

# DRAFT

Board of Directors Meeting  
June 3, 2010  
7:00 PM  
Council Office

- I. Call to Order and Introductions  
President Dave Jones opened meeting at 7:10 PM. Introductions were made.
- II. Roll Call (Sign-in Sheet)  
A sign-in sheet was circulated with Mick Abrashoff, John Shirk and Phil Lucas participating by conference call.
- III. Approval of Agenda  
Scott Rhoat made several corrections to the Agenda; under #4 "Approval of Minutes" it should read "Board of Directors Meeting", not "Executive Committee" and under #6 MAC-QI/QI, it should read MAC and QI/QA as separate committees. Also the Executive Session should be held before Adjournment of Meeting. A motion was made by Clarence Blessard, 2<sup>nd</sup> by Mick Abrashoff to correct #4 and #6 and leave the Executive Session as shown on the Agenda. Motion passed.
- IV. Approval of Minutes of Board of Directors Meeting, April 1, 2010 and Special Council Meeting (Provider Equipment), April 26, 2010  
Tim Nilson requested that the April 1, 2010 Minutes be approved at this meeting due to the time frame on EMSOF purchases that must be expended by June 30, 2010. A motion was made by Scott Rhoat, 2<sup>nd</sup> by Clarence Blessard to approve the April 1, 2010 Minutes. Motion passed. A motion was made by Scott Rhoat, 2<sup>nd</sup> by Clarence Blessard to approve the April 26, 2010 Minutes. Motion passed.
- V. Financial Report-April-May, 2010  
Tim Nilson reported that the Council Audit will be completed in July or August, 2010. Mick Abrashoff questioned the vehicle income category. Tim explained that this category is for monies set aside from DOH mileage reimbursements to be allocated for future vehicle replacement purchase. Category will be changed to avoid confusion. A motion was made by Mick Abrashoff, 2<sup>nd</sup> by Scott Rhoat to accept the Financial Report as posted. Motion passed.

VI. Staff Reports

Staff Reports were distributed and reviewed. Scott Rhoat asked whether or not staff attended the Clinton and Juniata County Commissioner Meetings in recognition of EMS Week. Tim Nilson reported that he and Jim Urban attended the Juniata County EMS Week Proclamation signing but did not receive an invitation to attend Clinton County's Meeting. The proclamation for Clinton County was not received until after EMS Week.

Scott Rhoat also questioned the dates for the Instructor Update Courses and when announcements would be mailed out. Dave Jones reported that the tentative dates are June 21-24<sup>th</sup> and that a mailing should be going out shortly. Mark Wolfgang is working on finding facilities that would be willing to allow Council to use for the courses.

Tim Nilson reported that he met with Phil Lucas concerning Mifflin County funding to the Council and stated that Mifflin County will be sending monies once he gets an itemized list to Phil Lucas on funding allocations.

Phil Lucas asked about Alternate Care Sites within the region and if the Council is participating with establishing sites. Raymond Lowe reported that Council will be working with local EMAs and the Department of Health to offer Council assistance. Clarence Blessard stated that there has been some confusion between the hospitals and the Department of Health as to who is responsible for establishing sites.

VII. Reports

1. Operational Committees

a. MAC

Jim Urban reported that Marlene Stetson, Mount Nittany Medical Center, gave a presentation on preventing ventilation pneumonia at the May 27<sup>th</sup> MAC Meeting. Discussion was also held on Mechanical CPR Devices and narrow band radios. Jim stated that Lock Haven EMS has asked to become an Etomidate Service. Dr Neal also reported that Service Medical Directors cannot contradict State Protocols. The next MAC Meeting is scheduled for August 25, 2010 in Juniata County.

b. QI/QA Meeting

Jim Urban stated that the next QI/QA Meeting is scheduled for July 20, 2010.

