

Lord Fairfax EMS Board Meeting  
FINAL Minutes  
June 10, 2009

Members Present:

City of Winchester – Jon Henschel, Perry McAlister, Eddie McClellan  
Clarke County- Wayne Armbrust  
Frederick County- Larry Oliver (AB Representative), Pam Keeler, Tommy Price  
LFEMS Office – Tracey McLaurin  
Page County- Scott Higgs, Wes Shifflett  
Page Memorial Hospital – Julie Miller  
Shenandoah County – Dr. Sandra Drake, Richard Funkhouser, Floyd Heater  
Valley Health- Chris Rucker  
Warren County – Wayne Dodson, Donna Dofflemyer. Mike Utley

Others In Attendance:

Virginia Office of EMS- Michael Berg, Heather Phillips, Andy Daniels  
Shenandoah County Fire & Rescue- Tim Williams  
Virginia Office of EMS- Heather Phillips

The Annual Meeting was called to order at 1830 hours by President Eddie McClellan.

A presentation was made by Michael Berg from the Virginia Office of EMS regarding the proposed draft of the new Regulations. A copy is attached.

The minutes were reviewed from the April 8, 2009 meeting. A **motion** was made by Mike Utley to approve the minutes, seconded by Wayne Dodson, motion carried.

**Correspondence:**

- Three letters were received from Clarke County; one appointing C. Wayne Armbrust to the Board, one appointing Jason Burns to the Board, and one letter stating that our funding for the upcoming year will remain the same.
- A letter was received from Warren County regarding the reappointment of Mike Utley to a new three year term.
- Tracey was also copied on the letter that was sent from Gary Critzer, President of the Central Shenandoah EMS Council to Shenandoah County stating that they felt that it would be in everyone's best interest for them to remain within the Lord Fairfax Council region. A copy is available if anyone is interested in reading.

**Financial Reports:** Copies were included in the e-mail received by each Board Member along with a current balance sheet for all accounts. With no questions concerning the reports, Richard Funkhouser made a **motion** to accept the general accounts report as written. Perry McAlister seconded the motion. Motion carried. The Communications financial report was reviewed and with no questions, a **motion** was made by Larry Oliver, seconded by Wayne Dodson, motion passed.

**Director's Report:** The quarterly report will not be ready until the next meeting. Tracey attended the Director's quarterly meeting May 14th and several committee meetings May 15th along with the Advisory Board meeting. She also attended the RSAF grant meetings June 4 & 5 in Richmond. Draft copies of the new contract for FY10 were distributed to the Councils. A few major changes or items noted are the change in CTS fees to \$50 for initial testing and \$25 for re-tests. This will also be the year that major revisions are required of our Trauma Triage Plan. We will be getting a guidance package from OEMS within the next few weeks to assist us with that process.

**President's Report:**

- a) Eddie McClellan reported that he attended two meetings with Shenandoah County with Tracey to discuss any concerns that they had to try to come to a resolution. The second meeting also included Dr. Adam, their OMD. Dr. Adam will remain their OMD and they now have a signed contract with him. Their largest concern is that their OMD would not have the autonomy needed to make decisions about what was best for EMS in their county. Eddie reassured them that according to the Regulations, the OMD does have the authority and autonomy to make necessary decisions. He felt that both meetings were very positive. Dr. Potter will set up a time to meet with Dr. Adam to discuss some ongoing issues.
- b) We received a new financial support request from LFCC for \$10,000 per year for the next three years. The original agreement was for a total donation of \$60,000 over a three year period which would end June 30, 2009. After much discussion about the lack of other ALS training opportunities in the region, Perry McAlister made a **motion** to give \$10,000 for one year and to revisit it again at the same time next year. This will be based on our continued funding and income in the future. The motion was seconded by Julie Miller, motion passed.

**State EMS Advisory Board Member Report:**

- a) Larry Oliver handed out his report and reviewed with the Board. A copy is attached.

**Committee Reports:**

- a) Training: Wes Shifflett reported that the committee met two weeks ago. Nothing significant to report at this time.
- b) Communications: Larry Oliver reported that the RSAF grant had been submitted for this grant cycle and was awarded at 100% so we'll be moving forward with that project in July.
- c) Regional PI/TPI: Julie Miller & Wayne Dodson reported that the committees have not met this quarter.
- d) EMS Awards & Banquet: Eddie reported that the picnic was held May 16th with good attendance. Gary Brown attended from the Office of EMS.
- e) Medical Direction/Pharmacy: The committee did meet May 8th and discussed revisions for the regional protocols which will now be known as Guidelines. This will be discussed in New Business.

- f) MCI/Disaster Committee: The committee met for the first time May 28th with a good turnout. Plans are to meet again June 30th to continue with revisions to the MCI Plan. Future plans for this committee will include periodic drills. We're attempting to get representation from the hospitals in the region at the next meeting.

### **Approval of Plans:**

- a) Mass Casualty Plan: As just discussed, this Plan is still being revised and will not be ready until the end of September because of the widespread changes. We originally received an extension until the 4th quarter for this plan but Tracey spoke with Tim Perkins and he has granted approval to submit the current Plan with the minutes of the meeting to verify that changes are being made. A **motion** was made by Larry Oliver to approve the current MCI Plan as written, seconded by Wes Shifflett, motion passed.
- b) Regional Treatment Guidelines: The Medical Direction committee met May 8th to review & finalize changes to the Guidelines. The Administrative policies will be added to the document before any rollouts are initiated. Wes Shifflett made a **motion** to table the approval of the Guidelines until further information is received about the status of the Optional skills. The motion was seconded by Wayne Dodson, motion passed.
- c) Regional Diversion Policy: Dr Potter had discussed possible changes that could be made to the policy but nothing's been received at this time. A **motion** was made by Wes Shifflett to approve the current policy with no changes noted at this time. The motion was seconded by Julie Miller, motion carried.

### **Unfinished Business:**

None at this time.

### **New Business:**

- a) CTS Fees- These were discussed in the Director's Report. The Council will offer available training at the end of July and during August for anyone interested in continuing to work as an Evaluator for the Council and also anyone interested in becoming an Evaluator. The Council will send out information in the next week regarding this once the information has been received from the OEMS training division.
- b) FY10 Budget- The proposed budget was e-mailed to all Board members prior to the meeting. The Training Center Coordinator has been increased from 20 hours per week to 30 due to the increased demand for training. The budget reflects this change. After discussion, a **motion** was made to approve the budget with the reduction of \$1,046 from CPR training expenses to balance the budget by Larry Oliver. The motion was seconded by Julie Miller and the motion carried.
- c) Review of Personnel Policy Manual: President McClellan appointed Pam Keeler, Wayne Armbrust, and Chris Rucker. Tracey will send out the current manual to the Board members so they can begin a review and make possible changes and recommendations at the next meeting.

d) Election of Officers:

Mike Utley presented the following slate of officers for FY09-10 on behalf of the Nominating Committee:

President- Eddie McClellan

Vice-President- Larry Oliver

Secretary- Chris Rucker

Treasurer- Pam Keeler

Executive Committee- Richard Funkhouser

The floor was opened for additional nominations and hearing none for all positions, motions were made for each position, seconded, and carried.

With no further business before the Board, Wes Shifflett made the motion to adjourn the meeting, Wayne Dodson seconded the motion, and the motion passed at 9:01pm.

The next meeting will be August 12, 2009 at 7:00pm.