

**WESTERN VIRGINIA EMS COUNCIL, INC.**  
**BOARD OF DIRECTORS**  
**2:00 PM**  
**December 09, 2010**  
**Salem Civic Center – Parlor A**  
**Roanoke VA**

**DRAFT AGENDA**

1. Call to Order
2. Introduction of Guests
3. Secretary's Report
  - a. Approval of Minutes
4. Treasurer's Report
  - a. FY 11 Periodic Reports
  - b. FY 2010 Financial Statements – Kathryn Overacker, Goodman & Co.
  - c. Change to 403(b) and SEP documents
5. Standing Committee Reports
  - a. Executive Committee
    - i. Proposal for building renovations
  - b. Medical Direction Committee
    - i. Report on Protocol Project
  - c. Performance Improvement Committees (Medical and Trauma)
    - i. Report from past meetings
  - d. Near Southwest Preparedness Alliance (NSPA)
6. EMS Advisory Board
  - a. Recent and Upcoming Meetings (see attached report)
7. EMS Financial Assistance (RSAF) (see attached report)
8. New Business
  - i. Nominating Committee: appointment of directors and election of Officer  
(Officers are not due for re-election until next year - see attached report.)
  - ii. Committee appointments (see attached report)
  - iii. Discussion and Adoption of COOP
  - iv. Discussion and Adoption of Regional EMS Plan
  - v. Discussion and Adoption of MCI Plan
  - vi. Discussion and Adoption of Trauma Triage Plan
  - vii. Presentation and Adoption of Annual Report
9. President's Report
  - a. Special Presentation
10. Executive Director's Report

11. Staff Reports
12. Other matters
13. Hearing of the Public
14. Adjourn

**WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL  
BOARD OF DIRECTORS**

**DRAFT MEETING MINUTES**

**DATE:** September 9, 2010

**LOCATION:** Salem Civic Center – Parlor A

**Directors Present**

Billy Altman  
Jim Cady, Sr.  
Steve Davis  
Tim Duffer  
Steven Eanes  
Andrew Galvin  
Kevin Hamm  
Carey Harveycutter  
Daryl Hatcher  
Tommy Hunter  
Mike Jefferson  
Charles Lane  
Robert Logan  
Ryan Muterspaugh  
Morris Reece  
Kris Shrader  
Stephen Simon  
Lee Simpkins  
Joe Trigg  
Dale Wagoner  
Ford Wirt

**Staff Present**

Charles Berger  
Mary Christian  
Gene Dalton  
Mike Garnett

**Guests Present**

Susan Smith, Carilion Clinic

**TO ORDER:**

President Ford Wirt called this regular meeting of the Board of Directors to order at 2:00 PM. Ford thanked the Salem Civic Center for providing the meeting space for our meeting.

All directors and guests were introduced. Susan Smith of Carilion Clinic Patient Transportation attended.

**SECRETARY'S REPORT:**

Ford presented minutes of the last meeting as distributed. Ford called for any corrections or additions. .

Motion was made and duly seconded to approve. **Motion CARRIED.**

**TREASURER'S REPORT:**

Treasurer Harveycutter presented the unaudited treasurer's report for the period ended August 30, 2010.

He then presented the FY 10 year end report, He noted that the year ended with a surplus, but that funds should be held in reserve for needed capital improvements. He noted that all accounts were within expectations.

Motion was made and duly seconded to adopt both reports. **Motion CARRIED.**

#### **EXECUTIVE COMMITTEE:**

The Executive Committee met prior to this meeting to review and discuss the agenda items. Directors are reminded to begin review of the WVEMS Regional EMS Plan and to forward recommended revisions and additions to the executive director for inclusion in this year's discussions.

A number of capital improvements will be necessary in the coming year. These will include replacement of the main heat pump in the Roanoke office, roof repairs and/or replacement, minor interior updates, and repairs to the Tinker Mountain communications building. It is recommended that a portion of our reserved funds be used for these purposes.

A capital improvement proposal, with timetable and budget will be prepared by staff and delivered to the executive committee within the next 30 days.

Motion to allow the Executive Committee to approve expenditures of up to \$50,000 for capital improvements was made and duly seconded. **Motion CARRIED.**

#### **MEDICAL DIRECTION COMMITTEE:**

Dr. Charles Lane reported for the Medical Direction Committee. Concerning the status of operational guidelines revisions, He explained the decision to vary from the BREMS protocols, and to adapt the newly developed guidelines to the North Carolina model. He explained that the rollout process would be lengthy due to the magnitude of the revisions.

He also discussed several issues currently before the state medical direction committee.

Rob reported that the Pharmacy Committee has requested that a separate sealable narcotic box be placed within the orange drug boxes. A RSAF grant application will be made by WVEMS to purchase 1500 of these boxes for WVEMS, BREMS and ODEMSA.

