

Council Meeting
Seven Mountains EMS Council
Zoom Virtual Meeting

October 15, 2020
6:30 PM

- I. Call to Order
President Mike Coldren called the Council Meeting to order at 6:32 PM.
- II. Roll Call
Roll call was conducted and it was determined that a quorum was present.
- III. Pledge of Allegiance & Moment of Silence
President Coldren asked everyone to stand for the Pledge of Allegiance and to remain standing so a moment of silence can be observed.
- IV. Approval of the Agenda
A motion was made by Gerard Banfill, 2nd by Kent Knable to approve the Agenda as posted. Motion approved.
- V. Approval of Minutes – October 24, 2019
A motion was made by Dave Jones, 2nd by Bob Edwards to approve as presented. Motion approved.
- VI. Financial Overview
Tim Nilson provided an overview of the 2019-20 finances & grant closeout.
 - The profit & loss report for the 2019-20 grant was reviewed. He mentioned that even though the report shows a net increase, the draft audit is showing a decrease of about \$37,000. He attributes that to differences in accounting and things such as depreciation. He stated that the audit will be distributed once complete & welcomed any delegate to contact him for additional information.
 - The 2019-20 audit draft was received and reviewed. Comments were forwarded and he expects the completed audit sometime next week – definitely prior to its deadline to the Department at the end of the month.
 - The finances for the 2020 conference (which was cancelled) was discussed. Council experienced a loss of \$5,555.00 on the conference due to expenses that were already incurred such as the coins, badge holders, and some food that the Ramada had already purchased/prepared. He mentioned he wanted to discuss the conference a little more later in the meeting.
 - He reviewed the 2019-20 grant reporting that Council returned a total of \$14,425.65 in unspent funds (2.32% of the \$620,859 received). He provided a breakdown of the budget categories where money was returned and stated that his category figures match those included within the draft audit.

- He discussed the \$80,122 received through a Payroll Protection Program (PPP) federal loan program. He said that some of those funds were used in June as part of the 2019-20 grant but a majority would go toward the 2020-21 grant. Plan is to use all funds within the program guidelines so that the total loan reverts to a grant.

Tim briefly discussed the 2020-21 grant. He stated that it was initially executed for \$620,859 (same as last year) but has since been decreased by roughly 11% due to decreasing revenue within the EMSOF account & the CARES supplemental \$25,000 has been pulled. He stated that the reduction in revenue was taken out of salaries & fringe with plans to use the remaining PPP funds to make up that difference. Only time will tell if things turn around financially or there needs to be another budget reduction. He will monitor and keep the Board informed.

VII. Council Reports

A. Operational Overview

Tim discussed a few highlights from the 2019-20 grant:

1. Even though the conference got cancelled the day before it was to start, we were fortunate enough to host our legislative breakfast. He said that it was well attended and, from everything he has heard, achieved its intended purpose.
2. The three major initiatives for provider equipment funds last grant period were continuation of the regionwide PCR & CO monitor programs and approval of a 'patient lifting device' project. All agencies who requested participation in the program were able to participate with devices being purchased with no local, matching, funds required. He stated that he has already received correspondence from two or three agencies who participated thanking Council for the project as the devices were beneficial.
3. Council was fortunate to have an intern, from Lock Haven University, early 2020. Rachael Kuhlen did an excellent job (she was working on updates to the Mass Casualty plan and assisting with other projects including conference preparation) but unfortunately was cheated out of about half her experience when COVID hit.
4. Along the lines of planning, Tim suggested that Council review & update our Regional Developmental Plan during this grant year. He mentioned that our current plan is quite old; Council has participated in efforts to update the plan regionally & statewide with no success in finalizing a product; and that even though it may be futile to work on a plan without any type of guidance and or direction from the Commonwealth, the effort may be worth it. Several members agreed.
5. Council operations revolving around the COVID pandemic and efforts to support regional EMS agencies in successfully meeting the additional challenges were discussed.

