**DRAFT**

Board of Directors Meeting

September 16, 2014

11:00 AM

Seven Mountains EMS Council

523 Dell Street

Bellefonte, Pa. 16823

1. **Call to Order and Introductions**

President Gerard Banfill called the Meeting to order at 11:05 AM.

1. **Roll Call (Sign-in Sheet)**

A sign-in sheet was circulated.

* President Gerard Banfill appointed Dave Jones as Secretary pro tem.

1. **Approval of the Agenda**

A motion was made by Scott Rhoat, 2nd by John Shirk to approve the Agenda as posted. Motion approved.

1. **Approval of Minutes-June 19, 2014**

A motion was made by Dave Jones, 2nd by John Shirk to approve the Minutes as posted. Motion approved.

1. **Financial Report-July - September, 2014**

Tim Nilson stated that he would like to meet with the finance committee after October to determine what reports they would like to have presented. He also stated that both audits are under way and we should have them for the October meeting. A motion was made by Dave Jones, seconded by Sean Kleckner to approve the financial reports as posted. Motion approved.

1. **Council Reports**

**Operational**

**Staff**

* Mark Wolfgang - Nothing additional to add to his report.
* Howdy McGinnis - Nothing additional to add to his report.
* Jim Urban - Nothing additional to add to his report.

Questions asked about new licensure/equipment list, licensure issues, PCR reports.

* Amanda Krebs- Stancavage - Nothing additional to add to her report.

Question asked - confusion over 24/7/365.

* Laura Rompolski - Nothing additional to add to her report.
* Cathy Grimes - Nothing additional to add to her report.
* Directors Report-Tim Nilson reported that he has been going around meeting EMAs, 911 personnel and County Commissioners throughout the new area.
  + Dave Jones thanked the staff for giving us enough information to stay informed.
* Mark Wolfgang reported that we had 2 vehicle mishaps with Council vehicles within a month of each other. Mark report that nothing goes against our insurance rates.

**Training**

Mark Wolfgang reported that he has not been running a full training committee meeting, but has a hand full of selected people from the committee that have been going back and forth. Mark thanked the people that have been helping him especially Dave Jones with his contact in the college world to reach out and send emails to other community colleges. He thinks we may finally have solution to getting a Community College at an affordable price. Mark stated that he is continuing to work with Penn State and Penn Tech for possible programs. Mark stated that current cost is $825 for an EMT Class, but till the student does the prerequisite provide proof of liability insurance, be drug tested, criminal history, immunizations, etc. and must be completed before being admitted to a class the cost is a lot more. Mark report that he is taken his time and trying to find an affordable program. Gerard Banfill stated we are 9 counties strong and we need to start doing something on that scale. Mark stated that he is working on it and hopes to have something by the last quarter of the year.

EMT Classes

* EMT program at Center Life Link (going on now)
* EMT program in State College (going on now)
* EMT program DH& L Ambulance in Snyder County (January 2015)
* EMR program at West End in Union County ( TBA)

**Leadership**

Scott Rhoat reported last meeting was in August. They had a representative come in from the Hospital Association of Pennsylvania and do a 2 - 2 ½ hour demo and in-service on Knowledge Center which is an online incident management program which many of the task forces and EMAs are enrolled in. It was overview and hands-on and there should be an App out soon for I-phone and Android that you can do most of the functionally that they are currently doing with the patient tracking scanners. Next meeting is in October.

**Organizational**

**By-Laws Committee**

Gerard Banfill reported that the By-Law committee met, reviewed comments and propose the draft before us this evening. They had a good discussion for about 2 ½ hours and made some changes to the existing draft By-Laws. Major changes… Instead of having a delegate and an alternate we have two delegates for each county and a few suggestions were added that our merger attorney suggested. Our exiting By-Laws require that proposed changes are to be in the hands of any recognized representative 14 days prior to the meeting, so the proposal will be mailed to all Council delegates to meet that requirement. Gerard thanked the Committee members for their hard work.

1. **Business**

**Review/Approval of updates resolutions**

Tim Nilson reported there are four resolutions that require Board action. The first one is the work hour accrue policy – making the work week 40 hours. Laura Rompolski is ‘hourly’; all other current staff are salary employees. Personnel Policy Manual – Employee Fringe Benefits Document for all full time employees. Scott Rhoat asked if our volunteers are covered under our workmen compensation. Tim Nilson said they were covered under a separate insurance policy which was comparable to Workman’s Comp. Scott also asked if it should be included in the resolutions and Gerard Banfill stated to include a statement saying insurance coverage will be provided for Seven Mountains volunteers.

Last resolution is Internet Usage – Seven Mountains never had one so he retitled Susquehanna’s.

**Approval of resolutions**

* 2014-01 – Defining 40 hours a week as the normal work week – Motion by Dave Jones seconded by Allen Weaver. Motion approved.
* 2014-02 – Personnel Fringe Benefit Document – Motion by Dave Jones seconded by John Shirk – Motion approved.
* 2014-03 – Organizational Structure (again establishing a 40 hour work week) – Motion by Dave Jones and seconded by Scott Rhoat- Motion approved.
* 2014-04 – Internet Usage – Motion Dave Jones and seconded by John Shirk – Motion approved.

