

**SEVEN MOUNTAINS EMS COUNCIL  
BOARD OF DIRECTORS' MEETING  
Meeting Minutes January 17, 2019  
Union County Government Center - Lewisburg**

- I. Call to Order  
President Mike Coldren called the Board of Directors' Meeting to order at 12:01 PM. Quorum in attendance.
- II. Roll Call (sign-in sheet)  
A sign-in sheet was circulated for both Union County & Council. Mike asked that the delegates introduce themselves.
- III. Pledge of Allegiance & Moment of Silence  
Mike asked that the attendees stand & recite the Pledge of Allegiance & remain standing for a moment of silence in remembrance of those who made the ultimate sacrifice in the line of duty. Mark mentioned that there was a LODD on Christmas day – Mr. Robert Kohler Sr. from York County.
- IV. Approval of Agenda  
A motion was made by Scott Rhoat, 2<sup>nd</sup> by Gerard Banfill to approve the Meeting Agenda as presented. Motion approved.
- V. Approval of Minutes – December 12, 2018  
A motion was made by Joy Byler, 2<sup>nd</sup> by Bob Hare to approve the December 12, 2018 meeting minutes as presented. Motion approved.
- VI. Financial Reports – October - December 2018  
Tim reported that he provided a listing of all financial transactions from October through December 2018; but, due to changing of QuickBooks accounts; we don't have accurate balance information for that time period. He asked the Board to allow time to get the information correct and review/approve the reports at the April meeting. Board accepted that recommendation.  
Scott Rhoat reported that as a follow-up to the December meeting, he has been in contact with Jersey Shore State Bank concerning our accounts. Jersey Shore offered Council 2.35% on all interest bearing accounts (currently our Money Markets are 0.4%, less on checking). This rate is offered through 12/31/19 and then will be re-examined. Scott e-mailed a Kish vice-president to see if Kish could/would make a counter-proposal – she hasn't gotten back to him yet.  
Motion by Gerard Banfill, 2<sup>nd</sup> by Tom Derby to authorize the finance committee, working with the Executive Director, to proceed as best for the Council and business operations. Motion Passed.

VII. Council Reports

STAFF:

**Executive Director** – Nothing additional

**EMS Education Coordinator** – Nothing additional

**Office Manager** – Nothing additional.

**Licensure Coordinator** – Nothing additional

Scott asked about the BLS agency who, according to the written report, went out of business – He wanted to know if that non-renewal left any gaps or access problems as far as coverage areas. Jim state that this agency was a licensed EMS agency without any primary response area so its closing didn't affect overall system operations & coverage.

**EMS Program Specialist & CARES** – no questions were raised concerning their reports.

RMAC/QI

Jim reported that MAC hasn't met since the December Council meeting; consequently, no new report other than the next meeting with be a face-to-face meeting in conjunction with the annual spring conference in March. Jim did update the December report by stating that a physician was found who was willing to become the Agency Medical Director for three EMS agencies needing one due to the passing of Dr. Bhavsar.

Training Report

Mark reported that other than working on the Conference, the only other thing to report would be him announcing an EMS evaluator training program. Deadline to apply for the course is fast approaching.

On the topic of "evaluators", Tim mentioned that he is working with Erie insurance concerning our workman's compensation policy and their concerns about our paying evaluators as "independent contractors". He is trying to work through their questions.

EMS LEADERSHIP

Jim mentioned that the committee is working on setting up meetings with local legislators to promote EMS topics/awareness and setting up their legislative priorities including service reimbursement. Rich Kelley followed up with a short report.

PEHSC

No report other than they are recruiting delegates for open Board seats.

VIII. Business

Operations Overview - Recruitment & Retention

Mark discussed the project he has been working on with Scott Lynn (regional provider) on a recruitment campaign centered around “Hear our stories”. There will be a short (50 second) PSA that will ask the individual to then access longer (roughly 3 minute) video(s) to hopefully get them interested in joining the EMS team. Two local TV stations have already committed to participating with the project and he plans on rolling it out to others in the very near future. The short PSA and one of the longer videos were shown. A fairly extensive discussion followed and several suggestions were voiced.

Provider Equipment Discussion

Jim reviewed the regional provider equipment project requests that he received. A lengthy discussion ensued including:

- Jim has already received approval for continuation of the regional PCR offering in the amount of \$45,360. He also reported that we should not need to purchase CO monitors this year as they were purchased with remaining funds from the 2017-18 grant.

- Scott Rhoat asked if there were any past regional projects that are still open and should be considered – Jim stated that the only one he can think of would be possibly the 12-Lead project.

