

Council Board Meeting Minutes  
Council Office  
523 Dell Street  
Bellefonte, Pa.

August 6, 2009

- I. Call to Order and Introductions  
President Dave Jones called the meeting to order at 7:40 PM.  
Introductions were made.
- II. Roll Call (sign-in sheet)  
A sign-in sheet was circulated.
- III. Approval of the Agenda  
Dave Jones asked if there were any amendments to the Agenda.  
Additions added to the agenda were the Financial Committee overview to be given by Craig Wheeler, By-Laws Committee overview by Scott Rhoat and Personnel Committee overview.  
A motion was made by Craig Wheeler, 2<sup>nd</sup> by John Shirk to make the amendments to the Agenda. Motion passed.
- IV. Approval of the Minutes, June, 2009  
Phil Lucas asked for an amendment to the minutes. Troy Long is to be recorded as an alternate for Port Royal EMS not Fame EMS and add Phil Lucas to the attendance sheet.  
A motion was made by Craig Wheeler, 2<sup>nd</sup> by Clarence Blessard to approve the minutes with the change made to the sign-in sheet.  
Motion passed.
- V. Financial Reports, June, 09-July, 09  
Discussion on the financial reports that were posted. Board asked that a new report be printed reflecting the twelve month contract period instead of the thirteen month report posted. Approval of reports were tabled until new report could be printed.  
Dave Jones reported that he had received confirmation from PEHSC that the Governor had approved a Bridge Budget. This bridge budget will allow funds to start flowing again across the State including the approval of EMSOF. The Department of Health will be processing the funding to the Councils soon. Dave Jones reported that the Council has purchased a new conference phone to be used for meetings being held that have off-site participation.
- VI. Staff Reports

Staff reports were reviewed. Dave Jones reported that the Penn State Drill was conducted on August 1<sup>st</sup>. John Shirk questioned as to why the Juniata County Exercise Drill did not receive reimbursement from the State. John Shirk stated that they had met the requirements. Tim Nilson reported that he had talked with Allen Weaver, Juniata County and was told that the Drill was not conducted in compliance with DOH reimbursement guidelines and would need to be submitted as an "other" BEMS approved drill. Tim Nilson also stated that the funding was to come from last year's grant and that last year's monies had been expended prior to receiving the applications. Tim Nilson will look into the possibility of funding the Drill. Craig Wheeler stated that he would contact Tim Nilson on Monday.

Phil Lucas also questioned Jim Urban as to why an Epi-Pen class had been denied in Mifflin County. Jim Urban stated that they had not completed the proper paperwork to be approved as an Epi-pen service. If the service only wants con-ed then the course can be approved, otherwise they must complete the appropriate paperwork.

Scott Rhoat questioned Jim Urban as to why a service was denied relicensure and if it was detrimental to patient care. Jim Urban stated that the service decided to put the other unit out of service rather than meet the licensure requirements and that it was not detrimental to care as the service has two units.

Financial Report discussion was resumed. New copies of the financial report were circulated. After some discussion, it was decided to have the Financial Committee meet and decide what information would be needed. Scott Rhoat questioned the possibility of a new reporting method. Craig Wheeler suggested a report that would give starting and ending balances without the details. Scott Rhoat also asked to see the Non-DOH budget line items. Mick Abrashoff also questioned the Profit & Loss Report. The Financial Committee will consist of Craig Wheeler, John Shirk, Scott Rhoat and Gerard Banfill. A motion was made by Clarence Blessard, 2<sup>nd</sup> by John Shirk to approve the Financial Report presented at the meeting. Motion approved. Tim Nilson also reported that the Audit will be completed prior to the October 1, 2009 and will be available at that meeting.

## VII. Reports

### 1. Operational Committees

#### a. MCI/Strike Teams

Jim Urban reported that strike team members who were deployed to Louisiana for Hurricane Gustov attended a recognition ceremony in June in Harrisburg.

Jim Urban also reported that the Black Moshannon Drill went well with approximately 25 people attending. Jim Urban stated that the Strike Team Meeting for August had to be cancelled due to the lack of a State budget.

Tim Nilson reported that the Council purchased an oxygen generator system to be used to fill O2 tanks to support hospitals and ambulance services in emergency situations. Tim Nilson also reported that back-up cameras have been purchased for the truck and all trailers. Jim Urban stated that the truck camera has been installed. Tim Nilson also reported that he has been informed that the OPHP Hospital Trailers are overweight. Trailers were to be at 10,000 lbs and currently are at 17,000 lbs. Tim Nilson stated that a third trailer is being considered to distribute the weight from the other two trailers. Gerard Banfill stated that the trailers may not be overweight according to the GVW. Tim Nilson will have the trailers weighed.

b. MAC

Jim Urban reported that a MAC Meeting is scheduled for August 26, 2009. Jim Urban stated that two services submitted applications to become BLS CPAP Services. To date, only one has completed the application and is certified as a CPAP Service.

c. QI/QA

Dave Jones reported that Council is looking at a way to complete the tele-temp QI/QA program. Currently there is an issue with the tubes cracking. Romaine Naylor suggested Council contact Fishers Scientific concerning tubes that would be able to withstand extreme heat and cold similar to what on-board drugs are exposed to. Gerard Banfill questioned why we are not trying to correct the problem and would like to see measures taken to prevent extreme service garage temps. Scott Rhoat recommended that Council work with regional services to offer a temporary solution. The next QI/QA Meeting is scheduled for August 26<sup>th</sup>, immediately following the MAC Meeting held in Juniata County. Jim Urban also reported that the CO Monitors are being distributed to all regional services. Jim asked that if anyone has a monitor that has been activated to please contact the Council. Phil Lucas will deliver the monitors to the Mifflin County Services.

