

**Lord Fairfax EMS Council
Board Meeting
FINAL Minutes
October 12, 2011**

Members Present:

Larry Oliver	Frederick County	Jon Henschel	City of Winchester
Pam Keeler	Frederick County	Eddie McClellan	City of Winchester
Tommy Price	Frederick County	Tim Williams	Shenandoah County
Mike Utley	Warren County	Jill Young	Page County
Wes Shifflett	Page County	Lee Coffelt	Clarke County
Scott Higgs	City of Winchester	Kevin Catlett	Warren County

Staff Present:

Tracey McLaurin, Executive Director

Guests

Heather Phillips, OEMS

Call to Order:

Meeting called to order at 1830 by President Eddie McClellan.

Approval of Minutes

Motion to approve August 9, 2011 minutes by Tim Williams, seconded by Lee Coffelt, motion carried unanimously.

Correspondence

A letter of resignation was received from Perry McAlister citing increased personal and work demands. Director McLaurin will notify Winchester that a new person needs to be appointed.

Financial Report

Financial report was presented by Director McLaurin. It was noted that as of today, no funding has been received for this fiscal year. OEMS has changed their payment policy and we will no longer receive half of our yearly funding at the beginning of the year. It will be evenly divided over the 4 quarters.

Motion to accept the General Checking report was made by Lee Coffelt, second by Mike Utley. The motion carried unanimously.

Motion to accept the Communications Fund report was made by Mike Utley, second by Larry Oliver. The motion carried unanimously.

Director's Report

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

- An update on the new office space. Work has been started on the training room & will hopefully be completed by the end of November.
- The written quarterly report to OEMS will be available at the next meeting. It's currently being completed & is slated to be submitted before the deadline at the end of Oct.

President's Report

None at this time.

Advisory Board Report

Larry Oliver reported the Advisory Board met last in August. Some appointments to the AB still haven't been made, specifically from TEMS & SWEMS. The November meeting will include the nominations & the slate is ready to move forward. Larry also thanked everyone for the flowers for his father's funeral.

Disaster Committee

Larry reported on the series of meetings that have been held in order to have the plan ready for the Board to approve. The format of the plan has been updated to reflect the OEMS template. He also stated that the Council needs additional input from the hospitals.

Performance Improvement/Trauma

The next meeting will be held in November.

Finance Committee

Pam reported that the finance committee met before the Board meeting tonight and that the expenses & income were reviewed by the committee & some items were confirmed with Director McLaurin. She stated that in the future, the committee would review reports electronically every two months before the Board meetings & will meet in person as needed.

Training /Instructor Network Committee

President McClellan advised Kevin to gather his committee together & to make recommendations to the Board as to how the committee should move forward in the future. The OEMS contract requires quarterly Instructor Network meetings but not training.

Review / Approval of Plans

The MCI & Disaster Response Plan was presented to the Board for approval noting that work will continue on the plan to move us toward exercising it in the future. President McClellan thanked the committee for the hard work done the past few months. He would also like for a training plan to be developed by the Systems Planner & Field Coordinator by the beginning of the year to begin offering the training to new & current providers in the region.

The COOP Plan was presented to the Board. Director McLaurin stated that she worked on the plan during the past few weeks comparing it the template provided by OEMS and incorporating what was needed for our Council. Heather stated that she reviewed the plan and was extremely impressed. A motion was made by Larry Oliver & seconded by Lee Coffelt. The motion was carried unanimously.

Unfinished Business

Regional Medical Director- President McClellan stated that a contract had been secured with Dr. Chris Turnbull to serve as interim RMD until the end of this calendar year & Dr. Turnbull has expressed interest in continuing with the position permanently. Wes Shifflett stated that he'd like to open it up to any OMDs that may be interested & to conduct interviews with any that may be interested. President McClellan appointed an initial group consisting of himself, Tim Williams, Larry Oliver, Kevin Catlett, Lee Coffelt, & Wes Shifflett with a recommendation coming back to the Board at the next meeting.

The quote was submitted by Director McLaurin for tables and chairs for the new training room from BK Office Supply noting that we were getting a reduced rate directly from the company & that BK would only be responsible for delivery & installation. Total of the quote is \$11,081.95. A motion was made by Wes, seconded by Kevin to approve purchase. Motion was passed unanimously.

The only quote received for the audiovisual equipment for the new training room was presented by Director McLaurin. She stated that she tried to get 3 different companies in to give quotes. One didn't respond, 1 came to look at it but never sent a quote, and the third had been to the office several times. The only quote received was from Palmer Media for \$10,808. A motion was made by Mike Utley to allow Director McLaurin not to exceed \$10,808 for purchase of a/v equipment but to also research other companies that could install for less. Other options were provided. Motion was seconded by Lee and passed unanimously.

Bylaws- President McClellan tasked Mike to chair a group to review the current bylaws since they haven't been reviewed since 2009. Mike made a motion from the committee to retain a seat on the Board for PMH until the next revision. After discussion, a motion was made by Larry to table until the next meeting and was seconded by Jill Young. Motion passed unanimously.

New Business

Heather Phillips reported on the symposium coming up in November. A total of 260 classes are being offered and registrations as of this date are at 1,500. A meeting is being held next week & proposals for 2012 symposium are now being accepted with decisions being made the first week in December.

RSAF Grant Reviews

The Board heard several grant requests for member agencies, questioned presenters, compiled scoring sheets, and discussed individual merits of requests.

Based on the presentations, the following grants were rated with a score of 1: Clearbrook Volunteer F&R Type 1 Ford Ambulance, Shenandoah County F&R Type 1 Ambulance, Greenwood Volunteer F&R Chevy G4500 Ambulance. The following grants received a score of 2: Stanley Volunteer Rescue Squad Megacode Kelly and Strasburg Rescue Squad 3 Panasonic Toughbooks. The following grants received a score of 3: Luray Volunteer Rescue Squad 100 CPR Training materials & 2,500 Giveaways, Stanley Volunteer Rescue Squad 2 Stairchairs, and Strasburg Volunteer Rescue Squad 3 Stryker Stairchairs.

The Council rated both the Clearbrook request & Shenandoah County Fire & Rescue request as the number 1 priority for the region. Greenwood's request was rated as the number 2 priority and Strasburg's request as number 3. Stanley's request was rated as the number 4 and Luray's was considered special priority.

Adjournment

There being no further business to come before the board, a motion to adjourn was made by Mike Utley, seconded by Larry Oliver, motion carried unanimously. The meeting adjourned at 2040 Hours.