#### **PERFORMANCE IMPROVEMENT COMMITTEES:**

Charles Berger reported for the General and Trauma Performance Improvement Committees. Both met in today. Both committees reviewed their PI plans, and re-affirmed them without revision. The committees request that the board re-adopt both plans as they currently exist.

A link to a web survey will soon be sent out to agency heads relating to several protocol/guideline issues.

The PI and TPI committees recently reviewed their respective regional plans, and recommended that no changes be made. The committees offered a joint motion to re-adopt both the PI and TPI plans. **Motion CARRIED.**

Rob reported that the WVEMS Trauma Triage Plan was approved by the EMS Advisory Board's Trauma Systems Oversight and Management Committee without comment.

**NSPA:**

Morris Reece reported for the Near Southwest Preparedness Alliance. He had no action items, but reported that progress toward the MRC coordinator project and position was slow but was continuing. The position will be posted as soon as all necessary agreements are in place.

**EMS ADVISORY BOARD:**

Dale Wagoner reported for the Advisory Board. A written report is attached to these minutes. The next meeting is set for November 2010 in Norfolk in conjunction with the Statewide EMS Symposium.

Dale reported on issues currently being discussed concerning the fact that all EMT instructors must now take and pass an EMT Instructor pretest, and he reported on the new EMS Educator designation.

He noted that the VDH vaccinator program was approved by the general assembly. Also Dale reported on the new EMS officer training curriculum that was under development.

**EMS FINANCIAL ASSISTANCE:**

Applications for the upcoming cycle are due by September 15. WVEMS will apply for the narcotic boxes mentioned above, and also for radio system upgrades to make Med 9 and 10 functional at Carilion Medcom. Also, a grant to fund the Tinker Mountain communications building repairs will be considered, after consultation with the OEMS grants manager.

Billy Altman, member of the OEMS FARC reported that 113 applications were received for the last cycle, and that of those, all but six requesting agencies received at least some funding. WVEMS received the most funding of all the regions. For the upcoming cycle, communications upgrades vs. replacement will be carefully considered. A new grading system is being used by FARC. A copy of the scoring methodology is available on the OEMS website. He noted that priority will be given to what is actually needed vs. what is desirable but not essential. He also spoke on the importance of good comments received from the regional reviews.

**NEW BUSINESS:**

The Executive Director lead a discussion concerning the ongoing discussions on moving OEMS from the Health Department within the Health and Human Resources secretariat, to the Public Safety Secretariat as a department. The regional EMS council directors group solicited input from stakeholders across the Commonwealth, and will soon publish a white paper. So far, very few if any concerns were identified that a move to Public Safety would "fix." It was suggested by one commenter that a better solution would be to establish more formalized links and representations for EMS within Public Safety, such as an EMS seat on the state fire programs board.

The WVEMS executive committee recommended that the EMS advisory board be restructured into a policy board. Upon a motion, duly seconded and **CARRIED**, this recommendation will be forwarded to our legislative delegation as well as the Reform Commission, and the Secretary of Health and Human Resources.

A proposal from Debbie Akers was distributed. WVEMS has been approached by the Franklin County Intermediate program and two others to consider obtaining accreditation as a paramedic training program. If we do this, WVEMS would become the accredited program with the ability to offer courses at several locations across the region. Staff requests that the

board allow us to explore the options and report back at the December meeting, and to authorize the expenditure of \$1200 to submit along with a preliminary application.

Daryl Hatcher spoke on the importance of this approach. Joe Trigg indicated strong support in the New River Valley, as did Tim Duffer for the Pittsylvania area.

Motion to bring back a status report to the board at its December meeting, and to approve the expenditure of \$1200 for the accreditation application fee was made and seconded.

**Motion CARRIED.**

**PRESIDENT'S REPORT:**

The President thanked the directors for an excellent attendance t this late summer meeting. He noted that a decision will be made in December as to whether to continue the afternoon meeting schedule. He also thanked the Salem Civic Center for hosting this meeting.

**EXECUTIVE DIRECTOR'S REPORT:**

None

**STAFF REPORTS:**

Mike Garnett – Reported on the success of the most recent EMT-Intermediate program at the Council's NRV Training Center. 18 of 19 candidates passed the program, and the 19<sup>th</sup> is in testing. The fall 2010 program was the first in the programs history to seat the maximum 30 students.

Charles Berger - None

Gene Dalton - None

Mary Christian - None

**OTHER BUSINESS:**

None

**HEARING OF THE PUBLIC:**

None

Being no further business, the meeting was adjourned at 3:45 PM.

