

**SEVEN MOUNTAINS EMS COUNCIL
BOARD OF DIRECTORS' MEETING
Meeting Minutes August 15, 2019
Council Bellefonte Office**

I. Call to Order

President Mike Coldren called the Board of Directors' Meeting to order at 12:00 PM.

II. Roll Call (sign-in sheet)

A sign-in sheet was circulated and everyone was reminded to please sign. Derick Shambach called in as he was unable to attend.

III. Pledge of Allegiance & Moment of Silence

Mike asked that the attendees stand & recite the Pledge of Allegiance then remain standing for a moment of silence.

IV. Approval of Agenda

A motion was made by Gerard Banfill, 2nd by Chad Aucker to approve the Meeting Agenda as presented. Motion approved.

V. Approval of Minutes – June 20, 2019

A motion was made by Bob Edwards, 2nd by Scott Rhoat to approve the June 20, 2019 meeting minutes as presented. Motion approved.

VI. Financial Reports – June & July 2019

Financial reports provided include a Balance sheet as of July 31; Profit & Loss for both grants (2018-19 & 2019-20) from July 1, 2018 through July 31, 2019; Transaction summary from June 1 through July 31, 2019; CARES transactions from June 1 through July 31, 2019; and CARES grant income & expenses encompassing the entire grant.

Scott asked about the "Accounting/Auditing" expenses – Tim explained that included fees for the Council audit, quarterly tax filings, and QuickBooks updates, etc.

Motion by Joy Byler, 2nd by Dave Jones to approve the financial reports as submitted. Motion Passed.

VII. Council Reports

STAFF:

All staff provided written reports prior to the meeting.

Cathy – Nothing additional

Jim – Reminded everyone about the protocol update. Agencies were forwarded information about how to obtain the training – Agency Medical Directors have access to the materials.

Kim – Reminded agencies to keep up-to-date with their data entry – makes the process so much easier than letting the cases pile up.

Laura – Getting ready for 2018-19 audit & October recertification period

Mark – Announced that the location for the 2020 Spring Conference has been confirmed for Toftrees. March 13-15, 2020. Council has purchased monitor cables to assist in training of BLS personnel in the “capture & transmission of 12-Lead” as allowed in the new protocols & scope of practice.

Tim – Nothing additional.

Regional MAC/QA-QI

Last MAC meeting was June 4th via video conference from Mt. Nittany. Report was provided at the June meeting.

TRAINING COMMITTEE

Mark stated that the Mifflin County Academy of Science & Technology is now an EMS Training Institute and is advertising their first course. Working with the training sites, institutes on integration of FSDAP into their programs.

EMS LEADERSHIP

No report.

PEHSC

No report.

VIII. Business

Operations Overview

Independent Contractor Agreement – PW&W has reviewed the draft document that was presented at your last meeting. Christie says that she thinks that it meets the requirements for “independent contractor” as long as we establish a set fee (or fees) – not hourly. This was raised because of our workman’s comp. carrier (Erie Insurance) questioning our payment of evaluators/patient actors during last year’s audit. This started a fairly lengthy discussion. Tim was directed to move forward with drafting position descriptions and checking with BEMS to see if these individuals could be made part-time Council employees.

Credit Cards – FNB has a program whereby governmental agencies (they say we qualify) can accept credit card payments without the monthly fee/service charge usually associated with those terminals – fees are passed onto the card holder as a “convenience fee”. Tim thinks this is worth looking into further, especially for conference payment. He is also interested in looking at changing over to their credit cards. To participate, Council would need to establish an account with FNB – minimum \$10,000.

Motion by Gerard Banfill, 2nd by Dave Jones to allow Tim to proceed as best for Council. Motion Passed.

Finances – 2018-19 grant is finalized and Laura is preparing for the audit. Looks like we will be returning about \$5,258.15 as unspent funds – less than 1% of the grant. Mike reminded delegates to start thinking of 2019-20 provider equipment projects.

Projects

Laura reported that letters were distributed to all regional EMS agencies offering tuition reimbursement for personnel to attend the Statewide Conference. Six providers applied for grants – five for both days; one for preconference & Thursday only. That project is complete.

Mark reported that a contract was signed with FISDAP. Penn State University & Centre County Public Safety Center are using the complete package while other institutes are only offering their students the practice final tests. Mark and the coordinators are 'learning the system'. Tom Perrin discussed his experience using the program – he feels it would be beneficial for candidates in getting familiar with the computer adaptive testing process.

