

Council Meeting Minutes
Fame EMS
Lewistown, Pa. 17044

January 8, 2009

- I. Call to Order and Introductions
President Dave Jones called the meeting to order at 7:35 PM.
Introductions were made.
- II. Roll Call (sign-in sheet)
A sign-in sheet was circulated.
- III. Approval of Agenda
A motion was made by Scott Rhoat, 2nd by Chris McCoy to approve the Revised Agenda, with the addition of an EMSOF discussion. Motion passed.
- IV. Approval of Minutes
A motion was made by John Shirk, 2nd by Scott Rhoat to approve the October 2, 2008 Council & Board Meeting Minutes. Motion was passed.
- V. Financial Reports, October-December, 2008
Scott Rhoat questioned whether or not the balance sheet they were given reflects monies in our money market fund. After some discussion it was decided that the reports should reflect our total assets. The Financial Committee will look into it at their next meeting. A motion was made by Chris McCoy, 2nd by Scott Rhoat to approve the Financial Reports for October-December, 2008. Motion passed.
- VI. Staff Reports
Scott Rhoat questioned the county match item on Tim's staff report. Tim reported that to date, he has received a letter from Centre County that our request for funding has been approved within the County 2009 budget. He will follow up with the other counties. A motion was made by Craig Wheeler, 2nd by Mick Abrashoff to accept the staff reports as submitted. Motion passed.
- VII. Reports
Operational Committees
 1. Finance Committee
The Board gave Tim permission to work with Citizens Bank to set up a Certificate of Deposit. Once the CD is opened, monies will be moved from the checking account to a CD to receive a greater return in interest. A small balance will be left in the checking account to cover monthly bills and if more monies are needed, a transfer from the CD can be made.
 2. Council Committees-MAC, QI and Strike Teams
Jim Urban gave a report from the MAC Meeting. Discussion was held concerning strike team deployment and workmen's compensation. Tim also reported that, per the Bureau of EMS, letters concerning strike team deployment monies have been mailed and services should be receiving their checks soon.

Jim also reported that the QI Committee Meeting was cancelled due to low attendance.

3. Organizational/Representative
None

VIII. Old Business
Projects

Tim reported that the EMS Act is expected to be reintroduced by the end of the month and he is optimistic that it will pass within the first quarter of 2009. This is a number one priority for the Department of Health.

Tim also reported that the 2008 Rural AED Grants have been completed with the purchase of eight AEDs, along with three individual churches who purchased their own AEDs at our grant price. Training for the organizations that received AEDs is currently being done and hope to have all organizations trained by the end of the month. Tim thanked Port Royal EMS for their help in the training. Tim reported that the AED Grant Applications for the next grant year are out and Council would like applications by the end of the month. All of Clinton, Juniata and Mifflin Counties are eligible for grants monies; Rush Township is the only one in Centre County that will be eligible for the grant monies.

Tim reported that all EMSOF contracts are back with the exception of one. If the contract is not received by the end of the month, the money will be reallocated. Discussion.

Tim extended his thanks to Mount Nittany Medical Center for their assistance with the 12 Lead Project by agreeing to be the receiving station for the regional hospitals. To date, Mount Nittany, Centre LifeLink EMS, Moshannon Valley EMS, Lock Haven EMS and Goodwill Hose Ambulance Association are capable of sending EKGs. All but Moshannon Valley can send strips to all receiving facilities they transport to. Rich Kelley, Mount Nittany Medical Center will work with Moshannon Valley to enable them to do the same in the near future. Also, Lewistown Hospital plans to purchase a receiving station to receive EKGs from Fame EMS and Port Royal EMS in the near future. Discussion was held.

Tim reported that Council is looking into hiring a part time person to assist staff with cleaning training equipment and inventory. Discussion was held as to legal liabilities, tax repercussions and any injuries received on the job. Craig Wheeler made a motion to give Mark and Tim the authority to hire a part time person for this position, as they see fit, 2nd by Mick Abrashoff. Motion passed. Dave Jones asked that staff create a job description and submit to the Board for their review.

