

**Interior Region EMS Council
Board of Directors Meeting Minutes
March 1, 2019**

MEMBERS PRESENT:

Scott Learned (Chair)- Urban
Jeanette Hansen (Treasurer) – Urban
Cathrine (Cat) Miller (Secretary) – Urban
Cecelia Grant (Executive Committee Member at Large) – Rural Non-Highway
Brad Paulson – FNSB

Crystal Stordahl, PA-C (TCC)
Rob Graham- Rural Highway (Teleconference)
Maria Mandich (Vice-Chair) – (Teleconference)

MEMBERS ABSENT:

Danita Koehler, MD (Rural Highway)
Robin Hammond - Rural Highway
Vacant – Rural Non-Highway

Shannon Hardy - Rural Non-Highway
Steve Crouch – Urban

STAFF PRESENT:

Wilma Vinton – Executive Director
Kim Johnson - Training Coordinator

Brenda Fifield - Finance Manager
Nicole Stresing - Administrative Assistant

Guests:

Penny Green, Lake Minchumina - Teleconference

ROLL CALL & CALL TO ORDER

Scott Learned called roll. It was determined a quorum was present and the meeting was called to order at 10:20 AM.

Introduction of Staff and Board

All Board members, staff, and guests introduced themselves.

Approval of the Agenda

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

Approval of Minutes

- November 2, 2018

A motion was made by Jeannette Hansen and seconded by Brad Paulson to approve the minutes of November 2, 2018 Board of Directors meeting. Motion passed unanimously.

BUSINESS

Executive Report

- Reported that the State Code Blue Committee met in Juneau in February. Code Blue funding was not included in the Governor’s budget, however the Regional Directors were assured by many of the Legislators that they would put it in their budgets, if possible.
- Reported that the Region’s grant was in the Governor’s Operating Budget at the same level as FY19.
- Reported on the legislative meetings she attended in Juneau (see attached handouts given to Legislators)
 - Discussed the value of EMS volunteers with the legislatures she met with.
- Reviewed the Code Blue Request approved by the State Code Blue Steering Committee

- ACLS Simulation manikin & Vitals Bridge that CGFR requested could not be funded by the Code Blue Steering Committee unless it was requested by the regional office (per the Code Blue Policy and Procedure Manual), therefore it was placed into IREMSC's Code Blue request. It will be made accessible to all departments.
- Wilma requested that an IREMSC Code Blue contingency plan be added to agenda.

Motion made by Brad Paulson and seconded by Crystal Stordahl to allocate \$10,000 of the EMS Designated EMS Reserve Fund account to fund IREMSC Smart Board and Stop the Bleed kits if not funded by Code Blue. Motion passed unanimously.

- Requested that we appoint a committee from Board Members to help choose nominees for Awards. Extend deadline to next Wednesday March 6th. Schedule meeting/voting for Friday March 8th 1300. Rob Graham volunteered to help via teleconference.
- Reviewed the Scope of Practice which was approved by Medical Directors and submitted by the SOEMS to be included in the regulations. (See Attached)
- Updated the Board on the progress of the ACEMS Regulation Implementation Task Force (ITF).
- Reported that Todd McDowell, SOEMS Manager & Heidi Hedburg, Rural & Community Health Services Director will be attending IREMSC Symposium
- Reported that Kim Johnson is the Chair of Training Committee.

Break @ 11:18am

Returned @ 11:28am

Financial Report

Brenda Fifield presented the attached financial report as of January 1, 2019 and explained expenses and revenue that have significant changes compared to last year. Changes from previous year include:

- Classes: Increase in classes; more rural classes.
- Purchased AED trainers for 30 manikins
- Staff Changes and reduction in travel due to ED's inability to do site visits right now
- Mini-Grants-communities using funds earlier than the previous year
- New communities started receiving Mini Grant: (3) - Alatna, Birch Creek & McKinley Village FD

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

Training Report

- EMT 1 and 2 classes are in progress.
- Recapped classes at symposium.
- Discussed IREMSC Symposium blood drive.
- Awards Night Friday after board meeting
- Training committee (TC)-working with task force – built ETT to EMT 1 objectives;. Kim attends ITF as the TC representative and Julie sits on Training Committee as ACEMS representative
- Updated Board on AHA classes being taught by IREMSC by-weekly and By-monthly
- MOI class at Eielson with Dave Rockney
- TCC Health Fair-will present Stop the Bleed, will have a moulaged arm
- Alaska Health Fair- will demonstrate Hands-Only CPR
- Pulse Point-reviewed how it works in Fairbanks
- IREMSC will collaborate with UFD to teach hands-only CPR (Friends and Family CPR).
- Online MOI class is being beta tested-4 students

- Parent Heart Watch-form committee to establish this program that will encourage availability of AEDs and to teach teach CPR in schools. Another aspect of this is to do 12-Leads on kids at a school health fair.

EMSC Report- Brad Paulson

EMSC looking to had a Pediatric Emergency Care Coordinator (PECC) designated in every service. The job description includes being a champion for pediatric training and care in their EMS agency. Interior Region certified services has 100% compliance with designating a PECC. EMSC would like to also encourage EKGs on children as part of the state-required physicals. State rolling out pediatric Ambulance Recognition Program. More information will be provided on this program.

Break for lunch @ 12:03pm

Returned @ 12:pm

Tok-Subregional Coordinator Report

Paul not present. See report provided.

