

**Thomas Jefferson EMS Council, Inc.  
Board of Directors – May 14, 2003**

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

W. Archard	R. Bickley	S. Braithwaite	M. McAllister
D. Evatt	T. Goodrich	D. Lawrence	A. Snyder
G. Stephens	W. Thompson	R. Uttaro	B. Wood
C. Pumphrey			

**Others:**

C. McAllister	A. Smith	A. Smith	M. McAllister
R. Uttaro	W. Evatt	C. Lee	D. Conrad

**Recognition of Guests:**

Ann Smith from Lake Monticello, Cindy McAllister representing Locust Creek, Chris Lee representing Trevilians were all in attendance.

Meeting called to order and recognized that there were enough members present for a quorum.

**Election of New Members:**

Ray Uttaro (Nelson County), Carl Pumphrey (Albemarle County) Scott Currence (CARS), Mike McAllister (Holly Grove) was up for election to the TJEMS Board of Directors. All were accepted as members (B. Keene/Junior Thompson).

**General:**

Meeting minutes of previous meetings were approved as written (Thompson/Keene)

**Treasurer's Report:**

We now have the contract from the Office of EMS, so the budget will need to be approved. Included in this year's budget is a provision for a reserve fund in order to cover expenses when the OEMS is unable to get a check to the Council in a timely manner. The goal is to maintain two to three month's of expenses in the reserve fund, so this is only a start. The budget also includes salary increases for staff.

Due to acquiring the vehicles, TJEMS saved approximately \$2000 by not having to reimburse staff for mileage.

There was some discussion regarding salary increases and the process (Sabina evaluated Mike based on input from board members) and Mike reviewed Linda's performance based on a worksheet in the Personnel Manual that addressed

performance, communication, customer service, etc. The salaries were increased by one to two steps.

Bill was concerned that ten percent raises were given. Sabina addressed his concerns that last year's increases were to start bringing salaries in line, and this year solidified the process. Salaries in the past were way below every other EMS Council's salaries.

Bill would like to look at the salary increase process and decide on a format for determining future increases. The Board needs to look at this process before we decide next year's budget process. Audrey was not in favor of using UVA's wage scale from personal experience. Bill's argument was that UVA's budget was based on state revenues, just like TJEMS.

David Lawrence stated the raises would be an issue for him, too, but he was aware that the staff was paid below an acceptable level for a length of time.

Junior Thompson said that his intent was to bring TJEMS' salaries in line with other regional councils. He considers this year's and last year's raises as an "adjustment" in order to do that.

Anyone wishing to work on the salary scales with Audrey is encouraged to do so.

FY 04 Budget and Financial Statement were approved.

**President's Report:**

FY 04 Contract with OEMS was discussed. The breakdown of monies awarded (120,064.00) is as follows:

Administrative Start-up Costs	30,000.00
Regional Medical Direction	20,000.00
CISM	1,500.00
BLS Consolidated Test Site Admin	25,000.00
Regional Planning	6,000.00
Regional Coordination	14,000.00
Regional Continuing Education	8,064.00
Virginia Intermediate Training Site Accreditation	15,500.00

The Virginia Intermediate Training Site Accreditation is "pass-through" money, and is still under discussion at the Office of EMS. Sabina is not opposed to Donna's and Lewis's Intermediate Class being funded. They will find a way to get the PVCC course funded.

The Human Resource Training Committee approved a pilot distributive education program which will allow web-based education and accredited video training programs in order to obtain category one credits for continuing education. Currently, the national registry allows up to ten hours of distributive education for category one hours, and Virginia does not. This will be piloted in Albemarle County and Lynchburg. This will be up for final approval in October.

Sabina is encouraging nominations for the Governor's Awards. Providers work hard in this area and should be recognized for their efforts. The forms have been mailed to agencies and providers.

**Executive Director:**

RSAF Update: We did a lot better than the last time. Everyone was approved with the exception of Trevilians and Wintergreen for their QRV.

Remaining monies for FY03 – Clinical Site – Westminster Canterbury: OEMS has been invoiced.

Facilities for TJEMS – Update: Mike was informed that TJEMS would be charged (unknown amount) for office space in the new Albemarle County Public Safety Building. We will have to see the figures to determine if a move to this facility will be wise. An aggressive search for quarters, whether with Albemarle County, the current space, or somewhere else must begin in November. Our current lease runs out in August 2004.

CATEC: This is a joint effort with Charlottesville Fire Department, Albemarle County Fire & Rescue and TJEMS for an EMT class. The state will reimburse for costs, as well as CATEC. CATEC is aware that they will need to hire an instructor for next year.

Warren Short rolled out a new plan for ALS training funds. OEMS will provide support for the class to be held and also have the potential to support providers reimbursement for money spent on classes. This will apply for ALS classes. The money to support this program comes from the \$4 for Life funds. It went into effect July 1, 2003. It is possible that it will be effective retroactively to January 1, 2003. Providers must meet certain requirements (running with an agency, completing class, etc.).

**Training Specialist:**

Linda is on vacation.

**Communications:**

No Report.

**Operational Medical Director:**

Regional Skills Delineation was “cleaned up” with the use of “yes” and “no” in each category. Medical Control issues and who has the final authority was addressed.

EMS agencies are requested to send a list of providers to the OMD as well as to TJEMS so that the OMD's know who is practicing under their license.

EMT Instructor Network is an avenue for instructors to find out about test site information.

**Clinical Practice and Educational Committee:**

Regional Course Tracking Policy is included in everyone's packet and was approved as written. Meeting minutes were approved as written.

**By-Laws Committee:**

Junior and Mike would like to make a change to the By-Laws. It would involve changing meetings to a quarterly basis in addition to the Grant meetings. Everyone is encouraged to think about this change and relay thoughts to Mike and Junior (both good and bad). The attendance is not consistent. Business could also be conducted during the grant meetings. There is also concern regarding those members who miss more than three consecutive meetings. An e-mail will go out requesting feedback on member's thoughts. The deadline for return is July 23. This will allow the By-Laws Committee to meet and draft any changes necessary.

**Regional OEMS Representative:**

Not present.

**Unfinished Business:**

None.

**New Business:**

Nominating Committee will consist of Junior Thompson, Donna Burns, and Donna Evatt. They will provide a list of people willing to run for both the President's and Secretary's positions.

Tom Goodrich said that Martha Jefferson Hospital will be moving the squad equipment area. It won't be far from the current site.

Audrey is requesting to borrow a generator for use in Southwest Virginia for a clinic that will be held at the end of the month. Please contact Audrey if you can help.

Meeting adjourned at 2000 hours.