Respectfully submitted:

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Robert Logan  
Executive Director

**Western Virginia EMS Council**  
**Report from the Virginia EMS Advisory Board**

The most recent meeting was held in conjunction with the 31st annual Virginia EMS Symposium in Norfolk, Virginia.

During the meeting, a representative from the Virginia Retirement System (VRS) spoke about the changes to the Line of Duty Death (LODD) benefits. Recent legislation removes the responsibility of funding LODD benefits from Virginia's general fund and moves it to the localities. Localities will now have to fund per capita costs to participate in this or actually fund the costs of the benefits. The actual funding of the program will now be managed by VRS, but the management of award and benefits will not change. I bring this to your attention as it will most certainly have a fiscal impact on your locality. At this point, VRS has not given any indication as to how much this cost will be, but it will be based on your actual number of police, fire, and EMS personnel, both career and volunteer.

Elections were held with Jeannie Collins remaining as Chairperson of the Board.

The Board approved an EMS certification examination timeline. Essentially, any courses ending after July 1, 2012 will be evaluated based on the latest approved training curricula for EMT, AEMT, etc.

After considerable discussion, the Board approved a revised Statewide Trauma Triage Plan. This does not take the place of the regional plans, but essentially provides a basic framework and minimums for regional plans.

Thank you for your confidence in me to represent the Council on the Advisory Board. Should you have any questions, comments or concerns, please do not hesitate to contact me.

Respectfully submitted,  
Dale Wagoner

**DRAFT RSAF AWARD LISTING  
FOR DECEMBER 2010 CYCLE**

<b>Agency</b>	<b>Item</b>	<b>Request</b>	<b>Award</b>	<b>Changes</b>
Brosville-Cascade Fire Dept	Lifepak 15	29,205	26,392	
Christiansburg RS	3 Phillips Heartstart defibs	33,000	33,000	
Craig County RS-EMS	Type 1 ambulance	146,140	131,958	
Danville LS/FAC	Type 1 ambulance	98,893	96,500	
Danville LS/FAC	10 pagers	3,504	2,190	
Fieldale-Collinsville RS	4 Lifepak 15	106,803	16,497	requested 4, awarded 1
Floyd County LS/FA	Vehicle rechassis	73,967	71,950	
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Martinsville-Henry Co 911	9 EMS software	54,227	43,381	100% requested - 80% awarded
Martinsville-Henry Co 911	22 EMS training	38,990	31,192	100% requested - 80% awarded
Pittsylvania County	12 radios	63,341	63,341	
Roanoke County F&R	Extrication equipment	9,645	9,645	
Roanoke EMS (REMS)	12-lead defib	28,165	22,532	100% requested - 80% awarded
Roanoke Fire-EMS Dept	Zoll E series defib	11,935	10,755	
Roanoke Fire-EMS Dept	6 infant-child manikins	6,850	6,850	
Stuart VFD	2 Toughbooks	7,800	2,927	requested 2 at 100%, awarded 1 at 80%
Troutville RS	Stretcher	2,830	2,830	
Vinton Fire & EMS	Type 1 ambulance	66,833	56,717	
WVEMS	Narcotic boxes for 3 regions	15,720	15,720	
WVEMS	2 radio control stations	2,494	2,494	
<b>TOTAL AWARDED</b>			<b>718,821</b>	



**REPORT OF NOMINATING COMMITTEE**  
**December 9, 2010**

According to WVEMS by-laws, all localities and organizations represented on our board of directors are now appointed by those localities or organizations. The only directors elected by the WVEMS board are the three at-large seats, one from each planning district.

Officers and executive committee members serve two year terms, and are not due for election until next year.

The secretary's position will be vacant as of January. **The committee nominates Steve Simon to fill that unexpired term.**

**Appointments:**

Near Southwest Preparedness Alliance (hospital system representative) – Morris Reece reappointed  
Botetourt County – Colt Hagmaier appointed to replace Tommy Hunter  
Pittsylvania County – Tim Duffer reappointed  
City of Salem – not yet notified of appointment  
City of Covington – Tim Dick reappointed  
Pulaski County – Joe Trigg reappointed  
Floyd County – not yet notified of appointment  
Fourth Planning District At-Large – vacant

The 4<sup>th</sup> PD at-large position is currently vacant. The nominating committee recommends that we hold this position vacant until Floyd County makes its appointment.

The Pulaski County board of supervisors requests that its representative become a standing appointment for the currently-serving director of Regional EMS, Inc. (REMSI).

