

## COUNCIL MEETING MINUTES

August 2, 2007

- I. Call to Order  
Meeting was hosted by Lock Haven EMS. Due to a lack of quorum and anticipated additional delegates, discussion was started on some informational items.
- II. Staff Reports  
Written staff reports were provided by the Administrative Assistant and Regional Training Coordinator. Staff activities were discussed including the Safe Schools courses conducted throughout the region and need for follow-up training along the same lines including PIO.
- III. Reports
  1. MAC  
Nothing new to report concerning MAC. Discussion was held on the proposed “intoxicated patient” study and its submission to the state for approval. Dave Jones is working on getting the required support for submission.
  2. Communications  
Regional EMD upgrade project (from paper to electronic) has been put aside due to funding concerns and the money allocated to that project has been re-distributed to other regional projects. Committee is going to meet and establish an agenda for future projects. Gerard expressed disappointment in the dropping of the upgrade project after so much time and effort has been committed to it. FYI: The updating of the paper protocols has been completed (last year); so, the protocols are current just not available to the telecommunicators electronically. Funding cycles were discussed.
  3. Membership  
A discussion was held concerning council membership & delegates. Tim has recommendations from the membership committee concerning organizations that haven’t participated for the last few years. Suggestions include modification of membership designation and/or meeting times/dates to increase participation. It was agreed that Tim would send out the recommendations received for discussion/consideration at the October meeting.  
  
Additional delegates entered the meeting.  
  
Meeting was called to order by Vice-Chairman Gerard Banfill at 7:46 PM.
- IV. Roll Call  
Attendees introduced themselves and stated the organization which they are representing. A sign-in sheet was circulated. Staff received telephone calls

from Lee Snyder that he is on Coroner duty, Craig Wheeler has family commitments and Vana Dainty is ill. Richard Shilling & Jim Watson are both out of the area.

- V. Approval of Minutes  
Motion by Rich Kelley, 2<sup>nd</sup> by Dave Jones to approve the minutes of the June 7, 2007 meeting as distributed. Motion Passed.
- VI. Approval of Financial Reports  
Financial Reports for the 2006-07 contract year and July 2007 were distributed and discussed. The delegates requested that a beginning and ending balance be included on future financial reports. Motion by Dave Jones, 2<sup>nd</sup> by Romayne Naylor to accept the reports and include the balances on future reports. Motion Passed.
- VII. Reports (Continued)
1. Organizational Report  
Centre Communities Chapter, American Red Cross  
Bob Barry has resigned as Health & Safety Director for the chapter effective August 1. He is working part time to orient the new director – Sandy Badger.
- VIII. Old Business
1. Proposed Legislation – HB911  
Romayne asked if the correspondence had gone out concerning our position on HB 911. Tim stated that it has been sent to all legislators representing the region, sponsors of the bill & members of the House Veterans Affairs committee and also placed on the Council web-page. We received a response from two legislators – one regional & the chair of the committee. Tim will forward copies of all correspondence to attendees.
  2. Staff Update  
Tim reported that the EMS Program Specialist position was advertised through out the Region, state, and on JEMS on-line. Eighteen individuals applied, six were chosen for interviews with four accepting. Position was offered to James Urban (formerly program specialist for NorthEast PA EMS). Jim accepted the position with anticipated start date August 20<sup>th</sup>.
  3. Project Update(s)
    - i. Mass Casualty Plan that was approved by Council at the June meeting has been copied and will be distributed for all regional EMS & EMA vehicles. They are in zippered binders with laminated job sheets for most EMS MCI positions.
    - ii. Council purchased EMS safety vests for regional services. Three vests will be provided for each EMS vehicle within the region.

