

**Thomas Jefferson EMS Council, Inc.**

**Board of Directors – November 14, 2001**

**Directors Present (per signature sheet at meeting, several BOD were excused as noted on the signature sheet):**

S. Braithwaite	F. Huckstep
R. Burdge	M. Johnson
D. Burns	W. Keene
R. Faber	G. Lindbeck
D. Feathers	G. Nuckols
J. Feathers	J. Thomas
T. Goodrich	W. Thompson
B. Grimm	M. Berg
L. Hatter	L. Johnson
J. Heavlin	
B. Hopkins	

**Others Present:**

J. Jenkins (proxy for A. Snyder)  
J. Snead (proxy for J. Oprandy)  
G. Somers (proxy for W. Keene)  
D. Conrad (Secretary)  
L. Jenkins

Meeting called to order by President, D. Burns

**GENERAL**

- Excused BOD members listed on attendance sheet.
- Guests: See above
- The minutes were approved
- The Treasurer's report was handed out with the agenda, approved.
- Letter of resignation from Walter Martin, president of Rockfish Valley Fire Department and appointing Tony Reid his replacement – approved.
- Approval of October 10, 2001 meeting minutes without corrections and deletions.

**PRESIDENT'S REPORT**

- Recognition of Junior Thompson, who received the Governor's Award for Pre-hospital Provider of the year at the 2001 Symposium.
- Regional Re-alignment Update – meeting held with Jim Frawley and Junior as representatives to this meeting. (Mike Berg and Donna attended meeting, but were not officially part of the round table, therefore, they were not permitted to talk). Minutes of this meeting are included in the packet. It took three hours to define the EMS Council and its purpose with a five-year plan. Page five lists the designated attributes of an EMS Council. Money is the main issue, or lack of money. They have shelved redistricting.

**TREASURER'S REPORT**

- Audit – 2000 – completed and Frank is waiting for some information from TJEMS before completing the 2001 audit. There have been no issues brought out with the audits.
- Profit and Loss statements for this fiscal year-to-date (Cash and Accrual) – approved without discussion.

**EXECUTIVE DIRECTOR'S REPORT**

- December 6, 2001 RSAF award meeting is in Williamsburg. Mike will be attending.
- Governor's special called award ceremony for those who responded or those on stand by on September 11 at the Richmond Robin's Center over 350 invitations went out with approximately 50 people attending. The Office of EMS was not even recognized, even though they were one of the most prepared for the September 11 event.

## TRAINING SPECIALIST'S REPORT

- 2002 Training Calendar has been printed and being distributed showing an additional training site at Locust Creek in Louisa. There are 13 training opportunities every month and three additional contract training every other month. Two contract trainers are helping with this workload.
- Next big goal to meet is the EMT B release procedure.
- Handouts for the state CISM conference were passed out at this meeting. CISM – January 26/27, 2002 local class. Brochures to go out within two weeks. There has been a great response from outside the area for this class. RSAF grant money was carried over from the postponed class.
- Task Force Training Program to be held January 2002 and a confirmation date to follow. After Mike completes the training, he will be assuming the responsibilities of commander at the request of the president of TJEMS.

## COMMITTEE REPORTS

- Medical Review Committee –
  - ALS Coordinator – Terry Copeland recommended for CE programs only. He has been asked by Madison County Career EMS to conduct daytime continuing education. He is already an ALS Coordinator in the Culpeper region (Rappahannock). He has all the credentials he needs in order to be endorsed. This was approved.
  - Make up Skills Drill will be held December 1. Notices will be mailed, certified, with a copy to the OMD and the operational officer of their organization. These letters will state that they are no longer allowed to practice as an ALS provider unless they attend the December 1 Skills Drill. If ALS providers do not attend this, they will be required to take a written test with a minimum passing score of 80%. If they do not pass the test, remediation will be provided and a re-test. If someone should get a letter in error, they need to call TJEMS to get our records corrected. Donna should be able to find the CE card on the computer. The Board of Director's show support for this decision.
- Communications Committee - The meeting has not been rescheduled.
- Operational Medical Directors - No report
- 5-Year Planning Committee - Several people have volunteered to serve on this committee. A meeting has not been held in order to determine the direction of regional redistricting.
- OEMS Representative Report – Heather is the new Rep from the OEMS and she will try to attend the next meeting. Note that Warren Short is now the new training manager and his position is now open. Neil Stallings says, "hello."
- CenTIR's Edge Update – No report

