

**Interior Region EMS Council
Board of Directors Meeting Minutes
October 27, 2017**

MEMBERS PRESENT:

Scott Learned (Chair)- Urban
Rob Graham (Vice-Chair) – Rural Highway
Jack Williard (Secretary) – Urban
Jeanette Hansen (Treasurer) – Urban
Cecelia Grant (Executive Committee Member at Large) – Rural Non-Highway

Maria Mandich, MD – Medical Director
Danita Koehler, MD – Rural Highway
Brad Paulson – FNSB
Crystal Stordahl, PA-C – TCC (By Phone)
Matt Reppel- Rural Non-Highway (By Phone)
Kimberlynn Wicks - Rural Non-Highway (By Phone)

MEMBERS ABSENT:

Clint Brooks – FMH

Terry Russell – Rural Highway

STAFF PRESENT:

Dan Johnson – Executive Director
Kim Johnson - Training Coordinator

Wilma Vinton - Finance Manager
Chelsey Kelser - Administrative Assistant

Guests:

Debbie Gross - RJG
Brenda Fifield

ROLL CALL & CALL TO ORDER

Scott Learned called roll. It was determined a quorum was present and the meeting was called to order at 10:00 AM.

Approval of the Agenda

A motion was made by Jeannette Hansen and seconded by Jack Willard to approve the agenda adding an Executive Session at the end of the meeting to discuss personnel changes. Motion passed unanimously.

Approval of Minutes

- August 15, 2017

A motion was made by Jeanette Hansen and seconded by Cecelia Grant to approve the Minutes of August 15, 2017 Board of Directors meeting. Motion passed unanimously.

BUSINESS

Annual Audit Report

Audit Report given by Debbie Gross of RJG. Debbie summarized the report. There were no corrections to the final report. See attached report and letters. The audit was a clean audit with no findings.

A motion was made by Danita Kohler and seconded by Rob Graham to accept the Audit Report as presented. Motion passed unanimously.

Introduction of Staff and Board

All Board members, staff and guests introduced themselves. Brenda Fifield was introduced as the new Fiscal and Business Operations Manager and will begin work on Monday November 13. Brenda will replace Wilma Vinton

when she assumes the Executive Director Position. The position has been retitled to reflect broader responsibilities beyond being the Financial Manager. Board members warmly welcomed Brenda.

Break: 11:00 am

Return: 11:12 am

Staff Reports

Dan Johnson summarized his report and staff reports. See attached staff and Executive Director reports.

Danita Kohler stated volunteers in the rural areas are at a crisis point, specifically Tok. Patients are at a risk, as well as volunteers for any ground or air transportation. Dr. Kohler is concerned about the compensation for volunteers or families injured/accidental death. Who provides the insurance?

Rob Graham stated that Tri-Valley Volunteer Fire Department covers all volunteers under workers compensation.

Year to Date Financial Report

Dan Johnson presented the attached financial report as of September 30, 2017 and explained expenses and revenue that have significant changes compared to last year. Major decreases in the Revenue area have to do with:

Significant revenue decreases:

- **Classes:** Timing of class completions – classes were billed earlier last year. This should catch up in future quarters. The decrease is also reflected in class expenses
- **Store:** Last year there was a major change in curriculum and therefore income for book sales was more last year. Again, this is reflected in a decrease in store expenses.

Significant expense decreases:

- **Personnel:** We had a major decrease in insurance cost since we joined the group policy of the Interior Fire Chiefs Association. There were decreases in salaries and wages due to personnel changes.
- **Travel:** this is simply a timing change – some travel happened later this year therefore reducing this expense compared to last year.
- **Facility:** Expense was greater last year due to the one time parking lot improvement paid from accumulated Project Income.
- **Class and Store –** see above

The other financial statements were explained as part of the Audit Report

Motion made by Brad Paulson and was seconded by Jeanette Hanson to accept the attached financial report as presented. Motion passed unanimously.

Status of Mini-Grant

Wilma Vinton presented the Mini-Grant report. See attached Mini-Grant report and graphs.

Proposed Bylaw Amendment

See attached amendment and explanation.

The Executive Director does not currently delegate his signing authority to any other staff member as is allowed in Bylaws Article X, Section 4. When the Executive Director is not available, we would not be able to generate checks

since the Bylaws stipulate that the two signatures must be of the Executive Director and a Board Member (known in the Bylaws as a Director).

The recommended revision would allow a second Director (Board Member) to sign checks and other similar documents as specified in this section in the place of the Executive Director in his or her absence. As is always the case, all signers must be authorized by the Board to do so.

