

# MLREMSC Executive Meeting

## Meeting Minutes

<b>Subject</b>	<b>MLREMSC Executive</b>	<b>Meeting Notes : Dates</b>	<b>09/14/2015</b>
<b>Facilitator</b>	Reg Allen, Chair	<b>Time</b>	8:30 am ended at 09:11 am
<b>Location</b>	GoToMeeting	<b>Scribe</b>	Tim Frost, Secretary
<b>Attendees</b>	<b>Attendees:</b> R. Allen, T. Coyle, T. Frost, M. Hoskins, Dr. Cushman, B. Sensenbach, K. Dewar, Dr. Murray, J. Bortle, M. Philippy, D. Bailey, E. Rathfelder <b>Excused Absence:</b> <b>Absent:</b> T. Czapranski		
<b>Key Points Discussed and Action Items</b>			
<b>No.</b>	<b>Topic</b>	<b>Action Item(s)</b>	<b>Target Date</b>
1	<u>Chair Report</u> – R. Allen <ul style="list-style-type: none"> <li>• LEPC – We have a primary along with an alternate seat at this meeting.               <ul style="list-style-type: none"> <li>○ After further conversation it is questionable whether or not we are a voting member or even a member at all.</li> <li>○ Cushman will contact Mr. Leszcynski for further clarification</li> </ul> </li> <li>• Goal status – on track               <ul style="list-style-type: none"> <li>○ 1 - Select an electronic (cloud) storage platform, which has an administrator function, allows for e-mail addresses, and allows the administrator a varied level of access permissions for users. Develop a standardized filing format for all MLREMS Documents. Assigned to: Reg Allen, Mike Hoskins, Melinda Johnston Due: Sept 30, 2015</li> <li>○ 2 - Develop continuity guides for each position on the Executive team, including exec officers and committee chairs. The guide is an overview of what the position does on a daily, weekly, monthly, annual basis. This will serve to provide continuity of transition when a new person takes on an executive position or committee chair</li> </ul> </li> </ul>		

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	<p>position. Assigned to: All exec officers and committee chairs. Due: December 1, 2015</p> <ul style="list-style-type: none"><li>○ 3 - Create standardized data directory consistent with NEMSIS 3 and make this directory available in a common electronic format for use by MLREMS agencies. Assigned to: Ben Sensenbach, Jason Bortle, Dr. Cushman Due: 4th Quarter of Calendar year 2015</li></ul>		
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<b>2</b>	<p><u>Vice Chair</u> – T. Coyle</p> <ul style="list-style-type: none"> <li>• Background check status               <ul style="list-style-type: none"> <li>○ Tom has a conference call Wednesday for a DEMO after that we should be good.</li> <li>○ Tom will send Ben names for new members that need forms for back ground checks</li> </ul> </li> </ul>		
<b>3</b>	<p><u>Secretary</u> – T. Frost</p> <ul style="list-style-type: none"> <li>• Approve Exec Meeting Minutes – Approved</li> <li>• Working with Program Agency and Mr. Hoskins</li> <li>• Verifying seat expiration dates for REMAC</li> </ul>		
<b>4</b>	<p><u>Treasurer</u> – M. Hoskins</p> <ul style="list-style-type: none"> <li>• Root cause of \$76.54 discrepancy was finally identified, this was an error in timing between Div of Prehospital Med ledger to the accounting office at U of R and our bookkeeper. A process is now in place to alleviate this problem in the future. MLREMS will release the extra \$76.54 and address this in the next quarter voucher with the DOH and UofR.</li> <li>• All other payments up-to-date, all council members should have received August financials via e-mail.</li> <li>• Meeting now monthly with Tim Frost and Program Agency staff to facilitate document storage and e-mail distribution procedure/process through Google Drive and GMail respectively. Also working with NEG regarding policies for said records.</li> </ul>		
	<b>System Medical Director &amp; Program Agency</b>		

