

Mountain Lakes REMSCO Meeting

July 26, 2010

Morrisonville EMS Station, Morrisonville, NY

Prior to the meeting Greg Vis of Hudson Simulation Services (HSS) addressed the REMSCO. Mr. Vis stated that his company received a grant from the Department of Agriculture to study and provide simulation training to EMS providers in our region. The simulation training is very similar to what is used in the military. The Ed Corp has endorsed the program and has worked with (HSS) to carry this out. Mr. Vis also pointed out that the training for squads will be free and he will be contacting several to set up in house trainings. If the first phase of the grant funded program is successful, the Department of Agriculture may provide further funding.

The meeting was called to order by Patty Bashaw at 6:10pm

Roll Call: *Present* - Bruce Sawyer, Scott Harwood, Guy Goodell, Travis Howe, Micki Guy, Ron Jackson, Eric Catalfamo, Eric Day, Patty Bashaw, Brian Langdon, Tammy Trobley, Mary Ramo. *By phone* – John Broderick MD, Mary Jane Connors, Bruce Mason, Chris Norton, Gary Scidmore, Greg Trask, Kevin white, Paul Zinn.

Motion to accept previous meeting minutes as distributed by Bruce Sawyer. Second by Scott Harwood. None opposed. Carried.

REMAC Report: Report was given by Patty Bashaw and John Broderick MD. Meeting highlights included:

- Thurman and Moriah EMS have had some response issues. Moriah is on the way to fixing them and had their ALS certification extended by the REMAC. Thurman was extended prior to this meeting and now has until September 1st to provide the REMAC with a sufficient Staffing and Response Plan. If they do not comply by September 1st, the REMAC will pull their ALS certification.
- Saranac Lake Fire had their ALS certification extended for 3 months again. They are transferring their CON to Saranac Lake Ambulance (a new agency) and the process is almost complete.
- Solumedrol will be added to the formulary to treat Adrenal issues as well as Asthma, Acute allergic reaction and COPD. The REMAC will seek SEMAC approval and the change probably won't be in effect until 2011.
- The standing order dose of Zofran was changed from 4mg IV to 8mg IV. This change will also be submitted to the SEMAC for approval.
- The new region wide QA/QI study will be on Public Access Defibrillation and how EMS interacts with a PAD site.
- The office is starting an in house Oxygen study and will use incoming PCR's to facilitate the study.

- The staff will be trying to wrap up the Stroke Study and will be asking squads one more time for information on any Stroke calls.
- The REMAC discussed pediatric equipment and what the region currently requires. A comparison will be done by the staff to see where stand against the State and National standards.
- Staffing and response is being closely looked at when squads come up for ALS renewal. REMAC will want a schedule.
- John Broderick MD has visited four of the five county 911 dispatch centers. The REMAC will be trying to use the centers as a resource to investigate how squads are performing.
- The REMAC agreed to change the annual CME and skills paperwork. All of the requirements will be the same but will now be based on 1 year instead of 6 months.
- Dr. Russ Hartung will be leaving the REMAC after 15 years of service. Patty suggested that we need to recognize his service.

Motion by Bruce Sawyer to honor Dr. Russ Hartung at the Banquet in September. Second by Ron Jackson. Carried.

- Pharmaceutical shortages are taking their toll nationwide. The REMAC is working with the State to see what drugs seem to be the biggest issues.
- We will now require offline techs to turn in their issued badge in addition to the drug key. New paperwork will reflect this change (key agreement will now be key and badge agreement).
- The Mountain Lakes office will be sending out the latest ALS technician list.
- It was discussed that the Morrisonville Station is a great meeting spot and should be considered in the future if they will have us.

Finance Committee Report:

Patty asked Travis Howe to give an overview of the finances –

Travis Howe – Program Agency fiscal year finished June 30th. We were \$25,000 under spent. This was not really money saved. We voucher for what we spend. If we are always under spent, the State may not give us as much money in future contracts. We scrambled to spend down line items. The total amount of money vouchered for last year was about \$197,000. Our total budget was about \$211,000. In the future if we need to make a budget modification due to being overspent or under spent in areas, we need approval from the State. Budget modifications need to be done early in fiscal year. The staff is working with the new book keeper to make sure this is done correctly this year.

The Council is now in the second quarter of the contract fiscal year. We will be sitting down with CPA to do budget modifications soon for the council.

Patty Bashaw – We only have enough funds for one more payroll. Talked to Lee Burns and Senator Little's office. Called a conference meeting for staff and finance committee meeting last Thursday. Concern is that after this Friday we cannot cover payroll. Lee Burns emailed back and said that the State is obligated to pay us for the Program Agency Vouchers. The Ed Corp is also waiting for funds to come in as well.

Mary Ramo – Money that was allocated for the vouchers was passed in one of the extender bills. Waiting to hear from Attorney General's office.

Scott Harwood–Ed Corp is \$10,000 into a \$15,000 line of credit. Ed Corp owes Council \$4,000 – \$5,000.

