

Monroe Livingston Regional EMS Special Council Meeting  
March 15, 2010  
Meeting Minutes

Call to order – Paul Bishop (Chair)

- Agenda will carry five items

**Officer Reports**

Chair Report – Paul Bishop

- We hope to have a report from the treasurer re: our plans for the rest of the fiscal year
- We're considering a request from the STEP Council
- They would like us to attend their conference
- We're considering entering into an agreement with Tyler Consulting for strategic planning
- Medical Director/Program Agency report

Vice-Chair Report – Mark Tornstrom

- Strategic Planning

Secretary Report – Tim Frost

- No Report

Treasurer Report –Tom Coyle

- No Report – Not present

Medical Director Report – Jeremy Cushman, MD

Program Agency – Manish Shah, MD (for Jeremy Cushman, MD)

- Dr. Cushman is out of town; he apologizes for being absent
- An offer has been extended to a candidate for the Program Agency Administrator position
- The candidate has accepted; will begin on April 5<sup>th</sup>
- An official announcement will be released once the person has settled
- Quality Assurance Analyst position has been posted on the U of R website; also on the MLREMS site
  - Any paramedic can apply for the position
  - The paramedic would be assisting w/quality assurance type of activities
  - Please look at the posting if you're interested
- Dr. Cushman and I have been handling the Program Admin position; thank you for being patient w/us
- Protocol Updates are nearly complete
- In the February the MLREMS site had over 7,000 visits; 1500 copies of the protocols have been downloaded
- Almost 900 people have completed the online BLS test; 53 have completed the ILS test; a little over 300 have completed the ALS test
- This has shown that the podcast concept works; we will continue to use it
- Our web vendor is doing a great job; he has been handling the help desk requests which has taken a lot off our office
- Appropriate chart closure times are on the web page
- As a region we are meeting all of our target goals
- A few agencies are having issues with the 12 hour chart closure time
- REMAC QA continue to review and identify individuals needing improvement
- Award Nominations – please send them in
- Program Agency Budget – we're meeting w/Paul to talk about this

Budget – Paul Bishop

- We have budgeted \$2,000 this year to support the STEP conference

- Sandy Beers and I have been communication re: this subject
- Requested that she send an official request asking for our financial assistance
- She responded with a lengthy email; a few quotes are up on the board
- She specifically asks for \$2,000 on behalf of the STEP Board for expenses that are directly related to education or expense of the dinners provided to the award winners
- In return, we have asked for the following: tracking people from our region who attend; how many CEU's are generated – they are subject to the same IRS 990 requirements that we are and they have promised to give us a copy of their 990 form
- The key note speaker is Mike McEvoy – his costs are being covered by Massimo so they don't need us to underwrite him
- They could however, use our funds to help reduce the fees that they would have to charge other people
- The cost for a table for the awards banquet is \$385 and in the past, we have bought two tables
- This allows the award winners and their guests to attend
- We are doing the awards at STEP this year

### **Committee Reports**

#### NEG Report –Bill Sheahan

- No Report

#### PIER – Paul Bishop (for Dick Tripp (Chair))

- Dick apologizes for not being here – something came up at the last minute & required his attention
- He has been working w/the STEP conference
- He joined their conference committee – now we have an active role in planning
- They have planned a dinner; would like us to present our awards there
- Dick and I have both contacted Sandy Beers and told her yes, we would like to participate
- Presenting at STEP saves us from having to plan our own event
- The Program Agency will not be asked to run CMEs
- It would be reasonable to request a table got MLREMS & the Program Agency to display regional stuff
- The table should be included in the amount that we have pledged to them; we shouldn't pay more
- Correspondence regarding STEP wasn't found; we searched through Sheri's emails
- There was verbal correspondence which she verified that said they were going their own way w/CME
- Sheri did not recall them answering questions re: the awards
- It makes sense to pay for two tables and the booth – but what about an educational component?
- Be clear in the letter to STEP and specify \$2,000 will go toward two banquet tables, a vending area table, and to defer costs and/or AV equipment, etc. for the conference
- Perhaps we should mention that the monies we pledge in the future may not always be as generous due to budget cuts and so on; we would like to stay involved but we may not be able to do financially

- Motion – Seconded – Motion passed

#### REMAC – Mark Tornstrom

- A complete consulting contract is circulating for people to review
- The Executive Committee felt it was prudent to engage in strategic planning
- It has been decided that we would solicit our fees for external assistance
- We received two proposals – one from Tyler & one from Risk Solutions International
- Risk Solutions wanted around \$60,000 from us – because they are not local so we would have to pay for their travel expenses; they are from the Long Island area
- Tyler Consulting Group is local and involved in the Canandaigua area re: hospitals & EMS
- They are asking for an \$18,000 consulting fee
- These groups have been discussed at length at the Executive Committee meeting
- Paul and I met w/Virginia Tyler – we wanted to narrow the focus and the dollar amount
- She came back w/a different proposal & really scaled back
- We need to be more involved in the community; people need to know who we are
- We need to make sure we are hiring the right people and training them properly
- Virginia is aware of our funding and the constraints
- She has done a lot of work with not for profit organizations and is familiar with tight budgets
- We need to make a decision
- Tom is not here – we have between \$5,000 - \$6,000 left over in our current year

- At the start of the quarter we had \$11,000 out of the \$25,000 budget
- The \$11,000 must be spent by March 31<sup>st</sup>; we're expecting an invoice from the U of R for \$2,000
- Correction - \$2,500 and we just authorized an expense to staff for \$2,000
- The reason we had this much money left over is because we didn't have to engage our attorney and we had budgeted money just in case we had to
- We either have to spend the money or give it back to the state
- We feel as though this is the right time to go w/the consulting group
- The process – an RFP was sent out; there were only two replies to the RFP
- We had other people who read it and were interested, but were unable to reply to the RFP w/in the time frame we established
  - Question: Have any other regions been approached re: strategic planning?
  - No, we haven't approached them. Council members have spoken w/neighborhood councils & they share similar issues but no one has gone to an agency
  - We are doing this to best benefit the region
  - Other councils use their money differently; they do not have the same focuses as we do
  - We need a vote today; someone come up with a motion
- Move that the Council enter into an agreement w/Tyler Consulting for the proposed strategic planning that will be split between this and the next budget year w/an authority to spend \$11,915 total between the two years – Second – Motion Carries

#### Systems Operations – Darrin Batty

- West Sparta FD Application – to be forwarded to the state
- They are asking to be formally acknowledged as a BLS/first response agency
- The committee met & reviewed the application
- We are waiting for some updated letters
- As far as we are concerned, their application is complete
  - They are seeking a number; at some point they will need epi & albuterol status
  - Dana Jonas (w/the state) feels that we know our people in this region & the state wants us to review the application for completeness
  - It would be nice to have written guidelines re: this so we know what we're looking for in these applications
- Seconded motion to approve the application; All in favor; Motion Carries

#### Training Committee –

- No Report

#### Livingston County Report – Bill Sheahan

- No Report

#### Monroe County Report – Tim Czapranski (Not Present)

- No report

#### State EMS Council – Tim Czapranski (Not Present)

- No Report

#### Monroe LEPC

- No report

#### Other Business

Motion for adjournment; Motion passed