

Monroe Livingston Regional EMS Meeting  
October 17, 2011  
Meeting Minutes

Call to order – Mark Tornstrom

Chair Report – Mark Tornstrom

- Motion to approve August's minutes; Moved, Seconded; All in favor; None opposed; Accepted
- Please make sure you speak clearly into the microphone – there have been issues identifying people on the webcast
- Correspondence:
  - Applications for open seats
  - Draft Letter on behalf of the Executive Committee to the members of the RFP Review Committee; important to recognize hard work of committee
  - Thank you to our EMS partners who have put forth a tremendous effort to recognize breast cancer awareness – Rural Metro has ambulances recognizing this month and Brighton Ambulance personnel danced in the Highland Pink Glove video
  - Jackie Coates – President of STEP will reaffirm our commitment to partnering for the STEP Conference
  - We need to figure out if we have the money to participate in the STEP Conference
  - STEP is also our platform to recognize our regional award winners
  - Dick Tripp is working closed with the STEP committee

Vice Chair Report – Tim Frost

- No Report

Secretary Report – Tim Frost (Interim)

- Attendance records were distributed to Council and REMAC a few weeks ago
- Please take the time to review your attendance
- If you have any conflicts with the records, please contact me by the end of the week
- After this week, we will call those the official records

Treasurer's Report – Reg Allen

- NYS Funding – we haven't received the money yet, but have been told that the money has been released for processing
- I met with our accountants – we do not have an official contract/agreement with them
- We determined that the hourly rate going forward will be \$100/hour
- During the Exec meeting, I made the recommendation that we continue with them, even though their rate is slightly high, they do have institutional knowledge of MLREMS
- The audit is underway for the last fiscal year
- The TAG did not meet last month, but work has been done
- We would like to send a letter to area hospitals asking them to sit down with Mark and I to see if there are any opportunities to help fund MLREMS
- The Program Agency & Darrin Batty are ensuring that the fees we charge for CONs are appropriate
- We are also looking into turning CONs over to a lawyer to do the prime work & charge the agency
- CONs are very time consuming for our committee
- Discussion about the AED processing fee – this has gone around for the past few months and the consensus is that it's a good idea
- A process will need to be implemented to make sure that agencies continue to pay to renew their AED applications
- The Program Agency & possibly our EMS Agencies may have to do site visits to check the AEDs – to see if they are still there, if the batteries work, etc.

- This may be a good PR thing – to do wellness visits
- Again, we have established the TAG committee because the DOH told Council to figure out how to be self-sufficient
- Funding from the State may not be available in the near future
- Charging a fee for AED registration would only be for the processing of the applications (administrative), not for the Medical Director or other EMS resources associated
- It would be a great opportunity for EMS to engage with business owners & community members with AEDs
- Please feel free to share your ideas
- We do provide services to the community and maybe we should be recouping something
- The University has been paid \$40,000 – we still owe them \$14,000
- We will pay the remaining balance once we receive funds from NYS
- Tim – according to the lawyer, charging a processing fee for AEDs is an allowable charge, so I would like to make a motion to implement a \$50 fee, effective January 1, 2012
- Motion is on the table. Second. Any discussion?
- How would we implement this? We would have to send out letters. Who would be responsible? Would we put this on DPM (OPC)? There are some logistical issues we need to sort out.
- Would we charge for original notifications or for renewals as well?
- There are over a thousand PAD agencies registered with us
- Cushman is speaking against the motion because the process is unclear
- Even if agencies were to be charged, they would not be required to pay because we are still required to process their paperwork under Article XXX
- Would it be possible to table the motion until next month & charge the TAG committee with developing a proposal on the process?
- That is very ambitious: in one meeting and one month to get all of those details worked out
- DPM has a process on how to track invoices re: job postings or class advertisements but those are few and far in between
- Motion on the table – to charge \$50 for initial registrations beginning January 2012 and then further explore the annual updates for fees, etc.
- Second? Yes
- We have a motion, we have second, and discussion – we have clarified the motion again. Any new discussion?
- The Program Agency won't have an increased amount of work – they will just need to check their accounts receivable
- There would be processing and invoicing – that's where the extra work would come in
- There is a motion on the table and second. All in favor? Ayes
- Any opposed?
- Suggest that we table the motion & ask the TAG to come back with more details etc.