6. Tim introduced Scott Reiner as the new Regional Education Coordinator, starting last January. He said that Scott would discuss educational issues a little later.
7. Tim mentioned that the agency licensure process has changed due to COVID but everything is up-to-date. He mentioned that inspections were halted at the start of the pandemic with agency licenses being extended upon receipt of a complete application. He mentioned that there is currently one agency who is licensed under this process and we intend to have that inspection complete within the next several weeks.
8. Tim mentioned that our CARES coordinator – Kim Shoop – resigned as of August 1st to accept federal employment. After talking with Director Ferguson and Council BOD officers, it was decided to hold off on advertising the position. The Licensure Coordinator position was rearranged whereby Cathy is now doing a lot of the field inspections (Scott doing a lot in the Eastern end of the Region) freeing Jim up to handle a majority of the CARES audits & day-to-day operations. Especially in light of the current financial situation, exactly how the program will be administered is still undecided. Scott Reiner then introduced himself to the delegates and updated participants on some of the recent changes within EMS education. He mentioned that he is currently exploring the ability to offer an EMS Instructor course to help stabilize the regional instructor pool. Phil Lucas asked for written documentation on the changes required within EMS education due to COVID-19 restrictions. Scott said that he would get Phil that information. Jim Urban then discussed some of the changes in agency licensure including the change from review of policies & paperwork at the EMS station during the inspection to the current requirement that the paperwork be submitted to the Regional Council prior to the on-sight inspection. Cathy Grimes updated delegates on the American Heart Association, BCLS training programs and the activities of the regional CISM team. She mentioned that AHA was about to start a new round of Instructor updates and that if anyone had any questions about that, please contact her. Laura Rompolski mentioned that it has been somewhat hectic but Council has met the challenge and, to the best of her knowledge, assisted the Regional EMS agencies as requested.

B. Organizational

1. By-Laws – No Report
2. Membership – No Report
3. Finance – No Report
4. Personnel – No Report
5. Nominating – Joy Byler, on behalf of the nominating committee, presented the following as their slate of candidates for Directorships for the 2020 elections:

- a. Jamie Blount – Union County
- b. Matthew Kurtz – Montour County
- c. Dave Jones – Centre County
- d. Matt Abbey – Northumberland County
- e. Derick Shambach – Snyder County
- f. Laura Shay – Juniata County
- g. Romaine Naylor – Delegate At-Large
- h. Mike Coldren – Mifflin County
- i. Paul Sattazan – Clinton County
- j. Gerard Banfill – Clinton County
- k. Tom Derby – Columbia County

Mike Coldren thanked Joy for the committee's work and asked that these names be held and brought from the floor, by her, due to the report not being submitted within the guidelines of the By-Laws. She agreed.

A discussion followed concerning Paul Sattazan's ability to serve on the Board as it is thought that Paul resigned from Haneyville QRS. Tim stated that he had heard that rumor so he looked within the registry and Paul is still listed on the active roster for Haneyville QRS and Council's current delegate appointment letter recognizes Paul – nothing in our by-laws require the delegate to be a member of the sending organization, though that is probably generally inferred.

VIII. Business

1. Election of Directors

One from each County-Term: October 55, 2020 - October, 2022

One from Multi-County (region-wide) Organization - Term: October 15, 2020 – October, 2022.

Motion by Joy Byler, 2nd by Tom Perrin that the above-mentioned slate of candidates (Nominating committee report) be nominated. Motion Passed

Centre County – Additional nominations were called for, 3 times. Motion by Gerard Banfill, 2nd by Tom Perrin to close nominations. Passed

Clinton County – Additional nominations were called for, 3 times. Motion by Dave Jones, 2nd by Tom Perrin to close nominations. Passed.

Columbia County – Additional nominations were called for, 3 times. Motion by Gerard Banfill, 2nd by Dave Jones to close nominations. Passed.

Juniata County – Additional nominations were called for, 3 times. Motion by Tom Perrin, 2nd by James Blount to close nominations Passed.

Mifflin County – Additional nominations were called for, 3 times. Motion by Dave Jones 2nd by Tom Perrin to close nominations. Passed.

Montour County – Additional nominations were called for, 3 times. Motion by Kent Knable, 2nd by Dave Jones to close nominations Passed.

Northumberland County – Additional nominations were called for, 3 times. Motion by Bob Edwards, 2nd by Tom Perrin to close nominations. Passed.
Snyder County – Additional nominations were called for, 3 times. Motion by Dave Jones, 2nd by Kent Knable to close nominations. Passed.
Union County – Additional nominations were called for, 3 times. Motion by Tom Perrin, 2nd by Matt Kurtz to close nominations Passed.
Multi-County – Additional nominations were called for, 3 times. Motion by Joy Byler, 2nd by Bob Edwards to close nominations. Passed.

Motion by Dave Jones, 2nd by Kent Knable to have the secretary cast unanimous ballot for uncontested seats. Motion Passed.