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5	<p><u>System Medical Director</u> – Dr. J. Cushman</p> <ul style="list-style-type: none"> <li>• RMD           <ul style="list-style-type: none"> <li>○ Spinal Motion Restriction Rollout – Expected Oct 1 Go-Live</li> <li>○ New Contract/Agreement with NYS DOH for Naloxone Training/Tracking               <ul style="list-style-type: none"> <li>▪ 1 year agreement (approximately \$15,000) with new data requirements that are not all that burdensome</li> </ul> </li> </ul> </li> <li>• REMAC           <ul style="list-style-type: none"> <li>○ Very active Training and Ed and SCT Committee’s, great work!</li> <li>○ A few action items for September related to spinal motion restriction</li> </ul> </li> <li>• New Item           <ul style="list-style-type: none"> <li>○ Consideration of public awareness campaign for EMS use of lights and sirens (PIER?)               <ul style="list-style-type: none"> <li>▪ This consideration is not only for to the scene, but also transport to the hospital.</li> <li>▪ How do we create this message and can we do this the “right” way.</li> </ul> </li> </ul> </li> </ul>		
6	<p><u>Program Agency</u> – B. Sensenbach</p> <ul style="list-style-type: none"> <li>• ALS Internship and Clearance Process – electronic form for website being tested           <ul style="list-style-type: none"> <li>○ Met with RMMS and Monroe ALS chiefs and both are on board</li> </ul> </li> <li>• Assisting with CON processes</li> <li>• Met with Hoskins and Frost to assist with Google Drive transition and templates</li> </ul>		

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<b>County and New York State Representatives</b>			
<b>7</b>	Livingston County Coordinator – K. Dewar <ul style="list-style-type: none"> <li>▪ Livingston county was granted \$3.5 million through the state round 4 interoperability grant</li> <li>▪ Round 3 was used for additional towers</li> <li>▪ A series of BLS preceptor lab skill sessions will be held through the county.</li> </ul>		
<b>8</b>	Monroe County Coordinator – T. Czapranski – absent <ul style="list-style-type: none"> <li>• No report forwarded</li> </ul>		
<b>9</b>	REMAC –Dr. Murray <ul style="list-style-type: none"> <li>• No further report after Dr. Cushman stole her thunder</li> <li>• Working on supporting Spinal Motion restriction with the local hospitals</li> </ul>		
<b>10</b>	NYS EMS Council – J. Bortle <ul style="list-style-type: none"> <li>• Next meeting in December</li> <li>• Vital Signs Conference has reduced price in an attempt to increase participation.</li> </ul>		
<b>Committee Chairperson Reports</b>			
<b>11</b>	System Operations – Jason Bortle <ul style="list-style-type: none"> <li>• Committee met on 8/25 with Sensenbach, Dewar, Bonfiglio and myself in attendance                             <ul style="list-style-type: none"> <li>○ Discussed mutual aid 12-06 forms                                     <ul style="list-style-type: none"> <li>▪ Provide contact info to agency leaders for GIS to print out maps of response areas and mutual aid plans for their agencies to assist in form completions</li> <li>▪ Awaiting 12-06 forms from Geneseo and Lima   <ul style="list-style-type: none"> <li>• Karen   <ul style="list-style-type: none"> <li>○ Geneseo – ready to go</li> <li>○ Lima – will be held up a little longer</li> </ul> </li> </ul> </li> </ul> </li> <li>○ Discussed meeting with dispatch centers (Monroe &amp;</li> </ul> </li> </ul>		