2. Council Committees

a. By-Laws Committee

Scott Rhoat reported that to date he has not received any comments/suggestions concerning the By-Laws. Discussion was held concerning the two year term limits; issue of a delegate resigning/removed whether the alternate can automatically fill that delegate position; what to do with a delegate position if the delegate resigns from the organization. Scott also wants correction to the ensure/insure wording under the Secretary/Treasurer section. Scott Rhoat also questioned whether the Regional Medical Director is an employee and ramifications if they are. Scott Rhoat suggested that the Medical Director should not be allowed to sit on the Board.

Gerard Banfill would also like clarification as to whether after serving two 2 year terms if that delegate resigns and no one is interested who would serve on the Board. Discussion. Scott Rhoat asked that an email be sent to all delegates asking for their input on the By-Laws by September 1, 2009.

b. Membership Committee

Dave Jones asked for appointments to be made to serve on the Membership Committee. Membership Committee will consist of: Clarence Blessard, Chairman and Chris McCoy. The Membership Committee will be charged with reviewing the membership list and enlist participation to the Council. Suggested that term limits should follow Board terms and that organizations must reappoint a delegate every two years. A letter will be sent to all member organizations for renewal appointments by September 27, 2009. If a delegate wishes to vote at the October Meeting, a letter must be received giving 48 hour notice advising who that delegate will be.

c. Craig Wheeler made a motion, 2<sup>nd</sup> by Scott Rhoat to appoint a Personnel Committee who would use their own discretion to come up with a mechanism to evaluate all staff members. Personnel Committee will consist of: Scott Rhoat, Chairman, Gerard Banfill, Clarence Blessard, Jackie Leister and Dave Jones.

d. Financial Committee

Craig Wheeler reported that the Board charged Tim Nilson with securing a line of credit with Kish Bank, Bellefonte, Pa. Tim Nilson has been working with Mike Confer, Kish Bank to secure funds in case of a budget impasse so that Council may continue to operate. Discussion was also held concerning moving our truck loan from Citizens Bank to Kish Bank. There is a penalty for early pay-off so the decision was made to look at refinancing with Kish Bank in January after the early pay-off is no longer in effect. Also, discussed changing credit cards from Citizens Bank to Kish Bank. Decided for the time being to let the credit cards with Citizens Bank.

3. Organization/Representative

Nothing to report

VIII. Old Business

1. State EMS Plan

Tim Nilson reported that two meetings were conducted; one with Staff and one with the Council Board to review and submit assessments to PEHSC. Assessments were forwarded to PEHSC in July.

2. 2008-2009 Contract Finalization

Tim Nilson reported that the 2008-2009 Contract has been closed and that the Audit will be completed and submitted to the Board at the October Meeting.

Scott Rhoat asked if monies were still available for the EMS Pin Recognition and if it will be an ongoing project. Tim Nilson stated that he had monies to cover the EMS Pins that will be distributed every year.

IX. New Business

1. Finances/Contract/State Budget

Craig Wheeler made a motion, 2<sup>nd</sup> by Mick Abrashoff to move all monies from Citizens Bank to Kish Bank. There will be three accounts: Business Checking, Business w/interest Money Market and a SMEMSC Money Market Local Fund that will have the original \$67,000 deposited into it. Motion passed. As per previous practice with Citizens Bank, Tim will be a signatory and Cathy will have the ability to access account information.

2. Nominating Committee Appointment

Dave Jones appointed a Nominating Committee consisting of: Gerard Banfill, Chairman, Mick Abrashoff, John Shirk and Adam Hoover. Jackie Leister, Clarence Blessard, Scott Rhoat and Chris McCoy are up for re-election. Nominations must be received by September 1, 2009. Nominations will also be taken from the floor the night of the meeting.

3. EMSOF

Tim Nilson asked about regional EMSOF projects and the availability for monies to fund approximately 15 CO monitors to finish last year's project. Gerard Banfill made a motion, 2<sup>nd</sup> by Clarence Blessard to approve monies for the 15 CO monitors that we need to finish distributing to several more services. Motion passed.

Tim Nilson asked that a meeting be set up before the October Meeting to assess the needs of purchasing bariatric litters within the Region. Jim Urban will send a letter to all EMS services to see who may want to participate in this project. Tim Nilson wants letter to include that EMSOF monies for the upcoming year will be directed toward purchasing bariatric litters.

- 4. Other Business
  - Nothing to report.
  
- X. Good of the Organization
  - Nothing to report.
  
- XI. Date/Location of Next Meeting
  - The next Council Meeting will be held on October 1, 2009 at 7:30 PM. A motion was made by Gerard Banfill, 2<sup>nd</sup> by Clarence Blessard that all Council Board of Directors meetings be conducted at the Council office with tele-conferencing in Mifflin County. Location for the October's Full Council Meeting will be determined. Motion passed.
  
- XII. Adjournment
  - Meeting was adjourned at 9:35 PM.

COUNCIL MEETING

Attendance Roster

August 6, 2009

1. Clarence Blessard, Delegate, Bucktail Medical Center
2. Gerard Banfill, Delegate, Lock Haven EMS
3. David Jones, President, Delegate, Penn State University
4. Craig Wheeler, Secretary/Treasurer, Delegate, American Heart Association
5. Mick Abrashoff, Delegate, Fame EMS
6. John Shirk, Delegate, Central Juniata EMS
7. Scott Rhoat, Vice-President, Delegate, Bellefonte EMS
8. Phil Lucas, Delegate, Mifflin County EMA
9. Romaine Naylor, Delegate, American Red Cross
10. Adam Hoover, Delegate, Mount Nittany Medical Center-Emergency Dept.
11. Jim Urban, Staff, Seven Mountains EMS Council
12. Cathy Grimes, Staff, Seven Mountains EMS Council