

**Interior Region EMS Council  
Board of Directors Meeting Minutes  
November 2, 2018**

**MEMBERS PRESENT:**

Scott Learned (Chair)- Urban	Danita Koehler, MD (Rural Highway)
Maria Mandich (Vice-Chair) – Rural Highway	Brad Paulson – FNSB
Jeanette Hansen (Treasurer) – Urban	Robin Hammond (Rural Highway 2019)
Cathrine (Cat) Miller (Secretary) – Urban	Crystal Stordahl, PA-C (TCC)
Cecelia Grant (Executive Committee Member at Large) – Rural Non-Highway	Shannon Hardy (Rural Non-Highway 2021) <i>Vacant</i>

**MEMBERS ABSENT:**

Rob Graham- Rural Highway 2021  
Steve Crouch - Urban

**STAFF PRESENT:**

Wilma Vinton – Executive Director	Brenda Fifield - Finance Manager
Kim Johnson - Training Coordinator	Nicole Stresing - Administrative Assistant

**Guests:**

Kathleen Thompson – Cook & Haugeberg LLC

**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 Brad Paulson to approve the agenda with the addition of an Executive Session at the end of the meeting. Motion passed unanimously.***

Approval of Minutes

- February 23, 2018
- March 23, 2018

***A motion was made by Jeannette Hansen and seconded by Brad Paulson to approve the minutes of February 23, 2018 Board of Directors meeting. Motion passed unanimously.***

***Motion made by Jeannette Hansen second by Shannon Hardy to approve minutes from March 23, 2018. Motion passed unanimously.***

Introduction of Staff and Board

All Board members, staff, and guests introduced themselves.

**BUSINESS**

Annual Audit Report

Kathleen Thompson discussed audit findings. She was pleased with the assistance and cooperation she received from the IREMSC staff and she reported that there were no audit exceptions found and all internal controls meet or exceed the recommendations by GAAP and granting agency guidelines.

***A motion was made by Robin Hammond and seconded by Brad Paulson to approve the Annual Audit Report as presented. Motion passed unanimously.***

### Executive Report

- Maintenance of exterior of building is complete; very happy with the results.
- Operating Grant is the same amount as previous year, however, there may be additional funds for dedicated to data collection and management.
- State EMS Office held a meeting with Directors and staff and developed State-wide Performance Indicators to determine if we are meeting the goal of providing quality patient care to Alaska's citizens. discussed the 5 performance indicators developed.
- Discussed the new State Data Manager, Brian Ritchie, and his role with Aurora.
- Code Blue was funded this year, in the same amount (\$500,000) as previous years. Discussed the 2 items that were not approved by the State Code Steering Blue Committee (SCBSC) at this time (Lucas and GlideScope), and communications funded for Tok. SCBSC authorized more funding for Rescusi-Annies/upgrades.
- Mini Grants Update-Birch Creek was provided a start up Mini-grant, using Project Income to fund; Arctic Village and Venetie are interested in ETT classes; Arctic Village may qualify for startup Mini-grant.
- Discussed ideas on how to get equipment returned from ER to the community it came from.
- Wilma discussed why Rasmussen Foundation will no longer fund transport vehicles; several vehicles that were funded by the them were not taken care of properly.

Break @ 11:15am

Returned @ 11:30am

### Training Report

Kim discussed the new scope of practice and the changes to each EMT level.

### Financial Report

Brenda Fifield presented the attached financial report as of September 30, 2018 and explained expenses and revenue that have significant changes compared to last year. Changes from previous year include:

- Classes: Timing of class completions – classes were billed earlier last year.
- Travel increase – timing of meetings changed from previous year; travel for Brenda and Kim.
- Billing changes from new auditors compared to previous auditors.
- MG – 28 communities funded (Tok and Sub-Regions paid insurance premiums)
- Funds from Dalton Highway in a fund over 20 years ago have been utilized

***Motion made by Jeannette Hansen and was seconded Shannon Hardy by to accept the attached financial report as presented. Motion passed unanimously.***

Break for lunch @ 12:04pm

Returned @ 12:40pm

### Sub-Committee Reports

#### **Strategic Planning Committee**

The Committee worked on finalizing the Strategic plan and it is being presented in the Business section of this meeting for ratification.

#### Tok-Subregional Coordinator Report

Paul not present. See report provided. Wilma updated Board on new accounting personnel they hired to help bring their books back up to date. They are working with an accounting firm from Anchorage to reestablish their non-profit status so that they have the ability to bill Medicaid/Medicare again. They continue to have issues with acquiring volunteers for their EMS service.