c. Training Committee

Dave Jones reported that a Training Committee Meeting was held last month and a discussion was held concerning conducting a con-ed seminar within the Region. This discussion was tabled until later in the Meeting until Committee Minutes could be printed and distributed to those in attendance.

d. Strike Team

Ray Lowe reported that a Strike Team Meeting was conducted in May. Ray reported that a discussion was held concerning the combining of service monies into one common account allowing for group purchasing. Tim Nilson stated that he would like to see regionalized services which would allow individuals not affiliated with a strike team service to participate in strike team deployments/activities. Discussion was held concerning workmens compensation and liabilities associated with allowing individual participation. Tim asked for approval from the Board to set up a financial account for a regional strike team.

2. Council Committees

a. Membership

Clarence Blessard reported that the Membership Committee will address Council Board nominations at the August meeting for October elections.

b. Finance

Nothing to report.

3. Organization/Representative

Gerard discussed concerns with strike teams and sharing of personnel. Gerard would like to see better utilization of existing teams/personnel. Gerard requested that at the June Strike Team Meeting that all participating strike teams must have their manager, or someone who can make decisions on behalf of their team, at the meeting to discuss contracts and finances. Dave Jones directed Ray Lowe to contact all team managers requesting they be at the June 15<sup>th</sup> meeting. Tim Nilson stated that he would like to have strike team contracts/finances in order by July 1, 2010. Tim Nilson also stated that he would be working with Page, Wolfberg & Wirth Attorneys concerning strike team legalities. An Engagement Letter from Page, Wolfberg & Wirth was distributed.

At this time, business returned to the Training Committee Meeting discussion. Minutes were circulated and discussed. Dave Jones stated that the next Training Committee Meeting will be held in Mifflin County. Jim Urban reported that the PEARS Course conducted in Pleasant Gap had an attendance of sixteen. Jim stated that the class got great reviews from those attending. Jim stated that the EPC Course in Clinton County was cancelled with only three people registered. The June 12 PEARS Course currently has ten openings. The EPC Course scheduled for Juniata County has ten openings.

Scott Rhoat questioned whether or not anyone has been attending the PEHSC Meetings. Tim Nilson stated that the next PEHSC Meeting is scheduled for June 9<sup>th</sup> and that Pat Shoop plans to attend as a Council representative.

Gerard Banfill reported that he has been working with the Clinton County EMA to establish a task force to work with gas well companies for emergency responses. Clarence Blessard stated that a new course has been developed in Lycoming County that addresses gas well emergency response and care. Jon Eich reported that the Centre County Natural Gas Task Force will be conducting a meeting at CPI in July and that all are invited.

## VIII. Business

### 1. Project(s)/Contract Update

Jim Urban reported that he mailed bariatric contracts to all services that were interested in participating in the bariatric program. Currently waiting on replies back. Jim incorporated suggestions received from Board Members into the contract. Discussion was held concerning litter width and weight limits. Fame EMS was awarded Mifflin County's bariatric contract. Scott Rhoat also asked that the contract reflect the annual stipend. It was also decided that all contracts must be received by Council no later than June 20<sup>th</sup>. If not received by then, that money would be reallocated to the purchase of narrow band radios. Radios will be funded at 60/40. Jim Urban reported that Mifflin County is the only PSAP to respond back to the Council with radio requests. Council wants the number of radios that are to be replaced along with the cut-off date that the County will be switching over to narrow band.

Jim Urban stated that he has four AED contracts; two have been received by Council and one is expected. The remaining service is a recognized QRS Service and their voluntary recognition is due to expire July 1, 2010 with no effort being made to renew. Jim asked for directions as to how to proceed with the AED funding. Jim was directed to send a letter to the QRS service giving them a June 8<sup>th</sup> deadline to return their AED contract. If the contract is not received by June 8<sup>th</sup>, they will not be eligible for funding. Scott Rhoat stated that in the future he would like EMSOF contracts be completed in a timely manner.

