

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
June 5th, 2020**

MEMBERS PRESENT:

Scott Learned-Treasurer (Urban 2021)	Catherine (Cat) Miller-(FMH)
Danita Koehler, MD-Secretary	Brad Paulson-(FNSB)
Steve Crouch-Vice Chair (Urban 2021)	Dan Weatherly-Member at Large (Urban 2022)
Danita Koehler, MD-Secretary (Rural Highway 2021)	Penny Green-(Rural Non-Highway 2022)
Cecilia Grant (Rural Non-Highway 2021)	Maria Mandich, MD-(Medical Director)

MEMBERS ABSENT:

Crystal Stordahl, PA-C-Chairperson (TCC)
Robin Hammond-(Rural Highway 2022)
Robert Graham-(Rural Highway 2021)
Shannon Hardy-(Rural Non-Highway 2021)

STAFF PRESENT:

Wilma Vinton – Executive Director	Ashley Christenson- Training Coordinator
Amber Lammers - Fiscal and Bus Ops Manager	Abigail Duffield – Training Admin

Guests: None

- ROLL CALL & CALL TO ORDER

Meeting was called to order by Scott Learned, acting Chair at 10:06am when it was determined a quorum was present.

Introduction of Staff and Board

All Board members, staff, and guests introduced themselves.

Approval of the Agenda

A motion was made by Steve Crouch, and seconded by Brad Paulson to approve the agenda. Motion passed unanimously.

Approval of Minutes

- January 17th, 2020

A motion was made by Penny Green and seconded by Catherine Miller to approve the minutes of, January 17th, 2020 Board of Directors meeting. Motion passed unanimously.

BUSINESS

Executive Director's Report

- IREMSC has a new Administrative Assistant, Jessica Nottingham. Abi moved into the Training Assistant position. Staff worked from home during the closure during COVID-19 starting March 16th through May 1st.
- IREMSC biggest financial hit was the cancellation of Symposium and cancellation of all classes from March until now.
- The 2019 regulation change instructor roll out is planned to be presented in October at the SREMSC Symposium and then again in the following months in the interior.
- COVID Mandate impacts:
 - The FNSB gave IREMSC an extension through December 2020 on the training contract due to COVID-19 mandates in the amount of \$20,000.
 - EMT written exams were cancelled from March through June. COVID mitigation plan was developed, and exams started back up at IREMSC as of June 1st, 2020.
- IREMSC received a very large donation of N95 masks, gloves, and gowns. The Training Assistant and Executive Director will be dispersing them to our interior communities. During IREMSC office closure the staff was able to send out some PPE to a few of the villages.
- Code Blue will be released in mid-July. Code Blue is no longer allowing anyone to reallocate unused Code Blue Funds, effective this year-2020. Money unspent will go back into the State general funds.
- IREMSC received \$8,000 in donations for Symposium. Given that Symposium was cancelled, Wilma contacted the sponsors and gave them an option to roll their donations over to 2021 Symposium or allow IREMSC to use it for PPE for the villages. \$3,650 will be used for 2021 Symposium and \$4,350 will be used for purchasing PPE for regional communities.

Staff Reports

Training Coordinator

- Courses stopped due to COVID.
- Ashley has been working on skills sheets to update them to the new curriculum as part of her work with the State Training Committee.
- Ongoing support to instructors in following CDC guidelines for their classes.
- Will be holding limited class sizes at IREMSC for CPR classes soon.
- Emerge EMT-1 course is a full online class with 44 students registered. IREMSC is acting as the registration site for this first course.
- Ashley has submitted a mitigation plan to the State to start doing practical exams, she is waiting to hear back from them.
- EMT-3 online course that was supposed to start mid-COVID was cancelled. The instructor did not have enough time to complete it therefore was not comfortable.

Training Admin

See attached report

- She is currently working on warehouse and inventory organization plus updates to processes to better streamline rental activities.

Sub-Regional Coordinator

See attached report

- Tok subregion received all their gurneys funded with Code Blue Funds.

- Paul Berio's subregion communities are still in lockdown and therefore has not been able to do any site visits.

Dr. Mandich Report

- Maria states there is a major spike in Kenai Peninsula of COVID cases, she suspects that there will be another spike in the interior area.

Year to Date Finance Report-Amber Lammers

- Without having courses due to the COVID closure IREMSC had a drop in income.

Motion made by Brad Paulson and was seconded by Steve Crouch to accept the financial report as presented. Motion passed unanimously.

Mini Grants

Mini Grant expenses are at 83% of the Operating Grant Funds. Any funds unexpended will be used to purchase trauma bags for the upcoming assessment-based testing.