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	<p>Livingston) to gain further insight into procedures for dispatching resources and mutual aid agencies</p> <ul style="list-style-type: none"><li>○ Received email from agency leader if committee would look at their run cards for mutual aid to ensure compliancy and best interest of patient care<ul style="list-style-type: none"><li>▪ agreed to have committee review</li><li>▪ 12-06 forms would lead to changes in their run cards</li></ul></li><li>● Henrietta CON expansion into Rush has been received and will be reviewed and sent to lawyer (Cohen)</li><li>● Transfer of Rural/Metro CON to AMR is being processed<ul style="list-style-type: none"><li>○ F &amp; C being performed independently by the State DOH and send their findings directly to the regional council</li></ul></li><li>● Awaiting information from Pinsky regarding status of Cuylerville's TOA</li><li>● Pittsford/ER CON – word back from State DOH that ER does not have a valid CON<ul style="list-style-type: none"><li>○ As there is no valid CON in place for ER there can be no transfer to Pittsford. No reason to vote at next MLREMS.</li></ul></li></ul>		
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<b>12</b>	<p>NEG – M. Philippy - Excused</p> <ul style="list-style-type: none"> <li>• Open Seats</li> <li>• Seats up for re-election</li> <li>• Recruitment             <ul style="list-style-type: none"> <li>○ Reach out to agencies through leadership</li> <li>○ Will be going to the 3<sup>rd</sup> battalion meeting</li> </ul> </li> <li>• Code of Ethics / Conduct             <ul style="list-style-type: none"> <li>○ How an investigation of fraud would take place</li> <li>○ There is still modification to be made</li> </ul> </li> <li>• By-laws amendment MLREMS – attendance</li> <li>• By-law amendment – REMAC – hospital representatives             <ul style="list-style-type: none"> <li>○ Mark is going to present Dr. Muto for a seat</li> </ul> </li> <li>• Next meeting Oct 13</li> </ul>		
<b>13</b>	<p>PIER – D. Bailey</p> <ul style="list-style-type: none"> <li>• Community CPR page on mlrems.org</li> <li>• Mission/vision statement             <ul style="list-style-type: none"> <li>○ State pier does not have one either</li> </ul> </li> <li>• Awards application process             <ul style="list-style-type: none"> <li>○ Attempting to make it easier for people to submit nominees</li> <li>○ The goal is to receive nominations through the year and not just at awards time</li> </ul> </li> <li>• Pier Committee is meeting next week</li> </ul>		
<b>14</b>	<p>Training &amp; Education – E. Rathfelder</p> <ul style="list-style-type: none"> <li>▪ Fall CIU             <ul style="list-style-type: none"> <li>○ Regional faculty agreed upon a rate to be paid – three training centers have agreed to contribute to the cost of the course</li> <li>○ May post pone secondary to the AHA rollout and the uncertainty of the hours</li> <li>○ Changes coming from the State for next year will inhibit us from creating long term plans right now</li> </ul> </li> <li>▪ BLS Preceptor Program will - continue to work on this next month</li> </ul>		

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<b>15</b>	Other Business – <ul style="list-style-type: none"><li>• None</li></ul>		
<b>16</b>	Next Meeting(s) <ul style="list-style-type: none"><li>▪ MLREMS (Livingston County) September 21</li><li>▪ October 12</li><li>▪ November 9</li><li>▪ December 14</li></ul>		





## Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

SALLY DRESLIN, M.S., R.N.  
Executive Deputy Commissioner

September 9, 2015

Jason W. Bortle, BSCJ, CCEMT-P  
Chair, MLREMS Systems Operations Committee  
Monroe-Livingston Regional EMS Council  
601 Elmwood Avenue  
Box 655  
Rochester, New York 14642

Re: East Rochester Volunteer Ambulance Corps, Inc.

Dear Mr. Bortle:

This letter is in further response to your July 21, 2015 correspondence to Joseph Farrell (enclosed), in regard to the above captioned matter, and in which you ask:

*"...NYS DOH to confirm that there is truly an active and applicable CON for the transferring agency to deem the application as compliant with all Article 30 sections and sub-divisions".*

This question was previously addressed, in part, in Director Lee Burns' July 24, 2015 letter (enclosed), as well as Richard Brandt's July 31, 2015 letter (enclosed). The purpose of this correspondence is to bring this matter to closure.

