

**Interior Region EMS Council
Board of Directors Meeting
Minutes of August 8, 2014**

MEMBERS AND GUESTS PRESENT:

Jack Willard – Urban	Clint Brooks – FMH
Jeannette Hansen – Urban	Brad Paulson – FNSB
Myra Thumma – Rural Non-Highway	Pamela Jackson - Rural Non-Highway (by phone)
Sylvia Pitka – Rural Highway	
Cecelia Grant– Rural Non-Highway	

MEMBERS ABSENT:

Dr. Brian Tansky - Medical Director	Rusty Lasell – Rural Highway
Crystal Stordahl – TCC	Dr. Danita Koehler – Rural Highway
Scott Learned - Urban	

STAFF PRESENT:

Dan Johnson, Executive Director	Linda Callender, Senior Admin. Asst.
David Rockney, Training Coordinator	Tom Dean, Sub-Regional Coordinator
Wilma Vinton, Accountant	

10:00 am: Since a quorum was not yet present, Jack Willard asked Tom Dean to report on the International Rural and Remote Prehospital Care Collaborative, a conference he went to in Whitehorse, Yukon. (See attached report).

ROLL CALL & CALL TO ORDER

A quorum was present at 10:18 am and the meeting was called to order.

Approval of the Agenda

Dan asked the Chair for additions to the agenda: mortgage payoff proposal and approval of the financial report.

A motion was made by Jeannette Hansen and seconded by Brad Paulson to approve the agenda as amended. Motion passed unanimously.

Approval of Minutes of 04/4/14

Motion was made by Jeannette Hansen and seconded by Clint Brooks to approve the minutes of April 4, 2014 as presented. Motion passed unanimously.

BUSINESS

Dan reminded the Board that the staff reports are sent out ahead of time for review and if necessary, discussed during the meeting. Dan said his report was not sent out but is included in the packet will be reviewed later on in the meeting. Brad requested that Dan actually present his report and summarize staff reports as needed during the meeting as a routine matter.

Financial Report

Dan presented the financial report. He explained some significant differences from last year:

- Class income decreased from last. Last year was a roll out year so a lot more classes were taught.
- Personnel expenses went down because of staff changes.
- Travel went up because Dan and Dave did some extra rural travel this year.
- Facilities went up because of our match for the Rasmuson Grant to renovate the lighting. Professional expenses went up because the audit costs went up and IT costs went up because of installation of a new security system for testing in the classroom.
- Mini Grants went up because of increases in the amount and number awarded.
- Wilma made a correction of a spreadsheet calculation in the report

A motion was made by Jeannette Hansen and seconded by Brad Paulson to approve the financial report as presented. Motion passed unanimously.

Status of Mini Grants

Dan explained the attached mini-grant recipients report. There was supplemental addition to last year's mini-grant of \$400 to each agency because of a surplus from some agencies not spending their grant. Services were selected to receive the supplement based on their timeliness and appropriate spending of their original minigrants.

This year there are 23 first responder agencies and 5 certified ambulance services that qualify for minigrants at \$3,000 and \$4,500 respectively. Dan asked the Board to approve an executive director allocation of \$3,000 to use at his discretion to help form a service in an additional community. Although this amount (\$92,000) exceeds the amount originally budgeted (\$87,500), historical patterns indicates that spending will most likely not exceed the budget.

Motion was made by Clint Brooks and seconded by Cecelia Grant to approve the FY15 Mini-Grant Awards and budget. Motion passed unanimously.

Approve Budget Line Item Revision

Dan explained why the two Line Item Budget Revisions (aka LIBR -see attached revisions) were necessary. The original was to reflect the funding increment we received from the legislature, and was based on the increment budget that the board approved last summer. The second was to reflect actual spending to complete the fiscal year. The changes were primarily due to being unable to hire a staff trainer, and the extra off highway travel we did this fiscal year to make up for travel not done last fiscal year..

Motion made by Jeannette Hansen and seconded by Cecelia Grant to approve the two presented Line Item Budget Revisions. Motion passed unanimously.

Jack suggested that a procedure be set up for approval of LIBRs before they are submitted. The Executive Director and Accountant agreed that this should be done and explained the reason that Board approval was overlooked this time: this is such a non-routine matter and had not been needed in memory that we did not have a procedure for this. Only changes of 10% or more per line item need to be approved by the state, and we have not had to do this for many years, probably not during the tenure of the Executive Director and Accountant. Another thought was to amend the bylaws setting parameters for routinely seeking LIBRs vs. needing Board approval (for example, a 10% threshold).

Motion made by Jeannette Hansen and seconded by Myra Thumma to develop a procedure for Board approval of Line Item Budget Revisions before they are presented to the state. Motion passed unanimously.

Marketing Work Group

Jack said he set up a group to market IREMSC. The group met in conjunction with approval of the Phase 14 regional Code Blue projects, and did not devote much time to marketing. Various board and staff feel that we need to do more marketing for EMS at different events that come up. Possibly a booth could be set up at significant events where a lot of people come into Fairbanks from the rural areas. Jack and Crystal were hoping to get a group together to target these events for marketing our organization. Jack called for volunteers to form that group. Cecelia, Clint, and Brad volunteered and Jack also appointed Crystal to the group.

Review of Annual Meeting Changes

Dan reported that this is the first year that we had a single session evening meeting for the annual membership and Board meeting as opposed to the two session, split meeting which was the model for over ten years. Dan asked for comments on how that worked. The comments were favorable to the changes and it was decided to keep it that way.

Meeting recessed until 11:55 am to continue with a working lunch.

