

Monroe Livingston Regional EMS Meeting
February 21, 2011
Meeting Minutes

Call to order – Mark Tornstrom

Chair Report – Mark Tornstrom

- Please sign in
- Meeting minutes from our last meeting are available online
- Motion to accept December's minutes; Tim; Seconded by Tom; All in favor; None opposed; Accepted
- Correspondence given by Tracy DeMarse:
 - Letter from State Bureau of EMS re: individual certification cards
 - Cards cannot be printed as they were in the past
 - Interim fix currently in place
 - Once cardstock is available again, they will reissue new cards
- Special thanks to our immediate and past chair & officers who served in 2010
 - In particular, special thanks to Paul who served as Chair for several years
 - Thank you for your hard work & continuous involvement to this Council
- Current membership rosters for Council & REMAC are being circulated
 - Committee chairs have also been included on this roster
 - In order for the Council to function properly, every member must be involved in at least one committee
 - All members are challenged to research the committees and join at least one
 - The chair persons are listed on the rosters; please get in touch with one of them
 - In particular, Dick could use help with the Pier Committee
 - Please keep in mind that this is also one of the action items that came out of our strategic planning sessions with Tyler Consulting
- One other thing that came out of the strategic planning was the opportunity to go to continued training
 - We received notification from the DOH re: trainings here in Rochester on March 23rd & May 12th
 - Exact location to be announced – Holiday Inn or Marriott Airport
 - These are free trainings focused on groups like the Council: not-for-profit boards
 - If you think this would be beneficial to your agency, you can sign up online; spots are still available
 - There are also classes available in Buffalo, Syracuse, and Poughkeepsie
 - An email will be sent out within a few days with all of the information
- In 2006, the Council had undergone an RFP for finding an attorney of record for the Council
 - Last month at the Finger Lakes Council Meeting, their auditor gave a report in which they believed that there should be a record in the capacity of attorney
 - We kind of have one – Brad Pinsky, although a formal written agreement could not be found
 - The attorney selected in 2006 is no longer available
 - Question for the Council – would you like to re-do the RFP process that was done in 2006?
 - We don't have the funds for a retainer – to pay someone to sit around, but we need someone that is familiar with the responsibilities of the Council and available to us
 - We wanted to bring up the discussion about utilizing an attorney during the CON process
 - I would like to open this up for discussion – maybe this will result in a request for a motion
 - In 2006, we were able to obtain a list of attorney's through the Bar Association
 - The Association does not recognize specialties; we would have to identify firms involved in Public Health Law
 - We could continue to use Brad if the Council agreed to it or we could look into new options
 - Reg Allen: recommend that we use Brad as our attorney; if he's willing to do it, we can vote at the next meeting

- We would draft a letter stating he is our attorney on an hourly basis and state what the hourly rate is
- EMSC Survey – EMS for Children
 - Information re: this survey has been sent to all agencies; survey takes 5-10 minutes to complete
 - We have yet to hear from: Springwater Fire, Chili Vol. Ambulance, Irondequoit Vol. Ambulance, Penfield Emergency Ambulance, Point Pleasant, & West Webster

Vice Chair Report – Tim Frost

- Re: the lawyer issue – when you approach Brad Pinsky about being our lawyer, will he be asked to run CONs as well?
- Is everyone on the Council comfortable utilizing an attorney for the CON process?
- If the answer is yes, then we should solicit this to Mr. Pinsky
- He currently performs this function for another Council
- He should be asked what he uses/follows during the process – a checklist
 - According to Article xxx, it is the Council's responsibility to have a full understanding of the CON process, application, etc.
 - If the CON were to be given to an attorney, the Council would know very little

Secretary Report – Tom Bonfiglio

- Allied Health seat currently open

Treasurer's Report – Reg Allen

- We'll start with the balance sheet
- Currently we have 62% of our budget left
- Some funds are earmarked for professional fees & purchase services, Council liability insurance, education & training etc.
- If we're going to allocate expenses, it needs to be done or in March in a special meeting
- In the past, the Executive Committee has made those decisions to a certain amount of funding
- Generally, we're in good shape – last year's MLREMS budget was on target
- We will have to pay for the Yellow Book Audit – now occur every 3 years
- Keep in mind Program Agency & Council quarters are different
- The Audit is underway – started about two weeks ago
- There were a few issues with tax forms that didn't get filed on time
- The 990 & charities forms were never filed – we got those fixed

Medical Director Report – Jeremy Cushman, MD

- No report

Strategic Planning – Mark Tornstrom

- Addressed in Chair Report

Program Agency Report – Tracy DeMarse

- Quarterly reports were sent out about two weeks ago along with vouchers for those periods
- Contract with the transcriptionist still be worked on – needs to be sent to legal
- State Actions: West Sparta has been given an Agency ID for BLS/FR
- State Enforcements

NEG Report – Reg Allen

- Election re: Dr. Kamali – interested in open REMAC seat
- Everyone was asked to define their position & what they do in that position
- Will be important when we start looking at the by-laws & what the seat assignments are
- A few issues: at-large eligibility; agencies who hold multiple seats

- We will try to identify which seats are necessary & how they are assigned
- If you haven't yet, please take the time to define your position & submit it in writing
- A reminder email will be sent out shortly

PIER Committee – Dick Tripp (Chair)

