

DRAFT

Board of Directors Meeting Minutes
Seven Mountains EMS Council
523 Dell Street
Bellefonte, Pa. 16823

June 19, 2014

- I. Call to Order and Introductions
President Gerard Banfill called the Meeting to order at 12:05 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 Romaine Naylor, 2nd by John Shirk to approve the posted Agenda.
Motion approved.
- IV. Approval of Minutes-April 15, 2014
Scott Rhoat asked that the April 15, 2014 Meeting Minutes be changed to read that he requested an Executive Committee Meeting to follow the April 15 BOD Meeting to discuss personnel issues and not a Personnel Committee Meeting. Change was made to the April 15, 2014 Meeting Minutes.
A motion was made by Dave Jones, 2nd by Scott Rhoat to approve the Meeting Minutes, with the change being made. Motion approved.
- V. Financial Report-April & May, 2014
Tim Nilson stated that the financial reports show a profit to date, but that profit will decrease as we reach the end of the contract year. A motion was made by John Shirk, 2nd by Romaine Naylor to approve the Financial Reports as posted. Motion approved.
- VI. Council Reports
 - A. Operational
 1. Staff
Howard McGinnis reported that he had nothing additional to add to his staff report.

Cathy Grimes reported that she had nothing additional to add to her staff report.

Mark Wolfgang reported that EMS personnel will not be held to the DOH EMSVO deadline of July 9, 2014 due to DOH system difficulties. Mark also stated that EMSVO verification need only be completed once for each individual and not for each additional service that they may be affiliated with.

Jim Urban stated that he had nothing additional to add to his staff report. Scott Rhoat questioned whether or not the EMS Proclamations were sent to all EMS Services. Jim reported that emails containing the signed proclamations were sent to all services.

Tim Nilson reported that he attended the EMS Memorial Bike Ride and that there was a good turnout representing PA EMS. Tim also stated that the Council Merger is proceeding well.

2. MCI/Strike Team

Howard McGinnis reported that the HPP funding is expected to be cut by 30-35% this coming year and he isn't sure of the impact that will have on Regional funding, including his preparedness and strike team monies, as they are funded with federal HPP dollars. Howard also stated that a statewide Preparedness Committee has been developed to oversee all strike team funding/purchases as all funds will now be pooled into one account. The Committee will be developing state-wide projects. Discussion was also held concerning the use of credit cards by strike teams when deployed and the possibility of no longer having that ability and having to front the money. Gerard Banfill asked if the approximately \$37,000 in the Seven Mountains Strike Team account needs to be spent by July 1 and if not, must that money be returned to the DOH. Howard assured that most of the money will be expended by July 1. Gerard also questioned whether or not the strike teams needed to sign new contracts with the DOH. Howard stated that the strike teams currently do not need to re-sign every year. Gerard also asked if letters were sent to the current strike teams concerning service termination. Howard is to check with the DOH on the contract status with the teams.
 3. MAC; QI/QA

Jim Urban reported that the MAC and QI/QA Committees have not met recently. Jim stated that with the merger, MAC and QI/QA Meetings will be set up to include the additional five county area. Possible projects suggested for the QI/QA Committee were safety, vehicle operations and patient handling/care issues. Scott Rhoat questioned if a Regional Safety Committee could possibly be developed separate from the QI/QA Committee to address some of those issues.
 4. Training

Mark Wolfgang reported that the Training Committee has not met recently. Mark stated that he has been working on finding additional education institutes that would be interested in providing training courses within the Region. Mark will be sending a letter in the near future to Penn State University to see if they would be interested in offering courses throughout the Region. Mark also reported that the CPI Adult Education is in the process of becoming an Institute. All EMT Course requests are currently being forwarded to the HACC. Mark also stated that he was recently appointed to the PEHSC Education Committee.
 5. EMS Leadership

Scott Rhoat reported that an Accountable Care Organization Training Program is being set up. The Leadership Committee discussed on-going structural events within the Region/State. Scott also suggested that with the merger, the Committee be expanded to include the additional five counties.
 6. PEHSC

Dave Jones reported that at the last PEHSC Meeting, discussion was held concerning state Issues. Dave reminded everyone that the State Conference is scheduled for August in Lancaster and Altoona in September.
- B. Organizational
1. Merger Committee

Tim Nilson reported that all merger paperwork has been signed and that the merger will go into effect on July 1, 2014. The new organization will be titled as Seven Mountains EMS Council, Inc. By keeping the Seven Mountains name, it avoided a new company having to be designed and also will save money on re-decating equipment and trailers. Tim stated that

the By-Laws cannot be changed until the October Meeting but the Susquehanna EHS Council will be invited to the August BOD Meeting. After some discussion, it was determined that at the October Council Meeting, the first item on the agenda needs to be a change to the By-Laws. Discussion was held concerning the voting process for delegates/alternates and new BOD members. Tim also stated that he has looked into the “docu-sign” program and believes that it would be beneficial to use to help alleviate travel to get checks signed. Gerard appointed Scott Rhoat as Committee Chair and Dave Jones to assist in preparing a final copy of the By-Laws for the October Council Meeting. It was asked that a draft version of the By-Laws be posted to the Council website asking for input and interest in serving on the Committee. If anyone is interested in participating on the By-Law Committee they are to contact either Scott Rhoat or Dave Jones.

