



Meeting Minutes November 18, 2019

I. ATTENDANCE

	NAME	CATEGORY	OFFICER / COMMITTEE CHAIR	TERM	2019- 01	2019- 03	2019- 05	2019- 06	2019- 09	2019- 11
1	Allen, Reg	Monroe County At Large (Seat 2)	System Operations	3/31/2022	P	P	P	P	P	P
2	Arnold, William	Monroe County At Large (Seat 1)		3/31/2021	P	A	E	P	P	P
3	Bailey, Donna	Livingston County At Large (Seat 1)	P.I.E.R.	3/31/2021	P	P	E	P	P	P
4	Cook, Alex	Livingston County At Large (Seat 2)	Treasurer	3/31/2023	P	P	P	P	P	P
5	Coyle, Thomas	Monroe County C.O.N.		3/31/2021	P	P	P	E	P	P
6	Cushman, Jeremy	Regional Medical Director		Ex-Officio	P	P	P	P	P	P
7	Czapranski, Tim	Monroe County EMS Coordinator		Ex-Officio	E	P	P	P	P	P
8	Dewar, Karen	Livingston County EMS Coordinator		Ex-Officio	P	P	P	P	P	P
9	Farney, Aaron	Healthcare Representative (Seat 2)		3/31/2021	P	P	P	P	P	P
10	Frost, Tim	At Large EMS Agency (Seat 3)	Vice Chair / N.E.G.	3/31/2021	P	E	P	P	E	P
11	Hartman, James	At Large EMS Agency (Seat 4)		3/31/2021	P	P	P	A	P	P
12	Horowitz, Aaron	EMS Training / Education		3/31/2023	P	E	P	P	P	P
13	Hoskins, Michael	At Large EMS Agency (Seat 2)		3/31/2023	E	P	E	P	E	E
14	Kelly, Timothy	Livingston County At Large (Seat 3)	Secretary	3/31/2021	P	P	P	P	P	P
15	Kirchoff, Thomas	At Large EMS Agency (Seat 1)		3/31/2021	P	P	P	P	P	P
16	Klueber, Geordie	Livingston County BLSFR		3/31/2023	P	A	P	P	P	E
17	Palma, William	Monroe County BLSFR (Seat 1)		3/31/2021	E	P	P	P	P	P
18	Philippy, Mark	At Large EMS Agency (Seat 1)	Chairperson	3/31/2021	P	P	P	P	P	P
19	Rathfelder, Eric	Law Enforcement	Training & Ed	3/31/2023	P	P	E	E	P	P
20	Smith, Merideth	Community		3/31/2021	P	A	E	E	E	E
21	Tinelli, Samuel	Livingston Count C.O.N.		3/31/2023	-	-	P	P	P	P
22	Wiedman, Brian	Monroe County At Large (Seat 4)		3/31/2023	-	-	P	P	P	E
23	Williams, Gwen	Healthcare Representative (Seat 3)		3/31/2020	P	P	E	P	P	P
24	z-Vacant	Healthcare Representative (Seat 1)			VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
25	z-Vacant	REMAC Chairperson			VACANT	VACANT	VACANT	VACANT	VACANT	VACANT
26	z-Vacant	City of Rochester EMS Contract			Bonfigliio- p	VACANT	VACANT	VACANT	VACANT	VACANT