## 2. Council Office Update

Tim Nilson reported that he met with Council Landlord, Tom Watson. Tom Watson stated that Centre County approved the office expansion but is still waiting on Boggs Township's approval. Tom hopes to start construction within the next several weeks. Tim also asked the Board about purchasing a mobile storage unit. Board tabled this issue until further information can be obtained from Tom Watson concerning prices on the units and pouring a concrete slab to set the unit on.

## 3. Other Business

Tim Nilson stated that Craig Wheeler joined the Council as a Delegate representing Lewistown Hospital in August, 1989 and served as a Delegate and later as a Board Member until 2009. A motion was made by Gerard Banfill, 2<sup>nd</sup> by John Shirk to recognize Craig's years of service with a plaque and a \$150 VISA gift card for a meal with his family. Motion passed. A motion was made by Mick Abrashoff, 2<sup>nd</sup> by Gerard Banfill to pass a resolution to recognize Craig's years of service to the Council. Motion passed.

Tim Nilson reported that he attended the sub-station opening ceremony for Central Juniata EMS.

Tim Nilson stated that EMS Week activities went well. A thank you letter was received from Mount Nittany Medical Center for the BBQ. The BBQs were well attended. Also, service recognition pins were distributed to all eligible providers.

Scott Rhoat asked that all future mass mailings to services have a cover sheet detailing what is enclosed in the mailing.

Dave Jones asked that a letter be sent to all EMS Services and 911 Centers letting them know that the Council Office will be under construction. Mick Abrashoff questioned the office expansion and if a vote had been taken on expanding the current building or if other areas had been looked at. Dave Jones stated that no vote had been taken and that Tim Nilson, as Director, has the authority to approve the expansion.

Tim Nilson reported that the Council purchased "Andy the Ambulance" as part of our Public Education Program. "Andy" has been well received and has participated in school and EMS activities.

Tim Nilson asked the Board to allow him to open a checking account at Kish Bank for the Strike Teams. Dave Jones asked to table opening an account until after the next Strike Team Meeting that is to be held June 15<sup>th</sup>. Scott Rhoat made a motion that the 2008-09 and 2009-10 strike team monies only, be used to establish a strike team account, whether money market or checking with interest, for the expenses and sole purpose of expansion of the strike teams. A roll call was requested, with five Board Members voting yes and one member voting no. The no vote was then changed to a yes vote, after Board Member consulted with their strike team manager. Motion passed. Dave Jones directed Ray Lowe to contact the Strike Teams giving them a June 30 deadline for reports that are due. If reports are not received by then, Council will retract their monies and end their contracts.

#### XI. Adjournment

A motion was made by Clarence Blessard, 2<sup>nd</sup> by Romaine Naylor to adjourn the Meeting at 9:35 PM.

#### XII. Executive Session for Personnel

Attendance Roster  
Council Board of Directors Meeting  
June 3, 2010  
Council Office

1. Dave Jones, President, Delegate, University Ambulance Service
2. Scott Rhoat, Vice-President, Delegate, Bellefonte EMS
3. Paul Sattazahn, Delegate, Haneyville Fire Co. QRS
4. Clarence Blessard, Delegate, Bucktail Medical Center
5. Megan Lucas, Delegate, Goodwill Hose Ambulance Assoc.
6. Gerard Banfill, Secretary/Treasurer, Delegate, Lock Haven EMS
7. James Urban, Staff, S MEMSC
8. Tim Nilson, Staff, S MEMSC
9. Romaine Naylore, Delegate, American Red Cross
10. Jon Eich, Delegate, Centre County Commissioners
11. Cathy Grimes, Staff, S MEMSC
12. Raymond Lowe, Staff, S MEMSC
13. Mick Abrashoff, Delegate, Fame EMS-by conference call
14. Phil Lucas, Delegate, Mifflin County EMA-by conference call
15. John Shirk, Delegate, Central Juniata EMS-by conference call

