

*Virginia Office of Emergency Medical Services
EMS Advisory Board Meeting Minutes*

09/17/2002 09:00 AM J. Sargeant Reynolds Corporate Center, Richmond, Virginia

Attendance

Committee Members

| | | |
|------------------|---------------------|-------------------|
| Theresa Guins MD | Chip Decker | Ed. Snyder |
| Bob Crowder | George Langford | Genemarie McGee |
| Kent Weber | Karen Wagner | Rao Ivatury MD |
| Elizabeth Martin | Michael Gonzalez MD | Scott Chandler |
| David Palmer | Donald Barklage Jr | Gary Critzer |
| Morris Reece | Michael Player | Stewart Martin MD |

Absent

| | | |
|------------------------|------------------|----------------------------|
| Joanne Lapetina MD | Jeffrey Young MD | Earl Carter Jr. (excused) |
| Margaret Dolan MD | Thomas Harvey | James Hurlock Jr (excused) |
| Richard Johnson | Buck Maddra | Linda Sayles |
| Robert Stout (excused) | Claude Webster | Carl Wentzel III MD |

Staff

| | | |
|----------------|------------------|-----------------------------------|
| Gary Brown | Scott Winston | Irene Hamilton |
| Ruth Robertson | Kenny Updike | Warren Short |
| Carol Morrow | Karen Head | Bat Peachy |
| Terry Coy | Everette Vaughan | Melissa Doak |
| Jimmy Burch | David Cullen | Deborah Edwards and Dennis Molnar |

Others

| | | |
|----------------|--------------|----------------|
| Melanie Morris | Tina Skinner | Rob Logan |
| Jon Donnelly | Wanda Legge | Melinda Duncan |
| Connie Purvis | Michael Berg | and Don Wilson |

Call to Order –

Gary Brown called the meeting to order at 9:25 a.m.

Introductions

Mr. Brown welcomed everyone, and especially the new Board members. Introductions were made around the room.

Mr. Brown explained that this special meeting was called by the Advisory Board members at the August meeting in anticipation of new members being appointed to the Board. However, the official announcements have not yet been made by the Office of the Governor. Therefore, new board members will not be eligible to vote on any action items until they have been sworn in.

Orientation

Attorney General's Office

Cathie Hutchins, from the Attorney General's Office, was in attendance. Ms. Hutchins conducted Orientation for the State EMS Advisory Board members.

Ms. Hutchins gave a thorough orientation that included a PowerPoint presentation. Her orientation covered several key areas. Key areas discussed included:

- a) State and Local Government Conflict of Interest Act
- b) Prohibited conduct regarding contracts and transactions.
- c) "Personal Interest" was defined and discussed.
- d) General Prohibited or Unauthorized Contracts was explained.
- e) The Freedom of Information Act (FOIA) was discussed in detail.
- f) Public Records as related to FOIA was discussed in detail.

A copy of the PowerPoint presentation will be included as an attachment in the November Quarterly Report to the Advisory Board.

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Office of EMS

Mr. Brown received clarification from the Attorney General's Office on which board members would be eligible to vote today. New members of the board who have not been sworn in were not eligible to vote. However, all current board members and any board members present who are still serving until a new member has been sworn in are eligible to vote.

Mr. Brown distributed some information to the Board members and explained in detail pertinent information that new board members need to know. Board members received copies of the bylaws. Mr. Brown told the board that the bylaws need to be updated.

Program Updates

CISM-

Carol Morrow gave a brief overview of the CISM program. They have a team concept for CISM. OEMS has 16 regional teams.

Rescue Squad Assistance Fund-

Rescue Squad Assistance Fund – Carol Morrow gave an overview of this fund. Ms. Morrow explained the importance of the Advisory Board to direct the Financial Assistance Review Committee on priorities that need to be funded. Ms. Morrow gave a PowerPoint presentation that gave an overview of the funding process.

EMS Emergency Management Committee-

Everette Vaughan who staffs the committee along with Karen Cheatham gave an overview of the committee. Over the past two years, the committee has spent the majority of its time developing Mass Casualty modules. Anything that goes on in emergency operations in OEMS is taken to the committee for guidance.

Communications Committee-

Everette Vaughan has been staffing the committee. However, a new Communications Coordinator will be starting next week, Kent Crumpler, and he will start staffing that committee. The committee was consulted during the rewrite of the EMS Rules and Regulations. Currently, the committee is working on statewide implementation of EMD (Emergency Medical Dispatchers). The committee is also working on the update of the State EMS Communications Directory.

State Medevac Committee-

Karen Head staffs the committee. She gave a brief overview of the committee. The Medevac Committee is one of the newest standing committees. The committee has a unique composition in that it is represented by the medevac operators who are licensed within the State of Virginia. The Medevac committee is currently working on creating a new Landing Zone Directory.

Statewide Poison Control Network-

Karen Head is responsible for managing this program. It is the only general fund program that is established in the Office of EMS. The program is in the first one-year extension of an originally five-year contract.

Trauma System Oversight and Management Committee-

Karen Head staffs this committee. The committee handles the Trauma System Designation Program. The committee is also responsible for the Statewide Trauma Registry.

Human Resources and Training Committee-

Warren Short staffs the Human Resources and Training Committee. The HR&T has been working on the new curricula within OEMS. The committee is currently working on the Paramedic Program, the Accreditation Program, and the EMS Training and Administrative procedures.

Medical Directions Committee-

Warren Short staffs the committee for the OEMS. The committee meets quarterly. It is made up of Operational Medical Directors and each of the Regional Councils. They review anything that deals with curricula. Warren discussed several of the projects that the committee is working on at present.