Jim discussed the updating of modems to allow for continued field, 12-Lead transmission by all regional ALS agencies. All regional EMS agencies are participating with only one agency completing the process as of yet.

Annual Report – Seven Mountains annual report is complete and has been submitted to the Bureau – it is on the web site for those interested. There is an annex which is due the end of this month and will be submitted on time.

Hero's Day – Juniata County is planning on holding a Hero's day (police/fire/EMS recognition) as part of this years' county fair. We are assisting in the planning of that event.

Preparedness – Staff is currently working with multiple organizations in planning EMS coverage for multiple Special Events which will be happening within the Region over the next several months. Tim is concerned about our Strike Team activities (or lack thereof) and not sure what participation he/we can expect from the regional agencies should a request be forwarded. Preparedness and preparedness assets were discussed.

Provider Equipment – As mentioned earlier by President Coldren – delegates were asked to start thinking about good provider equipment projects for 2019-20. Rich Kelley thanked Council for purchasing the modems for the 12-Lead project.

Establishment of Nominating Committee

President Coldren appointed the following as the 2019 Nominating committee: Dave Jones, Tom Perrin, & George Widger.

Other Business

Dave Jones mentioned that there is a SR #6 Town Hall scheduled for August 27th in Huntingdon County. He also mentioned that there are supposed to be a group of EMS/fire legislation introduced on Sept. 23rd.

Potential By-Law changes were discussed. These were identified about a year ago but need to be presented/approved at a regular, Council meeting. Motion by Gerard Banfill, 2nd by James Blount that the Council by-laws be amended as follows: Quorum for Council (membership) meetings is lowered from 18 to 14 & change the by-laws to allow for modification/changes at a properly scheduled Council (membership) meeting – not restricted to "regular" meetings. Motion Passed. They will be finalized and sent out to the delegates as required within the current by-laws.

Scott Rhoat asked Jim for the status of the proposed Centre County Response Plan. Jim said it was forwarded to the Bureau, for their review & input, and he is awaiting follow-up from them.

IX. Good of the Organization

- PEHSC EMS Conference – Sept. 4-6, 2019
Spooky Nook Sports Complex – Manheim PA
Pat Shoop, FAME EMS, is receiving the George Moerkirk – Outstanding Contribution to EMS Award at the conference this year.
- Sept. 7-9 is the PA EMS Memorial Bike Ride. Tannersville to Harrisburg
- Sept. 8 in the evening is the “Stars of Life” dinner
- Sept. 9 is the 911 memorial service in the State Capitol at 1pm

X. Next Meeting

October 24, 2019 at the Bellefonte Council office:
General Council Meeting – 6:30pm.
Board of Director Meeting – directly following Council meeting.

XI. Adjournment

Motion by Gerard Banfill, 2nd Chad Aucker, to adjourn at 13:54.

Attendance/Sign-in Sheet
Board of Directors’ Meeting
August 15, 2019
Council Bellefonte Office

Michael Coldren, Delegate, FAME EMS*
Bob Edwards, Delegate, Penn State University*
Scott Rhoat, Delegate, Bellefonte EMS*
Joy Byler, Delegate, Big Valley Ambulance*
Thomas Derby III, Delegate, Geisinger EMS/Berwick Ambulance*
Dayne R. Brophy, Delegate, Bloomsburg Vol. Ambulance*
Paula Miller, Delegate, EMTs Inc.
George Widger, Delegate, GCMTS
James Blount, Delegate, William Cameron Hose Co.*
Rich Kelley, Delegate, Mt. Nittany Prehospital Services
Laura Shay, Delegate, Port Royal EMS*
Chad Aucker, Delegate, Central Susquehanna Regional 911*
Dave Jones, University Ambulance Service*
Dayne Brophy, Delegate, Bloomsburg Ambulance*
Gerard Banfill, Delegate, Lock Haven EMS*
Kent Knable, Delegate, Centre Lifelink
Ed Gailey, Alternate, Mt. Nittany Prehospital Services
Kimbra Shoop, Council Staff
Tim Nilson, Council Staff
Laura Rompolski, Council Staff
Jim Urban, Council Staff
Mark Wolfgang, Council Staff

* Board Member