VII. Business

1. Merger and Related Business

a. Approval of Position Descriptions & Hirings

Tim Nilson reported that all job descriptions and salaries are available to anyone interested in seeing them. Dave Jones made a motion to approve the job descriptions as presented, 2nd by Scott Rhoat. Motion approved.

A motion was made by Dave Jones, 2nd by Romaine Naylor to approve the salaries as presented. Motion approved.

b. Approval of Updated Resolutions

The decision was made to remove the “Approval of Updated Resolutions” from the Agenda so that they can be reviewed and will be available for approval at the August meeting.

c. Other

Nothing discussed.

2. Operational Overview of 2013-14 Grant Finalization

Tim Nilson stated that there is an expected budget decrease of 7.5% for the grant year 2015-16 and that the Bureau has been told that the 1/12 payments are to cease with the start of that grant. Council will be reimbursed for expenditures, expecting a 60-90 day turnaround after expense is incurred.

3. Rules & Regulations-related issues/concerns

Tim Nilson reported that the DOH is implementing the Advanced EMT Program within the State. Currently awaiting the scope of practice finalization which has been delayed due to issues including IV starts and advanced patient assessments.

Discussion was held concerning the Transfer of Care Forms. Tim Nilson reported that 6,000 forms are available for distribution to EMS services. Centre County will continue to use the form that Mount Nittany Medical Center developed and has been using unless the DOH disapproves usage. Tim asked if Transfer of Care forms and student EMT Training assistance could possibly be funded with EMSOF monies. Scott Rhoat questioned why QRS Services no longer need to participate with Transfer of Care Forms. Discussion was held.

4. Other Business

Scott Rhoat reported that he and Gerard Banfill attended the Director/BOD Meeting in Harrisburg. Scott stated that he felt that it was a poor use of time and travel and was disappointed in the lack of productivity. Discussion was held.

Gerard Banfill asked that Jim Urban look into a backup trip report program due to the possibility of EMS Charts becoming insolvent. Discussion was held as to whether Council should move to another vendor or wait to see what develops with EMS Charts as we are paid until January, 2015. Jim reported that he is currently working with Penn Care on the ESO Chart Program in case a backup program would be needed. Dave Jones expressed concern that patient data could not legally be moved to another vendor. Tim suggested that a meeting be scheduled to review vendors/software, involving all nine counties. Jim will work on scheduling a meeting. Discussion was held.

Jim Urban circulated a thank you card to all BOD/Council Members for their support after his apartment fire.

Mark Wolfgang reported that he will be contacting and working with the con-ed sponsors on the "con-ed link" (new electronic submission program) that will be going into effect July 1, 2014.

Mark Wolfgang reported that VFIS has been contracted by the Bureau of EMS to develop an EMSVO continuing education program kit and provide a copy to every EMS agency in the Commonwealth. Seven Mountains will be hosting a Train-the-Trainer on July 17, 2014 at MNMC. The VFIS DVDs will be distributed after training is completed.

Tim Nilson asked for guidance on the issue of having two Medical Directors, and only needing one, once the merger is complete. Scott Rhoat made a motion that Dr. Clifford Neal continue in the interim as Regional Medical Director and Dr. Randy McCloud remain on as the Assistant Medical Director until a meeting with them can be conducted, 2nd by Dave Jones. Motion approved.

VIII. Good of the Organization
Nothing to report.

IX. Tentative Date/Location of Next Meeting
August 21, 2014-Council Office at Noon.

X. Adjournment
A motion was made by Dave Jones, 2nd by John Shirk to adjourn the meeting at 2:40 PM.
Motion approved.

Attendance Roster
Council BOD Meeting
June 19, 2014

1. Gerard Banfill, Delegate, Lock Haven EMS
2. John Shirk, Delegate, Central Juniata EMS
3. Allen Weaver, Delegate, Juniata County EMS
4. Scott Rhoat, Delegate, Bellefonte EMS
5. Romaine Naylor, Delegate, Central Pa. Region, American Red Cross
6. Joy Byler, Delegate, Big Valley Ambulance Service
7. Nick Klose, Susquehanna EHS Council Board Member, Evangelical Hospital
8. Kent Knable, Delegate, Centre LifeLink EMS
9. Dave Jones, Delegate, University Ambulance Service
10. Sam Alexander, Alternate, McVeytown Ambulance Service
11. Jody Lair, Delegate, Centre County EMA
12. Paul Sattazahn, Delegate, Haneyville Fire Co. QRS
13. Deborah Hopkins, Delegate, Geisinger-Lewistown Hospital
14. Rich Kelley, Medical Delegate, Mount Nittany Medical Center
15. Ryan Wilson, Delegate, McVeytown Ambulance Service
16. Howard McGinnis, Staff, SMEMSC
17. Mark Wolfgang, Staff, SMEMSC
18. Tim Nilson, Staff, SMEMSC
19. Jim Urban, Staff, SMEMSC
20. Cathy Grimes, Staff, SMEMSC
21. Robert Hare, Susquehanna EHS Council Board Member, Americas EMS