#### Medical Director Report – Jeremy Cushman, MD

- Continue to solidify all of our internal policies/procedures that manage the daily operations
- These documents are available for review should anyone ever want to see them
- The State is requiring all BLS/FR agencies to resubmit all of their paperwork
- Dr. Shah and I are working diligently with our agencies to assist everyone in the process
- there are a number of approvals and re-approvals that will occur at the next REMAC meeting

#### Strategic Planning – Mark Tornstrom

- No report given

#### Program Agency Report – Tracy DeMarse

- (Mark) Two items to vote on
- Before we vote, I hope everyone reviewed the documents that were sent
- You were asked to review and prepare feedback
- We will begin with the Contingency Plan which is required by the DOH

- (Tracy) A few months ago, the Bureau asked for all Program Agencies to develop contingency plans in the event the Program Agency Director or other staff leave their positions, funding slows or ends
- We did not receive any feedback from anyone re: the document
- Motion by Mark Philippy to approve the plan as submitted? Seconded by Lee. Any discussion?
- Section 2 – (Loss of Funding) NYS DOH BEMS will be responsible for all contract deliverables effective immediately – does this mean everything shifts back to the state?
- Yes
- Don't think we can dictate legislation
- If the state is not funding us, we are not mandated to perform their deliverables
- That's not true; they can still mandate and not fund who. It happens all the time
- We have had a lot of discussion about where we draw the line. The line we are thinking about drawing is the difference between the deliverables attached to the Program Agency funding vs. the requirements of Article XXX – which are clearly the responsibility of Council
- If NYS funding is lost, then the mandated deliverables will also cease.
- All in favor? Ayes. Any opposed? Abstentions?
- This should get sent to NEG to be put with our policies/procedures. Not a bylaw but it will need to be reviewed annually.
- (Mark) Ok, second order of business – Council approved the release of an RFP for a regionalization data base
- A committee was put together, chaired by Jim Cassin – I would like to publically thank Jim for all of his hard work
- We asked all of you to review the proposal – is there a motion to accept the recommendation from the committee? [Silence]
- No one wants to make a motion
- Is there any discussion on terms of what people think since we had no response to our request? [Silence]
- Did everyone receive the document and read it?
- A lot of time and effort was put forth – we need to make some sort of movement. A vendor does not need to be chosen, but action needs to be taken on the report from the committee
- A lot of time and energy was put into reviewing proposals – we are looking for feedback
- The committee was chartered with selecting the best vendor that meets the requirements outlined in the RFP – we are not asking for a contract.
- Motion to accept the recommendation; Seconded. Discussion?
- Major issues to consider are funding, mandation, fees, costs, & how all of this will be done
- We are only motioning to accept the report, not the vendor, etc.
- (Jim) I would like to submit all of the RFPs, the minutes, the summary reports, the final report to the Council
- Motion to accept? All those in favor? Ayes. Any opposed?
- (Jeremy) Before we go any further, I need to go further and make a motion: that the Council Chair & Executive Committee assign a task group of individuals to either a TAG or else identify a fee structure to support the recommended vendor's proposal for the system
- We need to determine right now if the Council wants to go further with this process before everyone's time gets wasted
- We need to explore the fact that we may not have the authority to charge fees
- Second Jeremy's motion. Any other discussion? All in favor? Ayes
- Any volunteers to be on it? Laurie, Mark – if you're interested please let Reg know
- (Tracy) Quarterly Report – will be sent out next week
- State Actions – Stanley Dorozynski of Illion; Angie Estrella of Dolgeville; Alyssa Berkowitz of Wilksburg; Gennea Austin of Filmont

