

# DRAFT

Council Meeting Minutes  
Bald Eagle Area High School  
October 1, 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  
A motion was made by Craig Wheeler, 2<sup>nd</sup> by John Shirk to approve the agenda.  
Motion passed.
- IV. Financial Report-08-09 Contract Finalize & 09-10 Contract Overview  
Craig Wheeler gave a review of the new financial balance sheet. Tim Nilson mentioned that the Council has switched the checking and investment accounts to Kish Bank. Tim stated the reason for the switch to Kish Bank was that Citizens Bank did not want to issue a line of credit to cover Council expenses during the budget impasse. Tim also noted that Council was fortunate that monies were received before we had to use the line of credit. Tim thanked Scott Rhoat for putting him in touch with Mike Confer, Kish Bank. Tim also thanked Mike Koon and Diana Shepley for the foresight in setting monies aside for these times. The Council truck loan is still with Citizens and will be switched in January. Tim reported that Rick Bair, CPA is finishing the Audit and should have it available within the next two weeks to be posted to the delegate website . No problems were encountered with the Audit. We posted a net gain of \$12,193.00 for the contract year; \$10,000 of it is for the Emergency Preparedness category. Tim stated that Council recently received an additional \$269,000.00 to our contract. This puts the Council budget at \$600,000.00. A motion was made by Gerard Banfill, 2<sup>nd</sup> by Clarence Blessard to approve the financial report. Motion passed.
- V. Staff Reports  
Staff reports were made available for delegate review.
- VI. Reports
  1. Operational Committee
    - a. MCI/Strike Team  
Jim Urban reported that the strike teams from Bellefonte EMS and Lock Haven EMS, along with Council staff and the LTS EMS Council assisted in setting of the portable hospitals for the Little League World Series. Jim thanked Scott and Gerard for their assistance. Jim stated that the last strike team meeting had to be cancelled due to the budget impasse. The next strike team meeting is scheduled for November, 2009. Currently there are nine strike teams in our region. Tim Nilson

reported that the Council has purchased an oxygen generator for mass casualty incidents and would support emergency hospitals during disasters. Discussion on O2 tank fill times.

b. MAC Meeting

Jim Urban reported that the last MAC Meeting was cancelled. A special MAC Meeting was conducted in September to discuss H1N1 vaccinations and the possible usage of regional paramedics to help administer these vaccinations.

c. QI/AQ

Jim Urban reported that the initial distribution of CO2 monitors to all services has been completed. Jim stated that should a monitor activate, the service must complete an activation report and send to the Council. Scott Rhoat questioned the status of the tele-temp project. Jim stated that there has been a problem with the first phase and asked for input on ideas to solve.

2. Council Committees

a. By-Laws

Scott Rhoat discussed the revisions made to the By-Laws. Scott stated that he did not receive any input from other delegates. Scott reported that the Council is considered a QRS on the Council membership but does not have voting power. Clarence Blessard questioned term limits for board members. Scott explained that the a delegate membership will continue until a service requests a change in representation. If someone is unable to finish a term, the new board representative would finish the term until the next election. The revised By-Laws will be posted on the delegate website.

b. Membership

Clarence Blessard reported that letters were sent to all existing delegates/organizations requesting updated appointments to allow these delegates to have voting power at the October meeting. Council did receive some updated appointments.

c. Finance

Craig Wheeler stated that the Finance Committee Report was covered earlier in the meeting under the Financial Report.

d. Personnel

Scott Rhoat reported that the new evaluation guidelines have been completed and will be distributed to all staff. Scott stated that the new guidelines were used for the interviewing/hiring of the Emergency Preparedness Specialist position.

e. Nominating

Dave Jones asked for nominations from the floor.

3. Organization/Representative

Gerard Banfill reported that he had the opportunity to work with strike teams from Seven Mountains EMS Council and the LTS EMS Council and was proud of the Seven Mountains strike teams that participated in the Little League World Series hospital set-up. He stated that it was a great learning experience.

Scott Rhoat reported that Bellefonte EMS recently purchased a truck that will be available to respond to mass casualties and is capable of towing the hospital trailers. The truck is also capable of transporting five personnel and will be available as a resource to the region.

Tim Nilson presented a power point showing the Council mass casualty trailers, OPHP trailers and pickup truck. Tim stated that the truck was purchased for staff usage and MCIs. The regional Council purchased the MCI trailer with DOH monies. This trailer would be dispatched as a support/command vehicle for the strike teams. The trailer is equipped with a pelican case 800 radio system. Tim reported that another MSEC trailer was also purchased with Public Health DOH monies to be used as a fifty bed hospital and can be set up in a school basketball court. This trailer would be used in evacuations, medicine distribution and vaccination clinics among other uses. The OPHP has purchased six mobile hospitals, one of them being stationed in the Council region. These portable hospitals, along with a second trailer with supply equipment, will be utilized in mass casualties as field hospitals.