ESMC Report-Brad Paulson

- Last ESMC meeting focused on special needs that have not been met in standard EMT classes.
- ESMC's next meeting will be held in the second week of August.
- Dr. Leavy is working on pediatric statistical analysis for SIDS.

Strategic Plan Review

No changes since last BOD meeting held in January due to COVID and the inability to complete site visits.

Sub-Committee Reports

Code of Ethics/Social Media Policy Development Committee

No report given

Actions

Review and Ratification of Executive Committee actions:

FY21 Budget Review

Motion made was made by Steve Crouch and seconded by Penny Green to approve FY21 Budget. Motion passed unanimously.

IREMSC was given a mandate to use the same budget amount for FY21 as in FY20. However, the budget was \$35,000 less than last year due to one-time federal data funds received in FY20, which was above and beyond the original budget. Modifications include approved increases in salary scales and a %10 health insurance premium increase. Health Insurance premiums will not go up %10 this year as initially anticipated and will be modified to reflect this in budget when it is approved and issued in July or August.

Review and Approve Line Item Budget Revision

Due to changes in IREMSC staffing over the course of last year there were multiple large gaps of time where insurance was not paid out, therefore there is \$24,000 left over in the Personnel line item that needs to be reallocated. There was also \$12,000 dollars in Travel that was not spent due to COVID closures. IREMSC submitted request to the State to reallocate \$11,000 into Facilities due to higher oil usage and minor office renovation. Those expenses were already covered by project income originally. \$4,000 will be put into Supplies, to cover office supplies and various office expenses that had already been expended. Those

expenses were also originally covered by project income. \$16,000 will be moved out of Project income into Equipment in the Operating which so far has funded the smart board, computer replacement, IT services, etc.

Motion made was made by Steve Crouch and seconded by Dr. Danita Koehler to approve the Line Item Budget Revision for Grant # 601-278-20004. Motion passed unanimously.

Annual Meeting Plan/Elections

Due to COVID IREMSC is recommending we do not hold the annual meeting this year. IREMSC also recommends to extend the BOD member's period by a year. State considers COVID an extenuating circumstance that allows for cancellation of the annual meeting.

Motion made was made by Steve Crouch and seconded by Dan Weatherly to cancel the annual meeting for FY20. Motion passed unanimously.

Motion made was made by Steve Crouch and seconded by Brad Paulson to extend the terms of expiring 2020 seats by a year- to 2021 (Danita Koehler (Rural Hwy); Cecilia Grant (Rural Non-Hwy); Scott Learned (Urban)). 2021 Annual Meeting vote will be held for 2020 seats to extend for a 2-year period and the 2021 seats for the normal 3-year period. Motion passed unanimously.

Officer Elections

Nominations

Chairperson: Crystal Stordahl
Vice Chair: Steve Crouch
Secretary: Dr. Danita Koehler
Treasurer: Scott Learned
Member at Large: Dan Weatherly

Motion made was made by Scott Learned and seconded by Penny Green to affirm officers as presented for the next year. Motion passed unanimously.

Review Board Nomination form

Motion was made by Brad Paulson and seconded by Dan Weatherly to accept BOD nomination form. Motion passed unanimously.

Executive Director Succession Planning

Wilma would like to move her retirement to September 30th, 2021. This time will give Wilma the opportunity to train the new Executive Director for a minimum of 3 months. Discussion was held regarding appointing a work group for hiring the new Executive Director. The follow Board members volunteered to be on the workgroup: Dan Weatherly, Crystal Stordahl, Steve Crouch, and Brad Paulson.

Schedule next BOD meeting

- November 13th 10am-2pm, 2020.

MEMBER COMMENTS

Board Members' General Comments/Reports (Limit 3 Minutes Each)

Members report may be reviewed on the recording.

Action Items:


- Generate an Adobe signature for Dr. Danita Koehler so she can sign documents for the BOD as the new Secretary.
- Cecilia Grant will email Wilma with a good mini-grant contact for Galena, because IREMSC has been unsuccessful in locating a reliable contact.
- Wilma will send a Doodle Poll to Executive Directors Succession Planning work group to schedule a meeting.

Motion made to adjourn meeting by Brad Paulson and seconded by Cecilia Grant. Motion passed unanimously.

MEETING AJOURNED AT 11:45AM.

Respectfully Submitted By,

 Nov, 13 2020
Abigail Duffield, Training Resource Assistant Date

 Nov 13, 2020
Danita Koehler (Nov 13, 2020 15:12 AKST)
Dr. Danita Koehler, Secretary Date