

# MLREMS Executive Committee Meeting

## Meeting Minutes

<b>Subject</b>	<b>Executive Committee Meeting</b>	<b>Meeting Notes : Dates</b>	<b>1-10-2011</b>	
<b>Facilitator</b>	Mark Tornstrom	<b>Time</b>	0830	
<b>Location</b>	GoTo Meeting	<b>Scribe</b>	Tom Bonfiglio	
<b>Attendees</b>	Mark Tornstrom / Tim Frost / Tracy Demarse / Jeremy Cushman / Dick Tripp / Tom Bonfiglio / Paul Bishop Guest Jason Howard			
	<b>This workgroup's responsibility is:</b>			
<b>Key Points Discussed and Action Items</b>				
<b>No.</b>	<b>Topic</b>	<b>Notes / Action Item(s)</b>	<b>Resources</b>	<b>Target Date</b>
<b>1</b>	<b>Officer Reports</b> <ul style="list-style-type: none"> <li>• Chairperson (Tornstrom) <ul style="list-style-type: none"> <li>○ Agenda Items for January 10, 2011 Meeting</li> <li>○ 2011 Goals</li> <li>○ Transition Planning</li> </ul> </li> <li>• Vice Chairperson (Frost)</li> <li>• Secretary (Bonfiglio)</li> <li>• Treasurer (Allen) <ul style="list-style-type: none"> <li>○ Status of Vouchers with BEMS</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Welcome to new officers</li> <li>• Confirm transition for new officers</li> <li>• 2011 goals</li> <li>• Will be meeting with Mark for transition</li> <li>• Tim will be meeting to confirm information is shared</li> <li>• Confirmation for appointed seats</li> <li>• Notification to NYS DOH of new officers</li> <li>• Letter for Dick Tripp through Kevin to Board of Supervisors (tornstrom)</li> <li>• No Other report out of town</li> </ul>		<b>1/30</b>

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# MLREMS Executive Committee Meeting

<b>2</b>	<p><b>Staff Reports</b></p> <ul style="list-style-type: none"> <li>• Office Manager (DeMarse)</li> <li>• Council Vouchers – reported to be in process – Apr – June and July to September.             <ul style="list-style-type: none"> <li>○ Quarterly Report out soon</li> <li>○ Transcription Contract – will continue to evaluate and contact other Program Agencies to maximize utilization</li> </ul> </li> <li>• Medical Director (Cushman)</li> <li>• Presented opportunity for development of a Regional Database program with Jason Howard. Many ideas and process to yet be explored. Executive Committee to recommend consideration to the full council</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Database introduction to full council – Tornstrom to write and introduction and email of the proposal as written now will be sent for consideration of the full council.</li> </ul>		
<b>3</b>	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• Nominations Elections and Governance             <ul style="list-style-type: none"> <li>○ Revisions to COI Policy</li> <li>○ NYS DOH sent back a letter with no opinion</li> <li>○ Reg Allen was chair but is out of town.</li> <li>○ Consideration for another chair to help Reg</li> </ul> </li> </ul>			

# MLREMS Executive Committee Meeting

	<ul style="list-style-type: none"> <li>• PIER (Tripp )             <ul style="list-style-type: none"> <li>○ 2010 Award Nominations Process</li> </ul> </li>   <li>• Regional Emergency Medical Advisory Committee</li>   <li>• System Operations Committee (Batty - absent)</li>   <li>• Training Committee (Paul)</li> </ul>	<ul style="list-style-type: none"> <li>• Same time line as last year to meet STEP timelines</li> <li>• Due to low submissions OPC will send out a reminder email to all agency DO.</li> <li>• Dick will be checking with STEP in regards to funding needs.</li> <li>• Need to solicit new members for committee</li>   <li>• REMAC Quorum issues – suggestion to evaluate automatic seats for hospitals – possibly making members at-large to solicit better involvement</li>   <li>• CLI and CIC course upcoming.</li> <li>• Looking at process for instructor training</li> </ul>		
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# MLREMS Executive Committee Meeting

<b>4</b>	<b>County and Representation Reports</b> <ul style="list-style-type: none"> <li>• Livingston County EMS</li> <li>• Monroe County EMS (Czapranski Absent)</li> </ul>	<ul style="list-style-type: none"> <li>• Still Looking for a coordinator</li> <li>• No Report</li> </ul>		
<b>5</b>	<b>State EMS Council</b> <ul style="list-style-type: none"> <li>• Meetings Announced 3/29 &amp;30, 5/24&amp;25, 9/13 &amp;14</li> </ul>	<ul style="list-style-type: none"> <li>• No other report</li> </ul>		
<b>6</b>	<b>Monroe County Local Emergency Planning Committee (LEPC)</b> <ul style="list-style-type: none"> <li>• Muffy Meisenzahl Retirement</li> </ul>	<ul style="list-style-type: none"> <li>• Effective 12/31/2010</li> </ul>		
<b>7</b>	<b>Other Business</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>No new Business</b>		
<b>8</b>	<b>Next Meeting</b> <ul style="list-style-type: none"> <li>• MLREMS Council – February 21<sup>st</sup> at PSTF</li> <li>• MLREMS Executive –February 14<sup>th</sup></li> </ul>			