

Monroe Livingston Regional EMS Meeting & Annual Business Meeting
January 16, 2012
Meeting Minutes

Call to order of Annual Business Meeting – Mark Tornstrom

- New Officers: Mark Tornstrom to remain Chair, Tim Frost as Vice Chair, Reg Allen as Treasurer, and Mark Phillipy, as Secretary
- We will begin with brief operational reports for 2011

Program Agency Report, Tracy DeMarse

- Dr. Cushman and I have attended all of the required meetings throughout the year as needed – MLREMS, REMAC, various subcommittee meetings
- Our office creates the MLREMS & REMAC minutes and posts them on the website
- We sponsored three CLI prescreen courses, one full CLI course, a CIC, and a CIU course
- Two out of the three NYS meetings were attended (3rd was cancelled)
- PCR data is submitted on a monthly basis to the State
- Six educational podcasts have been released
- Protocols have been updated – 2012 protocols will be presented at SEMAC for approval
- Supported 600 PAD agencies
- ALS internships and clearances now being processed by our office

NEG Report, Reg Allen

- Spent most of the year working on by-laws
- Ensured all Council seats were filled
- Reviewed our policies and procedures

Systems Committee Report, Mark Tornstrom for Darrin Batty (Absent)

- Completion of several transfer CONs
- New policy from the Department re: clarification of territory and BLSFR requirements
- Committee working on revamping their processes to include appropriate E structures for some of the modifications

Training & Education Report, Paul Bishop

- Began meeting on a monthly basis
- Worked on our by-laws and sent them to NEG
- Nominated four people for Regional Faculty at the NYS Level
- Assisted in putting together the training budget for the Regional Program Agency

Pier Committee Report, Dick Tripp

- The annual EMS Awards were presented at the 2011 STEP Conference
- There weren't many nominations, trying to figure out how to get more for this year
- I have been acting as the liaison between STEP and Council

Finance Committee Report, Reg Allen

- Ended the year with \$54,000 and some change in our account
- Established a Finance TAG to look for funding options

Executive Committee Report, Mark Tornstrom

- Focused on action items given to us by the consultant we hired
- Joined the NYS Council on Not-for-Profits
- A few people attended leadership level training; this is available in 2012 to all council members
- Webinars and conferences are available and open to all

REMAC Report, Mark Tornstrom for Manish Shah, MD

- Protocols (2012 protocols being sent to the State)
- Regionalization protocol development
- Policies, procedures

Treasurer Report, Reg Allen

- December balance sheet was sent out – ended the year with all of our bills paid
- Payments to the University are on time and will continue to be stable as long as the funds from the State come in
- Motion to close the annual business meeting- Bob Faugh, seconded by Tim Frost and Mark Phillipy.
- All in favor? Ayes. Any opposed? Business meeting adjourned. Our regular meeting will begin:

Chair Report – Mark Tornstrom

- Motion to approve December minutes; Moved, Seconded; All in favor; None opposed; Accepted
- Would like to reaffirm the need for all Council members to be actively involved in a committee
- It's not required that you be on a committee, but it's preferred
- Some committees meet via Go To Meeting and some meet face to face
- Strategic Planning – hoping to improve some through the STEP activities this year
- Really want to ensure we're doing our part as Council to represent EMS to our greater community

Correspondence:

- Letter from Monroe Ambulance appointing Tom Coyle as the Monroe Ambulance representative
- Letter requesting a representative to the Monroe County EMS Advisory Board
- Most current policy statements issued by the DOH (also online)

Vice Chair Report – Tim Frost

- No Report

Secretary Report – Tim Frost (Interim)

- Sat down with Mark Phillipy last week to begin the transition process
- 2011 Attendance: as of the December meeting, we have three members who are in violation of the attendance policy (and all three are absent tonight)
 - Darrin Batty (tonight's absence is his fourth)
 - David Leven (tonight's absence is his fourth)
 - Boris Shmigel who represents the EMS Advisory Board
- Per the by-laws, all three members will be stripped of their voting privileges
- Letters will be sent to all three giving them the option to present Council with their rationale
- Because our meetings are so spread out, it is easy to lose track of how many meetings you've missed if you attended three in a row
- Because we had seven meetings, there are four members who are under the one-third threshold
 - Lee Coller, Bob Faugh, Joe Giorgione, & Gwen Williams
- Executive Committee discussed adding an attendance record to the correspondence portion of every meeting so members can visually see where they stand

Treasurer's Report – Reg Allen

- Transcription contract needs to be renewed

Medical Director Report – Mark Tornstrom for Jeremy Cushman, MD

- Ongoing activity with protocols
- Preparation for SEMAC (in a few weeks)

Strategic Planning – Mark Tornstrom

- No report given

Program Agency Report – Tracy DeMarse

- Quarterly reports are underway
- No State actions this month
- Working with the State re: the e-mails that were sent out last week re: the new EMS State Bridge
- 2012 protocols are ready to be voted on at the State meetings
- We have been working on the education components with the assumption that they will pass
- Protocols should roll-out in February or March
- Class Marker – if we pay by check (which we prefer to do), there will be an additional fee of \$50
- Have discussed charging this to a credit card
- The company is out of Australia, so there will be a currency exchange fee
- Would like to get approval to spend up to \$50 additionally
- Motion, second. Any discussion? All in favor? Ayes. Opposed? Abstentions? Motion passes.
- Reg to look into possibly getting a debit card linked to the Council account