VII. Business

1. Pandemic/H1N1 Planning Overview

Tim Nilson reported that the Council will be assisting in vaccine inoculations for EMS providers in the Region. Dr. Neal, along with Council, will provide training to paramedics who are interested in assisting. May also need to assist school districts in inoculations. The plan is to have several sites available across the Region to administer the H1N1 shots. Tim stated that the DOH plans to make funds available to pay paramedics for their time. Phil Lucas suggested that Council purchase liability insurance. Tim stated that he would look into the Federal Prep Act and liability. Randy Rockey suggested that Council request a letter in writing from the DOH on assumption of liability. Craig Wheeler questioned in the event of a pandemic who would assume financial liability for supply restocking. Tim stated that he would seek financial assistance from the DOH for restocking.

2. Emergency Preparedness Specialist

Tim Nilson reported that the DOH has awarded six Councils with monies to hire an additional staff member to oversee mass casualty planning and response. The DOH funded \$80,000 this year and an additional \$100,000/year for the next two contract years. This position will be a permanent position. Rich Kelley questioned whether the Council would have enough space to add an additional person. Tim stated that Council is currently looking into alternative sites or remodeling. Tim also reported that the Council is also considering buying a car for staff travel.

3. Discussion/Action on By-Laws Committee Report  
Scott Rhoat asked for approval of the new By-Laws. Rich Kelley motioned to accept the draft By-Law revisions, 2<sup>nd</sup> by Ron Burris. Motion passed by two thirds vote. By-Law changes went into effect immediately and will be posted on the delegate website.

4. Election of Directors for October 1, 2009-October 6, 2011  
Dave Jones asked for nominations. Kent Knable nominated Scott Rhoat for Centre County. Craig Wheeler motioned to close nominations, 2<sup>nd</sup> by Gerard Banfill. Motion passed.

Gerard Banfill nominated Clarence Blessard for Clinton County. Craig Wheeler motioned to close nominations, 2<sup>nd</sup> by Gerard Banfill. Motion passed.

Mick Abrashoff nominated Troy Long for Juniata County. Troy Long declined. John Shirk nominated Jackie Leister for Juniata County. A motion was made by Gerard Banfill, 2<sup>nd</sup> by Craig Wheeler to close nominations. Motion passed.

Mick Abrashoff nominated Jeremy Breon for Mifflin County. Craig Wheeler motioned to close nominations, 2<sup>nd</sup> by Ron Burris. Motion passed.

Gerard Banfill made a motion to have the Secretary cast a unanimous ballot, 2<sup>nd</sup> by Kent Knable. Motion passed.

Dave Jones also stated that he would like to thank Chris McCoy for his service to the Council.

5. Other Business  
Craig Wheeler questioned the status of the trailers and their weights.  
Discussion. Tim reported that the DOH is looking into purchasing a third hospital trailer to help distribute the weight of the other two trailers.

Craig Wheeler questioned the status of EMSOF and the purchasing of bariatric litters. Jim Urban reported that Council is recommending purchasing litters at approximately \$12,000 each; \$3,000 per county. To date there are three services interested.

Tim Nilson asked the Board for permission to be a part of the Incident Management Team for the South Central Mountains Task Force. Scott Rhoat made a motion to approve, 2<sup>nd</sup> by Gerard Banfill. Motion passed.

VIII. Good of the Organization  
None.

IX. Date/Location of Next Meeting

The next full Council meeting will be October 7, 2010 at the Bald Eagle Area High School at 7:00 PM.

X. Adjournment

Craig Wheeler made a motion to adjourn, 2<sup>nd</sup> by Ron Burris. Motion passed.  
Meeting adjourned 9:10 PM.

COUNCIL MEETING ATTENDANCE SHEET

Bald Eagle Area High School

October 1, 2009

1. Dave Jones, President, Delegate, University Ambulance Service
2. Megan Lucas, Delegate, Goodwill Hose Ambulance Assoc.
3. Cathy Grimes, Staff, S MEMSC
4. Jeff Simcisko, Delegate, Snow Shoe EMS
5. Clarence Blessard, Board Member, Delegate, Bucktail Medical Center, MSTU
6. Ronald Burris, Delegate, Centre County Fire Services
7. Tammy Swope, Alternate, Clinton County OES/PSAP
8. Joanne Furl, Delegate, Clinton County OES/PSAP
9. Randie Warner, Delegate, Consumers at Large
10. Scott Rhoat, Vice-President, Delegate, Bellefonte EMS
11. Sandra Neal, Delegate, Port Matilda EMS
12. Rhoda Yoder, Delegate, Medic 29, Lewistown Hospital Ambulatory Care
13. Robert Delaney, Guest, Renovo Fire Dept. QRS
14. Kari Kepler, Delegate, Renovo Fire Dept. QRS
15. Adam Hoover, Delegate, Mount Nittany Medical Center -Administrative
16. Paul Sattazahn, Delegate, Haneyville Fire Co. QRS
17. Rich Kelley, Delegate, Mount Nittany Medical Center-Medical
18. Gerard Banfill, Board Member, Delegate, Lock Haven EMS
19. Troy Long, Delegate, Port Royal EMS
20. Mick Abrashoff, Board Member, Delegate, Fame EMS
21. John Shirk, Board Member, Delegate, Central Juniata EMS
22. Deborah Hopkins, Alternate, Lewistown Hospital
23. Kent Knable, Delegate, Centre LifeLink EMS
24. Bob Reck, Delegate, Mifflin County Government
25. Tim Nilson, Staff, S MEMSC
26. Jim Urban, Staff, S MEMSC
27. Max Park, Delegate, Lewistown Hospital
28. Phil Lucas, Delegate, Mifflin County EMA
29. Craig Wheeler, Delegate, AHA

