

**Thomas Jefferson EMS Council, Inc.
Board of Directors – September 11, 2002**

Members Present (per signature sheet at meeting):

M. Berg	J. Feathers	W. Keene
R. Bickley	T. Goodrich	D. Lawrence
S. Braithwaite	B. Grimm	P. Musgrave
D. Burns	T. Harvey	G. Nuckols
D. Evatt	L. Hatter	T. Reid
R. Faber	L. Johnson	A. Snyder
D. Feathers	M. Johnson	J. Thomas
W. Thompson		

Others:

R. Burdge	M. McAllister	C. Leahman
L. Jenkins	S. McNeer	D. Conrad

1900 Meeting called to order by S. Braithwaite. There were no proxies; guests included Mike McAllister and Cindy Leahman from Holly Grove Rescue Squad (Louisa). Steve McNeer, the Field Representative from the Office of EMS was also present.

There was a moment of silence to remember what we lost and to treasure what we have.

Donna Burns was presented with a plaque to thank her for her past year's service as President and all that she has done for EMS in this region.

Election of New Members:

Tom Joyce (CARS) and Donna Evatt (Mineral Rescue) were elected to the Board with a motion by Junior Thompson (First) and Bill Keen (Second).

General:

Minutes to be approved as written motion with Roy Faber (First) and Junior Thompson (Second) was passed.

Treasurer's Report:

Profit & Loss for Y-T-D 9/11/02 was included in the packet. The accountant, Frank Terrell, has picked up the accounting records for FY 02 and should have the tax return by the end of the month.

President's Report:

United Way Charity Campaign is due out in October. We are on the list so you will be able to designate TJEMS as a recipient of your United Way contributions. Tom Goodrich indicated that at Martha Jefferson, they were not allowed to indicate an individual recipient, that the funds were distributed to all agencies. UVa did allow designations with the Virginia Campaign.

We need to change the TJEMS By-Laws in order to reflect how we are running business at this point. The job descriptions in particular need to be reviewed. Junior Thompson has agreed to chair the committee. Sabina will ask Dayton, per Bill Keene's recommendation, if he will be willing to sit on this committee. Tom Goodrich has also agreed to serve. This is in addition to Mike Berg.

Executive Director:

Mike wished to remind everyone that the RSAF deadline is Monday, September 16, 2002 at 1630 hours. He will leave the TJEMS office around 1000 hours to hand deliver grant requests. Anyone who wishes Mike to deliver his or her grant should contact the TJEMS office.

Contract dispute has been resolved with the OEMS. Gary Brown, Kenny Updike, Mike Berg, and Sabina Braithwaite met in Charlottesville to discuss the contract issues. We have already issued invoices to the state for portions of the contract. We are working on the final touches of the Regional Trauma Plan. Communications Committee has some work before we can bill for that part of the contract.

The disaster drill will be at the Charlottesville-Albemarle Airport at night. If anyone wants to participate, please get in touch with Mike Berg.

There is a one-way list serve on the website at no charge to TJEMS. It will allow us to send out information to everyone on the list server. Job opportunities, classes, any communication can be sent to the masses, quickly. Just contact Mike at TJEMS. The website now supports those providers with PDA's. Anyone who wishes may download the TJEMS protocols from the website after 1400 Thursday, September 12. If you have any suggestions for information to be put on the website, please contact TJEMS. Many thanks go to Donna Evatt for all her of hard work on the website.

Training Specialist:

Donna will be listing courses and classes on the website as information is available. The calendars for 2003 should be available in November. There are five EMT classes: PVCC, Nelson County, Scottsville, Albemarle County Fire & Rescue, Madison will be finished at the end of this month.

There will be an Advanced Designated Officer's class sometime in January for those who have taken a Designated Officer's class. This will be posted on the website as soon as a date is set.

Communications:

No report.

Operational Medical Director:

Met this afternoon and discussed current CPR certification. Current CPR certification is required when testing at the state level. There is nothing in the current OEMS regulations requiring current certification other than at state test sites. The OMD's felt that it was important to maintain CPR certification, and beginning April 1, 2003, any recertification applicant who wishes to have the EMT written test waived must attach a copy of their current CPR card. Everyone was asked if they had any problems with this requirement, and no one spoke up. The motion by Donna Burns (first) to endorse the OMD recommendation and Bill Keene (second) was passed.

Anakits are no longer being manufactured. Previously, the OMD's approved the use of adult Epi-Pens by the squads. Epi-Pen Juniors are available, and the guidelines for both are as follows: Adult Epi-Pens are to be used if the patient is older than eight years of age or weighs more than 30 kg. The Junior Epi-Pen is to be used for patients from the ages of two through eight. These may be used on standing orders if the patient has been stung by a bee and is anaphylactic. Otherwise, they will need to call for medical direction.