NEG Report – Reg Allen

- Ballots handed out
- Need to vote for a REMAC EMS Course Sponsor
- Aiesha Howard is a CLI and works for MCC, but not on a regular basis
- Bob Breese is an active CIC, but not endorsed by the college in any way
- The by-laws are not clear and should be updated to be more detailed
- Results of vote: 14 for Bob and 1 for Aiesha

PIER Committee – Dick Tripp (Chair)

- Made an executive decision to accept nominations that came in today even though the deadline was yesterday (Sunday)
- We had 29 nominations this year
- BLS-5, ALS-6, Educator-0, Nurse of Excellence-1, Physician of Excellence-5, Communicator-2, Youth-0, Commissioner of Health-1, Agency of the Year-4, Harry Webber-0, Lloyd Leve-5
- We did better this year, but someone should be nominated in every category
- We will need to vote electronically either by fillable PDF or by using Survey Monkey
- Mark will double check with Donna Johnson at the State re: electronic voting
- Motion for Nicoletta to create fillable PDF for ballot, Second. Any discussion?
- Want to ensure that voting electronically is considered valid to the State. Want to make sure that our local winners will be recognized at the State level.
- If we don't vote electronically, we will have to hold a special meeting to vote
- Motion on the floor for Nicoletta to create a fillable ballot, as long as the State responds to us by February 1st – amendment to motion that the vote be anonymous
- If we use Survey Monkey, everyone can vote anonymously
- Amendment on the floor, seconded. Frank Manzo to assist with Survey Monkey
- All in favor of electronic voting for our regional awards? Ayes. Opposed? Abstained? Passed.
- Mark Tornstrom to contact Donna at the State for clarification
- In an effort to jazz up the idea of the awards, ideas re: creating posters with the winners names on it has been floating around
- We could post their pictures as well as a portion of the award nomination
- Unfortunately due to a conflict, I missed the last STEP committee meeting
- They are still trying to book an MC – I suggested they go after someone in the news
- In the past, there used to be news crews at the banquet and we would make the 11pm news
- We would like to get more publicity around the awards this year
- Would like volunteer from Council to help be liaisons; go around and introduce yourselves to the award winners and their families, etc.

- Would like for the Pier Committee to have a small budget to provide posters etc.
- \$500 budget would be appropriate
- Motion, seconded. Any discussion?
- We could probably post on the website as well as in the lobby of the county office building
- Possibly hold a small reception for the award winners and Council members prior to banquet
- Motion on the table to approve up to \$500 expenditure for recognition
- Amendment to motion – funds to come from supplies and not reserve
- All in favor? Ayes. Any opposed? Abstained? Motion passes.

REMAC – Mark Tornstrom for Manish Shah, MD

- No additional items from December meeting except for what's coming up in NEG (vote to fill a vacant seat)
- There will action items at the REMAC meeting re: the CME Training Matrix and two policies re: ALS Level of Service

Systems Operations – Mark Tornstrom for Darrin Batty

- Reply received from State in re: to the F&C conducted for IVA
- They are clear – comes back to us for a vote to approve the transfer of the certificate of operation from Point Pleasant FD
- IVA is just Irondequoit Ambulance now. No longer Volunteer – State has not caught up.
- Motion and roll call vote, second. Any discussion? OK, roll call vote:
 - Reg Allen, Paul Bishop, Lee Coller, Karen Dewar, Robert Faugh, Tim Frost, Dr. Murray, Mark Phillipy, Laurie Thiele, Mark Tornstrom, Dick Tripp, Gwen Williams – All Ayes
 - Motion passes

Training & Education Committee – Paul Bishop

- We have another month before the training plan needs to be developed
- Action items re: Certified Lab Instructor Internships – we have four that are complete
- Culo Reese, Ken Ferr, Gloria Dupree, and Connie Rhoades
- They were brought up at the Training Committee with no concerns to bring them to Council
- Motion to accept the names brought forth, Second. Any discussion? All in favor? Ayes. Any opposed? Abstained? Okay.
- We will be looking into hosting a First Responder Disability Awareness Training (grant from NYS)
- Open to everyone. Will be held toward the end of February

Livingston County Report – Karen Dewar

- Lester Fire Department did not submit a BLSFR update – they are now defunct with that
- Our Chiefs and Captains will participate in the Niagara University Training Paul mentioned
- Chairman of the Board of Supervisors will be reappointing Dick Tripp as the Livingston County Representative

Monroe County Report – Tim Czapranski

- No Report

State EMS Council – Mark Tornstrom for Tim Czapranski

- State EMS Council will meet at the end of the month
- Have not received correspondence back re: our nominations for Paul Bishop & Dr. Cushman
- Paul is our SEMSCo rep & Cushman is our SEMAC rep
- Attended LPAC last week – Tom Coyle is our rep and I am the alternate

Other News

- TAG Committee re: Regionalization Database Program has been launched
- The committee has been charged with bringing forth a report at the March meeting
- E-mail to be sent out re: activities during EMS Week
- Next scheduled meeting Monday, March 19th
- Motion to Adjourn – Meeting dismissed