LEGEND: Present = P Excused Absents = E Unexcused Absents = A

II. Actions

	MOTION	MADE BY	SECOND	ABSTAIN	NAY	APPROVED
1	Approval of Meeting Minutes from September 2019.	Tim Czapranski	Tim Frost			X
2	To allow officers of Council to use the logo and letterhead for business cards and paper.	Mark Philippy	Bill Arnold			X
3	To approve the meeting schedule for 2020 for REMSCo and REMAC.	Tim Kelly	Alex Cook			X
4	To submit a letter to the NYS Bureau of EMS on behalf of the Monroe Livingston Regional EMS Council requesting a waiver from Part 800 requirements associated with Bureau of EMS Policy 19-04 and the requirements of Fire Department Basic Life Support First Response agencies as outlined in the Continuing Medical Education Recertification Program Administrative Manual.	Bill Palma	Bill Arnold			X
5	To approve the transfer of operating authority from Greece Volunteer Ambulance Inc. to CHS Mobile Integrated Healthcare Inc.	Tim Frost	Tim Czapranski	Reg Allen		X
6	Adopt the modified fee schedule, as submitted, which adds fees for regionally hosted Certified Instructor Update course and Certified Lab Instructor Original courses.	Eric Rathfelder	Reg Allen			X
7	To amend the previous motion to indicate that a CIU cost is amended to \$50.	Jeremy Cushman	Tim Frost			X
8	Adopt the modified ALS Preceptor Policy, as submitted, to incorporate a process for MLREMS Council to provide agencies a waiver to the in-person portion of the MLREMS Preceptor Course.	Eric Rathfelder	Mark Philippy			X
9	Approve a waiver for AMR Rochester to use their FTO Training Program in lieu of the in-person portion of the MLREMS Preceptor Course for regional ALS Preceptor candidates.	Eric Rathfelder	Reg Allen	Tim Frost		X
10	For PIER to entering into the memorandum of understanding with STEP for the morning session.	Mark Philippy	Donna Bailey			X

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11	To direct that the Monroe County Department of Public Safety and City of Rochester Emergency Communications Department may dispatch the nearest available appropriate ambulance based on automated vehicle location data with preference given to the ambulance service with primary operating responsibility in the location of the request for service in lieu of mutual aid plans currently in existence, or approved under current policies of the Council and Bureau of EMS and Trauma Systems, until such a time as the impact of Monroe County's new Computer Aided Dispatch system can be assessed and new mutual aid policies developed to address the functionality and operational implications of that CAD system.	Jeremy Cushman	Tim Czapranski			X
12	To have the aforementioned motion in effect until the next MLREMS Council meeting at which times it's continuation will be revisited.					
13	To adjourn.	Tom Coyle	Alex Cook			X

III. Attendance – Secretary call roll

- Confirmed quorum
 - Excused absences: Hoskins, Michael / Klueber, Geordie / Smith, Merideth / Wiedman, Brian
 - Unexcused absences: None

IV. Pledge of Allegiance

V. Approval of Meeting Minutes

- Motion to approve the September Meeting minutes of the Monroe-Livingston Regional EMS Council by Tim Czapranski, seconded by Tim Frost. No corrections, all in favor, no opposed, no abstentions, motion passes.
- **Motion 1 - Passed**

VI. Chairperson – Mark Philippy

- Business Cards and Use of Letterhead

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- After some discussion and contemplation, we would like to permit the officers of Council to use the logo for business cards. Motion by Mark Philippy, seconded by Bill Arnold. Discussion – as we are working with other regions and the State, it will help our visibility. Once you have vacated your officer seat, they would need to then be turned in or destroyed. All in favor, no opposed, no abstentions.
- **Motion 2 - Passed**
- Regional Council Chair's Meeting
 - Similar to the Program Agency meeting, the Regional Council Chairs are looking at having a meeting surrounding the State Council meetings so we can discuss and share ideas. Tim Czapranski - I caution you to speak with the State about this first – as most of them serve on the State Council, this could prove to be the majority of the State Council meeting at a non sanctioned meeting (this has been a problem before). Thank you, we will be sure to check in with them prior to moving forward.
 - Traveling Road Show to Regional Agencies
 - Perhaps it might be helpful to have members of our Council attend local EMS agency meetings so that we can reach out and discuss what the Council does, and perhaps drum up some interest in new membership. Looking to explore this further after the first of the year.

VII. Vice Chair / NEG Report – Tim Frost

- REMAC BLS Provider Seat
- REMAC Bylaws
- Finance Policy

VIII. Secretary – Tim Kelly

- Membership Committee Status
 - Relatively stagnant thus far with other items taking precedence. Charge: Ensuring that our current membership is living up to the current standards/requirements for Council and helping our new members understand their role within the Council. Hoping to have a meeting in early December to get things started.
- 2020 Operating Calendar
 - Motion to approve the meeting schedule for 2020 for REMSCO and REMAC by Tim Kelly, Seconded by Alex Cook. Discussion? All in favor, no opposed, no abstentions.
 - **Motion 3 - Passed**
 - REMSCO at 1600

- January 27th - PSTF
- March 16th - PSTF
- May 18th - LCEMS
- July 20th - PSTF
- September 21st - LCEMS
- November 16th - PSTF
- REMAC at 1700 at PSTF
 - February 17th
 - April 20th
 - June 15th
 - August 17th
 - October 19th
 - December 21st
- Traveling to other REMSCO Meetings
 - Tim Kelly has been sitting in on a few of the other regional Councils to check out how they run things and what they are up to (i.e. some regions are looking at creating challenge coins for their regions, CPR ads, etc; others are looking at bylaw changes to allow non-members to be part of their individual committees). More to come as things develop.