## NEW BUSINESS

- Election of Officers –
  - Donna withdrew her name in order to nominate Dr. Sabina Braithwaite in her place. She feels she will represent our district in a way that Donna cannot. She has connections with the Chairman of the Governor's Advisory Board and she feels that Sabina's voice will carry a lot of weight (respect) as our representative. Donna is not leaving, but will fight for other causes in this district. This nomination was approved. With no other candidates, Dr. Braithwaite is the new President of the Thomas Jefferson EMS Council, Inc.
  - Secretary – Julie Pendolino recommended that the position of secretary be filled by the Office Manager at TJEMS. Mike checked to make sure the by-laws would allow this position to be filled by a non-member of the Board of Directors. As an officer of the organization, you can have someone whose name is secretary and another can fill all the obligations of the office. Dayton recommended we elect someone to be secretary in name and have Cookie fill the duties. Julie does not wish to fill this position due to personal obligations. Section 12 addresses the secretarial issues. Article II, Section 1 of the Officers also addresses this issue. Tom Goodrich was nominated and elected for a two-year term as the new Secretary with Cookie Conrad to take the minutes at the Board meetings.

- Proposed FY '02 Budget
  - Copies passed out to all members – it is not final. The bottom line is that we need help, financially. The proposed increase from each governmental entity is 2.5%. This is not enough to meet the proposed expenses. We cannot count on more money from the state, either. As of July 1, 2002, the \$7100 will not be part of the budget. Since this is an in/out line item, it does not affect the bottom line. Test site fees will be increased to \$20 per person. UVA Contribution will go up, if possible, to accommodate our increase in rent. Salary figures for Administrative Assistant can change since they are based on a four-day workweek, but Mike would like to keep this line item if possible. Retirement is based on five percent for the Training Specialist. Postage is going up to thirty-seven cents. Telephone Expenses will be researched for a better cost. We have trimmed expenses, with very little leeway. Will continue to evaluate to see where else we can make adjustments. Dr. Alberts will be talking to Martha Jefferson Hospital to pursue some funding for our organization. Donna questioned what caused such a huge deficit. Mike explained that salaries played a part, as well as maintenance required by our landlord. Also included was insurance. Mike is asking for support from the Board for an increase in governmental contributions of five percent. Donna wants us to look at ways to make more money in addition to asking for only a two and a half percent. TJEMS can reduce costs by cutting Cookie's hours. Mike is reluctant to go this route. Garland is reluctant to go backwards, as well. Sabina would like to preserve the staff. EMS council charges the counties based on the number of providers. The city of Charlottesville never agreed. The Charlottesville Fire Department wanted in-house training and therefore, paying \$10,000 for training. Between Charlottesville and Albemarle, they are paying an amount comparable to that of other entities. Donna wants us to check into CPR training as an avenue for more revenue. Someone wanted to check into corporate funding. Mike needs to submit a budget request to Fluvanna County by January 8 and so must have permission to increase the funding request. Sabina suggested looking into the United Giver's Fund at the University of Virginia. Mike is meeting with the Regional Directors and will ask how they increase their funding.
  - We need to check into decreasing telephone costs, which Mike will pursue. Jack Feathers said a three percent increase into their new budget. Robin Burdge will check into CPR information regarding Physio-Control accepting liability for people teaching CPR-AED.
  - Mike is going to make information available to all members regarding changes.
  - Infection Control – It is NOT legal to make an announcement over the radio regarding patients having MRSA and VRE. If the caller volunteers the information, then responding units can be told to landline the dispatch and the information can then be relayed. This must be made from the building, and not by cell phone. All patients need to be treated the same. You should be using BSI precautions with all patients. Mike would like to set up an informational class to make sure everyone is doing things properly. Kathy West, who taught the Designated Officer's Class is willing, for a fee, to set up a plan for your organization.
  - The police academy has a CPR class that is not being recognized by the region. It was suggested that he contact Linwood Pulling in order to address this issue

**NEXT MEETING**

- January 9, 2002 at 7:30 p.m.

Respectfully submitted,

Tom Goodrich  
Secretary

Cookie Conrad  
Secretary