

**Seven Mountains EMS Council
BOARD OF DIRECTORS' MEETING
Meeting Minutes
April 20, 2017
Council Office
Bellefonte, PA**

- I. Call to Order and Introductions
President Gerard Banfill called the Board of Directors' Meeting to order at 12:15 PM. Introductions were made.
- II. Roll Call (sign-in sheet)
A sign-in sheet was circulated.
- III. Approval of Agenda
A motion was made by Joe Kramer, 2nd by Scott Rhoat to approve the Meeting Agenda as posted. Motion approved.
- IV. Approval of Minutes - January 19, 2017
A motion was made by Scott Rhoat, 2nd by Derick Shambach to approve the January 19, 2017 Meeting Minutes. Motion approved.
- V. Financial Reports -
Balance Sheet; Period Transactions: Jan-March 2017; 2016-17 Grant to Date; CARE Grant
Motion made by Allen Weaver, 2nd by Derick Shambach to approve the April financial reports. Motion Approved.

Gerard asked to take the agenda "out of order" due to his need to leave the meeting early.

- VI. Business
Survey Review – PCR & Bariatric Transport
Jim reported that agency participation wasn't a high as expected. Out of 88 agencies – PCR, 31 responded; Bariatric, 35 responded; Provider Equipment projects, 10 responded. Seventeen proposals for Provider Equipment projects were listed and discussed.

Finalize 'Provider Equipment' projects for 2016-17

A fairly lengthy discussion followed including regional projects vs. agency requests; past projects; eligibility of "disposable" equipment.

Motion by Scott Rhoat, 2nd by Joe Kramer to submit a request to the Bureau to allow Council to spend our remaining \$14,002 in 2016-17 provider equipment funds on 1) Broselow, pediatric emergency tape. One for each ALS vehicle to maintain licensure standard - \$1920; 2) Infection Control TtT course at \$2700; 3) Infection Control: Exposure Control Plan workshop at \$2000; 4) remaining money to be spend on Ballistic vests. This will be a multiyear regional project; training and other requirements will be established; equipment will be the same as what is issued by SouthCentral Mountains Task Force. Program specifics are to be worked out prior to issuing of any equipment through the project. Motion Passed.

Regional Spring Conference Overview

Mark reported that the Spring Conference was a success with 132 individuals attending on Saturday and evaluations indicating very good instructors and sessions – he also talked a little bit about the Saturday evening banquet. Discussion concerning the location of the 2018 conference & continuation of a banquet evolved. Mark asked if Council would be interested in trying an ‘EMS Leadership Conference’ in the fall, in the Centre County area, which would be one or two days (maybe the same information presented Friday & Saturday) and focus on leadership/administrative issues and keep the Spring Conference in the Snyder/Montour area focusing on provider skill enhancement – this would allow for more “skill”/“hands-on” program offerings on Friday. Currently the conference is showing as roughly \$2000 to the negative – roughly the cost of the banquet.

Motion by Joy Byler, 2nd by Allen Weaver that Council staff plan on offering a Fall leadership seminar and Spring conference. Motion Passed.

Council/Commonwealth Operational Update

Tim reported on the following:

