



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 7, 2022
7 p.m.

Board Members Present: Heidi Hooker, Rodney Newton, Allen Yee, M.D., Robert Trimmer, Walt Bailey, Lisa Baber, Willoughby Hundley, M.D., Jimmy Lee Pair, Kathe Ware,

Board Members Absent: Ashley Andrews, Jean Dellinger, John Fallen, Pier Ferguson, John Vasquez, Greg Neiman, Cary Strosnider

ODEMSA Staff: Ryan Scarbrough

Other: Catina Downey, CPA, Chris Vernovai

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 7:01pm by Board President Rodney Newton. The meeting format was virtual. Introductions were made and Rodney welcomed guests. A quorum was determined. The Agenda was approved. The September meeting Minutes were approved. (00:00-01:08)	Motion by: Walt Bailey to approve Agenda. Seconded by: Robert Trimmer Vote: Unanimously approved Motion by: Walt Bailey to approve the September Meeting Minutes. Seconded by: Robert Trimmer 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 (01:09-01:16) Rodney Newton- Rodney said the Southside Sub-Council is working on their plans for the January Super CE Weekend in South Boston. He said it will be a two day class. He said this will be the last year to hold it in its current location, because the building has been sold. So, they will be searching for a new host. (01:16-01:47) Walt Bailey- Walt reported they had their first in-person meeting in a while. He said they are in a re-building process. He said there are several new people stepping up to the plate with various role and responsibilities. He advised, Chris Russell is the new Public Safety Director for Charlotte County. He will take an active role with the council. Cumberland is interviewing for a new Fire Chief. Once that person is hired, Walt said they will reach out to them for involvement as well. Amelia County has also made recent changes, and their representative will join at the next meeting. South Central Sub-Council will not meet in December, so the next meeting is scheduled for February 2023. (01:48-02:54) Robert Trimmer- Robert reported they held their officer elections. Robert said he remains president. Mike Watkins remains vice-president. (02:55-03:15) No Report (03:16-03:26)</p>	
<p>Advisory Board Report:</p>	<p>Pier Ferguson was not able to attend, but she did provide a written Advisory Board Report that was read aloud by Rodney.</p> <p>Good Evening!</p> <p>Unfortunately, I cannot attend the ODEMSA Board meeting as the first Wednesday of each month is the GVRS Board meeting. There are some OMD topics that I need to present. The 3 important topics were:</p>	



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	<ol style="list-style-type: none"> 1. Designation of EMS as essential service—legislation being presented in upcoming session to reflect that EMS <i>shall be provided to localities</i> instead of the current verbiage of shall seek to provide. Mike Watkins commented that emergency services are provided in many localities ONLY because they function out of the mandated fire services. 2. The trauma committees reviewed the OEMS trauma data. It was immediately evident that many patients meeting trauma criteria were being transported to non trauma designated centers. This is noticeable in the Crater subcouncil and suggested for review. 3. Donations for Ukraine continue to be collected. Ambulances have been donated from Richmond and Lifecare. Surplus equipment and medical supplies (even if expired) are being accepted. Contact ODEMSA or Kevin Dillard to arrange drop off. <p>Thank you for presenting and please reach out if there are any questions—</p> <p>Rodney asked if there is a cutoff date to donate items to Ukraine. Heidi said she will find out and send something out. (03:27-06:22)</p>	
<p>Executive Director Report:</p>	<p>Heidi said ODEMSA won the Governor’s EMS Award for Innovation Excellence in EMS. The award was presented at the EMS Symposium Banquet in November. She said the award submission highlighted to work done to build and staff the Patient Distribution Center (PDC) for a period of 6 months. Heidi said Stave Parrott approached her and Catina to ask if ODEMSA would consider handling the accounting for the CVHC preparedness exercises. Heidi explained if we agreed, ODEMSA would invoice the hospitals/agencies requesting the class then pay the instructors from the funds received. Steve would want the remaining funds to be used as discretionary income, separate from his VHHA funds. Rodney confirmed this request is not in the current contract. Heidi replied that Rodney was correct, it is not addressed in the current contract. Catina said the accounting is not time consuming, but that it did sound like he wants to do a</p>	<p>Motion by: Walt Bailey to table the request from Steve Parrott to have ODEMSA administer the accounting for CVHC Preparedness Exercise classes until more information is given. Seconded by: Kathe Ware Vote: Unanimously approved</p>