Dave Jones reported that he and Tim met with Attorney Terry Williams concerning the current Council Personnel Policy. Dave discussed the proposed changes to the manual. Tim has rewritten the current policies with the suggested changes from the attorney. The policies were made available to the Board members for their review. Craig Wheeler suggested approving the personnel policy manual as distributed and realize that this is a dynamic document that would allow the personnel committee to review and modify in the future but giving the committee something to work with right now. A motion was made by Craig Wheeler, 2nd by Scott Rhoat to accept the personnel manual presented. Motion approved. A Personnel Committee was appointed consisting of Dave Jones, Scott Rhoat, Rusty Blessard and tentatively Jackie Leister (Tim will contact Jackie to see if she is interested). A motion was made by John Shirk to authorize the Personnel Committee to approve Resolutions upon the committee's approval, 2nd by Craig Wheeler. Motion approved. Tim asked that Resolution #2009-08 be approved tonight which would give Mark or Tim the authority to turn over uncollected monies to the District Magistrate for collection. Dave Jones called for a five minute recess for the Personnel Committee to review the Resolution. Meeting was called back to order by Dave Jones.

The Personnel Sub-Committee decided to approve all resolutions with the exception of one, Resolution #2009-06, which needs substantial revisions based on the new health insurance purchased for the employees.

Tim reported that the Council staff reviewed, per the Finance Committee's recommendation, several health benefit packages in December and agreed on using Geisinger Health.

Tim reported that per the Finance Committee's request, he consulted with the Council insurance company concerning bonding board members against commercial fraud. The Director and Administrative Assistant are bonded at \$300,000 and remaining staff and Board Officers are at \$150,000. Board Members agreed that the \$150,000 bond for the three members who sign checks would be sufficient.

Tim played the video from the Fort Indiantown Gap drill that was produced by the Bureau of EMS.

IX. New Business

Rural AED-previously discussed under Old Business

Organizational Issues/Business

Lengthy discussion on EMSOF. Craig Wheeler made a motion, 2nd by Mick Abrashoff to send a survey polling the regional EMS services and asking for their input on distribution of EMSOF funding. Motion passed.

Other New Board Business

Tim reported that the Bureau of EMS is working on a new State EMS Plan. Pennsylvania is a pilot state for a nationwide plan. Beginning July 1, 2009 the regions will be required to conduct local stakeholders meetings to receive input into Regional Plan to feed into the State Plan.

Tim reported that the generator is to be installed Monday, January 12, 2009. Due to the lack of heat and electricity the office will be closed that day. Announcements are to be sent to all services and the Bureau of EMS that we will be closed.

X. Date/Location of Next Meeting

April 2, 2009-Central Juniata EMS at 7:30 PM

XI. Adjournment

A motion was made to adjourn by Craig Wheeler, 2nd by Mick Abrashoff. Motion passed.

January 8, 2009
Council/Board of Directors Meeting
Sign-In Sheet

1. Mick Abrashoff, Delegate, Fame EMS
2. Scott Rhoat, Delegate, Bellefonte EMS
3. Rhoda Yoder, Delegate, Lewistown Hospital Ambulatory Care Service
4. Dave Jones, Delegate, PSU
5. Calvin Shirk, Alternate, McVeytown EMS
6. Chris McCoy, Delegate, Milroy EMS
7. Kent Knable, Delegate, Centre LifeLink EMS
8. Richard Shilling, Delegate, Mifflin County Consumers at Large
9. John Shirk, Delegate, Central Juniata EMS
10. Clarence Blessard, Delegate, Bucktail Medical Center
11. Craig Wheeler, Delegate, AHA Affiliate
12. Brian Williams, Alternate, Fame EMS
13. Tim Nilson, Staff, SMEMSC
14. Jim Urban, Staff, SMEMSC