#### Review and Ratification of Executive Committee

The following actions by the Executive Committee were reviewed ( see attachments to Minutes)

- FY18 Line Item Budget Revision
- FY19 Budget (as approved by Exec Committee)
- Resolution to open Annuity
- Requested Change to Regional Funding location in DHSS Budget

***Motion made by Shannon Hardy, second by Brad Paulson to accept ratification of actions by the Executive Committee. Motion passed unanimously.***

#### Status of Mini Grants

Overview of which communities have been funded previously was provided. Noted that we have added McKinley Village, Beaver Creek and Alatna as new recipients of a Mini-grant. Reviewed expenditures as of September 30, 2018.

#### Review/Approve 2018-2023 Strategic Plan

The strategic plan was reviewed and discussed (see attached)

***Motion made by Jeannette Hansen and second by Cathrine Miller to approve plan. Motion passed unanimously.***

#### Updated Check Signing Resolution

Discussed Resolution for appointment and changes of signers on account. Resolution was made, per Bank provided Resolution (see attached) to add the following signers: ***Maria Mandich, Cathrine Miller, Steve Crouch, and Crystal Stordahl and to remove Jack Willard. Resolution is*** effective today.

***Motion made by Jeannette Hansen and second by Robin Hammond to accept the Bank Signer's Resolution as annotated above." Motion passed unanimously.***

#### Temporarily Restricted to Unrestricted EMS Grant Program Income Policy

Policy was discussed; this policy development was recommended by the previous auditor and they advised we revisit it every year to ensure that it continues to reflect how IREMSC defines Temporarily Restricted Funds.

***Motion made by Jeannette Hansen and second by Scott Learned to accept the policy and the plan to approve it every year. Motion passed unanimously.***

### Vacancy in Rural Non-Highway Seat

Discussed possible candidates for the t open seat; Penny Green in Lake Minchumina, and Tamara Henry in Chalkyitsik. Position expires in April 2019, may wait until the next annual meeting to fill the seat.

***Motion made by Scott Learned and second by Robin Hammond to table vacancy until annual meeting next year. Motion passed unanimously.***

### Schedule Code of Ethics/Social Media Policy Development Committee Meeting

Discussed what is appropriate and inappropriate comments to make on social media. Decided to appoint a committee to go through policies provided by lawyers and adopt them or come up with our own policy. Crystal Stordahl, Maria Mandich, and Robin Hammond volunteered to be on committee.

### Schedule Next Meeting

The next board meeting will be February 8, 2019 and March 29, 2019 (annual meeting).

**Executive Session: 1:40 pm**

**Ended: 2:13 pm**

### **Executive Session Actions:**

*Motion made by Jeannette Hansen second by Brad Paulson to pursue the proposal to use any additional Data Funding received by IREMSC to contract with SEREMSC to share a Regional Data Manager. This contract will be limited to the time period the additional Data Funding is available from the State EMS Office. Motion passed unanimously.*

### Board Member Comments

Cecelia – Galena clinic staff increased to 21 from 14, providing dental health aide, behavior health response increase.

Cathrine Miller- Emergency Dept, Sara Martin appointed as Chief Nursing Officer, Clint Brooks is now the Chief Operational Officer; no director at this time. New director, Julie Fry, not formalized. EMS room in ER will be moving to the other side due to increase in psychiatric patient need. American Association of Critical Care Nurses will be hosting Alaska Interior Trauma Conference on May 17, 2019 along with FMH and LifeMED.

Scott Learned – CGFR has not had a Chief for a while, Steese has been managing their agency in the interim. Frank Bracken recently hired as new Chief of CGFR starting December 1st. CGFR and Steese has entered into joint recruitment with University for scholarship.

Robin Hamond – Chicken has a Chief as well as an ambulance. Keep ambulance all winter rather than store it in Tok.

Brad Paulson – Working on project EMS for children with State EMSC. Secured a grant funding for Stop the Bleed kits in schools, and other venues. Offers a training program for staff to help with training. Happy with new staff here at IREMSC.

Jeanette Hansen – Salcha still has 22 volunteers, responding to fires, accidents, and multiple calls.

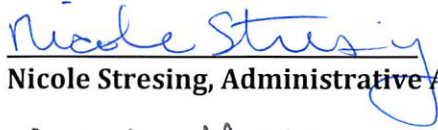
Crystal Stordahl – New TCC Training Center has trained 80 health aids since doors opened in 2016. Have held multiple EMT, & ETT classes. Negotiating contracts with LifeMed, 40 Mile, and Guardian for Medevac services. Discussed possibility of expanding Chief Andrew Isaac, and building of Tok Facility.

Shannon Hardy – 6 squad members, ETT training this month.

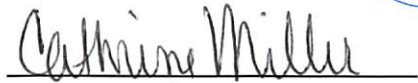
***Motion made by Brad Paulson and Seconded by Crystal Stordahl to adjourn.***

Meeting adjourned at 2:35 pm.

**Respectfully Submitted By**



**Nicole Stresing, Administrative Assistant**



**Cathrine Miller, Secretary**