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	<p>lot of classes. She said a separate account would need to be opened. She also recommended ODEMSA be compensated for the additional time. Rodney opened the floor for discussion. After a lengthy discussion it was decided to table the request until more information is provided. (06:23-17:33)</p>	
<p>OEMS Report: Chris Vernovai</p>	<p>Chris Vernovai said staff are recovering from a busy month with Symposium and the EMS Advisory Board meeting running back-to-back, and they are all looking forward to the upcoming holidays. He said the MOU's are set to go active January 1, 2023. The ODEMSA contract recently came back to OEMS with incorrect financial numbers on it, so it will be corrected and signed again. Chris said he did not expect a delay in the January 1st implementation date. He said on Friday December 9th the VDH Email System, a google platform, will be migrated to Microsoft Outlook. He said the OEMS staff will not have access to their email until Monday or Tuesday the following week. (17:33-21:04)</p>	
<p>Financial Discussion: A. Quarterly Financial Statement – Action Item B. Annual Financial Report - Update</p>	<p>Catina submitted the financial report to members in advance of the meeting. A motion was made to accept the financial statement prepared by Catina Downey. The motion was unanimously approved. (21:05-22:05) Catina reported that our auditor, Elaine Ragland has been working diligently on the audit, but circumstances beyond her control have delayed the audit from being finalized. ODEMSA applied for a deliverable extension with OEMS and that was approved. With that said, Catina reported that Elaine is close to being done. Chris Vernovai added that the extension is good until the next quarter, so it can be reported out with the 3rd quarter deliverables. (22:06-24:12)</p>	<p>Motion by: Walt Bailey to approve the Quarterly Financial Report. Seconded by: Jimmy Lee Pair Vote: Unanimously approved Annual Financial Report – OEMS granted a one-quarter deliverable extension.</p>
<p>Current Business: A. ODEMSA/OEMS Contract- Update</p>	<p>The update on the ODEMSA/OEMS contract was given during Chris Vernovai's report. Heidi added that she had spoken to Adam Harrell to let him know ODEMSA is interested in the "Hybrid/Hybrid" model that was discussed during the contract meeting with OEMS. She said that she, Chris and Tim Perkins are to meet in January to review the job description. Heidi said when all</p>	



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	<p>is said and done, our full-time Field Coordinator position will be an OEMS employee stationed at ODEMSA with immediate supervision by the Executive Director of ODEMSA. Because OEMS offered two positions during the meeting (Field Coordinator and Training Director) Heidi is going to ask if they will consider doing the same with the Office Manager position verses the Training Director. (24:13-25:41)</p>	
<p>New Business: A. Annual Report- Action Item B. COOP Plan –Action Item C. Bylaws – Action Item D. CTS Schedule – Suspended – No Action E. Financial Assistance Review</p>	<p>Ryan presented the Annual Report draft, noting areas that need updated after December 31st. Robert Trimmer pointed out two misspelled words. Chris Vernovai suggested the Annual report be submitted in the third quarter with the Annual Financial Report since we need the final financials to close it out. Chris said when most Councils, request an extension on their audit an automatic extension is given for the Annual Report. Members decided it would be best to approve both documents together. The Annual Report will be due with the quarter 3 deliverables per Chris Vernovai. (25:43-28:53)</p> <p>Heidi reported there were no changes to the COOP Plan or to the Bylaws. A motion was made to approve both the COOP Plan and the BOD Bylaws. The motion passed with unanimous vote. (29:54-29:41)</p> <p>The CTS sites continue to be suspended. Rodney asked if this will be in the new contract. Heidi said it has been removed. She added that OEMS has requested the Councils assistance with testing re-entry and challenge candidates. Chris said there are on average 500 a year statewide. He said OEMS is asking the Councils to play an intricate part in accomplishing testing for those groups. (29:42-31:11)</p> <p>Rodney said it is time for us to choose candidates to serve on the Financial Assistance Review Committee (FARC). After discussion the Board</p>	<p>Annual Report – OEMS granted a one-quarter extension.</p> <p>Motion by: Robert Trimmer to approve the COOP Plan and the BOD Bylaws Seconded by: Kathe Ware Vote: Unanimously approved</p>



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<p>Committee (FARC)- Action Item</p>	<p>chose to nominate, in rank order, (1) Robert Trimmer (2) Jimmy Lee Pair (3) Rodney Newton. A motion was made to nominate Robert Trimmer, Jimmy Lee Pair and Rodney Newton for the state FARC Committee. The motion passed with unanimous vote. (29:43-33:46)</p>	<p>Motion by: Walt Bailey to nominate to the State Financial Review Committee (FARC) in rank order (1) Robert Trimmer (2) Jimmy Lee Pair (3) Rodney Newton Seconded by: Lisa Baber Vote: Unanimously approved</p>
<p>Business from Floor</p>	<p>There was no business from the floor. (33:47-34:44)</p>	
<p>Next Meeting</p>	<p>March 15, 2023 (Location – ODEMESA Office with a Virtual Option)</p>	
<p>Adjourn</p>	<p>The meeting was adjourned at 7:35pm</p>	