

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021**

MEMBERS PRESENT:

| | |
|--|---|
| Scott Learned-Treasurer (Urban 2021) | Dan Weatherly-Member at Large (Urban 2022) |
| Crystal Stordahl, PA-C-Chairperson (TCC) | Danita Koehler, MD-Secretary (Rural Highway 2021) |
| Robin Hammond-(Rural Highway 2022) | Conor Cahalan, PA – (Rural Non-Highway 2021) |
| Robert Graham-(Rural Highway 2021) | Penny Green-(Rural Non-Highway 2022) |
| Steve Crouch-Vice Chair (Urban 2021) | Brad Paulson-(FNSB) |

MEMBERS ABSENT:

Catherine (Cat) Miller-(FMH)
Maria Mandich, MD- (Medical Director)

STAFF PRESENT:

| | |
|---|---|
| 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:

Haley Batt, KVRS Captain - McGrath, AK

- 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 Robert Graham and seconded by Steve Crouch to approve the agenda. Motion passed unanimously.

Approval of Minutes

- November 13, 2020
A motion was made by Brad Paulson and seconded by Steve Crouch to approve the minutes from November 13, 2020 Board of Directors meeting. Motion passed unanimously.

BUSINESS

Executive Director's Report

- See attached written report for details.
- State Quarterly report completed to keep in compliance with state grants. The attached training report lists all classes taught in the interior of Alaska. Not all classes are taught by IREMSC, however, they do receive support from us.
 - Reviewed the State required quarterly report with the Board members. Noted that some objectives listed in the report has not been accomplished, primarily due to COVID-19 restrictions or the need for more guidance from the State Office of EMS.
 - State DHSS Office of EMS is currently minimally staffed and in the hiring process for the Training Coordinator position.
 - FY 22 Grant RFP has been developed, it is the final year of a three-year grant, and the SOEMS is not making any changes to deliverables from FY 21.

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021**

- ED noted that we will continue with the current COVID-19 mitigation plan that includes rotation of staff in the office and teleworking from home for the foreseeable future.
- IREMSC website has been moved to Warweb servers, however we will continue to maintain the website internally. Keeping the website on IREMSC server has caused major access and updating issues.

Year to Date Finance Report-Amber Lammers

Amber noted that:

- When comparing this year's income to last year's, it is lower due to fewer classes being taught.
- Rental income has increased due to AHA COVID-19 mitigation guidelines that require instructors to provide a manikin for each student rather than having them share equipment.
- Other revenue differences can be attributed to timing; when the FNSB borough was billed in FY20 vs FY21.
- Many sponsors from last year's symposium requested we roll over their donation to this year's symposium.
- We have incurred less expenses due to no travel, less equipment and supplies purchasing (due to fewer classes).
- Major reduction in professional services expenditures due to moving contracted data manager to an hourly wage vs a lump sum amount. In FY 20 we received a grant for the Data Manager contract, in FY 21 we did not.

Mini Grants

- Many communities using less money from migrants due to the CARES act funding grants. We will evaluate using unexpended mini-grant funds on other training related items.

Note- question was asked about acquiring Cares funding: Wilma reported that our State operating grant covers IREMSC utilities and employee expenses, therefore under current guidelines for the grant IREMSC is not eligible to apply for the CARES grant.

Motion made by Robert Graham and seconded by Dan Weatherly to accept the financial report as presented. Motion passed unanimously.

Staff Reports

Training Coordinator

- IREMSC is putting together our first Virtual Symposium.
- Training committee is working a State-wide QI process and scope of practice to assist the ITF.
- New scope of practice Instructor transition have been completed with 90 instructors out of about 350 instructors' total transitioned.
- IREMSC and FNSB Standing orders are complete, waiting for Medical Directors review and signatures.
- IREMSC is currently hosting Emerge 3 with a total 116 students with a goal to begin Emerge 4 at the beginning of April.
- IREMSC has been including students in our classes from other regions due to low staffing at various other regional offices across the state.
 - Due to the higher demand of the training department the Instructor rollout which was originally free are now subject to a registration fee for students outside of the interior region.
 - South East and Southern Region will pay for their instructors who attend the instructor rollout.
- FNSB EMT 1 & 2 are in session now with EMT 3 to start at the beginning of May.
- Paramedic refresher starting March is currently available for registration.
- Ashley Christenson, Training Coordinator is the new chair of the ACEMS Training Committee.

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021**

Training Admin

See attached report

- Sim Pads received and getting ready to be set up to be used in classes.
- Outdated ACLS and PALS books have been switched out to the new updated 2020 AHA materials.

Sub-Regional Coordinator

See attached report

- First responders who wanted to get the COVID-19 vaccination received them through the cooperation of public health and TCC. TCC played a vital part in vaccination efforts and coordination for the Interior Alaska first responders.

Medical Director Report-Dr. Mandich

See attached report

EMSC Report-Brad Paulson

- Meeting with EMSC held recently reports COVID has greatly slowed down momentum in completion of projects.
- Next State-wide meeting to be held next Tuesday.
- Pediatrics transition & recognition program slowly rolling forward with goal to be completed sometime this spring.
- All pediatric surveys have been submitted from Interior Alaska departments except for two. Those two departments have been contacted.