- Currently there is \$50,400 allocated to “Provider Equipment” with the PCR program being the only expenditure so far. It is anticipated that additional funds will be made available, within the grant, due to the vacant staff position.

- Scott Rhoat asked if this money could be used for National Registry testing. The answer is yes; but, recently we have been using other grant funds (examination) due to the turnaround time needed to properly handle provider equipment purchases.

- Discussion questioning the need for the vacant staff position vs. the use of those funds for provider equipment. Tim stated that he felt the position was needed; but; should be kept vacant until a suitable candidate can be identified. Kent Knable asked “staff” if we (Council) have enough staff. Discussion followed.

- Motion by Robert Hare, 2<sup>nd</sup> by Gerard Banfill to authorize the Executive Director to reallocate the vacant staff position funding to other ‘direct support’ projects as authorized by the Board. Motion Passed.

- Rich Kelley asked how Council staff salaries are determined. Tim said salaries are set by the Regional Council itself – whether a 501(c)3 where the Board probably sets the salary or a County Council where the salary is probably based on the County pay scale and possibly Union (contract) driven. He said that once set, the salaries are included within the budget proposal forwarded to the Bureau of EMS. He is unaware of the Bureau reviewing and/or commenting on specific salary proposals; but, they potentially could.

- Tim requested that the Board, working with Jim, finalize their provider equipment projects at the April meeting – providing sufficient time to complete them prior to the end of the grant period.

### Committee Structure/Appointments

President Coldren made the following committee appointments:

#### By-Laws

Dave Jones  
Scott Rhoat  
Gerard Banfill

#### Finance

Joy Byler  
Bob Hare  
Scott Rhoat  
Gerard Banfill  
Sean Kleckner

#### Personnel

Laura Shay  
Derick Shambach  
Sean Kleckner  
James Blount\*

#### Membership

Joy Byler  
Bob Hare  
Laura Shay  
Gerard Banfill

\*James Blount was added to the personnel committee, at his request, directly after adjournment of the meeting.

### Other Business

Motion by Tom Perrin, 2<sup>nd</sup> by Gerard Banfill to appoint Chief Blount to the vacant Union County Board seat. The term for this seat ends on October 2020. Motion Passed.

- IX. Good of the Organization
- Annual Spring Conference – March 15-17. Toftrees Resort in State College. Chief Bouvier, New Orleans EMS, is keynote.
  - Jack Williams Award nomination forms are available on the front table. Award will be presented during the Annual Conference at Saturday's lunch.
  - EMS Week. May 19-25, 2019. Theme: Beyond the Call  
Staff is asking Delegates to provide suggestions on what recognition(s) /events they would like to see happen.
  - EMS Memorial Bike Ride – May 11-17. Boston to National Harbor
  - EMS Memorial Service – May 18, 2019. A Regional provider who was a LODD in 1971 will be recognized at this year's event.
  - Mike thanked Michelle Dietrich & Union County for hosting today's meeting.
- X. Next Meeting
- April 18, 2019 at the Bellefonte Council office – starting at noon.
- XI. Adjournment
- Motion by Bob Hare , 2<sup>nd</sup> by Gerard Banfill to adjourn the meeting at 2:09 PM. Motion passed.

Attendance/Sign-in Sheet  
Board of Directors' Meeting  
January 17, 2019  
Union County Government Center - Lewisburg

Gerard Banfill, Delegate Lock Haven EMS\*  
Scott Rhoat, Delegate, Bellefonte EMS\*  
Joy Byler, Delegate, Big Valley Ambulance Service\*  
Tom Perrin, Delegate, Union County West End Ambulance\*  
Thomas Derby III, Delegate, Geisinger EMS/Berwick Ambulance\*  
Michael Coldren, Delegate, FAME EMS \*  
Derick Shambach, Delegate, Snyder County EMA\*  
Phil Lucas, Delegate, Mifflin County EMA  
Kent Knable, Delegate, Centre LifeLink EMS  
Bob Hare, Delegate, Americus Hose\*  
Paula Miller, Delegate, EMTs Inc.  
James Blount, Delegate, William Cameron Hose Co.\*  
Rich Kelley, Delegate, Mount Nittany Medical Center Prehospital Services  
Michelle Dietrich, Delegate, Union County EMA  
Matthew Kurtz, Delegate, Geisinger EMS/Danville Ambulance\*  
Laura Shay, Delegate, Port Royal EMS\*  
Tim Nilson, Council Staff  
Laura Rompolski, Council Staff  
Jim Urban, Council Staff  
Mark Wolfgang, Council Staff

\* Board Member