Patty Bashaw – Guy has been instructed to let vendors know that we are waiting for money and they may not be paid for a while. We need to come up with ways to make contingency money. Conference will hopefully help.

Eric Day – So we are a combined \$35,000 in the hole?

Guy Goodell – Current unpaid bills are nearly \$10,000

Tammy Trombley– what are other regions doing to get by? Are they in the same position that we are?

Guy Goodell– Most have successful fundraising and use that money as a contingency fund. We have contacted people about possible fundraising. We would like to with Council approval move ahead with planning.

Bruce Sawyer – The best we can do is keep it going for two weeks.

Eric Day – We need to shut the doors and make a statement.

Travis Howe– There is a process. The reason we got panicked is because Guy had conversation from the contract manager at the State and she indicated that we may have to wait a long time for the money.

Patty Bashaw– I need direction from the council.

Ron Jackson– Any help from Betty Little's office?

Mary Ramo– Their hands are tied just as much as ours are.

Guy Goodell– The staff cannot work without pay. It's illegal.

Patty Bashaw– If the office is closed then we are not doing credentialing and other stuff that is needed.

Mary Ramo– Last winter when the Susquehanna Region threatened to shut down the State sent a letter telling Program Agencies that they need to develop a plan to deal with an office shut down. She asked Guy what was planned when Mountain Lakes received that letter.

Guy Goodell– We are still planning and it's ongoing.

Conference Report: Guy Goodell – Have 33 paid vendors. We currently have \$3200 in vendor money. 10 more have shown interest. We have \$8900 in registration money. We are expecting a lot more. We have \$12,000 plus in the account. Our total overhead is \$22,000.

Kevin White– What are the expenses for the conference that we are spending 22,000?

Guy Goodell– Rental of the hotel, the banquet, awards and speakers.

Kevin White– That seems pretty high.

Tammy trombley– We need to have fundraisers that have a low cost to put on and bring in a good chunk of money.

Eric Day– Closing the doors will make a statement.

Patty Bashaw– We may need to lay JP off soon.

Guy Goodell – JP is such an important employee. I would rather get laid off for a bit then to have JP get laid off.

Patty Bashaw– We can get through Friday the 6th with money that we have and then lay Guy off for two weeks. If we do not have any further money from the State or the Ed Corp by the 20th, we will need to close the office.

Tammy Trombley – Can we get vouchers in any quicker in the future?

Patty Bashaw– I met with the staff and came up with ways to do so. They will work on this for the next voucher and deliverables report.

Kevin White– Maybe Mountain Lakes could ask some squads to loan us some money.

Tammy Trombley– That may be illegal for some squads.

Motion by Bruce Sawyer to go ahead with the plan outlined by Patty. Second by Ron Jackson None opposed. Carried.

Patty Bashaw– The old bookkeeper misallocated funds and after audits the State determined that we need owe them over \$50,000

Guy Goodell – The proposed pay back plan is to voucher \$10,000.00 less each year for five years. If the council will give approval I will start working to get fundraising going.

Mary Jane Connors – I think the finance committee should sit down and discuss fundraising and what our goals are. Then hire someone.

Ron Jackson – Suggested a golf tournament.

Motion to pay the State back by vouchering \$10,000 less each year for five years by Scott Harwood. Second by Bruce Sawyer. None opposed. Carried.

Awards: Patty read off 2009 award winners. Award winners will be recognized at the banquet. We did have some award categories that we received no nominations for. We thought that we could still fill them and recognize those people at the banquet.

Motion by Bruce Sawyer to award Russ Hartung the Physician of Excellence. Second by Ron Jackson. None opposed. Carried.

Paramedic Program – Scott – 12 students registered.

Elections- nominating committee is recommending the same slate of officers as last year.

Motion by Ron Jackson to keep the same officers. Second by Bruce Sawyer. None opposed. Carried.

Secretary Chris Norton cast one vote to elect those officers.

Patty Bashaw outlined committees for the year.

- Possible move to Glens Falls Hospital – Scott Harwood states that Ed Corp does not have a lot of money and are looking for ways to cut costs. Might move to GFH office space to save money. Patty Bashaw states that the council did receive a proposal for space at GFH as well. Patty states that we can't move until next year when lease is up.

CON – Mary Jane Connors reported that County Wide CON's have been discussed since the last meeting. We currently do not have provisions for a county wide CON. We can have one CON hearing. State recommends charging \$1000 more than what we charge now.

Motion by Mary Jane to provide a provision that will allow an agency to apply for a county wide CON (When all agencies apply at the same time). The charge will be \$6,000. That fee would be divided up amongst all of the agencies.

Kevin White– Is \$6,000 going to be enough to cover our potential costs? Once we set the fee we cannot go back and ask for more.

Eric Day – Can we keep any of the left over money?

Mary Jane Connors – No. We cannot. Will double check with that.