- Due to a funeral, the committee was unable to meet last week
- A table has been reserved for the STEP banquet
- A reply has yet to be received re: request to funding needs
- STEP is important to our region; we should be involved somehow
- Motion that we spend up to \$2,000 to support STEP if they meet the current regulatory or reporting requirements under our budget; Seconded
- Motion amended to \$1,500; Amended motion seconded
- The funds would go toward the purchasing of a table & other educational opportunities
- All those in favor? Ayes; Any opposed? Abstentions?
- 20 nominations were received for the STEP Awards
- Ballots are being passed around; read directions & cast your votes

REMAC – Manish Shah, MD

- REMAC is working on its committee structure
- Depends on the committees to get work done
- You're all encouraged to join a REMAC committee – will be discussed later in our meeting

Systems Operations – Darrin Batty (Absent)

- Mark: St. Paul Fire Department has filed for a BLS/FR - Has it been deemed complete?
- There are a few typographical errors (systems committee)
- Mark: a Transfer CON for St. Paul to Irondequoit Vol. Ambulance has also been filed
- That was good (systems committee)
- NEQ CON is deemed to be a finished process
- They did not file an appeal in a timely fashion, so it's a closed event
- Because Darrin is not here to give an official report, I suggest we ask the Systems Committee to explain what they believe an attorney would accomplish for them re: the CON process
- What they would expect from an attorney, etc.

Training Committee – Paul Bishop

- Training Committee met but did not have a quorum
- As a result, I have a motion I would like to bring forward – it will need to be seconded
- Approve Brian Bartolick as a certified lab instructor - has completed his internship
- Seconded
- Needs to be approved by Regional Council before it can be taken to the State
- All in favor of the motion? Ayes; Any opposed? Abstentions? Motion carries.
- Training Plan – this is what the course sponsors anticipate they will be teaching or rather how many students they expect to certify over a period a calendar period
- Information in from three of our five course sponsors that a big shift in either direction is not happening
- Difficult to predict two years out

Livingston County Report – Manish Shah, MD

- No report given

Monroe County Report – Tim Czapranski

- No report given

State EMS Council – Tim Czapranski

- Tim will remain as Chair for State EMS Council & Paul Bishop as the alternate
- We would like to start discussions in terms of where we move forward in lieu of the State budget
- Dr. Cushman: based upon the information being received from Albany, it is clear that the funding for the Program Agency & Council is being threatened
- Something is about to change – perhaps funding will disappear completely
- We should concentrate on training/education over the next few months while we still have funding vs. focusing on new projects in order to benefit the EMS Community
- If funding disappears & Council feels that there is value in Council & the Program Agency, we need to start looking for funds to be able to support some of the things we currently do
- We are working paycheck to paycheck in terms of whether or not the next voucher will get paid
- Extremely concerned re: whether or not we will have funds come June or even before then
- This goes along with our strategic planning re: funding opportunities – grants, etc.
- How would the Council feel about hiring a grant writer; someone familiar with EMS to search for outside funding? An investment we could use our reserve funds on
- If we're not funded, we don't have to meet the State deliverables
- 111 different agencies within a two-county area – Fire & EMS
- Article xxx defines the responsibilities of the Council as education, promotion of classes/training, coordination with other counties re: delivery of EMS – nowhere near the amount of activity we perform for the money given to us
- Lack of funding would put additional responsibility back on the agencies such as developing protocols which is currently done on the regional level
- The Bureau of EMS Staff reported that all types of Councils are on the hit list
- The budget may make it through with no issues but then the State may not be allowed to allocate funds or spend
- If we didn't exist in terms of the regional council under the State, is there still value in what we perform in our organization for our area? What would we call ourselves? How would we continue to function?
- Our functions are part of Article xxx – which is law
- If we find funding in other ways, the state may reduce or take away funds altogether because we have proved we can function without them – this may be a bad thing
- The issue with grant money is that it goes toward a particular project with a particular goal

- Mark Tornstrom – to sum up discussions:
 - Action items thus far: letter from Council to our reps in Albany re: our concerns, request information in terms of how we move forward etc.
 - Executive Committee to spend some time outlining what kind of funds we would need to continue in order to move forward
 - Exec will inform Council of discussions before next MLREMS meeting
 - By our next meeting, we should know if we're dead in the water
 - Program Agency: what kind of deliverables would it like to have available to counties? General ideas re: other funding sources

- Regionalization Database: should we pursue further information re: this database?
 - Jeremy Cushman: asking Council to allow us to develop a request for proposals that would be reviewed by the Council before being distributed to potential vendors
 - This would be owned by Council not the Program Agency; please let me know if you're interested in participating
 - Motion for the Program Agency & interested Council members to develop an RFP for a contract management, learning management system to maintain data on all the EMS providers within the region; Seconded; Discussion?
 - Vote is just on the RFP; RFP would have to come before this body for a complete review
 - With the current status of our funding, should we be devoting so much time to this?
 - It's a catch 22; we can't stop doing everything right now; we need to continue on

- Going back to when agencies did everything separately is not in the best interest of the region
- EMS leaders in the region will say that there is an advantage to binding together, working together to be uniform, & organized
- This may be something that has value from a grant perspective; this is something worth doing
- All those in favor of the motion? Ayes; Any opposed? Abstentions?
- Jeremy Cushman abstained. Vote passes.

Other News

- Next scheduled meeting will be in April in Livingston County
- Information will be posted on the website

- Results of Vote:
 - Laurie Cappadonia – BLS Provider of the Year
 - Jen Everett – EMS Educator of Excellence
 - James Capparelli – ALS Provider of the Year
 - Randy Campbell – Leadership Award
 - Cathleen Lambert – Communications Specialist
- Dr. Kamali was voted in to REMAC

- Motion to adjourn; moved; seconded; adjourned