

# MLREMSC Executive Meeting

## Meeting Minutes

Subject	MLREMSC Executive				Meeting Notes : Date				January 4, 2016			
Facilitator	Reg Allen, Chair				Time				8:32 am ended at 10:00 am			
Location	GoToMeeting				Scribe				Tim Frost, Secretary			
Members Attendance:	5-15	6-15	7-15	8-15	9-15	10-15	11-15	12-15	01-16			
Allen, Reg	P	P	P	P	P	P	P	P	P			
Bailey, Donna	A	P	P	E	P	P	P	P	P			
Bonfiglio, Tom	-	-	-	-	-	-	-	-	P			
Coyle, Tom	A	A	P	P	P	E	E	P	P			
Cushman, Jeremy	P	P	P	E	P	E	P	E	P			
Czapranski, Tim	A	A	P	A	A	E	P	A	A			
Dewar, Karen	P	P	P	P	P	P	P	P	P			
Frost, Tim	P	P	P	P	P	P	P	P	P			
Hoskins, Mike	A	A	P	P	P	P	E	P	P			
Murray, Elizabeth	-	-	P	P	P	E	A	E	A			
Philippy, Mark	P	P	P	E	P	P	P	P	P			
Rathfelder, Eric	A	P	P	E	P	P	P	P	P			
Sensenbach, Ben	P	A	P	P	P	P	P	P	P			
Bortle, Jason	P	A	A	P	P	E	A	A	A			
Key Points Discussed and Action Items												
No.	Topic							Action Item(s)			Target Date	
1.	Chair Report – R. Allen I. Introductions II. By-law review a. It is important that everyone takes a moment and reviews the current bylaws. During the course of business bylaws should be reviewed prior to citing											