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:

- Timeline includes hiring packet to be due March 1st. Interviews to be started in late April with target hire date off next ED by August 1st.
 - Job description and interview questions in progress.
 - Work group to review digital posting for online job search engines.
 - Tentative meeting to review succession planning action items should be scheduled in April.

Code Blue Application Review Committee:

- The committee reviewed 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 and all were in attendance.
- All requests approved at the regional level.
- FNSB Code Blue requests will no longer have to go through the FNSB first. These requests instead will go straight to IREMSC.
- Code Blue Steering Committee to meet February 25th.

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021**

Action Items

HB35-Paramedic Oversight Transfer to the Office of EMS:

- IREMSC is in favor of supporting the Paramedic Oversight Transfer to the Office of EMS.
- Paramedics were designated under the Medical Board because there was not an EMS agency during that time that Paramedics were initially being licensed. Difference in certification/licensing policies for Paramedics make it difficult for organizations to manage. Streamlining this process under one agency will be a great help.
- The state has the authority to change policies should HB35 go through.

Motion made by Dr. Koehler and seconded by Robin Hammond to request the ED to draft a letter in support of this legislation. (HB 35 and SB21) Rob abstained due to bad connection during the discussion, however, the remaining members approved motion.

Review and Ratification of Executive Committee Actions

Van Purchase Approval

- New Pacifica van purchased from Genes for \$39,987 was \$13 under budget.
- Staff picture with new IREMSC van to come soon.

Motion was made by Robin Hammond and seconded by Penny Green to ratify Executive Boards actions to approve van purchase. Motion passed unanimously.

Vacancy - 1 Rural non-Highway positions on Board- Review Application

Discussion was held regarding filling the vacant positions. It was decided to wait until the April membership meeting and allow members to elect these board positions. If they are appointed at this meeting, they will still have to be elected, so this will streamline things.

Current positions open:

- Both Off-highway positions

One nomination was received for these two positions, it will be presented at the Membership meeting:

- Haley Batts, Captain of KVRS located in McGrath, AK.

Motion to table the nomination for vacancies until the membership meeting made by Steve Crouch and seconded by Scott Learned. Motion passes unanimously.

Review/Approval of Personnel Policy 4.07 Paid Holiday Update

Wilma presented a request to make a change to the personnel policy regarding a Switch of Alaska Day to Columbus Day for Paid Holiday. (see attached request)

Motion was made by Robert Graham and seconded by Dan Weatherly to approve holiday change to personnel policy.

Annual Meeting – April 2nd. 2021 @ 4:45pm – Annual meeting via Zoom

- Member of our agencies vote for the board. Each agency assigns one delegate, and it is that delegate votes for board members.
- Door prizes will be given out to those who attend as incentive to attend.
- Agenda will include an overview of the regions, introductions to the board, and voting.
- Election to be potentially held through a program called Mentimeter.

**Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021**

- For any current BOD members or nominees for Board positions that are unable to attend the meeting may pre-record a video to be played at the membership meeting giving an overview of why they want to be on the Board (continue to be on the board)
- **Re-election in 2 years category (Carried over from 2020)**
 - Interested in retaining seat is as follows-
 - Scott Learned – Urban
 - Danita Koehler, MD – Rural Highway
 - Not interested in retaining seat or already vacant is as follows-
 - Rural- Non-Hwy (Vacant)
- **Re-election 3 Year Category**
 - Interested in retaining seat is as follows-
 - Steve Crouch-Urban
 - Rob Graham- Rural Highway
 - Not interested in retaining seat or already vacant is as follows-
 - Conor Calahan, PA - Rural- Non-Hwy

Executive Session

BOD went into executive session at 13:30 to complete the ED evaluation. BOD meeting resumed at 14:00. The chair of the board will set up a time with the ED to provide her with her evaluation. No other actions taken.

Schedule next BOD meetings-Tentative

- June 18th 10am-2pm, 2021
- October 22nd 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

Eagle is not determined to be on -highway or off highway. Possibilities of recruiting Health Aid for the Off-highway position should Eagle be considered Off- Highway.

Action Items to be completed:

- Wilma to draft a letter of support for Chair review and signature for the HB35 & SB21-Paramedic Oversight Transfer to the Office of EMS to the State Legislature to be presented in the next legislative session.
- Wilma to draft a letter of appreciation for Chair review to TCC and Fairbanks Public for their effective coordination in vaccination efforts.

Motion to adjourn meeting made by Scott Learned and seconded by Dan Weatherly. Motion passed unanimously.

Interior Region EMS Council
Board of Directors Meeting Teleconference Minutes
February 12, 2021

MEETING AJOURNED AT 14:03.

Respectfully Submitted By,

Wilma J. Vinton 8/2/2021
Wilma Vinton, Executive Director Date

Dr Danita Koehler, MD Aug 2, 2021
[Dr Danita Koehler, MD \(Aug 2, 2021 11:26 AKDT\)](#)
Dr. Danita Koehler, Secretary Date