

Mountain Lakes Regional EMS Council, Inc. Meeting Minutes

4-25-11

Members in attendance:

Ron Jackson, Scott Harwood, Greg Trask, Dr. John Broderick, Kevin White, Cara Catalfamo, Eric Catalfamo, Paul Zinn, Bruce Mason, Micki Guy, Eric Day, Tammy Trombley, Patty Bashaw, Storm Treanor,

DOH EMS Representatives in attendance:

Joe Farrell, Mary Ramo

Staff in attendance:

Travis Howe

JP Jones

Guests in attendance:

Steve Emerson, James Watsaw, Pete Lagrasse

Chairwoman Patty Bashaw called the meeting to order at 6:05pm

Previous meeting minutes were presented. Kevin White moved to accept the minutes as distributed. Seconded by Tammy Trombley. Carried.

REMAC Meeting Report given by Patty Bashaw:

- New protocols are coming along well.
- Agency ALS renewals were outlined.
- PAD QA/QI study report was given at the REMAC meeting by Travis Howe. There is limited information so far. About 20 cases have been reviewed.
- Narcotics were discussed. There was some discussion about making narcotics a requirement for ALS agencies. This was eventually tabled until the next meeting but will probably eventually be a requirement.
- Travis Howe gave an update on the IO and CPAP requirements. All were reminded that agencies must have the capability to do both by March of 2012.
- There was some interest in making ACLS and PALS a requirement for the region's ALS providers. It was decided that this should not be a requirement at present time.

Executive Director's Report given by Travis Howe:

- A finance report was given. Travis stated that Council budget year ended on March 31st. We were under spent in a couple of areas. Weekly reports have been sent to the finance committee

every week. We are currently in the fourth quarter of the Program Agency budget and Travis is working to close out the year.

- Vouchers sent in to the State after the close of the quarter should be paid soon. Travis stated that all indicators point towards on time payment.
- Travis reminded everyone about the \$50,000 owed to NYS. He reported that the State has issued a mandatory repayment plan. Details of the plan are as follows:
They will withhold \$5000.00 from the next two vouchers and then \$2500 from the next eighteen.
- Travis updated everyone about the expected revenue from the conference and fundraising. All alternative funding will be used to offset the debt payments.
- The EMS Conference planning is going well. Travis is finishing up the lecture plans. Vendor and sponsorship information has been sent out. The plan is to advertise the conference to our region, surrounding counties and all of Vermont.
- There are plans to sell food and beverages at the City of Glens Falls concession stand in Crandall Park. Dates for these fundraisers will be sent out to all the members soon. Travis will check on whether we need a permit.
- The Audit for the year ending 2010 is complete and all tax paperwork is in. The audit has been turned into the State on time.
- The AV equipment that was in the meeting room of the old building on Aviation Road belongs to the Adirondack Rural Health Network. Lottie Jameson is working with Travis on a new agreement to install / house the equipment in the new office space.
- Travis reported that our attorney is working on helping us rebuild the corporate books for both the Mountain Lakes Regional EMS Council, Inc. as well as the Northeastern NY Education Corporation. We are trying to understand all of the corporate changes and things that have happened over the years.
Many records including the incorporation papers cannot be found. The overall goal is to split the Ed Corp. away from Mountain Lakes Regional EMS Council, Inc.

SEMSCO Report was given by Storm Treanor:

- Storm gave a brief protocol update. The new protocols were reviewed and approved by the SEMAC with very few changes.
- The blood transfusion protocol approval process is moving forward for interfacility transports.
- The trauma Triage that was adopted about one year ago by the SEMAC added a pulse to the CDC guidelines. They have now done away with that and have adopted the CDC guidelines as they are.
- The interfacility transport committee has been reestablished.
- State Award nominations need to be in to the State by June 1st.
It was noted by Travis Howe that notice has been sent to agencies and providers etc and our regional deadline is May 18, 2011.

- CIC's interested in being regional faculty should submit their resume to Travis who will forward on to the State. A recommendation must come from the Council.

Northeastern NY Education Corporation Report given by Ed Corp Chairman Scott Harwood:

- Ed Corp. is in better financial situation.
- Ed Corp. has paid off debt to Council.
- The line of credit that the Ed Corp. had has been dissolved.
- The Ed Corp. has no employee or office space at this time. This has dropped significant overhead.
- Currently has \$9000.00 in the bank.
- Trying to avoid cash flow issues.
- Plans to offer fall courses.

Certificate of Need (CON) Report was given by Travis Howe:

- Elizabethtown Hospital is sitting idle with their application. No action has been taken by them to address some issues brought up by NYS DOH EMS and our committee.
- City of Glens Falls Fire Department has submitted a CON application. They currently hold a Municipal CON that will be expiring this year. The application is being reviewed in accordance with NYS guidelines by the committee.
- There have been a lot of agencies calling Travis and CON committee chairwoman Mary Jane Connors to inquire about possible applications.

Old business:

- Travis Howe reported that we are in the new office. We moved from the Aviation Road building in early March. The main problem was with time Warner Cable. It took them along time to hook up our phones etc.
- The new office space is much cheaper than the last. We are paying \$2000 per month and that includes utilities, trash removal etc.

NYS DOH EMS Report:

- Joe Farrell reported that they will start to enforcing the rule that agencies must have the appropriate logos and lettering on their vehicles. This includes privately owned member vehicles that are running as "fly cars". Lettering must be at least three inches high and agencies must use identifiable name on their vehicles. The identifiable name must appear on both sides and the rear of the vehicle. People should review 800.21e of article 800 for more information. Travis Howe stated that he will send out a notice to all agencies.

New business:

- Easton Greenwich Rescue submitted an application to begin using EMS Charts for Electronic Patient Care reporting. Kevin White moved to approve the application. Seconded by Storm Treanor. Carried.
- Essex County has submitted a new mutual aid plan. This needs council approval. Patty Bashaw moved to Essex County's plan. Seconded by Ron Jackson. Carried.
- The 2011 ALS CME and Skills form: Travis reported that the new form is being worked on. The supplemental form has been done away with. We need to decide who can sign off on skills. Patty Bashaw said that the REMAC needs to discuss.
- The DOH enforcements that were in the meeting packet were mentioned by Patty Bashaw.
- Quarterly Information and statistics on its website were given to us by nyeminfo.com. The information was given to all members.
- King Airway Recalls included in the meeting packet were mentioned by Patty Bashaw.
- The following people from Warren County submitted the appropriate paperwork and request to sit on the Council:
Brian Fisk
Steve Emerson
James Watsaw
Deputy Warren County EMS Coordinator Micki Guy stated that the Warren County Coordinators recommend James Watsaw and Steve Emerson fill the upcoming seats being vacated by Chris Norton and Kevin White. Micki moved to recommend this. Seconded by Kevin White. Carried.
- Kevin White mentioned that we need a bylaw committee to address a number of issues. There is a big problem with a lack of an attendance policy.
Patty Bashaw appointed the following bylaw committee:
Storm Treanor
Eric Day
Kevin White

Storm Treanor moved to go into executive session to discuss personnel issues. Seconded by Tammy Trombley. Carried.

_____ moved to come out of executive session. Seconded by _____. Carried.

Patty Bashaw moved to go with Travis Howe's recommendations for employee pay raises and to have JP Jones be promoted to Administrative Assistant. Travis Howe will be promoted from Acting Executive Director to Executive Director. Patty

Kevin White stated that we should be paying for the Executive Director to have a cell phone since he uses it so much and it is expected be available by phone. Gary Scidmore agreed. Kevin moved to approve the Executive Director getting a cell phone. Seconded by Gary Scidmore. Carried.