- iii. Spikes Game was discussed. Participants enjoyed the evening and thanked Council for the opportunity. If done again, something needs to be done to assure attendance & increase participation.
- iv. 12 Lead Project – Medtronic has made revisions to their receiving process for 12 lead information from field providers. MAC is going to meet (8/6) and discuss how this change will affect the program as is currently being implemented within the Region.
- v. School Safety Program was presented within the Region. Program was well received and Mark is looking at hosting a PIO course.
- vi. FRED – Nittany Valley Rehab. is now on the FRED system and regional testing will be occurring tomorrow. Dave Jones questioned if it would be beneficial to place PSU EMS on the FRED system – especially for special events such as football games. Tim will get with Dave on getting them access.
- vii. Web Site – Tim is looking into modifications to the Council home page to allow for secure sharing of information that isn't necessarily for public dissemination. Phil questioned the need for another notification system. Need, implementation, etc. will be researched and may or may not be implemented.
- viii. Regional Medical Director. The open position of regional medical director was discussed. It was decided to continue advertising and see what interest may develop. Dr. Botti was thanked for her years of dedicated service to the Council and the regional EMS system as a whole – her expertise will be greatly missed.
- ix. EMSOF – Funding priorities and applications for 2007-08 EMSOF funding have been distributed (copies were also provided to those who wanted them). They will be due back in time for the committee to meet and have a recommendation for the October council meeting.

## IX. New Business

### 1. 2007-08 Contract

Essentially the same as previous years. Currently \$62,045 for EMSOF funding and continuation of Strike team & regional planning money. Two expenses that Council needs to look at this year is 1) replacement of our vehicle and 2) updating of service PCR software to be NEMSIS compliant.

### 2. Suggestion

Gerard suggested that staff pass on a recommendation to the Bureau that when they are considering changes, they contact service manager to determine impact (financial) on the services and get their suggestions/recommendations. It was stated that this information will be passed along; but, it was thought that the Bureau was already looking for and taking recommendations from services and providers. Dave mentioned that Director Schmider, while attending PEHSC meetings, has questioned the 'provider financial impact' of suggestions or recommendations made through their organization.

3. AAP Annual Appreciation Dinner

Rich Kelley asked if anyone had any information on the AAPs appreciation dinner. From what we knew, it was a tribute dinner to recognize EMS providers and the sacrifices made, especially on 9/11. Some of the money raised is to provide EMS scholarships.

4. Nomination Committee

Gerard Banfill appointed the following delegates as the nominating committee: Joanne Furl, Deborah Smeal, & Mick Abrashoff. Deborah Smeal was asked to chair the committee.

5. Mentoring Program

Deborah Smeal asked if Council had a mentoring program available for individuals who may be interested in serving on the Executive Board where they could learn the responsibilities and roles of those positions. Gerard and Dave both stated that the best mentoring program available is active participation at Council meetings giving the person knowledge of Council operations and program direction. Other than that, remaining executive board members & the Executive Director will mentor/coach/assist the new member(s) as needed. It was discussed that the Board's responsibility is to assure continuation of operations and provide guidance to staff as needed; But, the major direction of Council operations and programs is determined through the Department contract.

X. Date of Next Meeting – Next meeting will be in Juniata County (Port Royal) on October 4, 2007.

XI. Adjournment

Motion by Romaine Naylor, 2<sup>nd</sup> by Joanne Furl to adjourn. Motion Passed

### COUNCIL MEETING ATTENDANCE

August 2, 2007

1. Dave Jones, Delegate, Penn State University
2. Debra A. Smeal, Delegate, Centre County Ambulance Association
3. Rich Kelley, Delegate, Mt. Nittany Medical Center – Administrative
4. Mick Abrashoff, Delegate, Mifflin County Ambulance Association
5. Romaine Naylor, Delegate, Centre Communities (Centre Cty.) Red Cross
6. Gerard Banfill, Delegate, Clinton County Ambulance Association
7. Joanne Furl, Delegate, Clinton County EMA
8. Phil Lucas, Delegate, Mifflin County EMA
9. Clarence Blessard, Alternate, Bucktail Medical Center, Administrative
10. Tim Nilson, Staff