- Mergers. Council discussions with Southern Alleghenies & LTS concerning a possible merging/consolidation of the regions is currently on hold. Deputy Secretary sent a memo stating that all planned EMS Council consolidation initiatives were being postponed to allow the Department to better solicit input and review proposals. The memo also stated that the Department would assist any Regional EMS Councils that choose to voluntarily consolidate. This means that the proposal to consolidate some of the single county councils in the SouthEast isn’t going to happen as expected; but, the consolidation of EMSI & EMMCO-East will happen as planned, in July, because that is a voluntary effort. The new combined council will be called “EMS West”. Our board stands ready to continue talks with neighboring regions should an opportunity for advancement be recognized.
- Bureau Director. Director Gibbons left the Bureau of EMS at the end of March – Deputy Secretary is now currently overseeing Bureau operations until a new director is hired.
- **2017 Protocols.** Going through final of formatting and such, at the Bureau, and should be released very soon (3 weeks). Changes are expected to be minimal.
- **2017-18 Grant.** Grant budget has been received. Our budget was decreased by \$211 which is acceptable considering that the Commonwealth took a \$100,000 decrease overall within EMSOF funding. Director Gibbons also included an additional \$25,000 into our grant earmarked for the CARES program. This money is to supplement the \$258,000 in grant funding through the University of Pennsylvania to coordinate the CARES program.
- **Preparedness.** Tim expressed anxiety on the state of preparedness – not only within the Region but throughout the Commonwealth. His thoughts (NOT COUNCIL’s) is that the program is being run in a vacuum and neither the regional staff nor the regional strike teams are being treated as partners within the program. We had a strike team conference call about a month ago and participation is dismal due to an almost complete lack of information sharing. He committed to Council that 1) equipment and supplies would be in “ready” condition if needed (due in big part to Mark’s efforts) and 2) we could probably rely on regional teams to pull together an ‘get the job done’ should we have a need within the region; but, wasn’t sure what if any support we would have for other deployment and/or preparedness efforts. Region needs to start working on an Active Shooter annex to our MCI plan.

- **Council CQI.** A request was received from the Bureau to outline what the process is for follow-up of complaints that are sent for Regional QI review. Tim wanted to verify that we agreed on the following process before responding:

- o Forwarded to the EMS Agency for their review (either Agency QI or Safety or both) and for review by the Agency Medical Director. Both would respond back in writing.
- o Incident would be reviewed by the Regional Medical Director and addressed by either the regional QI committee or MAC (or both).
- o Outcome would be forwarded, as appropriate, to the agency involved, Bureau of EMS, and regionally for system improvement & provider protection/safety.

Council Board of Directors agreed to this process.

- **Staff Position.** Staff needs to get a budget proposal to the Bureau by the end of the month. We have carried an open staff position since October – not because of a lack of workload but because we weren't sure exactly what would be needed if the merger talks were successful and we wanted that flexibility. What are the Board's wishes for that position within the 2017-18 grant? Board requested that the position remain within the Budget and the Director talk with the Bureau about advertising & hiring.

- **CARES.** Tim introduced Kimbra Shoop as the PA CARES Coordinator who is housed within the Council. He applauded her efforts in getting the 2016 CARES information completed so the reports can be printed – currently happening. He said once that is done, short term goals are for in-person introductions within the other Regions, to establish the networking, and coordination of trainings such as high functioning & dispatcher assisted CPR. Kimbra briefly discussed her efforts over the past several months to assure accurate data and yearly reporting.

- **Selinsgrove Office.** Plans are underway for Snyder and Union County PSAPs to merge in the Snyder County building which would mean that we would need to move. The County has offered us office space in another county building (Snyder County East - about 1 mile away). Nothing has been finalized yet; but, something is going to transpire over the summer.

- **EMS Week.** May 21-27, 2017. Letters to municipalities & counties requesting proclamations will go out Monday. Thank You editorials will be submitted to the regional papers. Due to low participation, Council staff isn't planning any additional activities this year. Romaine questioned if we would be interested in doing media interviews to promote EMS – we thought that was an excellent idea.

- **FYI.** Though the grant shows \$64,106 being used for Provider Equipment; the Board should know that that is not all the funds being used in direct support of regional EMS agencies. Council allocated \$1,727.74 to Con-Ed link last year in support of regional providers maintaining their certifications; \$1,335 for insurance coverage so CISM services are available throughout the Region; \$4,900 in evaluator fees; and \$760 in National Registry Testing coupons – to mention a few.

- **Vehicles.** Gerard asked if there was a plan in place for vehicle replacements when the need arises. Tim stated there is no plan....vehicle mileage has been taken from the grant and put in a separate fund to pay expenses & provide for replacement when needed – that fund has roughly \$25,000. Outstanding balance would need to be added to the grant, as a line item, which would decrease something else.

