

**Thomas Jefferson EMS Council, Inc.  
Board of Directors – March 10, 2004**

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**Members Present (per signature sheet at meeting):**

W. Archard	M. Berg	S. Braithwaite	D. Burns
W. Crigler	D. Feathers	J. Feathers	B. Grimm
B. Hopkins	W. Keene	S. Mullinax	G. Nuckols
G. Stephens	W. Thompson	R. Uttaro	B. Wood

**Others:**

M. Wolfe	D. Conrad
W. Evatt	

**Recognition of Guests:** Lee Jenkins is Audrey Snyder's proxy; Winston Evatt is representing Mineral Rescue Squad for Donna and Mary Wolfe, acting manager of the Martha Jefferson Emergency Department, and will be replacing Tom Goodrich as the representative for Martha Jefferson Hospital. Even though Dan Eggleston is not here, he will be taking Carl Pumphrey's position on the Board. Both Mary's and Dan's position on the board were approved without dissention.

**Approval of Previous Meeting Minutes:** Meeting minutes approved as written

**Treasurer's Report:** Audrey is out of town and unable to attend the meeting. The financial statement reflects a negative balance. There are several outstanding invoices from OEMS that will be paid shortly. The checkbook has a positive balance greater than \$9000. Included with the financial statement is a report showing outstanding receivables. The financial statement was approved.

The 2003 audit is still not back in the TJEMS office. However, a letter from the accountant is included in everyone's packet. The accountant is working on the rest of the audit, and he has no problems with the information he has. Frank would like to implement some internal controls in light of the Enron scandals where those in charge claimed no knowledge of the financial fiasco. These controls include the executive director approving payables and a list of checks being stamped as opposed to his handwritten signature.

The FY 2005 Budget is still a work in progress. The monies requested from localities will remain the same. The money from OEMS, however, is still undecided based on the \$4 for Life and the state budget process. Once we get the figures, we will be able to start working on a realistic budget. In the meantime, a draft budget will be decided with input from the president, treasurer, and executive director for the May meeting.

There was a meeting on February 3 of the committee to discuss locality funding and the minutes are enclosed. There will be another meeting at a later date with the hope that members will have a chance to go back to their localities and garner some input on this issue.

Salary scales were not discussed since Audrey was not at the meeting, but Donna wanted input from the Board regarding conferences and education. There is \$3000 budgeted for the staff to attend conferences and any educational event of choice. This allows for payment of three staff members to go to Symposium. Mike's registration and hotel are covered by OEMS, and allows approximately \$300 to be allocated for a PVCC course. This will not allow TJEMS to send Linda to a national conference that would cost in the neighborhood of \$1200. Bill Keene wants to make sure that money is put aside for a "rainy day" fund and then address increasing the money allocated for conferences and educational funding.

**Educational Session:** Appalachian Search and Rescue was scheduled to talk, but they are in Greene County at this time looking for a missing person. Their hope is to appoint a representative to this board.

**President's Report:**

Building Relationships: Mike Cocker, DEM, will be here in May to educate us in how we would interact if there was some type of event. Their web page has a fair amount of information available to visitors. Donna would like to invite the local health department in the future.

Five Year Plan: It is past time to renew our five year plan. To save time, a copy of our past plan is provided to each member to determine if we should make any changes to our goals.

**Administrative:** The consensus was to keep all the goals on this page.

**Disaster Coordination:** Goal #4 will be removed.

**Education, Research and Training:** The past Goal #1 will be deleted. The past Goal 4 will become the current Goal 1, and "Incorporating evidence based medicine into provider training" will be added.

**EMS System Coordination:** The second line will include Medical Control Review" is replaced by OMD/CP&E committees. Goal #5 will include a statement "support accreditation process for enhanced/intermediate program. Goal #7 will be deleted.

**EMS System Finance:** will remain the same.

**Licensure & Certification:** Goal #1 includes the word "ordinances" that should be changed. Goal #3 needs to be updated but keep the same tone. Goal #5 should be deleted.

**Public Information, Recruitment & Retention:** Goal # 1 and #2 will be swapped, and the rest will be deleted.

**Rescue Squad Assistance Fund Program:** will remain the same.

**Executive Director:** Facilities for TJEMS – is still a work in progress. Albemarle County has contacted us again regarding using the Wachovia building. In addition, Martha Jefferson Hospital is talking about potential space. If we stay where we are, we can expect to see a two to three percent increase in rent (same as in previous years).