IX. Treasurer – Alex Cook

- Finance statements for the past few months have been sent out. Starting to refund some of the money for CON matters as we sort through that.
- Finance TAG Report
 - Insurance policy that we currently have – liability policy – need to review to see if we can remove/change this. This is a cost of \$1200/year.
- Website RFP – we are going to generate an RFP to potentially seek some redesign things. We may not need some of the features that we currently pay for.
- Revenue Streams
 - Training Program Fees

- Electronic Payment Options (Foursquare, Venmo, ApplePay)
- Credentialing fee discussion – more to come as we work through details whether it would be from a provider or an agency standpoint and what the benefit statement would look like.
- Taxes Filed
- Auditor’s Report completed and no major findings
- Possibly should look into being a United Way Sponsored Program, a way for donations to be sent in – Tim Czapranski to send information to Alex Cook.

X. System Medical Director – Jeremy Cushman, MD

- Statewide protocol rollout is underway – due December 31, 2019
 - Thanks to the Department of Health to help streamline the process for providers that have taken our regional update course.
- Quality Improvement Academy continues
- Finger Lakes Regional Program Agency Administrator John VanAucker met with Dr. Cushman and Ben. Discussed information sharing as it relates to quality and patient safety matters. We look forward to continue to work with him in the future.
- CME based recertification policy changes – NYS BEMSAT CME Recertification Administrative Manual
 - Our office met recently to identify areas in which we can help our community meet these significant requirements.
 - Regional training – we will have a CME completion template and sign in templates to reflect all of the new requirements which will then get routed through Training & Ed. This would not be required use, but an option to make things easier when it comes to recertification time.
 - In the process of updating our CME recertification template that we hope to have preapproved by the State and then can share with our agencies
- Part 800 Waiver for BLS First Response
 - Previously distributed. Move to submit a letter to the NYS Bureau of EMS on behalf of the Monroe-Livingston Regional EMS Council requesting a waiver from Part 800 requirements associated with Bureau of EMS Policy 19-04 and the requirements of Fire Department Basic Life Support First Response agencies as outlined in the Continuing Medical Education Recertification Program Administrative Manual by Bill Palma. Seconded by Bill Arnold. Discussion: How many of our BLSFRs are not certified? It’s tough because the State doesn’t let the Program Agency know who is and who is not. In Monroe County, I believe there’s only two or three that do not have an agency code. Most are in Livingston County. Where does this appear in the current documentation from the

State? It is the CME Based Recert Packet – it identifies that the agency has to have at least one vehicle that is certified by the DOH. Hartman – there are space issues on the apparatus for all of the regulations. Consistency is important and the fact that the policy asks for one apparatus and not all across the board is another issue. Roll Call Vote: 19 yes, 0 no, 0 abstain, 4 absent, 3 vacant.

- **Motion 4 - Passed**

XI. Program Agency Report – Ben Sensenbach

- The NYS requirement to complete your BLS protocol update is due 12/31/19. The directions are complicated because this is not our update and it adds some confusion. We suggest that you print the advisory and set it next to the computer where your providers are completing it. Our office has gotten an influx of phone calls related to this issue.
- No State Actions.

XII. System Operations – Tim Frost (acting chair for Reg Allen)

- Transfer of Operating Authority – Greece Volunteer Ambulance to CHS Mobile Integrated Healthcare
 - Met October 3rd 2019 regarding this matter. Upon review, we had a few clarification questions which CHS has responded to. We forwarded the application onto the State for Fitness and Competency that we then received at approximately 1500 this afternoon, with no issues barring transfer. Motion by Tim Frost: Motion to approve the transfer of operating authority from Greece Volunteer Ambulance Inc. to CHS Mobile Integrated Healthcare Inc seconded by Tim Czapranski. Discussion – any issues? The only things brought up were clarifications that were then answered by CHS Mobile Integrated Healthcare Inc. Declaration of conflict of interest (none indicated). Roll Call Vote: 18 yes, 0 no, 1 abstain, 4 absent, 3 vacant.
 - **Motion 5 – Passed**

