. A motion was made to allow three days of telework. The motion passed with unanimous vote. (15:41-18:22)</p> <p>Heidi said she worked with the BOD Personnel Committee to review and revise the job descriptions. Lisa Baber said the Personnel Committee reviewed the updates and that they were pleased with the end results. A motion was made to accept the job descriptions as presented. The motion passed with unanimous vote. (18:24-20:15)</p> <p>See “Business From the Floor” at (30:07). The Personnel Handbook was discussed during closed session.</p>	<p>The Trauma Triage Plan was approved in the first quarter.</p> <p><b>Motion by:</b> Dr. Yee to allow three days of telework with two days in office  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Pier Ferguson to accept the job descriptions as presented  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p>



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<p><b>E. Peer Support Policies and Guidelines- Action Item</b></p> <p><b>F. Regional Protocols- Action Item</b></p> <p><b>G. Restocking and Medication Box Policies- Action Item</b></p> <p><b>H. Diversion Plan- Action Item</b></p>	<p>Heidi said the Peer Support Committee has reviewed their policies and guidelines. This is coming to the Board for approval upon recommendation from committee. A motion was made to accept the Peer Support Policies and Guidelines as presented. The motion passed with unanimous vote. (20:16-21:29)</p> <p>Heidi said they Medical Direction Committee voted to put the Medication List in alphabetical order. That was the only change at this time. She did note the committee is working on additional changes in particular the Epiglottitis Protocol. A motion was made to accept the Regional Protocols as presented. The motion passed with unanimous vote. (21:30-22:56)</p> <p>Heidi said there has been no change to the Restocking and Medication Box Policies and Guidelines since the Board last voted on them. A motion was made to accept the Regional Restocking and Medication Box Policies as presented. The motion passed with unanimous vote. (22:57-)</p> <p>Heidi mistakenly believed that recent updates to the Diversion Plan had only been approved by a workgroup of the Diversion Committee. Dr. Yee advised the document had been brought to the full Diversion Committee and that they had voted on updates. It was decided an electronic vote would be made after members were given adequate time to review the plan. On June 20<sup>th</sup> the Board voted to accept the Regional Diversion Plan. The plan will now be known as the “EMS Patient Transport Destination Plan”. (16:26-27:32)</p>	<p><b>Motion by:</b> Pier Ferguson to accept the Peer Support Policies and Guidelines as presented  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Pier Ferguson to accept the Regional Protocols as presented  <b>Seconded by:</b> Lisa Baber  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to accept the Regional Restocking and Medication Box Policies as presented  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Robert Trimmer to accept the Regional Diversion Plan, now known as the EMS Patient Transport Destination Plan as presented  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Approved</p>
<p><b>Business from Floor</b></p>	<p>A motion was made at this time to enter closed session by Dr.Yee and seconded by Lisa Baber. (27:33-28:00)</p>	<p><b>Motion by:</b> Lisa Baber to submit, to the CVHC Advisory Board and VHHA, a</p>



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	<p>After returning from closed session a motion was made to submit, to the CVHC Advisory Board and VHHA, a letter from the ODEMSA BOD that will be a request for funding for provision of services along with a proposed updated MOU. The motion passed with unanimous vote. (28:00-29:20)</p> <p>A second motion was made to open a second credit card account with a credit limit of \$8,000 total for the use by the Coalition. This will be in lieu of their current credit cards and contingent upon the signing of the MOU. The motion passed with unanimous vote. (29:21-30:06)</p> <p>A third motion was made to approve the Personnel Handbook. The motion passed with unanimous vote. (30:07-30:45)</p>	<p>letter from the ODEMSA BOD that will be a request for funding for provision of services along with a proposed updated MOU  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to open a second credit card account with a credit limit of \$8,000 total for the use by the Coalition. Contingent upon signing the MOA and in lieu of the current credit cards.  <b>Seconded by:</b> Allen Yee  <b>Vote:</b> Unanimously approved</p> <p><b>Motion by:</b> Allen Yee to approve the Personnel Handbook  <b>Seconded by:</b> Walt Bailey  <b>Vote:</b> Unanimously approved</p>
<b>Next Meeting</b>	September 14, 2022 (Location – ODEMSA Office with a Virtual Option)	
<b>Adjourn</b>	The meeting was adjourned at 7:35pm	