### NEG Report – Reg Allen

- In December you will see draft bylaws and committee make-up
- Please review the documents objectively & not internally
- These are to get a cross section of the community involved with the organization
- We will also vote on officers in December
- Please send a letter of interest, not an email if you would like an officer position
- We need a secretary – Tim has been in this position for too long
- We received a few applications past the deadline due to a clerical error, however, by majority vote, Council can change the ballot
- Recommend that the late applicants be added to the ballot
- Seconded; it's a motion. Any discussion? All in favor? Ayes. Opposed? Abstentions?
- Dick & Tim to count the ballots
- Tallies:
  - For REMAC: Dr. Murray, Mark Tornstrom, Tom Bonfiglio
  - For MLREMS: Patsy Pangia, Jennifer Levey, Darrin Batty, Gwen Williams, Lee Coller, Mark Phillipy, George Glessner

### PIER Committee – Dick Tripp (Chair)

- Jackie Coates – President of STEP
  - Served as STEP President for six years before I took a break to finish doctorate in nursing
  - Believe our organizations need to work well together to provide continuing education to our providers
  - We are changing the purpose of STEP
  - We are in the process of reevaluating our bylaws and even our letterhead
  - We want to incorporate all levels of emergency services in our conferences, in grants, in projects, so we can all work together for the betterment of emergency services in our region
  - Very happy to have Dick on board again & that a close relationship is evolving again
- Regional Awards – please spread the word. We have received two submissions thus far
- Recommendation brought forth re: modification of the residency requirement
- Suggestion we draft it to say that the provider does their primary EMS work in our region or they reside in our region
- Dick has been asked to draft specific language and bring it to the next meeting for discussion
- A proposal from STEP (with a dollar amount) was received but didn't feel it was appropriate to bring to put it on the table today

### REMAC – Mark Tornstrom for Manish Shah, MD (Absent)

- REMAC was unable to meet today; will meet in November
- Several action items to go over at that meeting
- Meeting schedule to be discussed

### Systems Operations – Tim Frost (for Darrin Batty)

- The Village of Brockport proposed to transfer CON to Brockport Vol. Ambulance
- They did a tremendous amount of work and provided all of the required documents
- The F&C was completed by the State in spite of the flood etc.
- The F&C was found to be appropriate
- The committee reviewed the application and brings it forward to you as a seconded motion for approval for the transfer of the CON

### Roll Call #1

- Reg Allen, Donna Bailey, Tom Bonfiglio, Tom Coyle, Lee Coller, Jeremy Cushman, Tim Czapranski, Karen Dewar, Tim Frost, Joe Giorgione, Julie Jordan, Elizabeth Murray, Mark Phillipy, Laurie Thiel, Mark Tornstrom, Dick Tripp, Gwen Williams – All answered "Aye"

- Louis Aponte, Darrin Batty, Paul Bishop, Robert Faugh, David Leven, Manish Shah, Boris Schmigel – All Absent
- Motion passes
- Brockport & the DOH will be officially notified on the Council's approval of the transfer
- CON Committee has been tasked with finishing policies that have been in draft form since 2005

Training & Education Committee – Paul Bishop (Absent)

- We are bringing forth a seconded motion
- NYS asked for regional faculty recommendations a while back
- There will be a regional faculty class in November and the 4 candidates we would like to make eligible to be invited by the State are: Darrin Batty, Terry Kauffman, Linda Missel, & Joyce Kusich
- All in favor? Ayes. Any opposed? Abstentions?

Livingston County Report – Mark Tornstrom for Manish Shah, MD (Absent)

- Welcome to Karen Dewar as the Livingston County EMS Coordinator

Monroe County Report – Tim Czapranski

- No report given

State EMS Council – Tim Czapranski

- Nothing for the State Council
- Vital Signs was well attended

Other News

- There have been issues with attendance at both MLREMS & REMAC Meetings
  - Propose to switch months of our meetings: January, March, May, July, September, November
  - We would either have to remove the December meeting or meet twice in the fall to conduct the elections
  - There would still be two meetings in Livingston County but hopefully something will change now that Karen is in her position; was discouraging to get there and have no one from Livingston County attend
  - This proposal pertains to MLREMS; REMAC will have the determination of their location to meet
- Next scheduled meeting will be in December
- Next REMAC meeting will be November 14
- Motion to Adjourn – Meeting dismissed