

Lord Fairfax EMS Board Meeting
FINAL Minutes
October 8, 2008

Members Present:

City of Winchester – Eddie McClellan, Perry McAlister
Frederick County- Larry Oliver, Pam Keeler, Tommy Price
LFEMS Office – Tracey McLaurin
Page County- Scott Higgs, Wes Shifflett
Page Memorial Hospital – Julie Miller
Shenandoah County – Richard Funkhouser
Valley Health- Gary Dalton, Advisory Board representative
Warren County – Wayne Dodson

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

A motion was made by Gary Dalton to approve the minutes from the August 13, 2008 meeting. Motion was seconded by Larry Oliver, motion carried.

Correspondence: None to report at this time.

Financial Reports: Copies were included in the e-mail received by each Board Member. With no questions concerning the report, Gary Dalton made a motion to accept the report as written. Wayne Dodson seconded the motion. Motion carried. Larry Oliver requested that Tracey establish a plan to identify where 15 & 20% cuts can be identified with the possibility of reductions coming from the localities and possibly the state contract in the near future.

Director's Report: The report was sent out to each Board member by e-mail. A copy is attached.

President's Report:

- a) Committee assignments for FY09 were handed out to all Board members. After review, Gary Dalton advised that Dr. Sinclair needed to be added to the list for Medical Direction. The nurse liaisons also need to be added. Corrections will be made as needed. Eddie stated that all committees should meet at least quarterly but monthly meetings are not necessary in some cases.

State EMS Advisory Board Member Report:

The Advisory Board has not met but Gary announced the EMS Town Forum that will be held at the Frederick County Public Safety building Oct.23rd from 7pm-9pm. All Board members are encouraged to come and a flyer was handed out. The next Advisory Board meeting is scheduled for November 12, 2008 at Symposium.

Committee Reports:

- a) Medical Direction/Pharmacy: Dr. Potter was absent. The committee had a meeting August 22, 2008. The new Administrative Policies were reviewed and approved and the EZIO protocol and procedure was approved. The cosmetic changes to the Protocols were discussed and are still being worked on at this time.
- b) Training: The committee met July 29, 2008. The BLS skills drill was finalized. It will go to Medical Direction for final approval to begin July, 2009. The "Train the Trainer" for EZIO was held Sept. 18 & 19, 2008. Training kits are now being distributed to the jurisdictions & will be put in use once training has been completed. Winchester Fall Fire School will offer CPAP, EZIO, EMT-B Optional Skills, and Evaluator training. An EMT-B Refresher class will start in Sept and again in November. Refresher classes are averaging 16 students. A full EMT-B class is also being scheduled to begin in December in the VMT/Council training room.
- c) Communications: Nothing new to report at this time. Additional quotes may be available for replacement of the repeaters at the next meeting.
- d) Regional PI/TPI: Both committees met August 26, 2008. The 1st quarter is due Oct. 31st to the Council. The next meeting is scheduled for Nov. 25, 2008.
- e) EMS Awards & Banquet: Nothing new to report at this time. Plans will begin soon for the date in 2009.

Approval of Plans:

- a) Protocols: Changes are still ongoing and will only be cosmetic. Once all minor changes are completed, CDs and e-mails will be sent to all agencies and the website will be updated. Protocol books will not be printed at this time.
- b) Regional EMS Plan: This plan will need to be approved at the next meeting. Eddie will contact a few Board members about serving on a subcommittee to review this plan, to complete a SWOT analysis, and to make recommendations at the next meeting.
- c) Continuity of Operations Plan: This plan will need to be approved at the next meeting and will be reviewed by the same subcommittee that reviews the EMS Plan.
- d) Performance Improvement Plan: One minor change was made to the Plan. After review, Gary Dalton made a motion to approve with change, seconded by Wes Shifflett, motion carried.
- e) Trauma Performance Improvement Plan: It was discovered that the Council needed a separate document to address the trauma response. After review and one minor change, a motion was made by Julie Miller to approve with corrections, seconded by Larry Oliver, motion passed.

Unfinished Business:

- a) Course Fee Schedule for EMS Courses- Comparisons were made to other Councils in the state and based on that information, our prices were right in line with the others. After reviewing the first page, a motion was made by Gary Dalton to approve page 1 as written, seconded by Richard Funkhouser, motion carried. The second page was reviewed and a suggestion was made to raise the assistant

instructor rate from \$18 to \$20 per hour. Gary Dalton made a motion to approve the second page with change, seconded by Wes Shifflett, motion carried.

New Business:

- a) Nominations for Treasurer: The floor was opened for nominations for the unfinished term of Treasurer. A nomination was made by Larry Oliver for Pam Keeler. A motion was made by Wes Shifflett to close nominations, seconded by Gary Dalton. Pam Keeler was unanimously voted as Treasurer.
- b) AHA Training Center Coordinator: Information was e-mailed to each Board member regarding a proposal to hire a Training Center Coordinator. Statistics were provided from the summer with profit made and the potential over a one year position. This position will make their own salary and the individual will be hired with that knowledge. After review and discussion, a motion was made by Gary Dalton, seconded by Wes Shifflett with the motion carrying.
- c) At the completion of the business meeting, the Board began grant reviews.

The next meeting will be December 10, 2008 at 7:00pm. With no further business before the Board Julie Miller made the motion to adjourn the meeting, Richard Funkhouser seconded the motion, and the motion passed at 7:53pm.