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	<p>content in an effort to improve accuracy and decrease the opportunity for the Council to make a decision in error.</p> <p>III. MLREMS Meetings</p> <ul style="list-style-type: none"><li>a. Continue to request reports completed by Wednesday afternoon the week before the MLREMS meeting</li><li>b. There was a brief (revisited) discussion about MREMS meetings hosted at other locations through out the region. The main concern with this potential change was that there could be an interruption in business with meeting attendance potentially being a problem. The consensus at least for 2016 would be to continue to host Council meetings at PSTF and Gypsy Lane.</li><li>c. In an effort to improve transcription data, the Council Chair will identify by name individuals wishing to speak during a Council meeting.</li></ul> <p>IV. Committee Chairs</p> <ul style="list-style-type: none"><li>a. Chair assignments for 2016 (There was no change)<ul style="list-style-type: none"><li>i. NYS EMS Council – Pending<ul style="list-style-type: none"><li>1. We have three interested parties for this position who will be submitted to the State for consideration.</li><li>2. Dr. Cushman offered a point of emphasis on the importance of only forwarding individual that are “committed” to the requirements of holding a position on the SEMSCO.</li></ul></li><li>ii. System Ops – Bonfiglio</li><li>iii. NEG – Philippy</li><li>iv. PIER – Bailey</li><li>v. T &amp; E – Rathfelder</li></ul></li><li>b. Continue with Organized Meetings</li><li>c. Pre-set meeting schedule for the year to post on web</li></ul>		
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	<p>page</p> <ul style="list-style-type: none"><li>d. Meeting minutes requirement</li><li>e. Committee members and attendance. Remember that the committee chair is responsible for membership of their committee<ul style="list-style-type: none"><li>i. Whenever possible attempt to have committee members do some of the work. The chair should not do all of the work.</li><li>ii. The short of it is – Please engage your committee members.</li></ul></li></ul> <p>V. Records Storage</p> <ul style="list-style-type: none"><li>a. Google Docs - Overview (Secretary Report)</li></ul> <p>VI. Goal Setting / Brain Storming</p> <ul style="list-style-type: none"><li>a. Develop at least 2 SMART goals for 2016 for MLREMS</li></ul> <ul style="list-style-type: none"><li>i. GOAL 1: Creation of Provider Safety Tag Committee Q1 – conduct GAP analysis Q2 – Q4 fill the “GAP”</li><li>ii. GOAL 2: Create Financial Plan under the following considerations (1) continued existence, (2) investment opportunities, and (3) Pursue Grant initiatives. Q1 – Research investment and use options Q2 – Plan for use Q3 &amp; Q4 – Execute</li></ul>		
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2.	<p><u>Vice Chair</u> – T. Coyle</p> <ul style="list-style-type: none"> <li>• Background check are moving along               <ul style="list-style-type: none"> <li>○ Tom will meet with the secretary to discuss record keeping of this process.</li> </ul> </li> </ul>		
3.	<p><u>Secretary</u> – T. Frost</p> <ul style="list-style-type: none"> <li>• There will be a correspondence sent out soon that will outline (1) attendance requirements based on changes in bylaws, (2) Gmail distribution list / committee lists and (3) Google Docs access.</li> <li>• Google Docs Access               <ul style="list-style-type: none"> <li>○ Discussion on who needs access to what and to what level of access was needed. The results are as follows.                   <ul style="list-style-type: none"> <li>▪ Officers of the Council will have read / write access to all Google Docs content.</li> <li>▪ Committee Chairs will have read write access to their committee’s respective folders.</li> <li>▪ MLREMS Council Members will have “read only” access to all Google Docs content less membership files.</li> </ul> </li> </ul> </li> </ul>		
4.	<p><u>Treasurer</u> – M. Hoskins</p> <ul style="list-style-type: none"> <li>• Meeting scheduled with Bank of America investment section to further investigate potential “safe” investment options.               <ul style="list-style-type: none"> <li>○ Bonfiglio raised discussion on our ability to (1) invest the money in our reserves, (2) have the money in reserves at all.</li> <li>○ Further discussion resulting in a plan of action to seek guidance as well as develop a more succinct financial plan in regards to the money in reserve.</li> </ul> </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>• REMAC           <ul style="list-style-type: none"> <li>○ The Collaborative Protocols continue to move forward               <ul style="list-style-type: none"> <li>▪ MOU developed that requires REMACs to participate or go their own way in regards to protocols.                   <ul style="list-style-type: none"> <li>• Dr. Cushman will forward the MOU for members to review.</li> </ul> </li> <li>▪ The protocols (will) provide medical consistency across the state though there will be some operational differences that may change over time.</li> </ul> </li> </ul> </li> </ul>		
6.	<p><u>Program Agency</u> – B. Sensenbach</p> <ul style="list-style-type: none"> <li>• Received new NYS reportable Template           <ul style="list-style-type: none"> <li>○ Will be meeting with Frost to establish processes.</li> </ul> </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>▪ Interoperability Grant extended to the end of 2016</li> <li>▪ Working with Livingston County Sherriff on decreasing the amount of required law enforcement responses.                             <ul style="list-style-type: none"> <li>○ Attempting to create response definitions</li> <li>○ Dr. Cushman working with Dr. Farney on assessing EMD V.13 along with developing law enforcement response metrics.</li> <li>○ Reg – Opportunity for scene safety training (Discussion moved to new business)</li> </ul> </li> </ul>		
<b>8.</b>	Monroe County Coordinator – T. Czapranski - Absent <ul style="list-style-type: none"> <li>• No Report</li> </ul>		
<b>9.</b>	REMAC –Dr. Murray - Absent <ul style="list-style-type: none"> <li>• No Report</li> </ul>		
<b>10.</b>	NYS EMS Council – J. Bortle – Absent <ul style="list-style-type: none"> <li>• No Report</li> </ul>		
<b>Committee Chairperson Reports</b>			
<b>11.</b>	System Operations – T. Bonfiglio <ul style="list-style-type: none"> <li>• Still awaiting word from NYS on pending CON actions</li> <li>• Will be working with committee on Mutual Aid</li> </ul>		
<b>12.</b>	NEG – M. Philippy <ul style="list-style-type: none"> <li>• Meeting Next Tuesday</li> <li>• Elections                             <ul style="list-style-type: none"> <li>○ MLREMS                                     <ul style="list-style-type: none"> <li>▪ Frost – Secretary</li> <li>▪ Vacant Seats   <ul style="list-style-type: none"> <li>• Transport Agency Livingston County</li> </ul> </li> </ul> </li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>• Healthcare Representative               <ul style="list-style-type: none"> <li>○ REMAC (After vote all roster spots on REMAC full)                   <ul style="list-style-type: none"> <li>▪ At Large voting – Dr. Farney</li> <li>▪ At Large non-voting – Bill Arnold</li> <li>▪ ALS Representative non-voting – Julie Jordan</li> </ul> </li> </ul> </li> </ul>		
<b>13.</b>	PIER – D. Bailey <ul style="list-style-type: none"> <li>▪ Mini conference still scheduled for May.               <ul style="list-style-type: none"> <li>○ Working with the Boy Scouts on Community First Aid Session</li> </ul> </li> </ul>		
<b>14.</b>	Training & Education – E. Rathfelder <ul style="list-style-type: none"> <li>▪ BLS Preceptor Program will be ready for release in the spring.               <ul style="list-style-type: none"> <li>○ The BLS program is similar to the ALS program but will not be a Regional initiative. It will be up to individual agencies to implement, as they desire.</li> </ul> </li> </ul>		
<b>15.</b>	Other Business <ul style="list-style-type: none"> <li>• Bonfiglio – consideration to the creation of a Provider Safety Committee (Tag) - (1) Provide recommendation to providers (ie vests) – (2) create and endorse training opportunities               <ul style="list-style-type: none"> <li>○ There was some discussion on adding this charge to the patient safety committee but it was believed that this addition would be to large of an addition.</li> <li>○ This idea was translated into the SMART goal #1 in the Chair’s report.</li> </ul> </li> </ul>		
<b>16.</b>	Next Meeting(s) <ul style="list-style-type: none"> <li>• February 8</li> <li>• March 14</li> </ul>		