The New York State Department of Health Ambulance Service Certificate previously issued to East Rochester Volunteer Ambulance Corps, Inc., hereinafter "ERVAC", is **not** eligible for transfer. ERVAC was previously in possession of a New York State Department of Health Ambulance Service Certificate. However, this certificate expired on August 31, 2015, and ERVAC did not make application to the Department to renew the certificate, prior to its expiration date.

Even if ERVAC had made timely application to renew its certificate, which it did not, the transfer of its certificate would require the express approval of the Monroe-Livingston Regional EMS Council. New York State Public Health Law § 3010(4) states:

*"No ambulance service certificate of an ambulance service which has discontinued operations for a continuous period in excess of thirty days shall be transferable without the approval of the appropriate regional council."*

The Department's review of documents provided by ERVAC revealed that ERVAC has discontinued operations for a continuous period in excess of thirty days. Furthermore, ERVAC does not currently own or operate a New York State certified ambulance. Absent an ambulance, axiomatically it follows, that ERVAC cannot be considered operational.

I reiterate that the former New York State Ambulance Service Certificate of ERVAC is **not** eligible for transfer. Should you have any questions pertaining to this matter, please feel free to contact me. I may be reached at 518-402-0996.

Sincerely,



Thomas A. Behanna  
Deputy Director for Administration  
Bureau of Emergency Medical Services  
and Trauma Systems

cc: Reginald Allen, Chair  
Monroe-Livingston REMSCO

Benjamin Sensenbach  
Monroe-Livingston Program Agency

Lee S. Burns, Director  
Bureau of Emergency Medical Services and Trauma Systems

Cynthia McCloud  
Bureau of Emergency Medical Services and Trauma Systems  
Western Regional Office

Ross Zastrow  
Bureau of Emergency Medical Services and Trauma Systems  
Western Regional Office

Enclosures: As stated



Monroe-Livingston Regional  
Emergency Medical Services Council

July 21, 2015

Mr. Joseph Farrell  
Bureau of Emergency Medical Services  
875 Central Avenue  
Albany, NY 12206

RECIEVED

JUL 24 2015

BUREAU OF EMS

**RE: Application for the Transfer of CON from East Rochester Vol. Ambulance to Pittsford Vol. Ambulance**

Mr. Farrell:

The Monroe-Livingston Regional Emergency Medical Services Council has been provided an application for the transfer of the East Rochester Volunteer Ambulance Corps Inc. Ambulance Service Certificate (CON) to the Pittsford Volunteer Ambulance Inc. The application has been reviewed by the MLREMS CON Committee and by Bradley M. Pinsky, JD/MHA of the Pinsky Law Group, PLLC and has deemed the application to be complete and ready to be forwarded to the NYS DOH for Fitness and Competency.

At the MLREMS Council meeting held on July 20, 2015, the council members were informed by another member of the council that the validity of the CON to be transferred by the East Rochester Ambulance Service is to be questioned and that it may have been issued during its last re-certification under false pretenses and without warrant. It was also stated that the East Rochester Ambulance Service has not been operating as an EMS ambulance service for greater than thirty (30) days and may fall under the auspices of Article 30 § 3010.4 in regards to the transferability of the CON. The MLREMS Council has also been informed that Rural Metro Ambulance plans to submit documentation supporting their claim that East Rochester Ambulance Service CON is not valid.

The MLREMS Council has approved the completeness of the application based on the information provided and has forwarded it to the NYS DOH for Fitness and Competency. We would like NYS DOH to confirm that there is truly an active and applicable CON for the transferring agency to deem the application as compliant with all Article 30 sections and sub-divisions.

If you should have any questions regarding this application or process please feel free to contact me at [Jason.bortle@mlrems.org](mailto:Jason.bortle@mlrems.org) or 585-727-2930.

