

# Protocol and Policy Committee Meeting

## Meeting Minutes

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| <b>Subject</b>                               | <b>MLREMS Executive Committee</b>  | <b>Meeting Notes : Dates</b>                             | <b>07-11-2011</b> |                    |
| <b>Facilitator</b>                           | Mark Tornstrom - Chair   | <b>Time</b>  | 08:30AM           |                    |
| <b>Location</b>                              | GoTo Meeting   | <b>Scribe</b>  | Tim Frost         |                    |
| <b>Attendees</b>                             | Mark Tornstrom; Tim Frost; Jeremy Cushman; Tracy DeMarse; Paul Bishop; Reg Allen   |  |                   |                    |
|  | <b>This workgroup's responsibility is:</b>   |  |                   |                    |
| <b>Key Points Discussed and Action Items</b> |  |  |                   |                    |
| <b>No.</b>                                   | <b>Topic</b>   | <b>Action Item(s)</b>                                    | <b>Resources</b>  | <b>Target Date</b> |
| <b>1</b>                                     | <p><b>Chairperson (Mark Tornstrom)</b></p> <ul style="list-style-type: none"> <li>• Review of Agenda / Minutes <ul style="list-style-type: none"> <li>○ Minutes sent in by secretary, which were incomplete.</li> <li>○ Will look to modify</li> </ul> </li> <li>• NYS Funding Status <ul style="list-style-type: none"> <li>○ Dan Clayton is our primary point of contact for the DOH.</li> <li>○ NYS DOH understands the position that they have put MLREMS in. Our work is funded, but the payment will just be delayed. This will get worse and not better.</li> <li>○ Contingency planning need to remain a top priority.</li> <li>○ MEETING: MLREMS / URMC - We need to be more careful when discussing our contract with the University. They have been a committed partner throughout the years. We have been</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• None</li> </ul> |                   |                    |

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|  | <p>assured that UPMC would like to continue the relationship.</p> <ul style="list-style-type: none"><li>• Secretary<ul style="list-style-type: none"><li>○ Mark sent an email to Bonfiglio secondary to minutes for this meeting have not been completed for months. Minutes submitted this morning are incomplete.</li><li>○ Rosters and Attendance have not been completed</li><li>○ Other correspondence have not been completed</li><li>○ Tim Frost, Vice Chair will be temporarily appointed the duties of secretary until which time a new Secretary can be elected.</li></ul></li></ul> |  |  |  |
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| <b>2</b> | <b>Vice Chair (Tim Frost)</b> <ul style="list-style-type: none"> <li>• No Report</li> </ul>   | <ul style="list-style-type: none"> <li>• MLREMS Attendance Records</li> <li>• REMAC Attendance</li> <li>• Updated Rosters</li> </ul> | <b>ASAP</b> |
| <b>3</b> | <b>Secretary (Tom Bonfiglio – Absent)</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>   |  |             |
| <b>4</b> | <b>Treasurer (Reg Allen)</b> <ul style="list-style-type: none"> <li>• Great Meeting with URMC. Very supportive!!</li> <li>• TAG Committee Progress                             <ul style="list-style-type: none"> <li>○ First meeting well attended</li> <li>○ Second meeting not so much!!</li> <li>○ How does the council become invaluable to the region?</li> <li>○ Discussion Pieces                                     <ul style="list-style-type: none"> <li>▪ Subscription plan</li> </ul> </li> </ul> </li> <li>• Current Financial Status                             <ul style="list-style-type: none"> <li>○ \$56,300 in the bank currently</li> <li>○ We will pay when we get the State money unless payments are greater than 60 days which will have to trigger a meeting. At no time will we have to deplete our accounts less than \$5000 for payment to URMC.</li> <li>○ URMC wants us to have a plan</li> </ul> </li> <li>• Received the agreement for this year's audit</li> </ul> |  |             |
| <b>5</b> | <b>Office Manager (Tracy DeMarse)</b> <ul style="list-style-type: none"> <li>• Closed out contract year as of June 30, 2011                             <ul style="list-style-type: none"> <li>○ We should be vouchering everything but about \$270 intentionally</li> </ul> </li> <li>• Purchased 200 extra minutes for transcriptionist</li> <li>• Busy Week; RFP due this week</li> <li>• Quarterly Report Due</li> </ul>  | <ul style="list-style-type: none"> <li>• Quarterly Report Due</li> </ul>   | <b>EOM</b>  |

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| <b>6</b>  | <b>Regional Medical Director (Jeremy Cushman)</b> <ul style="list-style-type: none"> <li>• In the process of completing PAD agreements with just about everyone. This is absolutely worth taking a look at for revenue.</li> <li>• Regional database could also be revenue generating</li> <li>• Protocols rolled out last week and have been distributed. The VOD should be out in the next couple of week</li> <li>• General Business goes forward</li> </ul> |  |  |  |
| <b>7</b>  | <b>System Operations Committee (Darrin Batty – Absent)</b> <ul style="list-style-type: none"> <li>• St Paul Transfer – We will need to revote (need role call for July</li> <li>• RMMS Transfer – Role Call for July</li> </ul>   |  |  |  |
| <b>8</b>  | <b>NEG (Reg Allen)</b> <ul style="list-style-type: none"> <li>• Refining officer and council roles</li> </ul>   |  |  |  |
| <b>9</b>  | <b>PIER (Dick Tripp - Absent)</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>   |  |  |  |
| <b>10</b> | <b>REMAC (Dr. Cushman)</b> <ul style="list-style-type: none"> <li>• Protocols Released</li> </ul>   |  |  |  |
| <b>11</b> | <b>Training Committee (Paul Bishop)</b> <ul style="list-style-type: none"> <li>• Looking for final word from Ross on regulating Instructors</li> <li>• Training Officer Workshop                             <ul style="list-style-type: none"> <li>○ Starting with surveys</li> </ul> </li> </ul>  |  |  |  |
| <b>12</b> | <b>Monroe County EMS (Tim Czapranski – Absent)</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>  |  |  |  |
| <b>13</b> | <b>Livingston County EMS (No Rep)</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>   |  |  |  |
| <b>14</b> | <b>State EMS Council</b>  |  |  |  |

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|           | <ul style="list-style-type: none"><li>• No Report</li></ul>                         |  |  |  |
| <b>14</b> | <b>LEPC</b> <ul style="list-style-type: none"><li>• No Meeting for summer</li></ul> |  |  |  |
| <b>15</b> | <b>Other Business</b> <ul style="list-style-type: none"><li>• None</li></ul>        |  |  |  |
| <b>17</b> | <b>Next Meeting – July 18, 2011 Full Council</b>                                    |  |  |  |