## DRAFT

### EXECUTIVE BOARD MEETING Bald Eagle Area High School October 1, 2009

- I. Call to Order and Introductions  
President Dave Jones called the meeting to order at 9:20 PM.  
Introductions were made.
- II. Roll Call (sign-in sheet)  
Sign-in sheet was circulated.
- III. Approval of the Agenda  
Previously approved at Council Meeting
- IV. Approval of Minutes-August, 2009  
Previously approved at Council Meeting
- V. Financial Reports-August, 09-September, 09  
Previously approved at Council Meeting. Board did ask for a more detailed financial report which Tim provided.
- VI. Election of Officers-October 1, 2009-October 7, 2010  
John Shirk nominated Dave Jones for President. Craig Wheeler motioned to close nominations, 2<sup>nd</sup> by John Shirk. Motion passed.  
  
Gerard Banfill nominated Scott Rhoat for Vice-President. Craig Wheeler motioned to close nominations, 2<sup>nd</sup> by Clarence Blessard. Motion passed.  
  
Scott Rhoat nominated Gerard Banfill as Secretary/Treasurer. Craig Wheeler made a motion to close nominations, 2<sup>nd</sup> by John Shirk. Motion passed.  
  
John Shirk asked that the Secretary cast a unanimous ballot, 2<sup>nd</sup> by Craig Wheeler. Motion passed.
- VII. Old Business  
Tim Nilson reported that the hospital trailers that are overweight have been Weighed (including tongue weight). Hospital 1 Trailer weighed 14,000 lbs. w/truck and Hospital 2 Trailer weighed 15,240 lbs w/truck. Discussion.  
Tim reported that Council is working on distributing trailer weights.

VIII. New Business

a. Emergency Preparedness Specialist

Tim Nilson reported that twenty seven resumes were received. Five potential candidates were interviewed and a decision was made for hiring. Tim will be doing a background check on Friday and hopes to offer the job by early next week. Salary offer will be \$46,500 and will also include moving expenses. Would like to have a start date of early November. A motion was made by Craig Wheeler, 2<sup>nd</sup> by Gerard to establish the position of the Emergency Preparedness Specialist as defined in the contract amendment. Motion passed. Discussion on renovation/relocation to other office space to accommodate an additional staff person. Scott Rhoat suggested that Tim come up with a needs plan with other options and report back to the Board.

b. Other New Business

Council Meeting dates were set for the coming year. Meetings will be held on the first Thursday of the month at 7:00 PM for January, April, June, July, August and October. The October meeting is the full Council Meeting. Craig motioned that meeting time be changed from 7:30 PM to 7:00 PM, 2<sup>nd</sup> by Scott Rhoat. Motion passed.

Craig Wheeler questioned why Council billed Fame EMS for triage tags to be used at the upcoming Mass Casualty Class in Lewistown. Council staff was under the impression that this class was being funded through the South Central Mountains Task Force. Discussion. Dave Jones stated that if the taskforce is paying the bill, let as is. If Fame is paying the bill then Council will void invoice.

Tim Nilson reported that he received a request from Centre LifeLinkEMS to conduct a data study on intoxicated patients. It was decided that Council would not be responsible and that Centre LifeLink would need to go to an Institutional Review Board.

Tim asked for approval to join the Incident Management Team. Board approved his request and Tim asked to have a written agreement that would cover workman's compensation when he is working under the IMT.

Tim also reported that he checked into workman's compensation for services when they are deployed to another state whether or not they would be insured. Tim was assured that services would be covered.

IX. Date/Location of Next Meeting

January 7, 2010, 7:00 PM at the Council office.

X. Adjournment

Meeting was adjourned at 10:10 PM.

EXECUTIVE BOARD MEETING  
Attendance Sheet  
Bald Eagle Area High School  
October 1, 2009

1. Dave Jones, President, Delegate, University Ambulance Service
2. John Shirk, Delegate, Central Juniata EMS
3. Mick Abrashoff, Delegate, Fame EMS
4. Craig Wheeler, Secretary/Treasurer, Delegate, AHA
5. Clarence Blessard, Delegate, Bucktail Medical Center, MSTU
6. Scott Rhoat, Vice-President, Delegate, Bellefonte EMS
7. Gerard Banfill, Delegate, Lock Haven EMS
8. Troy Long, Delegate, Port Royal EMS