XIII. Training & Ed – Eric Rathfelder

- BEMS Policy Statement 19-01 (attached) – highlight changes to CLI/CIC recertification process
- “Pre-approval” for CIU credit (correspondence with BEMS attached)
 - Changes the hours you need for recertification, from six hours to eight hour requirements. Training and Ed want to make things easier for our providers and have reached out to all of our Course Sponsors to see what our CLIs are currently using to see if we can get preapproval from the State. Unfortunately many of the courses we tried to submit did not get pre-approval. If you send an email to Liz Donnelly

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(BEMSAT) with a class description to see if it will count, you should try and do that ahead of time to make sure that you have what you need. As Training & ED, we are working to consistently offer a CIU every year in February (3 hours), so if completed every year, this would work for recertification.

- The future of our CIUs and CLI Original courses
 - CLI original courses to be held every other year, we are working to see if we can come up with an agreement with the surrounding Program Agencies to see if they will offer the class on the years that we are not offering one.
- Fee Schedule modification – changes in red at the bottom of the document
 - We need to have a certain number of people to hold this course and break even for the course. If people don't show up, this leaves the Council to have to pay to host these courses. To combat that, we are looking to charge for these courses going forward. Motion by Tim Kelly on behalf of Eric Rathfelder: to adopt the modified fee schedule as submitted with the fees for regionally hosted Certified Instructor Update courses and Certified Lab Instructor Original Courses. Seconded by Reg Allen.
 - **Motion 6 - Passed**
 - Discussion: Our fee schedule which currently lists out CON costs, will be modified to include a \$25 fee for individuals taking the CIU and \$150 for individuals taking the CLI \$150. We haven't written it into the policy, but on the advertisement we were going to allow a full refund up to a certain number of days before the date. The State charges \$50 for CIU courses, why are we only charging \$25? We didn't realize that the State charges that, we came up with the \$25, we were just looking to break even which is how we ran the numbers. We don't want to discourage CLIs from recertifying. Hartman - \$50 is not a stumbling block and seems reasonable within the fire service.
 - Second order amendment to the main motion Jeremy: earlier motion be amended to indicate that a CIU cost is amended to \$50. Seconded by Tim Frost. All in favor, none opposed, no abstentions. Motion passes. Roll Call Vote: 19 yes, 0 no, 1 abstain, 4 absent, 3 vacant.
 - **Motion 7 - Passed**
- ALS Preceptor Policy modification – changes are to section 3d (all new following the first sentence).
 - Motion to adopt the modified ALS preceptor policy as submitted to incorporate a process for MLREMS Council to provide agencies a waiver to the in person portion of the MLREMS Preceptor Course by Eric Rathfelder. Seconded by Mark Philippy. Discussion – Is AMR the only agency that has made this request? Yes, they have been the only one to have brought this forward thus far, but this will also allow other agencies to follow suit should it make sense for their organization. Also important to note that there were a few members of the Training & Education Committee that have reviewed the content of AMR's program so that they could ensure that it is consistent with the MLREMS Preceptor Course. Roll Call Vote: 19 yes, 0 no, 0 abstain, 4 absent, 3 vacant.

- **Motion 8 - Passed**
- AMR Waiver – content was reviewed, very robust and well done. Training & Education was very comfortable approving this.
 - Motion to approve a waiver for AMR Rochester to use their FTO Training Program in lieu of the in person portion of the MLREMS Preceptor Course for regional ALS preceptor candidates by Eric Rathfelder. Seconded by Reg Allen. Discussion – how long does this last for? This is indefinite, but there is language in the policy that we can review/revoke this at any time. All in favor, no opposed, one abstention.
 - **Motion 9 - Passed**

XIV. PIER – Donna Bailey

- Memorandum of Understanding for STEP Conference / Awards Program 2020
 - MOUs sent out for review. Two options, one was similar to this past year as an afternoon session with light refreshments, and the other as having a breakfast option for our award ceremony. Sharon, Aaron & Donna feel that the relationship between our organizations is more important than the cost of the awards ceremony.
 - Motion to accept the recommendation of PIER to enter into the memorandum of understanding with STEP for the morning session by Mark Philippy, seconded by Donna Bailey. No discussion. All in favor, no opposed, no abstentions.
 - **Motion 10 - Passed**