For the contested, Clinton County seat – a Zoom poll was established for voting purposes. Three delegates expressed an inability to vote. Upon seeing no additional votes being cast and after asking if everyone was done & hearing no objections – the poll was closed. Mike Coldren (Council President) and Tim (meeting host) were the only two who could see the results. [Mike and Tim both verified that the vote spread was significant enough that even if the three who couldn't vote would have chosen the contender, the winner would have still won.] Mike then announced the poll results with Gerard Banfill winning the Clinton County seat.

Motion by Tom Perrin, 2nd by Matt Kurtz that the outcome of the 2020 Council Board of Director elections be confirmed as:

Centre County:	Dave Jones
Clinton County:	Gerard Banfill
Columbia County:	Tom Derby
Juniata County:	Laura Shay
Mifflin County:	Mike Coldren
Montour County:	Matt Kurtz
Northumberland County:	Matt Abbey
Snyder County:	Derick Shambach
Union County:	James Blount III
Multi-County:	Romayne Naylor

Motion Passed

IX. Good of the Organization

-Mike Coldren expressed his appreciation to staff and the Board for their efforts during the COVID-19 pandemic and, on behalf of Council, wanted to publicly recognize those efforts and Council's 'good standing'.

-Tim initiated a second Zoom poll asking preliminarily if delegates thought favorably on planning for and conducting a 2021 conference. A majority of the delegates want

to see a conference in 2021. Tim said that staff would start working on something with the caveat that should the continuing pandemic situation make our March conference unrealistic, plans would be in place to postpone it until early fall instead of completely cancelling it. Delegates were asked to e-mail in suggestions if they had any.

-Kent Knable congratulated the two state-wide (PEHSC) EMS award winners – Joy Byler who is PA BLS provider of the year & Shari Spicher who received the EMS Communications Award. Mike Coldren echoed his comments and thanked them for their exceptional service.

- Gerard Banfill asked the Executive Director if there was anything that the Board of Directors could do to minimize the difference between the company QuickBooks balance and the audit balance. Tim stated that he understood why the differences (accrual vs cash accounting; depreciation; different handling of specific funds; etc.) and was ok with current practices but was open to change/suggestions - especially if the Board had concerns or questions because of the difference. Tim mentioned that there is a note on the audit concerning 'custodial credit risk' that he does intend to correct. He is going to discuss this with the auditors after it is complete and see what needs to be done. Scott Rhoat mentioned that we may want to talk with our insurance carrier to see if we have any protection through them.

X. Date/Location of Next Meeting

The next Council Meeting is tentatively scheduled for October 21, 2021 – 6:30pm. Location to be determined, tentatively the Council Bellefonte office.

XI. Adjournment

A motion was made by Gerard Banfill, 2nd by Bob Edwards to adjourn the meeting. Motion approved and meeting adjourned at 20:08 PM. President Coldren announced a five-minute recess before the October Board of Directors meeting.

Attendance/Sign-in Sheet
October 15, 2020

1. Scott Rhoat, Delegate, Bellefonte EMS*
2. Gerard Banfill, Delegate, Lock Haven EMS*
3. Joy Byler, Delegate, Big Valley EMS*
4. Nicole Fye, Delegate, Goodwill Hose Co. EMS
5. Matt Rodgers, Delegate, Hope Hose Company #2
6. Kevin Fanning, Delegate, Clinton County DES
7. Kent Knable, Delegate, Centre LifeLink EMS
8. Phil Lucas, Delegate, Mifflin County EMA
9. Michael Coldern, Delegate, FAME EMS*
10. Derick Shambach, Delegate, Snyder County EMA*
11. Dayne Brophy, Delegate, Bloomsburg Ambulance*
12. Bob Edwards, Delegate, PSU EMS*
13. Allen Weaver, Delegate, Juniata EMA*
14. Thomas Perrin, Delegate, Union County West End Ambulance*
15. Paula Miller, Delegate, EMTS
16. John Harahus, Delegate, Geisinger Medical Center
17. Jamie Blount, Delegate, William Cameron*
18. Matt Kurtz, Delegate, Geisinger/Danville EMS
19. Tim Nilson, Staff, SMEMSC
20. Cathy Grimes, Staff, SMEMSC
21. Laura Rompolski, Staff, SMEMSC
22. Laura Shay, Delegate, Port Royal EMS*
23. Dave Jones, Delegate, Penn State EMS*
24. Thomas Derby, Delegate, Geisinger/Berwick Ambulance*
25. Kim Shoop, Council Staff (CARES)