The OMD's are aware of the automatic Intraosseous (bone injecting gun). They would like to see field data showing its efficacy before they decide if it would be appropriate in the pre-hospital setting.

Clinical Practice and Educational Committee:

A copy of the minutes is included in the packet. Kostas Alibertis was appointed as the chair of this committee. Mike Berg gave an update on the Skills Drill Testing. The recommendation is that testing will be done on a quarterly basis with two of four skills will be on a pass/fail criteria. The pass/fail criteria will be determined by the CP&E Committee and approved by the OMD. The other two skills will be done without penalty. It will start in January, with the remaining in April, August and October. The providers will be made aware of the skills to be evaluated. The Council staff will do the initial evaluation. If the provider is not successful, the agency and medical director will be notified. The agency with the approval of their medical director will then develop a plan for remediation. This will allow agencies to address deficiencies in a timely fashion so as to meet the agency's staffing needs. This will help the Council on a financial level and will involve the agencies and medical directors as far as being aware of agency needs. The CP&E Committee will begin to develop the skill sheets, evaluation criteria, and any other associated issues. Linda will do a video of the correct techniques for each skill to be evaluated. This should solve any inconsistencies between instructors.

There will be no re-test of those providers who had their initial test in August. These people will need to be remediated and retested through their agency. Providers need

to attend the initial testing with the council staff. If a provider is unable to attend the testing, they must write a letter to TJEMS. If a provider does not attend skill testing, they will be required to take the written and practical test for recertification. The captain and training officer will be notified after the quarterly testing.

The only way a provider is exempt from skills drill is if they are a new provider and received their initial certification in February or March.

Any provider or agency allowing a provider to run as an AIC will be reported to the Office of EMS Field Representative and to the Office of EMS.

Mike asked for approval from the Board so that the CP&E Committee can move forward with planning for next year. Sabina again invited those who wished to be a part of this process.

A motion by Bill Keene to approve amended paragraphs (1 and 5) in Skill Drill Retesting Update section to read:

Linda Johnson, Training Coordinator, presented a proposal for skills drills. This proposal involves skills testing two times a year and drills two other times a year. Two of the four skills will be mandatory with pass/fail criteria. The pass/fail criteria will be proposed by the CP&E Committee and approved by the TJEMS Board of Directors and the OMD Committee.

The new quarterly skills testing/drill will not be implemented until January 2003 to allow time to compile a skills checklist. There will be a video showing Linda performing the skills to be tested, and this video will be given to each agency.

This motion carried.

The last part of the CP&E Committee meeting was to ask members to review our annual training plan for this year and the next five years. Donna and Lewis have already starting working on this. This will be discussed at the next CP&E Committee meeting on October 16 at 1900 hours. Our plan is ready to expire.

Nominating Committee:

The nominating committee recommended Audrey Snyder for the office of Treasurer and Junior Thompson for the office of Vice President. Elections will be during the next meeting and nominations can come from the floor at this time.

Money will be tight in the legislature and if we don't want the state government to "borrow" from the \$4 for Life funds, we must talk with our representatives.

Regional OEMS Representative:

Steve McNeer started working with OEMS two and one half months ago. He is available through his e-mail address (smcneer@vdh.state.va.us) if you have questions or problems.

Unfinished Business:

Questions were brought up at the last meeting regarding raises for staff. Mike was asked to bring in some rate comparisons to see where TJEMS stood in relation to other councils. When we looked at other areas, we were not able to make any comparison due to length of service for the training specialist, and for the executive director's position, the pay fluctuated among the council. In place of this comparison, we pulled from a website showing the consumer price index and input the salaries that were approved in 1997. We were looking for a comparison of what the salaries should be if cost of living increases had been implemented over time. This information should be in your packets.

Originally the steps were tied to the UVa rates. Bill Keene feels that following the state process (giving a bonus instead of rate increases) would be best. Sabina pointed out that there were no rate increases since 1998. Part of this was because there were no funds available in order to do so.

There are two tracks in which to go. We can use the CPI to come up with annual rate increases or we can use a merit scale. Which direction should we go?

In order to bring staff salaries (Mike and Linda) in line, a motion was carried to approve an increase follow the CPI form that is included in the packet. Mike's base salary would increase to \$39,530 and Linda's base salary would increase to \$38,134. The office manager's salary will stay the same.

Also approved was that salaries would be discussed yearly as part of the budget process.

New Business:

There will be a "Call for Citizens' Disaster Preparedness" sponsored by UVa from 1500 to 1700 hours tomorrow.

Meeting adjourned.