Sub-Committee Reports

Code of Ethics/Social Media Policy Development Committee – Crystal Stordahl, Robin and Maria Mandich make up this committee. They are working on these policies.

Review and Ratification of Executive Committee

Ratify minutes of Regional Code Blue Review committee.

Motion made by Jeannette Hanson, second by Brad Paulson to accept ratification of actions by the Executive Committee. Motion passed unanimously.

Foraker Group Board of Directors Training

State of Alaska Office of EMS is offering leadership training for agencies at no cost to those departments. Dates still are to be determined. They are also offering Board of Directors training. This is a one day or half day training. (See attached review of the type of training) Board discussion was held regarding the Board training offer. It was determined that we should look at Fridays if possible. Wilma will report back at the Symposium BOD meeting with a date.

Review/Approve Updated Mini-Grant Policy

The Mini-Grant policy was reviewed and discussed (see attached)

Motion made by Jeannete Hansen and second by Scott Learned to approve Mini-Grant Policy as presented. Motion passed unanimously.

Review/Approve Updated Personnel Technology Policy

There is currently no technology policy in place in our personnel policies. *Tabled to next board meeting so members have time to read policy.*

Affirmation/Appointment of Medical Director

IREMSC bylaws state we need to reappoint or affirm medical director annually. Board reviewed the stipend being paid to the Medical Director in FY19.

Motion made by Jeannette Hansen and second by Cat Miller to affirm Maria Mandich as Medical Director. Motion passed unanimously.

Annual Meeting Elections – Members Expiring/Vacancies

Board reviewed the Board of Directors Election Plan. Penny Green attended the meeting via teleconference and she expressed interest in filling the vacant position. It was determined that the Board would not appoint a member to this position at this meeting since elections would be held at the end of the month at the General Membership meeting. Penny's nomination form will be included in the packet at that meeting. She was advised to complete the form and send it into IREMSC.

The other seats that were up for election were reviewed and discussed (See attached Board of Directors Election Plan)

Board of Director Officer's positions were reviewed. Some of the Officers currently on the Executive Committee are coming to the end of their term (term limit of 2 years per position). The following Officers have termed out:

- Scott Learned, President
- Jeannette Hanson, Treasurer
- Cecelia Grant, Member at Large

Vacancy in Rural Non-Highway Seat

Discussed possible candidates for the 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.

Wilma announced that she does plan to retire in 2021, with the plan to open the position in May 2021, and she is willing to stay and train the new Director through September.

Wilma reported that the Grants to Region Line was in the Governor's budget, at the same funding level as FY 19. It is not completely safe yet, as it must get through both Houses before it is finally approved. Given the current political climate, she requested that IREMSC BOD consider putting together a plan, should we get our funding cut or decreased. She suggested that the Executive Committee consider some worksession after the elections the end of March to put together a plan if the EMS Grants funding is deleted or reduces considerably.

Executive Session: 12:53 pm

Ended: 1:47 pm

Executive Session Actions:

No action taken

Schedule Next Meeting

The next board meeting will be March 29, 2019 (annual meeting) at Wedgewood Resort at 4:30 pm.

Schedule June meeting for Friday June 7th. (This meeting will only be held if there is an issue with funding.)

Board Member Comments

Brad Paulson, FNSB – Rolled out Stop the Bleed program within the Borough. Reported that an extension on IREMSC contract is working through the system and this year it will include a Paramedic refresher classes.

Crystal Stordahl, TCC – Currently designing 15,000 sqft outpatient facility for Tok; annual TCC convention is coming up in March, IREMSC will be attending their Health Fair and will demonstrate Hands Only CPR.

Jeannette Hanson - SF&R -not much change since last meeting.

Cecelia Grant, Galena – ETT's due to renew training. Galena doing well; growing out of building. Dental side flooded, employees doubling up in spaces available. Three regular responders are usually called in to help in Clinic.

Cat Miller, FMH- Dr. Stan Robinson to take over for Dr. Timmerman as Medical Director (Steese VFD, North Star VFD, North Pole FD & SF&R). Run reports received are making it into patients charts at FMH, still working out some kinks, however. Policy for EMS Time Out – when EMS is giving a report, staff will continue working, but no talking, to help listen to EMS personnel’s run report.

Scott Learned, Steese- David Daniell was hired as an Assistant Chief & Training Officer, replacing Frank Bracken who became Chief of Chena Goldstream FD. Chief Flynn will be retiring this year (mid to late summer).

Tok Subregion Report (given by Wilma)

Losing equipment that allows ALMR and VHS to switch back and forth (no longer being supported by the state). Lost Dot Lake EMS, no longer any responders; their ambulance was returned to Tok. Tok is getting closer to positive fund balance now that non-profit status has been returned. Currently lacking volunteers for Tok EMS. Dr. Marcott is willing to work with community to recruit volunteers. Port Alcan received funding for a Patient Transport unit in Phase 17. They are having difficulty acquiring the necessary funds to make up the difference. USDA nor Rasmuson are options given the fact Port Alcan does not have a funding base and is not considered a community in the eyes of the State.

Motion made by Jeannette and seconded Brad by to adjourn.

Meeting adjourned at 2:20 pm.

Respectfully Submitted By

Wilma Vinton, Executive Director

Cathrine Miller, Secretary