

Monroe Livingston Regional EMS Council Meeting
February 15, 2010
Meeting Minutes

Call to order – Paul Bishop (Chair)

- Review of Minutes

Officer Reports

Chair Report – Paul Bishop

- No EMS summit this year
- An event will be organized to recognize award winners for regional awards as we won't be able to do this at STEP
- Activity done on different committees will need to broaden
- We want to make sure that every member of the Council serves on at least one committee
- Regular meetings should be scheduled in order to conduct business

Vice-Chair Report – Mark Tornstrom

- Strategic Planning
 - Executive Group of the Council has examined a few of the processes we have done in the past
 - Significant amount of work that occurs on behalf of the Council that the Council doesn't understand
 - What are our responsibilities? How do we accomplish them?
 - Bill Sheahan put together a great RFP
 - A fair amount of interest was received
 - Executive Committee of Council will begin this process to start
 - Our original request is to have someone come in to evaluate if we're on the right path

Secretary Report – Tim Frost

- Fran Weisberg – sent in official resignation of her council seat in January
 - A month before that we resigned that seat for her
 - A letter was sent to her in January to clarify what seat(s) they thought they possessed; have yet to hear from their general manager and they are not here tonight
 - Jonathan Smith is still their organizational rep
 - Jason Bortle – is aware and his maintaining his at-large Rural Metro Ambulance seat
 - Spoke to Tom on Friday – he assured me he would make a decision
 - Until such time, we will consider Jonathan Smith their rep

Treasurer Report – Paul Bishop & Tom Coyle

- Council budget was submitted to NYS DOH
 - A five year budget was submitted as part of our contract with NYS
 - This is for the \$25,000 we receive from NYS for activities associated with this Council
 - The budget must be approved or we have to send a budget modification to the state
 - Salary/benefits – not negotiable
 - Education/Training – held steady at \$2,000
 - No equipment in this budget
 - Any equipment purchased would come out of the Program Agency budget
 - Legal Fees/notices – certain filings & announcements we have to pay for
 - Professional Services – accountant/auditor; money for attorney if needed
 - Contract with NYS signed by Paul for 5 yrs at \$25,000 per year
 - This can be broken by NYS if necessary
- Motion to Approve Council budget: Move; Second; Motion passed

Tom Coyle –

- the office will email out the balance sheet as of January 31st, 2010
- please call me or Mark if you have questions re: this

- January 1st – June 30th, 2009 audit
- We received a draft copy for this; we have asked for a second extension
- Auditors want to meet with Jennifer and myself to go over allocations
- From here on out, transactions on ledgers must be very specific
- Council doesn't like the U of R ledgering system; part of the problem
- We have more than 25% of the budget left to spend; about \$8,000
- Usually we would spend \$2,000 on STEP but they haven't asked for the funds yet
- Training Committee spoke about paying for some additional time for education to be done w/broadcasting and similar technology
- Council members should feel free to suggest how the extra monies should be spent
- Strategic Planning will be part of it
- Award Ceremony in place of STEP during EMS week
- Printing the Protocols
- If anybody want to be on the Finance Committee please call me

Medical Director Report – Jeremy Cushman, MD

- Program Agency Administrator
 - The search to fill this position continues
 - Dr. Shah and I have reviewed a lot of resumes; most were not qualified
 - We had about half a dozen interviews; Mr. Bishop was a part of these
 - He hope to extend an offer soon to have the position filled by April
 - Questions? Concerns?
 - Policies 9.18 and 9.19 are not posted on the website
 - Discrepancy with the pediatric doses

Program Agency – Jeremy Cushman, MD

- Ms. Adam has continued to assist us with the deliverables
- We were able to complete our quarterly report to the state for the 4th qtr – 2009
- Nicoletta has been hired fulltime in our office
- Helpdesk has been established on the website for technical problems
- Website statistics
- Protocol updates – available online. Must be completed by April 1st
- Monthly Chart Closure times – will be posted to website
- Budget amendment will be brought forth re: the Council and Program Agency budget re: reallocation of funds
- Peter Swanson, our educational programs coordinator is leaving in May so we will have some additional funds from that
- We will discuss how these additional funds are to be allocated

Committee Reports

NEG Report –Bill Sheahan

- NEG looks at policies, procedures, by-laws, managed elections and the solicitation of members and officer positions annually
- We have established a set meeting schedule so that work can be distributed evenly

PIER – Dick Tripp (Chair)

- Award Nominations – we need to push to get more
- We need to figure out what kind of ceremony we're going to have
- Please let me know if you're interested in helping with this committee
- The award nomination forms are available on the website
- Agencies should reward outstanding awards
- We should have at least 50 awards given how many agencies we have
- Please remind people when you see them in meetings as well

REMAC – Mark Tornstrom

- Protocols – still a work in progress
- No other action items for now

Systems Operations – Darrin Batty

- We are encompassing the Best Practices Committee
- If anyone would like to join, please let me know; we'd welcome your help
- Bergen Ambulance transfer CON was approved by the State
- Seconded motion to approve Bergen Ambulance's transfer of CON
- They are transferring from a fire department to an ambulance for billing purposes
- This is a statutory obligation so a roll call vote is required
- Reg Allen – yes; Darrin Batty – yes; Paul Bisop – yes; Jason Bortle/Mike Bove – yes; Randy Campbell/Marc Connolly – yes; Tom Coyle – yes; Jeremy Cushman – yes; Tim Czapranski / Karen Dewar – yes; Robert Faugh – yes; Tim Frost – yes; Joseph Giorgione/Julie Jordan – yes; Andy Klein, David Leven, Ann Peterson – yes; Erik Rueckmann – yes; Manish Shah – yes; William Sheahan – yes; Boris Shmiegel, Jonathon Smith, Mark Tornstrom – yes; Dick Tripp – yes; Gwen Williams – yes
- 18 passes
- NEQ – has fired their attorney
- We have received a few letters of support as well as letters from people who do not wish to support
- When they send the CON back, we will comply the data and make a report

Training Committee –

- Seconded motion to bring forward
- Instructor recommendation for John Seward and Alex Cook for CLI
- Jennifer Levey for CIC
- Seconded motion; ayes; any opposed? – motion carries
- Training officer workshop has been discussed
- We hope to have some offerings such as pod casts re: specific topics for BLS audiences such as spinal immobilizations, use of the epi-pen auto injector, respiratory distress, etc.
- The committee is also looking at what the alphabet courses like, CME, ITLS, ACLS mean to the core content; what are they worth?

Livingston County Report – Bill Sheahan

- Response times have been tracked since 2002
- We have two or three agencies who have a poor performance level
- Dr. Shah, our public health director, and myself have decided to take this to the county level groups: the Board of Health as well as the Board of Supervisors
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Monroe County Report – Tim Czapranski (Not Present)

- No report

State EMS Council – Tim Czapranski (Not Present)

- State Council meets next week

Monroe LEPC

- No report

Other Business

- Gloria Hitchcock
- Rochester RHIO and what we're doing
- Special thanks to Greece and Henrietta Ambulance for signing the data sharing agreement
- We have information in the RHIO from all the different labs, hospitals, imaging centers, radiology reports etc.
- VHR – virtual health record
- We are working with EMS Charts & Zoll using real patient information from Greece & Henrietta to build this document
- We are also using NEMSIS data

Motion for adjournment; Moved; Seconded; Motion passed