During the August 15, 2017 meeting first reading passed unanimously.

Motion made by Jeannette Hansen and was seconded by Jack Willard to accept the second reading as presented. Motion passed unanimously.

Check Signing Resolution

A new check signing resolution is presented due to Dan's retirement as of December 1, 2017. The new resolution from Mt. McKinley Bank removes Dan Johnson and Clint Brooks as a signer and adds Wilma Vinton.

Motion made by Jack Willard and was seconded by Jeanette Hansen to accept the new check signing resolution as presented effective December 1, 2017. Motion passed unanimously.

Executive Session: 12:05 pm

Ended: 12:12 pm

Motion made by Jack Willard and seconded by Maria Mandich to accept the offer made to Wilma Vinton to become Executive Director as of December 1, 2017. A copy of the letter will be placed in Wilma's personnel file. Motion passed unanimously.

Lunch: 12:15 pm

Return: 12:38 pm

Subcommittee to review Staff Compensation and Benefits (see minutes of 2/2/17)

Committee was appointed at the February Board meeting. Chelsey will send out a Doodle invitation to try to set a meeting date. Teleconferencing will be available.

Strategic Planning Committee Meeting (see minutes of 2/2/2017)

We are in year 5 of the current Strategic Plan. Chelsey will send out a Doodle invitation to try to set a meeting date. Teleconferencing will be available.

Schedule next meeting

The next board meeting will be February 23, 2017. The meeting will be the normally scheduled meeting from 10:00 am to approximately 2:00 pm with a working lunch.

Board Member Comments

Jack Willard – CGFR doing well, interviewing for a lead medic. Rachel Cox is the new education coordinator.

Jeannette Hansen – Salcha Rescue is doing well. There has been some staff turnover.

Danita Koehler – At the local level, she is very pleased with Dry Creek EMS interest and ability to respond. Danita is very pleased with Regional Directors and Coordinators Group, because they are advocating for the communities at

the state level. She received an email from Congress stating they have passed HR314 bill, standing orders can now include controlled substances.

Brad Paulson – Budget planning is in the works for the FNSB. He attended EMS World conference in Las Vegas. The FNSB is now able to provide protective gear for EMS personnel for potential firearms danger. Emergency Stop the Bleed kits will now be placed in several high traffic areas in Fairbanks similar to AEDs. Training will be available. It will be hands on including splinting and Stop the Bleed Program. The FNSB is looking for funding.

Rob Graham – Tri-Valley VFD had an advanced scope class recently. Anderson has been doing really well and responding to all calls. Joe Forness has assisted with patient transports. Clear AFB has been using Tri-Valley VFD for transports as well.

Maria Mandich – FMH will be kicking off Code Stroke to improve emergency stroke care. A neurologist in Anchorage will assist. Thrombolytic will now be available. It will parallel acute MI protocol. She is now a member of ACEMS. She will participate in the state medical directors group and attend meetings.

Dan reiterated the commitment of IREMSC to the medical directors group and stated that we can afford to pay for Dr. Mandich's travel to these meetings – at least for this fiscal year.

Cecelia Grant – Galena is doing well. They are seeing an influx of drugs into the villages.

Crystal Stordahl – Chief Andrew Isaac Health Center (CAIHC) had a lock down incident due to the report of a armed person nearby. There were a lot of educational experiences with the incident. Situational awareness is key. TCC's Health Aide training center opened in February, three students graduated on October 13, 2017 as Level 4.

Matt Reppel – Ft Yukon is working on an ambulance garage and it is almost complete. Two new members joined the squad. He is working on an ETT class for this winter. Matt will be leaving Yukon Flats in May-June.

Kimberlynn Wicks – Bettles now has two Health Aldes, and is working on an ETT course.

Scott Learned – SVFD has been very busy. Still going strong with a scholarship program, and have applied for more federal grants.

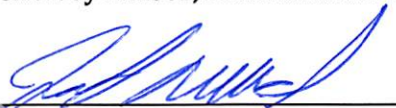
Scott pointed out that this is Dan's last board meeting and all of his service is greatly appreciated. He asked Dan to say a few words. In response Dan talked about his career at IREMSC and how much he's enjoyed working with the staff over the years. He also stated that the Board members he's worked with over the last 18 years have been the best he's worked with in his 30+ year career working with boards in his paid and volunteer positions.

Motion made by Jack Willard and Seconded by Jeannette Hansen to adjourn.

Meeting adjourned at 1:20 pm.

Respectfully Submitted By


Chelsey Kelser, Administrative Assistant


or Jack Willard, Secretary