Due to other commitments, President Banfill left the meeting. Rest of the meeting was conducted by Vice-President Scott Rhoat.

- **Divisional Directors.** Scott Rhoat asked if the Divisional Director concept was still being used by the Bureau? Tim stated that currently it is; but, that is something that the Deputy Secretary said is being looked at. Workflow is still a concern.

VII. Good of the Organization

- a. Memorial Bike Ride – May 13-19, 2017
Concludes with an EMS Memorial service in Virginia on Saturday. Tim mentioned that he would like to see if there is interest in coordinating a trip to the service next year as it is worth attending – especially if you haven't yet.
- b. EMS Motorcycle Ride – May 21, 2017
Coordinated through the EMS Federation – Harrisburg to Gettysburg.

VIII. Council Reports

- a. Staff Reports – As presented
- b. MAC/QI
MAC discussed poor meeting attendance, especially by physicians – Jim is getting Dr. McLeod a list of agency medical directors within the region and he will try to recruit. Also discussed was the practice of BLS providers releasing ALS providers prior to ALS making patient contact. It was agreed that this would be a QI project.
- c. MCI/All Hazard
Going to start working on an Annex to the MCI plan for Active Shooter incidents.
- d. Training/Manpower
Committee discussed conference and their participation in planning for the event. They discussed their initiative to offer Con-Ed – wasn't well received so they are no longer going to offer the courses. Large number of certification courses are being conducted but still lacking manpower at the agency level. Looking at need for EMS Instructor training program(s) & skill evaluator course(s). Building a survey to identify regional needs. Discussed success rate on National Registry written examinations.
- e. EMS Leadership
Meeting with legislators as available. Glenn "GT" Thompson (US Representative) is scheduled for July.
- f. PEHSC
Haven't met since our last meeting.

IX. Other Business

Paula Miller asked the status of our PCR project and questions from our last meeting. A work session, with PennCare, was held immediately prior to this meeting at which they informed us that they were going to allow the regional agencies to pick whichever add-on platform – Mobile or Tablet – that agency desired. They could choose one but not both unless they were willing to pay an additional cost. PennCare/EMS Charts is going to roll out some advertising within the Region to make agencies aware of what is available to them and how to go about choosing the option they wish to use. It was noted during the meeting that we aren't the only region who offer a Regional PCR program; but, we are the only one that they are aware of that also provide the off-line usage option. Other items discussed include cyber liability, Council access, and business associate agreements – all which need some additional research and discussion.

- X. Date/Location of Next Meeting
Board of Directors Meeting will be June 15, 2017, noon, tentatively at the Union County Government Building - Lewisburg.
- XI. Adjournment
The meeting was adjourned at 3:02 by Vice-President Scott Rhoat.

Attendance/Sign-in Sheet
Board of Directors' Meeting
April 20, 2017
Council Office - Bellefonte

1. Gerard Banfill, Delegate Lock Haven EMS*
2. Scott Rhoat, Delegate, Bellefonte EMS*
3. Derick Shambach, Delegate, Snyder County EMA*
4. Joy Byler, Delegate, Big Valley Ambulance Service*
5. Romayne Naylor, Delegate-At Large-American Red Cross*
6. Allen Weaver, Delegate, Juniata County EMA*
7. Tom Perrin, Delegate, Union County West End Ambulance*
8. Bob Hare, Delegate, Americus EMS*
9. Joe Kramer, Delegate, Central Juniata EMS*
10. Rich Kelley, Delegate, Mt. Nittany ALS
11. Kent Knable, Delegate, Center LifeLink EMS
12. Josh Fremberg, Alternate, University Ambulance
13. Paula Miller, Delegate, EMTS
14. Cathy Grimes, Council Staff
15. Tim Nilson, Council Staff
16. Laura Rompolski, Council Staff
17. Jim Urban, Council Staff
18. Mark Wolfgang, Council Staff
19. Kimbra Shoop, Council Staff