

DRAFT

Executive Board Council Meeting Minutes

Council Office

January 7, 2010

7:30 PM

- I. Call to Order and Introductions
President Dave Jones called the meeting to order at 7:40 PM. Introductions were made.
- II. Roll Call
A sign-in sheet was circulated.
- III. Approval of Agenda
A motion was made by Scott Rhoat, 2nd by Gerard Banfill to accept the agenda as mailed. Motion passed.
- IV. Approval of Minutes of Executive Board Committee Meeting
October 1, 2009
Dave Jones requested corrections to the October, 2009 Minutes that were mailed; change QI/AQ to QI/QA and CO2 to CO. A motion was made by Gerard Banfill, 2nd by Mick Abrashoff to accept the minutes as corrected. Motion passed.
- V. Financial Report-October-December, 2009
Gerard Banfill read the financial report to members present. Tim reported that we move monies as needed from the Kish Bank Business Investment Account to the Kish Bank Checking Account. Tim Nilson also reported that he will be meeting with Kish Bank concerning moving the truck loan to Kish Bank from Citizens Bank. Due to loan agreements we have been unable to move the loan account to Kish Bank. Tim Nilson reported that he will be invoicing the Department of Health for the remainder of EMSOF funds. Gerard Banfill questioned when he could expect DOH reimbursement for his strike teams' participation at the Williamsport Little League World Series in August, 2009. To date, nothing has been received. Tim Nilson will contact Beth McAteer at the Dept of Health to determine status of reimbursement. Tim Nilson also reported that strike team monies will soon be available to forward to our teams. After review of the financial reports, Scott Rhoat asked for clarification on an entry in QuickBooks. The approval of the financial report was tabled until Cathy Grimes could verify.

VI. Staff Reports

All staff reports were made available to delegates, excluding Ray Lowe, who gave a verbal report on his activities due to his recent employment to Council.

VII. Reports

1. Operational Committees

a. MAC

Jim Urban reported that Dr. Neal attended the State MAC Meeting and that the Committee is working on a Geriatric Trauma Protocol and a Fire Fighter Scene Rehab Protocol. Jim also stated that the State MAC is looking at reimbursement for Epi-pen and CPAP usages for participating services.

b. QI/QA

Jim Urban reported that the Council has received four CO activations since the CO monitors have been distributed to our EMS services. One was operator error and the remaining three were residential.

Jim Urban also reported that Atomidate has been used four times this year and the medical directors have reviewed and approved the usage.

Jim stated that he distributed a temp monitor to PSU and will be working with them on this project. Scott Rhoat questioned whether there is a solution to the current temp monitoring problems. Discussion.

Jim reported that the EMS Act was approved in August, 2009 and is posted on the Council website. The DOH plans to conduct town hall stakeholders meetings across the State in late spring, early summer. Jim also stated that the Advanced EMT Level is on hold until the Rules and Regulations are updated.

Jim reported that the Council has eighteen paramedics that are certified to administer the H1N1 vaccines. Council has assisted with Penns Valley High School's clinic along with the Public Health clinics in State College.

Jim reported that he has received approximately half of the medical command forms for regional paramedics for this year.

At this time, Cathy Grimes provided an updated financial report for the delegates present. After review, a motion was made by Scott Rhoat, 2nd by Gerard Banfill to approve the financial report. Motion passed.

2. Council Committees

a. Membership

Tim Nilson reported that with the new By-Laws, every delegate must have a current appointment letter for their delegate position. All delegates have a current appointment letter with the exception of the American Heart Association which Craig Wheeler represented until the recent By-Law changes. Tim Nilson was directed by the Executive Board to draft a letter in Gerard Banfill's behalf, to send to Craig Wheeler requesting that he provide a current appointment letter or he would no longer be able to participate as a delegate or board member. Dave Jones requested Cathy Grimes contact Clarence Blessard, Chair of the Membership Committee, to have him bring back an appointment for the April Council Meeting from one of the following organizations; Red Cross, Penn State, ENA or Hospital Receiving Facilities.

Dave Jones also asked if any Board Member would be willing to serve as a representative to PEHSC. The next PEHSC meeting is scheduled for March 17, 2010. Anyone interested is to contact Dave Jones. Tim Nilson also asked that the Council present Craig Wheeler with an award honoring his time served. Tim Nilson stated that he would have Craig's years of service for the next meeting.

b. Finance

Dave Jones clarified the representation to the Finance Committee. Gerard Banfill is the Chairman, John Shirk and Scott Rhoat are the Committee Members.

c. Personnel

Scott Rhoat reported that the Personnel Committee has completed Tim Nilson's annual evaluation as Director. The Personnel Committee met with Tim in December to review. Staff evaluations were conducted by Tim Nilson in December, 2009.

3. Organization/Representative

Nothing to report.

