

**Lord Fairfax EMS Council Special Called
Board Meeting
FINAL Minutes
December 9th, 2009**

Members Present:

Larry Oliver	Frederick County	Sandra Drake	Shenandoah County
Pam Keeler	Frederick County	Perry McAlister	City of Winchester
Jeff Long	Frederick County	John Henchel	City of Winchester
Tommy Price	Frederick County	Eddie McClellan	City of Winchester
Wayne Armbrust	Clarke County	Richard Funkhouser	Shenandoah County
Jason Burns	Clarke County	Tim Williams	Shenandoah County
Mike Utley	Warren County	Wes Shifflet	Page County
Wayne Dodson	Warren County	Julie Miller	Page Memorial Hospital
Jack Potter, MD	Regional Med Dir.	Scott Higgs	Page County
Chris Rucker	Valley Health	Jill Young	Page County

Staff Present:

Tracey McLaurin, Executive Director

Call to Order:

Meeting called to order at 1835 by President Eddie McClellan – meeting start delayed 5 minutes as members were arriving and signing in / taking their seats. President McClellan asked Vice President Larry Oliver to chair the meeting.

Approval of Minutes

Motion to approve October 14th, 2009 minutes was made by Pam Keeler with the change to reflect the August 12th minutes were also approved at the 10-14 meeting; seconded by Mike Utley, motion carried unanimously.

Correspondence

Chair recognized and introduced Tim Williams, Section Chief from Shenandoah County Fire and Rescue Department as a new representative appointed by Shenandoah County.

Chair introduced Dr. Charisse Sparks a new Traumatologist practicing at Winchester Medical Center. Dr. Sparks reviewed her training and experience as well as provided examples of traumatic injuries she would be seeing at WMC, which were previously beyond the scope of the trauma center.

Financial Report

Financial report was presented by Director McLaurin. Motion to accept was made by Pam Keeler, second by Richard Funkhouser. The motion carried unanimously.

Director's Report

Executive Director McLaurin presented the following items / activities to the board:

- A recent profile / article in the chamber newsletter.
- A radio spot on a local radio station.
- LFEMSC assisted the Health Department in the vaccination of volunteer emergency workers in H1N1.

- The LFEMSC council designation notebook was sent in to the state in Oct; the state acknowledged receiving the notebook.
- Training center continues to be self-supporting and the Director wishes to increase the CPR Coordinators hours to full-time.

A motion was made by CW Armbrust to authorize the Director to move the CPR Coordinator position to full-time, subject that she earns enough income to offset her salary and expenses, with the provision that she will drop back to part time as necessary. Motion second by Chris Rucker and passed unanimously.

Director McLaurin thanked the board for the support and assured the board that she would closely monitor the earning vs. expenses and take appropriate action as needed.

President's Report

President McClellan had nothing to report

Advisory Board Report

Advisory Board report presented by Larry Oliver, see attached.

Medical Director

The Medical Director had no report.

Communications Report

No report.

Training Committee Report

Training Committee is scheduled to meet the 4th Tuesdays of odd months.

PI / Trauma PI Report

The PI / TPI Committee reported it has identified that 50% of agencies continue to not submit PI data, 13% of patient refusals are not witnessed, and less than 1% of all reported calls use EMT optional skills. The committee plans to send a memo to all providers asking that they encourage their administrators to submit data to the committee. 2010 meeting dates are scheduled as follows: 2/23, 5,25, 8/24, 12/7.

Review / Approval of Plans

Regional EMS plan presented. Motion to approve made by Pam Keeler, seconded by Wes Shifflett. Motion carried unanimously.

Continuity of Operations Plan Presented. Motion to approve with a grammatical correction made by Wes Shifflett, seconded by Julie Miller. Motion carried unanimously.

Regional Trauma Triage Plan presented. Motion to approve by Mike Utley as presented, seconded by Wayne Dodson. Motion carried unanimously.

Medication / Narcotics Accountability Plan presented. Dr. Potter led a discussion regarding the implications of the plan. A motion to accept the plan, subject to any final changes made in the next week was made by Wes Shifflett, seconded by Jack Potter. The motion carried unanimously.

Bylaws Changes presented. Motion to accept made by CW Armbrust as presented, seconded by Julie Miller. The motion carried unanimously.

Unfinished Business

No Unfinished Business.

New Business

Director McLaurin distributed a letter from the board's external auditor advising that there were weaknesses in the board's accounting controls. Director McLaurin explained these were not uncommon to small non-profit agencies and was simply for information. A motion acknowledging the letter was made by Richard Funkhouser, seconded by Jason Burns. The motion carried unanimously.

Director McLaurin spoke about the annual report and her desire to distribute it to all providers. Director McLaurin indicated she is seeking grant funding to assist with this project. A motion to accept the report was made by Mike Utley, seconded by Tommy Price. Motion carried unanimously.

Director McLaurin reminded the committee that holiday bonuses have been given to Council employees in past years . A motion to give each employee a pro-rata \$300 holiday bonus was made by Jack Potter, seconded by Mike Utley. The Motion carried unanimously with several board members complementing Director McLaurin and her staff on their fine work in the past year.

Motion to approve the 1yr budget as presented made by Richard Funkhouser, seconded by C.W. Armbrust, motion carried.

Adjournment

There being no further business to come before the board, a motion to adjourn was made by Wayne Dodson, seconded by Perry McAllister, motion carried unanimously.