

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
November 13, 2020**

MEMBERS PRESENT:

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| Scott Learned-Treasurer (Urban 2021) | Brad Paulson-(FNSB) |
| Steve Crouch-Vice Chair (Urban 2021) | Maria Mandich, MD- (Medical Director) |
| Danita Koehler, MD-Secretary (Rural Highway 2021) | Crystal Stordahl, PA-C-Chairperson (TCC) |
| Robert Graham-(Rural Highway 2021) | |

MEMBERS ABSENT:

Robin Hammond-(Rural Highway 2022)
Dan Weatherly-Member at Large (Urban 2022)
Penny Green-(Rural Non-Highway 2022)
Catherine (Cat) Miller-(FMH)

STAFF PRESENT:

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|---|---|
| Wilma Vinton - Executive Director | Ashley Christenson - Training Coordinator |
| Amber Lammers - Fiscal and Bus Ops Manager | Abigail Duffield - Training Admin |
| Jessica Nottingham - Administrative Assistant | Paul Berio- Sub-Regional Coordinator |

GUESTS PRESENT:

| | |
|---|---------------------------------------|
| Conor Cahalan, PA - BOD Applicant | Todd McDowell - State |
| Kathleen A. R. Thompson, CPA-Cook & Haugeberg CPA | Richie Berndt - UAF Paramedic program |

- ROLL CALL & CALL TO ORDER

Meeting was called to order by Crystal Stordahl, 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 Brad Paulson and seconded by Scott Learned to approve the agenda. Motion passed unanimously.

Approval of Minutes

- June 5th, 2020

A motion was made by Brad Paulson and seconded by Steve Crouch to approve the minutes of June 5th, 2020 Board of Directors meeting. Motion passed unanimously.

BUSINESS

Annual Audit Report - Kathleen A. R. Thompson, CPS Cook & Haugeberg LLC

- IREMSC FY20 Financial statements audited and in accordance with GAAP, shows overall financial position is similar to FY19 financial standing.
- In was noted that the significant drops in revenues relating to class income and symposium due to COVID cancellations. Drops in expenses correspond accordingly.
- Compliance:

- State requirements and all internal controls met.
- State Code Blue grant audit in compliance.
- There were no difficulties in conducting audit, disagreements with management, nor identification of any material weaknesses.
- IREMSC has reached the end of 3-year contract with current auditor Cook & Haugeberg LLC. Bid requests will be sent out at the beginning of next year.

Motion made by Brad Paulson and was seconded by Danita Koehler to accept financial report as presented. Motion passed unanimously.

990-Tax Doc

- Tax document was reviewed and looks to be accurate and complete.

Motion made Scott Learned and was seconded by Brad Paulson to accept the 990-tax doc as presented. Motion passed unanimously.

Executive Director's Report

- New website is in the final stages and is anticipated to be complete by the beginning of next year. Layout of the new website is designed to be user friendly to better assist users in navigating to useful information with increased efficiency.
- The state has created a State-wide instructor repository, however, IREMSC intends to keep information and links available on the IREMSC website.
- Medical board waived paramedic regulations thus allowing for vaccine administration by MICPs outside of emergency situations through February 28th, 2021.
- Instructor and EMT rollout moving along within ITF with assistance of Wilma and Ashley. Goal is to be completed interior instructor updates by end of this year.
- Changes in operations due to the Governor's COVID-19 mandates include:
 - changing the MOI class to 100% Zoom,
 - class cancellations through the end of the April with possible cancellations in the future as COVID-19 spikes.
 - Mitigation plans developed and put into place to reduce the possible spread of COVID-19 in IREMSC office.
 - IREMSC will keep the same COVID-19 mandates for staff and visitors. (masks, handwashing, social distancing) until further notice.

Staff Reports

Year to Date Finance Report-Amber Lammers

- End of FY20 included a decrease in class revenues as well as corresponding class expenses due to COVID-19 closure March-June.
- Additionally, there was an increase in total expenses for office PPE, home computers, salaries, payroll taxes, and insurance but a decrease in other expenses such as travel.
- FY20 Q1 vs FY21 Q1 reported less income and expenses due to overall less classes, no travel, absence of data manager funds, rental maintenance, etc.
- This comparison also shows an overall increase in net income of \$11,000 from FY 19. This was due to expenditures for equipment made in FY 19, not made in FY 20.

Mini Grants

- Fewer agencies have applied for the mini grant this year compared to years prior. We have reached out to communities that normally apply but did not this year to determine what the issues have been. Communications with these agencies revealed that some communities have become overwhelmed with COVID response and lack off personnel.
- Unallocated mini grant funds for FY 21 have been set aside in case these EMS agencies reach out with emergency needs.

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

Training Coordinator

- IREMSC has a large group of instructors and students expiring at the same time due to AHA COVID extensions expiring. Consequently, this has greatly increased demand for classes. IREMSC is holding as many classes as safely as possible.
- ITF rolled out new EMT curriculum, portfolio and are working on rolling out the new testing process.
- The Emerge 1 class had overall successful student completion. Emerge 3 class is currently in the works. IREMSC is hosting the registration.
- Standing Orders should be out by the end of December.
- Our fall EMT classes were originally set up to be in person for skills with didactic online. However, due to COVID cases increasing in the departments, skills portion was completed by individual departments. This change has posed some challenges to our training department, instructors, and department staff.
- 2021 Symposium will be online with incorporation of department hubs. Each department will be a hub for their own responders to lessen the risk of COVID exposure. This gives those who have poor internet connection at their residences an opportunity to still attend.
- Plans include the possibility of food trucks staging at each local department, adding games, awards, and door prizes to the online event.
- IREMSC to apply for the FNSB contract as soon as it is available.