The CATEC program is complete for the EMS part. Twelve students finished the class with only a couple needing to retest the practical, and three that need to re-take the written test. Linda does not foresee a problem with them completing the testing process. Mike spoke with Mr. Joe Johnson from CATEC regarding TJEMS future role in the program. He told Mr. Johnson that we could not afford to have the TJEMS staff teach the class, but we would advertise for an instructor from our instructor network in the hopes that someone would be willing to teach the class.

The Regional EMS MCI Plan is still a work in progress.

The Regional EMS Awards Work Group's meeting minutes from March 2, 2004 are included in each packet. Winners from the regional awards programs will be eligible to win the Governor's Award. A change to the meeting minutes to reflect that the next meeting will be March 30, 2004. The TJEMS regional winner list needs to be in Richmond by August 15. The award ceremony for this region will be a family event in June or July. The draft policy needs to be approved in order for the Work Group to move on with the nomination process. Everything follows the state guidelines and then a Public Safety Telecommunications award was added. This was approved without dissent.

Regional Guidelines (binder version) are at the printers with the plan to implement new guidelines the first week in April. They will be available for download and on CD. We are working with sponsors to get financial support for the printing of the pocket guides. Providers are being training during this month's in-service meetings. Donna has also used it for training her Enhanced students.

RSAF Meeting – the deadline for grants is March 15, and Mike will be leaving the TJEMS office at 1100 hours to hand deliver the grants to Richmond. Agencies are reminded to make sure the affirmation pages are included with submittals. If the affirmation page is late, the points will be downgraded.

The FARC committee will be coming to TJEMS on April 8 and 9. In addition to coming to the TJEMS office, they will be going to Nelson County to see how the RSAF money is being spent.

April 14 will be the ranking meeting and members are urged to attend. A request is that we change the order of presentations from alphabetical order to random. The concern is that those agencies that presented first received a lower score than agencies requesting the same equipment and presenting later.

The test site location has been changed to the Charlottesville Catholic School and it is working out very well.

The UVA Drug Box Workgroup was unable to meet due to conflicts in schedules. Orange County has stated they would not be able to attend meetings, but did want to be kept informed of the results of the meetings. The exchange process will stay the same.

### **Training Specialist:**

Linda is back half time and thanked everyone for their cards, flowers, and well wishes.

- There are EMT courses being held in Crozet (TJEMS), Greene County and Madison County. We won't know of the upcoming fall courses until June or later.
- The Spring Enhanced Program registration deadline was today and ten people have signed up.
- Peer to Peer Debriefing class will be held April 3 and 4.
- March Medical Madness is March 27
- Pegasus Critical Response registration forms were just mailed out and it is scheduled for April 17.
- Skills Drill is coming up for BLS providers and the focus is two-person CPR. The handouts are going out this month, and next month they will be reviewed along with the use of metronomes to assist with rate.

**Communications:** No Report.

**Operational Medical Director:** No Report.

**Clinical Practice and Educational Committee:** No Report. Next meeting will be May 19<sup>th</sup>.

**Pharmacy Committee:** Scheduled to meet March 25 and Phenergan is going to be placed in the drug boxes. Adenosine is in pre-loaded and will not fit in the old slot. Calcium will be placed in the bottom of the box, and Adenosine will be placed in that spot, and Phenergan will go in the Adenosine slot. Expect more issues of placement to happen in the future as containers will change from ampoules and vials to pre-loads. Donna is researching replacing the middle tray of the cardiac box with a tray similar to the third tray.

Lynchburg General is changing their drug box exchange system. Lynchburg has agreed to pack a UVA box for our agencies.

**Regional OEMS Representative:** Zion Crossroads is licensed at the Enhanced/Shock Trauma level for the ambulance. If they call for a medic assist, the medic will have to provide a cardiac drug box and monitor.

There was discussion in regards to mutual aid agreements between agencies and counties. Each agency must have a mutual aid agreement with their surrounding county's agencies. If a county has a mutual aid agreement with another county, it is not valid for the agency. Again, each agency must have its own agreement. Mike will put a template on the TJEMS website. Agencies are encouraged to use this to draw up their own agreement.

**Unfinished Business:** None.

**New Business:** Zion Crossroads is eligible to have a seat on the TJEMS board now that they are a transporting agency.

Meeting adjourned 2130.