VIII. Business

1. Emergency Preparedness Specialist

Tim Nilson introduced Raymond Lowe as the Council's newly hired Emergency Preparedness Specialist.

Ray joins the Council from the military with a medical background. Ray has met with other regional council personnel and will be working within a thirteen county area assisting with MCI plans and emergency preparedness. Joe Schmider, Director, Bureau of EMS, Department of Health plans to meet with all six Councils, who received monies for this position, along with the task forces to review the Emergency Preparedness Specialist job responsibilities.

2. Pandemic/H1N1 planning overview

Tim Nilson reported that the public health clinics that the Council assisted with in State College went well. Council also sponsored four clinics within our region; one each in Clinton, Centre, Mifflin and Juniata Counties. Council clinics were open to all EMS, Fire and Police organizations within our region. The next scheduled clinic that Council will be assisting with will held in Clinton County on January 8 & 9, 2010. Tim showed delegates the shirts that Council purchased and distributed to all personnel assisting with the clinics. Two hundred and fifty eight vaccines were administered to provider personnel participating in the clinics conducted by the Council. Tim also reported that the un-met needs assessment through PEMA/EMS worked well.

3. Council Office

Tim Nilson presented the delegates with a floor plan for our projected office expansion. Tim stated that he has met with current landlord, Tom Watson, to discuss renovations to the current office building. Tom Watson is to get back with Tim on cost of expansion, what our monthly rent would be and also signing of a long term lease (five to ten years). Dave Jones stated that the office must be Code and ADA compliant. Dave Jones and Scott Rhoat also would like an estimate on concrete pads for EMS trailers to be set on or possibly a pavilion so that they are protected from adverse weather conditions.

4. Provider Equipment Discussions

Jim Urban gave a report on EMSOF funding. Jim stated that the carbon monoxide monitors monies have already been allocated. Jim reported that \$12,000 had been set aside for bariatric units. If Mifflin County should decide to not participate that would give approximately \$4,000 to the other counties that wish to participate. Discussion was held on prices to outfit ambulances to become bariatric units.

Jim reported that he has received seven AED replacement requests. Discussion on 60/40 funding for services requesting AEDs.

Discussion on the regional 12 lead EKG project. One service has requested a 12 lead monitor. Jim stated that the project was completed when Lewistown Hospital came on-line. The Region is now at 100% 12 Lead EKG capability. Lewistown Hospital has been transmitting approximately 6-12 leads per week.

Jim reported that Recruitment/Retention is also an issue.

Asked whether delegates would like to see a Recognition Dinner for EMS providers or possibly putting money aside to offset text/tuition money for students wishing to become FR/EMT certified. Suggested funding was \$100 per student.

Jim reported that the total amount of funding requested for all projects is \$86,046 with \$53,301 available. Tim Nilson asked that the 12 lead monitor be tabled until next year's funding cycle. Delegates agreed to table monitor purchases. Further discussion was held on the tuition reimbursement and bariatric units. Dave Jones suggested that a special committee meeting be set up to review requests and have everyone submit their suggestions within the month.

Dave Jones also wants letter sent again to all services asking if they are interested in becoming a bariatric unit service. Dave Jones appointed Mick Abrashoff and Gerard Banfill to work with staff on this project.

5. Project(s)

Tim Nilson reported that in February, Ray Lowe will be requesting monies from the Department of Health for MCI/Disaster equipment. Must submit system improvement proposals to Ray Lowe before February.

6. Other Business

Tim Nilson reported that Council will not be sponsoring and EMS Night with the Spikes this year. Tim suggested that he would like to see the money put toward an EMS Recognition Dinner.

Tim Nilson submitted to the Board two resolutions for approval. One is the 2010 Holiday Schedule and the other is Compensation Time Resolution. Scott Rhoat made a motion to approve the Holiday Schedule, 2nd by Mick Abrashoff. Motion passed. Mick Abrashoff made a motion, 2nd by Gerard Banfill to approve the Compensation Resolution. Motion passed.

Scott Rhoat welcomed Jon Eich as a delegate to the Council.

- IX. Good of the Organization
Nothing to report.
- X. Date/Location of Next Meeting
April 1, 2010, 7:00 PM at the Council office.
- XI. Adjournment
A motion was made by Mick Abrashoff, 2nd by Gerard to adjourn the meeting at 9:40 PM.

Executive Board Council Meeting
January 7, 2010
7:30 PM

Attendance Sheet

1. Jon Eich, Delegate, Centre County Government
2. Dave Jones, Delegate, University Ambulance Service
3. Mick Abrashoff, Delegate, Fame EMS
4. Randy Rockey, Delegate, Centre County EMA
5. Gerard Banfill, Delegate, Lock Haven EMS
6. Scott Rhoat, Delegate, Bellefonte EMS
7. Cathy Grimes, Staff
8. Raymond Lowe, Staff
9. James Urban, Staff
10. Tim Nilson, Staff