Membership/Election Structure

Dan reviewed how the Bylaws address things such as membership, the annual meeting, delegates to the annual meeting, voting privileges, elections, etc. The current structure and procedures described in the Bylaws are very difficult, nearly impossible to follow and difficult for members to understand.

Dan presented three possible options for Bylaw revisions to better accomplish the annual meeting, elections etc. (see attached proposed alternatives) and suggested that a Bylaw Committee be convened to look at this and other possible Bylaw revisions.

A discussion was held about the bylaw changes and the committee. Dan suggested that the committee consist of a member from each elected category and one of the appointed seats.

Motion was made by Brad Paulson and seconded by Clint Brooks that the Chair appoint a bylaws committee. Motion passed unanimously.

Jack appointed the following to a bylaws committee: Jack Willard, Clint Brooks, Pamela Jackson, and Rusty Lasell.

Mortgage Payoff

Wilma presented a report that suggested we pay off our building mortgage. The financial factors she presented are:

Liquid Assets		Liabilites / Obligations	
Cash on Hand	\$ 214,725	Current Liabilities	\$ 22,027
Acc'ts Receivable	\$ 69,336	Leave Reserve	\$ 16,051
		Refunable Grants	\$ 1,523
		NDTA Restricted	
		Funds	\$ 632
		Our Reserve Fund	\$ 213,411
	\$ 284,061		\$ 253,644

This leaves a balance of liquid assets over liabilities of \$30,418, in addition to our designated Reserve Fund of \$213,411. The \$30,418 represents the type of balance that we consider adding to the Reserve Fund from time to time, generally after the annual audit is completed. Therefore, the total of cash we have in reserve to spend within our mission is \$243,829.

The current mortgage balance is \$66,170. In addition to our Reserve Fund and other cash on hand, we have \$15,600 budgeted this fiscal year for mortgage and additional principal payments (\$1,300 / month).

Wilma explained we are virtually no annual interest on our insured bank accounts and we are paying 4.5% on the remaining mortgage amount. We can therefore eliminate this mortgage interest without losing significant interest on our bank deposits, and only approximately a net of \$60,000 will be needed from our cash on hand above this year's budgeted mortgage payments.

Clint Brooks made a motion that was seconded by Brad Paulson to approve Wilma's proposal to pay off the mortgage loan. Motion passed unanimously.

Executive Director's Report

Dan presented the attached Executive Director report. Points covered were:

There will be several personnel changes coming up. Courtney Hoskinson, the Administrative Assistant for Training will be leaving on October 3rd. Also Linda Callender, the Senior Administrative Assistant will be retiring in November.

The report from the National Highway Traffic Administration Technical Assistance Team is available on our website.

He reported on his and Dave's site visits to Ft. Yukon, Beaver, Venetie, Galena, Allakaket and Hughes.

The new state Training Coordinator is Ron There is a new person in the state EMS office named Roger Durham. The hiring of the new Data Manager is (hopefully) imminent.

There have been two new appointments to ACEMS, one of which is from Fairbanks – Joy Beth Cottle, a paramedic with the Fairbanks Fire Department. There are now two members from the Interior – Dr. Danita Kohler (Chairman) and Joy Beth.

The annual Preparedness Conference is called Hale Borealis. There was talk earlier in the year of combining the annual EMS Symposium with this conference, but it will be held as usual in November. The Hale Borealis Conference does have some prehospitl EMS content.

The FMH communications money we've been holding for many years has been used to help fund cell phone boosters for services to communicate better with the Emergency Department and to help implement the STEMI program. Clint wanted to clarify that the boosters are primarily meant to allow agencies input into the STEMI program, via the internet.

Schedule Next Meeting:

The next meeting is scheduled for **Friday, October 31st, 10 am – 2 pm.**

Board Member General Comments

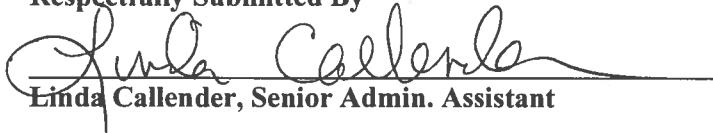
Members gave reports on their agencies and the reports are available on tape. Some topics reported and discussed were:

- Sylvia Pitka reported that she visited Stevens Village and there are only about 17 people that live there.
- Brad Paulson reported that the Borough is putting two surplus ambulances to auction. They are also working to implement the STEMI program.
- Myra Thumma reported that she was glad that Dan and Dave visited Venetie and talked to Village Council members, the Tribal Administrator, and other community members . They delivered a satellite phone that was purchased with their mini grant money. They have two Health Aides and some trained ETTs. They will have a new clinic this fall and is getting an ambulance through the Council of Athabaskan Tribal Governments (CATG).
- Jeannette Hansen reported that Salcha has 25 volunteers. The new railroad bridge was opened. They had an ETT class with 2 high school students.
- Clint Brooks said FMH has 2 new surgeons, vascular and neurology and they are planning a remodel of the ER.
- Cecelia Grant reported they benefitted from the visit from Dan and Dave who met with clinical, governmental and public safety people. They have a new police chief and a new EMS instructor they hope will stay. They did an ETT class this spring.
- Pamela Jackson said that Eagle does not have a paging system that works.
- Jack Willard reported that they have hired one new person and they need to hire someone to replace their EMS Coordinator, Doug Lashbough. Something new he is working on with varied police agencies is making changes on the protocol for responding to active shooting incidents.

Motion was made by Jeannette Hansen and seconded by Myra Thumma to adjourn.

Meeting adjourned at 1:45PM.

Respectfully Submitted By


 Linda Callender, Senior Admin. Assistant

For Jeannette Hansen, Secretary