**The only board action necessary at this time is to elect a secretary to fill the unexpired term of Tommy Hunter.**

**Recommended Committee Assignments for FY 2011**  
***(to be affirmed by BOD at its meeting on December 9, 2010)***

**Personnel & Training (Lead Staff - Debbie Akers)**

Steve Simon, Chair  
Judy Cauley, RN, MSN, Botetourt County  
John Lucas, DO, OMD  
Joe Trigg, Pulaski County  
Mike Hopson, Danville  
Jane Lindsay, Salem  
Mac Snead, Roanoke (JCHS)  
Neal Turner, Montgomery County  
Suzie Helbert, Henry County

**Performance Improvement – General (Lead Staff – Charles Berger)**

*(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)*

Charles Lane, MD, Chair (Franklin Co)  
David Bishop (City of Roanoke) Governmental Fire-EMS Agency  
Bill Duff (Roanoke County) Governmental Fire-EMS Agency  
Jane Lindsay (City of Salem) Volunteer EMS Provider  
Tim Dick (City of Covington) Volunteer EMS Provider  
Jason Gifford (City of Radford) Career EMS Agency  
Mike Jefferson (City of Danville) Governmental Fire-EMS Agency  
Kris Shrader (City of Martinsville) Governmental Fire-EMS Agency  
Barry Rose (Alleghany County) Volunteer EMS Provider  
Jason Ferguson (Botetourt County) Career EMS Agency  
Scott Davis (Giles County) Volunteer and Career EMS Provider  
Kevin Hamm (Montgomery County) Volunteer EMS Provider  
Steve Allen (Patrick County) Governmental Emergency Services, Volunteer EMS Provider  
Kenny Bartlett (Floyd County) Governmental EMS Agency  
Shawn Hite (Pulaski County) Career EMS Agency  
Jim Cady (Craig County) Governmental Emergency Services, Volunteer EMS Provider  
Tim Duffer (Pittsylvania County), Volunteer EMS Provider, Career EMS Agency  
Matt Tatum (Henry County) Governmental Public Safety, Volunteer EMS Provider  
James Powers, MD (Montgomery County) Hospital representative  
Bobby Baker (City of Salem) Hospital representative, Governmental Fire-EMS Agency

**Performance Improvement – Trauma (Lead Staff – Charles Berger) (Also serves as Trauma Triage Committee)**

*(The organizations and localities to be represented on this committee are dictated by OEMS in our annual contract.)*

Charles Lane, MD, Chair  
Krista Henderson, Level 1 TC, CRMH  
Dallas Taylor, Level 3 TC, Montgomery Regional  
Jane Gilley, Level 3 TC, CNRVMC  
John Dallara, MD, Non-designated Hospital, Danville Regional  
Bobby Baker, Non-designated Hospital, Lewis-Gale

Susan Smith, Air Medical, Carilion Clinic Transport-Life Guard  
Kris Shrader, Fire-based Agency, Martinsville FD  
Shawn Hite, Career EMS Agency, REMSI (Pulaski County)  
Jane Lindsay, Volunteer EMS Provider

**Communications and Transportation (Lead Staff – Rob Logan)**

(vacant), Chair

Bob Bruch (Botetourt County)

John Hudson (City of Covington)

Chris Akers (Pulaski County)

Jim Davis (Pittsylvania County)

Greg Hutchins (Montgomery County and VA State Police)

(President may appoint up to three others as needed in consultation with Chair)

**Allied Resources (Lead Staff – Debbie Akers)**

Morris Reece, Chair

Membership consists of an administrative-level representative from each hospital within the region. Normally this will be a nurse manager, materials manager, physician, or administrator. President may appoint other members in consultation with Chair.

**Long-Range Planning and Finance (Lead Staff – Rob Logan)**

These two committees are called for in the by-laws, but historically the Executive Committee has served in place of these committees as needed. Bylaw revisions will continue in FY 2010 and rolling the tasks of these committees into the executive committee will be considered.

**Stroke Triage Planning Committee (Lead Staff – Debbie Akers)**

To be appointed

**Medical Direction (Lead Staff – Debbie Akers and Rob Logan)**

Charles Lane, MD, Regional Medical Director, Chair

All EMS Physicians (operational and course medical directors) in the region

**Ad Hoc Committees**

**Pharmacy Committee (Lead Staff – Debbie Akers and Rob Logan)**

Joe Ciezkowski, LewisGale Regional Medical Center, Chair

Members: Pharmacist from each hospital in the region

**Peer Review Committees (Lead Staff – Field Coordinators)**

Peer Review Committees are made up of representatives from all agencies in the region. There are currently 6 committees in place:

- Roanoke-Botetourt
- Franklin-Henry
- New River
- Alleghany
- Patrick
- Danville-Pittsylvania

**MCI Planning Workgroup (Lead Staff – Mike Garnett)**

This workgroup consists of the emergency manager (or his designee) from each locality in the region.

**BOARD ACTION: It is requested that the board give the president authority to make additional appointments to these committees throughout the year.**