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Special Call Meeting of the EMS Advisory Board-

Following the conclusion of the Orientation, Gary Brown called the Special Call Meeting of the EMS Advisory Board to order at 1:07 p.m. Mr. Brown conferred with Cathie Hutchins, as the AG Office counsel, and was given approval to call the special meeting to order.

At its August 9 meeting, the Advisory Board voted to hold a special board meeting on September 17. One item of business at the meeting would be the election of officers. Mr. Brown referred to the bylaws to clarify a quorum and who is eligible to vote. New members are ineligible to vote because they have not been sworn in. Members allowed to vote at this meeting are Michael Player, Chip Decker, Ed Snyder, George Langford, Genemarie McGee, Kent Weber, Stewart Martin, Scott Chandler, Liz Martin, David Palmer, and Don Barklage.

Nominating Committee Report-

Recommended Slate of Officers-

Genemarie McGee gave the report of the nominating committee. The slate of officers recommended by the committee was distributed.

Chairman – David Palmer

Vice-Chairman – Don Barklage

Committee Chairs:

Communication – Scott Chandler

CISM – Liz Martin

EMS Emergency Management – Mike Gonzales, M.D

Emergency Medical Services for Children – Teresa Guins, M.D.

Evaluation – Kent Weber

Human Resources and Training – David Palmer

Medevac – Genemarie McGee

Medical Direction – Stewart Martin, M.D.

Public Information and Education – Karen Wagner

Regulation and Policy – Don Barklage

Transportation Committee – Chip Decker

Trauma System Oversight & Management – Morris Reese

Mr. Brown explained that the report does not require a second from the Board.

Mr. Brown called for nominations from the floor for each position. There were no nominations from the floor and the slate of officers was accepted by acclamation.

The motion was made and properly seconded that the slate of officers be elected.

There was no further discussion and the vote was taken.

Vote: Yeas – 11; Nays – 0; Abstentions – 0. The motion was carried unanimously.

EMS Budget Briefing-

Following the vote, Mr. Brown turned the meeting over to David Palmer, the newly elected Chair of the Advisory Board.

Mr. Palmer asked Mr. Brown to give a briefing on the EMS budget.

State agencies have been directed to submit budget reduction plans. Agencies were further directed to produce a program and services spreadsheet on their program budgets for program elimination. Mr. Brown cannot discuss any information from the submission. OEMS had to submit information on their various program areas and prioritize each program. Mr. Brown met with the Commissioner's office last week to discuss OEMS budget reduction plan. During the meeting, he was asked what was the exit plan for the State to get out of the EMS business. Upon clarification, Mr. Brown was told that all directors were being asked this question regarding their program. In conclusion, Mr. Brown emphasized that the state has a critical budget shortfall and it will probably have a definite impact on OEMS and the services.

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The Board members discussed what action they need to take on behalf of OEMS and the EMS budget to emphasize the importance of the services. Mr. Brown was asked to keep the Board updated so that an emergency board meeting could be called if necessary.

Board Activities and Direction-

Upcoming Board Meetings:

Proposed Dates for 2003:

Mr. Palmer gave the proposed meeting dates for the Advisory Board in 2003. The dates are still not firm because the Office of EMS is in the process of soliciting bids from hotels in the Richmond area. The proposed dates are:

February 6-7, 2003; May 8-9, 2003; August 7-8, 2003; November 13-14, 2003.

Next Meeting:

The next meeting of the Advisory Board is scheduled on November 15, 2002, and the meeting will be held at the Hilton Airport in Richmond.

EMS Symposium:

The 23rd Virginia EMS Symposium will be held at the Norfolk Waterside Marriott on November 7-10. Board members were encouraged to attend. Both Lieutenant Governor Tim Kaine and Secretary Jane Woods are scheduled to attend the Symposium Awards Banquet.

State EMS Advisory Board By-Laws:

Mr. Palmer asked board members to review the by-laws before the November meeting. He also asked that the board members think about goals for 2003.

State EMS Plan:

Mr. Brown explained that the State EMS Plan needs to be revised. The State EMS Plan could be helpful in focusing OEMS in directing them on prioritization that needs to take place within the Office of EMS.

Legislative Issues

The Advisory Board will be watching closely the budget status and keep the Board members informed. During the upcoming legislative session the board will monitor Four-for-Life for its continuity and sustaining the language will be an important effort of the board.

Public Comment

None.

Old Business

Minutes from the August meeting were posted on the Commonwealth Meeting Calendar but were not distributed to the board members. Therefore, the minutes will be approved at the November meeting.

New Business

Michael Player brought forth a motion.

MOTION: The State EMS Advisory Board requests that the Financial Assistance Review Committee consider RSAF grant applications requesting funds to help agencies comply with the new Rules and Regulations governing EMS be considered a high priority.

The motion was properly seconded and the floor was open for discussion.

Hearing none the vote was taken. Yeas - 10; Nays - 0; Abstentions - 1

The motion carried unanimously.

D R A F T

Rules and Regulations –

David Cullen notified the Board that the Department of Planning and Budget has reviewed and approved the proposed Rules and Regulations. The regulations are now in the Secretary's office and they will be going forward to the Governor following the Secretary's office approval. OEMS anticipates that the new rules will be placed in to effect on January 1, 2003.

Advisory Board Executive Committee –

Mr. Brown recommended that the Board consider reconvening Executive Committee meetings occasionally to address issues.

Mr. Palmer said that he is going to take that under advisement.

Adjourn

A motion was made to adjourn the meeting at 2:05 p.m.

Next Meeting

Date: Friday, November 15, 2002

Time: 1:00 P.M.

Location: Hilton Richmond Airport