Mary Jane Connors modifies her motion to reflect \$10,000. Second by Micki Guy. None opposed. Carried.

Mary Jane Connors stated that Saranac Lake was asked by the committee to substantiate some information that was in their application. Someone had told us that they had submitted the information. Travis checked with the lawyer. The lawyer stated that he did not have it and any information would

come from him. They finally got us the information. The committee deemed it complete and Travis sent it the necessary documents to the State for the Fitness and Competency review.

Travis Howe— The documents never got sent to the State. After Mary deemed it complete I tried several times to get a hold of the State. Gary Tuthill responded this morning. The documents will be sent tomorrow morning to Gary at the State.

Bruce Sawyer – As soon as we get the F and C back from the State can we vote on this by telephone?

Mary Jane Connors – Yes.

Audit – The Audit will be done after we get money to pay for it.

EPCR request from City of Plattsburgh – **Motion to accept their application to use EPCR's by Brian Langdon. Second by Eric Day. Micki Guy abstained. None opposed. Carried.**

Terms – Patty Bashaw handed out a paper showing everyone's term expirations. Eric Day needs to be elected to a second term.

Motion by Ron to approve Eric's second term. Second by Scott. None opposed. Carried.

Patty Bashaw – also need to approve Greg Trask's second term.

Motion by Ron to approve Greg's second term. Second by Micki. None opposed. Carried.

Course sponsorship – Michelle Signorelli stated that a CIC course was just completed. The Ed Corp will also start pre-billing for ALS courses. All Courses are on the website.

Director's Report – Patty Bashaw asked if there were any questions. There were none.

State Report – Mary Ramo stated that there have been a lot of vehicle collisions. She stressed that everyone needs to be careful. The State is also doing a lot of spot inspections.

Patty Bashaw asked that the Council go into executive session to discuss personnel issues.

Motion by Scott Harwood to go into executive session. Second by Tammy. None opposed. Carried.

Executive session ended by Council several minutes later.

Patty Bashaw – Council talked about personnel issues in executive session. Asked Guy to talk about the proposed training program that involves Dave Lavergne.

Guy Goodell – Talked to Scott Harwood and did some research since I sent the Director's report. Learned that there are some things we can't do that I wanted to do. Dave is currently proposing to contract with squads by himself and try to raise money for Mountain Lakes.

Mary Ramo – Dave doesn't have any training certifications does he?

Guy Goodell – He is working on getting his CIC and such. He would not be teaching courses that would require a CIC. He would just be doing basic CME stuff.

Mary Ramo– he has already failed to get through the CIC course once. This would be his second time.

Guy Goodell – the only thing that he can do for us right now is the PCR training and small CME's. We cannot do other bigger things because of vouchering and things. As far as the supply CO-OP goes Dave has received word from 11 agencies that they are interested.

Patty Bashaw– Does Dave want Mountain Lakes to run the CO –OP?

Guy Goodell – He asked me to bring it up to the council.

Tammy Trombley– Can't understand why Dave started out with the conference and now he is doing all of this stuff.

Micki Guy– We need a lot more details on this CO-OP before we even consider it.

Bruce Sawyer – Who came up with the title of “Director of Training” for Dave?

Guy Goodell – I don' know. He has not been hired by the council. That's a new position.

Bruce Sawyer – has he been sending emails with Mountain Lakes letter head?

Guy Goodell – No. he was using an email that had “Mountain Lakes Training” in it but I told him he could not use it anymore.

Scott Harwood– How are we compensating Dave for working on the conference?

Guy Goodell – We are not paying him or the girl working with him.

Tammy Trombley– Who is the girl that is working with him?

Guy Goodell – My Daughter. She has experience in event planning.

Tammy Trombley– so neither one of them will be getting paid?

Guy Goodell – Not unless the Council approves it.

Tammy Trombley– Has there been any written or oral agreement given to them saying that they will get paid or possibly get paid?

Guy Goodell – No.

Patty Bashaw – What do you need from us today?

Guy Goodell – The training thing we cannot do how we wanted to do it now. Dave would like to do the CO –OP.

Patty Bashaw– If he wants the endorsement of the Council for this he needs to give us more details. So right now Dave’s only capacity is conference coordinator correct?

Guy Goodell – yes. He came up with the idea of training because squads had approached him about providing training for them.

Bruce Sawyer - Who sent out the notice of award winners.

Guy Goodell – Dave did and I reprimanded him for it. I told him that it should have come from our office.

Eric Day– where sis he get that information?

Travis Howe– For the banquet he got the name of the award winners.

Patty Bashaw– Are any other questions?

Guy Goodell – so do you want me to tell him to get more information for the CO-OP?

Eric Day – We should see a business plan and details of how it would work.

Bruce Sawyer – he needs to stop using the Mountain Lakes name in emails and stuff.

Guy Goodell – he has.

Motion by Bruce Sawyer to adjourn. Second by Ron Jackson. None opposed. Carried.

Minutes submitted by Travis Howe