XV. Monroe County – Tim Czapranski

- Computer Aided Dispatch Project – 911/ECD
 - Pushed into mid-January for a go live date.
- Impact of CAD Project on Mutual Aid
- Brockport Ambulance Status
 - History – late September negotiations broke off with COVA and they ceased staff leasing at the end of September. At that point, they were not able to take calls. As they approached the thirty-day mark, they were working out staff leasing with CHS which didn't come to fruition. After that, they attempted to work out an agreement with Gates Ambulance. During this time, the State informed us that Brockport Ambulance didn't carry Workman's Comp insurance. At that point we removed them from dispatch. State had a conference call with Brockport after that and red tagged their ambulances so that they will not be able to take any further calls. Brockport has shown that they do have Comp Insurance. They found a benefactor that is covering them and they

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are working on a staff leasing agreement with an unnamed company. This is new information as of a few hours ago, so we will let you know moving forward what's going on. By definition they had another 30-day lapse? Yes, as in end of September to end of October.

- As it relates to the new CAD system, Dr. Cushman is concerned that currently, the mutual aid plans as approved by the coordinator's office and this Council are static and hierarchical in terms of a process in which Mutual Aid is sent. The CAD system is designed to send the closest most appropriate resource, the concern is that in absence of anything from this body saying that the nearest and most appropriate is okay, we can run into problems with AVL locations. Dr. Cushman would like to make a motion to direct that the Monroe County Department of Public Safety and the City of Rochester Emergency Communications Department may dispatch the nearest available appropriate based on automated vehicle location data with preference given to the ambulance service with primary operating responsibility in the location of the request for service in lieu of mutual aid plans currently in existence, or approved under current policies of the Council and Bureau of EMS and Trauma Systems, until such time as the impact of Monroe County's new Computer Aided Dispatch system can be assessed and new mutual aid policies developed to address the functionality and operational implications of that CAD system.
- **Motion 11 - Passed**
- Seconded by Bill Arnold. Discussion: We have a little breathing room, but not much and there are policy issues at stake here. There aren't too many people in the system that would disagree with this however there are rules. While the concept is fantastic, we have to be mindful of our current laws and regulation. If this is the best intermediate step in keeping with our statutory requirements under Article 30. Closest/Nearest – is this geography or time? This refers to response time. Do we need to specify or what is the expectation for the backup if the AVL is down? The intent of the motion was to really allow ECD to utilize AVL in lieu of these static run cards. There are some significant unknowns – if they aren't on the AVL unit, there may be a unit closer. It is necessarily vague to allow them to use this, but we have to put in place the policies and the procedures. This will need to be revisited at our next Council meeting.
 - Second order amendment: Dr. Cushman moves that the aforementioned motion is in effect until the next MLREMS Council meeting at which time it's continuation will be revisited. Seconded by Tim Frost. Discussion: Hartman – this is something we need to look at, and recognize that the system hasn't been tested and we have details we still need to figure this out. This is specifically relating to ambulances and not fire. All in favor, no opposed, no abstained, Council Secretary, please work on sending out some letters regarding this matter.
 - **Motion 12 - Passed**

XVI. REMAC – Ben Sensenbach for Dr. Erik Rueckmann

- Suspend the authority they granted Brockport Ambulance to provide ALS service.
- Granted ALS privileges to COVA's services to Hamlin

XVII. New Business

- Discussion to be moved to the January Meeting: The State of PIER and continuation of standing committee
 - Creation of a PIO position
 - Creation of an ad-hoc Awards Committee
- Reg Allen: Caution individuals on this Council as our sustainability is in question, however our Program Agency and our Physician involvement is unmatched and there is a cost associated with that. We need to continue to look at ways to sustain this.

XVIII. Old Business

- Town of Webster Mutual Aid
 - Ahmed Mustafa: Update – WEMS have been talking to Union Hill to figure out mutual aid. Has also met with both the Monroe and Wayne County dispatch centers to continue to work through this matter.

XIX. NYS DOH Dates to Remember

- SEMSCo / SEMAC
 - January 14th & 15th 2020

XX. Adjournment

- Motion 13 - Passed
- Next Meeting: Monday January 27, 2019 at PSTF, 1190 Scottsville Road, Rochester NY at 1600

Link for full meeting video: <https://youtu.be/rN2ZlIGi8tc>