Training Admin

See attached report

Data Report

See attached report

Sub-Regional Coordinator

See attached report

- In addition, the challenges posed to get COVID tests to healthcare providers, first responders, and teachers in the rural Tok regions has greatly improved.

Dr. Mandich Report

- She believes COVID cases are on a path to spike.
- COVID patients will be medevaced to urban area hospitals as outside medical facilities become overwhelmed. In response to this possibility, FMH Emergency room is anticipating an influx of COVID patients.

ESMC Report-Brad Paulson

- EMSC meeting in August was held.
- There has been a suspension of pediatric evaluations and pediatric provider programs due to COVID as well as delays in other projects.

- This group is moving forward with national initiatives with future meetings scheduled.
- National discussions are being held regarding COVID related consequences in the elderly and pediatric populations.

Todd McDowell State Report -

- A ACEMS Special Projects Committee is being formed to work on ground ambulance and air transport regulations, policies and procedures. Will start accepting applications next week.
- Blanket extension for EMT's and Instructor renewals has been granted for a year from date of expiration, if date of expiration falls within years 2020 or 2021.
- Medical Board to lift the MICP Primary Care Restriction until March 1 when it will then be reevaluated. This will allow MICPs to vaccinate during vaccination clinics.
- There is a move in the House to reintroduce legislation this year to bring paramedics underneath EMS. Todd will keep us posted.
- IREMSC to be registration point for state subsidized Emerge 3 class. Dates not set as of now.
- ImageTrend is actively being updated.
- Certification Management System will be set up for first responder registration soon and has included a instructor repository for certification course objectives and lesson plan and other training resources.

IREMSC Strategic Plan-Wilma Vinton- see written report

Highlights:

- Department of Health and Social Services has been working with various tribal health organizations in data sharing. May act as a conduit for IREMSC to share other data in the future.
- Plans to update interior healthcare facility-related databases to occur over the next year.
- Plans to create and review documents for site visits.
- Working with state for First Responder Certification Management System entry process.
- ITF will be ceasing operation at the end of March. Any unfinished business will move to the newly formed Special Projects Committee.
- 5-year strategic plan to end in 2023.

Sub-Committee Reports

Code of Ethics/Social Media Policy Development Committee

No report given

Review and Ratification of Executive Committee actions:

No progress with social medical policy

Progress in the Executive Director succession planning:

- Creating Executive Director hire packet to include interview questions, job description, vacancy notice, posting locations, and interview timeline.
- All material to be due in March.
- Review of progress in February meeting.

Action Items

FY 20 LIBR Review and Approval

- Updated LIBR requires BOD approval before submission.

Motion made was made by Brad Paulson and seconded by Steve Crouch to approve FY20 LIBR. Motion passed unanimously.

Vacancy - 2 Rural non-Highway positions on Board- Review Application

- BOD applicant for off-highway vacancy - Connor Cahalan, PA located in Galena, AK.
- Accepting applications for second off-highway vacancy.

Motion to open nominations by Steve Crouch and seconded by Brad Paulson.

Motion made by Dr. Koehler to nominate Conner Cahalan, PA to fill off-highway board member vacancy. Motion passed unanimously.

Motion to accept Connor Cahalan to the off-highway Board Seat expiring 4/2021 and close nominations by Steve Crouch and seconded by Brad Paulson. Motion passed unanimously.

Review/Approval of Updated Equipment Purchase with Reserve Funds

- Current software for the sim pads obsolete, no updates available, and they have battery issues.
- ED request \$7,975.68 for 2 simulation manikins w/ SimPads for ACLS, EMT, AEMT classes to replace the obsolete pads.
- This purchase will be allocated to project income initially, however, it may be reallocated the reserve fund at the end of the year, if needed.

Motion was made by Brad Paulson and seconded by Dr. Danita Koehler to approve purchase of new equipment. Motion passed unanimously.

Review/Approval of New Van Purchase

- Van has reached useful life and has been appraised at approximately \$3000 at the high end.
- IREMSC may be able to use resource bid list through FNSB.
- Van has started costing more in maintenance and the purchase of a new van is advised.

Motion was made by Scott Learned and seconded by Brad Paulson to approve concept of van purchase with limit of \$40,000. Motion passed unanimously.

Motion was made by Brad Paulson and seconded by Scott Learned to sell old van if new van purchase is accepted by the Executive Committee. Motion passed unanimously.

Code Blue Review Committee Member Designation

- ED requested members for the annual Code Blue Review Committee. The committee will review regional requests for applicability and appropriate level of care.
- Maria Mandich, Scott Learned, and Steve Crouch volunteered to participate in committee to assist review of Code Blue applications on January 26, 2020 at 10:00 am over Zoom.

Schedule next BOD meeting

- February 12th 10am-2pm, 2021

MEMBER COMMENTS

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

Members report may be reviewed on the Zoom recording with the minutes.

Good of the Order:

It was noted that McGrath is facing challenges. They have a new EMT 1, Haley Batts who is very active in mobilizing their EMS service. At present, all training is provided by South Central Foundation and SREMSC support them for testing and equipment needs. It is a logistical challenge for McGrath to utilize IREMSC services. There has been discussion regarding moving McGrath into SREMSC. This may have a fiscal impact. IREMSC ED will research it.

Action Items:

- Complete FNSB contract application as soon as it is available.
- Provide EMT certification extension information to Board.

Motion made to adjourn meeting by Steve Crouch and seconded by Brad Paulson. Motion passed unanimously.

MEETING AJOURNED AT 12:45PM.

Respectfully Submitted By,

 2/23/2021
Jessica Nottingham, Administrative Assistant Date

Danita N Koehler MD 18Feb2021
Danita N Koehler MD 18Feb2021 (Feb 18, 2021 11:43 AKST)

Dr. Danita Koehler, Secretary Date