Sincerely,

Jason W. Bortle, BSCJ, CCEMT-P  
Chair, MLREMS Systems Operations Committee

cc: Ross Zastrow, Sr.EMS Representative



## Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

SALLY DRESLIN, M.S., R.N.  
Executive Deputy Commissioner

July 24, 2015

Thomas W. Bonfiglio, Regional Director  
Rural/Metro Corporation  
811 West Avenue  
Rochester, NY 14611

Dear Mr. Bonfiglio,

The New York State Department of Health Bureau of Emergency Medical Services has received your July 23, 2015 letter of complaint to Commissioner Howard Zucker, MD, JD, regarding the operation of the East Rochester Volunteer Ambulance Corps, Inc. (ERVAC). The details described in your letter and the attachments, have been forwarded to the Department of Health's Western Regional Office in Rochester for investigation.

As you are aware, the Monroe-Livingston Regional EMS Council (REMSCO), is statutorily responsible, under section 3010.4 of Article 30 to approve the transfer of Ambulance Operating Certificate for a certified EMS agency that has not been in bona fide operation for a period of greater than 30 days. If it is evidenced that ERVAC has not been operating, as documented by patient records, dispatch logs, business records, a base of operation and ownership of ambulance vehicles, the REMSCO may not be able to approve the transfer of the Ambulance Operating Certificate.

For your information, this complaint has been assigned a reference number of **20140550**. You will be contacted by the Western Regional Office - Rochester for further information. The Department will notify you in writing at the completion of our investigation. If you have any questions, please feel free to contact either Ross Zastrow or me.

Sincerely,

Lee Burns  
Director  
Bureau of Emergency Medical Services

(518) 402-0996  
(518) 402-0985 FAX  
E-mail - lee.burns@health.ny.gov

Cc: R Allen, REMSCO Chair  
M Addario, R/M  
R Zastrow, WRO-DOH



## Department of Health

ANDREW M. CUOMO  
Governor

HOWARD A. ZUCKER, M.D., J.D.  
Commissioner

SALLY DRESLIN, M.S., R.N.  
Executive Deputy Commissioner

July 31, 2015

Mr. Jason W. Bortle, BSCJ, CCEMT-P  
Chair MLREMS Systems Operations Committee  
Monroe-Livingston Regional EMS Council  
601 Elmwood Avenue  
Box 655  
Rochester, New York 14642

RE: Statement of Fitness and Competency

Dear Mr. Bortle:

The Monroe-Livingston Regional EMS Council has requested that the Department of Health, Bureau of Emergency Medical Services complete a fitness and competency review of the following entity and individuals.

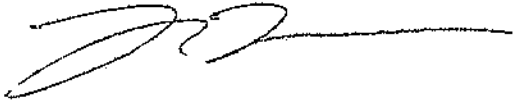
- Pittsford Volunteer Ambulance, Inc.
- Elmer Beke
- Elizabeth Caldwell
- Susanne Corwin
- David Deprez
- Alexander Mann
- Concetta Ott
- Thomas Powell
- Vincent Rizzo
- Melvyn Yessenow
- Jeanette Zavisian
- James Cassin

Based on the Department's investigation and review, there appears to be no bar to the fitness and competency, as defined in Article 30 §3005(8) of the NYS Public Health Law, of the aforementioned entity and individuals. This determination is based on the information provided to the Department and information contained in the public record.

You also ask "NYS DOH to confirm that there is truly an active and applicable CON for the transferring agency to deem the application as compliant with all Article 30 sections and sub-divisions". The Bureau cannot respond to this question at this time, as it is a matter of an ongoing investigation. For your reference, I have enclosed a copy of Director Lee Burns' July 24, 2015 letter to Thomas W. Bonfiglio. Mr. Allen was a copied recipient of this letter.

Please feel free to contact this office if you have any questions regarding this matter, or if I can be of assistance in any way.

Respectfully,

A handwritten signature in black ink, appearing to read 'R. Brandt', with a long horizontal line extending to the right.

Richard R. Brandt  
Sr. EMS Representative – Operations & Investigations  
Bureau of Emergency Medical Services  
875 Central Avenue  
Albany, NY 12206  
[richard.brandt@health.ny.gov](mailto:richard.brandt@health.ny.gov)

cc: Mr. Benjamin Sensenbach