

**Interior Region EMS Council
Board of Directors Meeting Minutes
February 23, 2018**

MEMBERS PRESENT:

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

Danita Koehler, MD – Rural Highway (By Phone)
Brad Paulson – FNSB
Kimberlynn Wicks - Rural Non-Highway (By Phone)
Cathrine Miller- FMH

MEMBERS ABSENT:

Matt Reppel- Rural Non-Highway
Maria Mandich, MD – Medical Director

Crystal Stordahl, PA-C – TCC

STAFF PRESENT:

Wilma Vinton – Executive Director
Kim Johnson - Training Coordinator

Brenda Fifield - Finance Manager
Jessica Harding - Administrative Assistant

Guests: None

ROLL CALL & CALL TO ORDER

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

Clint Brooks Resigning. Cathrine Miller to be his replacement for FMH.

Approval of the Agenda

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

Approval of Minutes

- October 27, 2017

A motion was made by Jeannette Hansen and seconded by Cecelia Grant to approve the minutes of October 27, 2017 Board of Directors meeting. Motion passed unanimously.

Introduction of Staff and Board

BUSINESS

Executive Report

Wilma Vinton discussed the siding project to be started at the end of March by Jeff Barney; painting done by Gunderson. The new RFI grant was discussed, and what that means for the new requirements for the medical directors. Changes to Code Blue funding were also mentioned and how legislatures are working to get it moved back over to a capital grant. Alaska's Scope of Practice was also discussed and how it will impact training. Tok's Financial situation was also discussed and the steps being taken to try to improve their current financial troubles.

Staff Reports

Wilma Vinton presented the attached financial report as of January 31, 2018 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. New roll out of AHA last year.
- **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. Card prices and book prices were a major part of this.
- **Interest:** Easement was given to a dentist last year.

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 – Sage** was purchased and billing was done so two years were paid for in one year, it was really just a timing thing.

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

Staff Compensation

Salary's will remain the same with the exception with the sub-regional coordination position was recommended for a 25% increase. Leave buyout and funeral leave additions to the personnel policy were also discussed.

Motion made by Brad Paulson and was seconded Cecelia Grant by to accept the salary increase for the sub-regional coordinator. Motion passed unanimously.

Motion made by Brad Paulson and was seconded Cecelia Grant by to accept the changes to the personnel policy for changes in the leave buyout and funeral leave additions. Motion passed unanimously.

Strategic Planning Committees is working on goals, which will be presented at the August meeting.

Excerpt of Bylaw

See attached amendment and explanation.

Nominations will be accepted at the annual meeting. Terry Russell, Kimberlynn Wicks and Jack Willard's positions all need to be filled.

Personnel Social Media Policy/ BOD Code of Ethics

Executive Committee to work on this and discuss at the August meeting

Motion made by Jeannette Hansen and was seconded by Rob Graham by to have the Executive Committee work on the personnel social media policy and code of ethics. Motion passed unanimously.

Break: 11:15

Returned: 11:30

Executive Session: 12:00 pm

Ended: 12:15 pm

Nomination to accept evaluation as written Executive Director Salary to step 6 Brad Paulson, Second Jeannette Hansen

Lunch: 12:15 pm

Return: 12:38 pm

Schedule next meeting

The next board meeting will be March 23rd, 2018. The meeting will be scheduled from 4:30 pm to approximately 6:30pm.

Board Member Comments

Jack Willard –CGFD call volume is up. Working on recertification's of EMT's I/II/III.

Jeannette Hansen – Salcha has 22 volunteers, coming to meetings, but not always to the response.

Danita Koehler – Concerned that only 50% of ER departments are staffed by family physicians, so to have that as a requirement for Medical Directors it is going to make it even more difficult for departments to find Medical Directors.

Brad Paulson –FNSB on track with elite platform. Homeland security money was used for ballistic gear and rescue satchels for each ambulance. The plan for next year's money is to get some of this equipment into schools, the movie theater and other large facilities.

Rob Graham – Tri-Valley VFD has 3 people not returning EMTIII/paramedics needed; concerned about being below the average pay scale of the area.

Cecelia Grant – Rolled out new electronic records system, seems to be a seamless process. Maintaining ambulance needs to be a priority.

Kimberlynn Wicks – Bethel is working on another EMT course.

Scott Learned – Noah Hamm being sent to Minnesota to meet with mentor in early career.

Cathrine Miller- Hospital has started new stroke alert program. Data is entered into the C.A.R.E.S program, when a patient comes in from a cardiac arrest call.

Motion made by Jeannette Hansen and Seconded by to adjourn.

Meeting adjourned at 1:20 pm.

Respectfully Submitted By

Jessica Harding
Jessica Harding, Administrative Assistant

Catherine Miller for Jack Willard, Catherine Miller
For Jack Willard, Secretary