**Finalize merger report & 2013-2014 grant and audits**

The merger is finalized; all the paperwork has been submitted to the State (Dept. of State & Dept. of Health) and everything is approved. Council has a letter from Director Gibbons that the Department of Health has acknowledged and approved the merger. Director Gibbons also said to add the Susquehanna grant amount to the amount already approved for Seven Mountains, putting it where it’s needed to accomplish the grant objectives. Tim Nilson report that we should get our finalized grant back sometime in mid-October. Director Gibbons asked that we do a combined inventory of the asset from Seven Mountains and Susquehanna which has been done.

Tim Nilson reported that both audits are under way and I am hoping to have them back for the October meeting. Susquehanna will have a check to go back for around $7000.00. We also started using Docusign that the treasurer can electrically sign checks. Susquehanna accounts are pretty much cleared up. And once the audits are done the Susquehanna account will be closed and moved to Seven Mountains accounts.

The Strike team money has been cut by 40 – 50 percent. It will be put in a single statewide account that will be incorporated into the EMSI grant. There will be a Statewide Preparedness Committee that will decide how that money will be spent. If we need something, request with proper justification will be forwarded to the committee for their review and approval. Since we will not be getting any more money, when the audit is done the strike team account will be closed out. Dave Jones stated that we are 9 counties and have 7-9 trailers; I think we need to up our fleet - membership also agreed.

**2015-2016 Grant**

Tim Nilson reported that at the Directors meeting they were told all Council’s got an 8% decrease for 2015-2016. We are in fairly good shape because with the merger we have some uncommitted funds. There are some other Council’s that 8% is going to hit them really hard. And for this year there are no supplementary available funds. Gerard Banfill stated that in the future Council’s will be required to finance the contract and then await reimbursement from the State.

**Operational Committees – reorganization** Tim Nilson stated that he redid the committee application. Please take a look at it and we can get a vote on it in October and get it out to the services. He hopes to get these committees up and running sometime in October.

M**embership Committee** Delegate request letters sent out to all Susquehanna EMS Services, Hospitals, Universities, and 911 centers. We are asking each eligible agency to appoint a Delegate and Alternate. They need to have those back to Laura 48 hours before the meeting.

**Appointment of Nominating Committee** The following Directors are up in October - Gerard Banfill, Dave Jones, John Shirk, Mick Abershoff, Romayne Naylor.Due to the lateness of this meeting it was agreed that we would be unable to meet the time requirements for a nominating committee to have their report back to the secretary. Gerard Banfill stated we need to have a motion to hold nominations off the floor. Motion by Dave Jones and seconded by Sean Klechner. Motion Passed

**Other Business** Sean Klechner asked for more clarification about the Patient Care Form. Tim Nilson stated the form cannot be altered, but a hospital can produce their own form if it contains all the data elements and must stay internal. There are 2 times you are mandated to use that form- EMS to Receiving Facilities and Special Event EMS. Sean also asked is there any solution to the saline shortage. Tim stated that the problem has been forwarded to the Bureau and that there is a combined RMAC meeting on Wednesday, October 15 where it will be discussed.

1. **Good of the Organization**

Nothing reported.

1. **Date/Location of Next Meeting**

October 16, 2014- 6:30 PM – Location: Bald Eagle Area High School.

1. **Adjournment**

A motion was made by Dave Jones, seconded by Sean Kleckner to adjourn the meeting at 2:20 PM. Motion approved.

Reports are all available on the Seven Mountains website under Delegate web and the new reports are posted the close of business the Friday before the meeting.

Seven Mountains EMS Council

September 16, 2014

Attendance Sheet

1. John Shirk, Delegate, Centre Juniata EMA
2. Allen Weaver, Delegate, Juniata County EMA
3. Sean Kleckner, Delegate, Goodwill Hose Ambulance Assoc.
4. Scott Rhoat, Delegate, Bellefonte EMS
5. Paul Sattazahn, Delegate, Haneyville FC QRS
6. Kent Knable, Delegate, Centre LifeLink EMS
7. Dave Jones, Delegate, University Ambulance Service
8. Gerard Banfill, Delegate, Lock Haven EMS
9. Tim Nilson, Staff, SMEMSC
10. Cathy Grimes, Staff, SMEMSC
11. Mark Wolfgang, Staff, SMEMSC
12. Howdy McGinnis, Staff, SMEMSC
13. Laura Rompolski, Staff, SMEMSC
14. Jim Urban, Staff, SMEMSC
15. Amanda Krebs Stancavage, Staff, SMEMSC
16. Robert Hare, Americus
17. Mick Abrashoff, FAME
18. Mark Williams, Geisinger-Shamokin Area Community Hospital
19. Sandra Neal, Port Matilda EMS
20. George Widger, Greater Columbia Medical