

Mountain Lakes Regional EMS Council
Meeting Minutes
April 27, 2009
Mt Lakes Office Queensbury, NY

Call Order

Mountain Lakes Chairperson Patty Bashaw called the meeting of the Mountain Lakes Regional EMS Council to order at approximately 6:09pm.

Roll Call

Clinton County.....Paula Calkins Lacombe, Eric Day, Tammy Trombley
Essex County.....Patty Bashaw, Gregg Trask, Ron Jackson (via phone)
Franklin County.....Brian Langdon, Mary Jane Connors (via phone)
Warren County.....Kevin White
Washington County.....Bruce Mason, Paul Zinn
Staff.....Guy Goodell, Scott Richards, Ted Monsour
Guests.....Mary Ramo, Joe Farrell

Approval of the Minutes

Correction to minutes from previous meeting under REMAC report:

- "CPAP" changed to "Capnography"
- C Spine protocol affects individual providers who fail to train, not agencies.

Kevin White made motion to accept January 26, 2009 meeting minutes, seconded by Eric Day **passed**

Finance Report

Patty Bashaw

- Asked floor if anyone knew amount Executive Director can spend without approval
 - Reason was purchases in the amount of \$1,600
 - Finance committee wondered what the threshold was
 - Guy Goodell clarified purchases were reasonable and verifiable
- Equipment list was reviewed with nothing extraordinary noticed
- Finance Committee saw monies owed to Ed Corp
 - Scott Richards clarified that it was money paid ahead of time, which helped Program cover costs in between voucher payments, but would be due eventually anyway.
- Patty asked about overage for expenses categorized as "other".
 - Ted Monsour told the Council that a budget modification would be completed just prior to the end of the Contract period at the end of June.
- The issue of the Council owing the State
 - Guy Goodell
 - The State verbally reported an amount due of \$30,017 for money not spent during the contract period. This amount was derived from their investigation of our books and records.
 - The bookkeeper stated it was an issue from changing accounting methods from cash basis to accrual basis.
 - Ted Monsour
 - The figure appears to have come from payments made for retirement benefits that should have been paid in a previous period.
 - Paula Calkins Lacombe
 - strongly recommended staff attend non-profit accounting seminars and also suggested board members attend as well.
 - She also recommended making sure the accounting system in place was corrected and if not having someone come in and correct the problems
 - Paula motioned for requiring staff to attend non-profit accounting seminars
 - Seconded by Ron Jackson – **passed**
- IRS issues
 - Guy Goodell
 - Penalty was assessed due to late filing.
 - IRS agent told Ted Monsour to send a letter requesting abatement
- Audit
 - New auditor has been secured and past audit and next audit are lined up.
- Threshold for requesting board approval for Council purchases

- Ted Monsour clarified what was purchased for \$1,600
- Patty requested staff to look at purchase policy to determine what the threshold is and specifics.

Northeastern New York EMS Educational Corporation Report

Scott Richards

- Classes which finished in March had a good pass rate with students and retesting students
- Summer classes have good interest
 - May 18th Preceptor Class at 6:30pm at the 333 Aviation Rd office
 - Rapid recert and core content classes at all levels
 - Posted at NYEMTINFO.com
 - Schedules will be mailed to all agencies by the end of May
 - Patty suggested mailing all courses to all Counties, since some are willing to travel
 - Scott relayed that he's also trying to drive providers to the NYEMT.info website to look at listings
- CPR Saturday
 - About 2/3 of transport agencies are committed to taking part
 - Great Escape signed on as a corporate sponsor to help purchase CPR Anytime kits for needy agencies
 - Advertising in newspapers and radio
 - Goal is to train 2,000 to 3,000 on May 16th
- Other Course Sponsors
 - No others reported in
 - Malone recently completed a First Responder Class
 - The Council expects reports from all Course Sponsors, including Clinton County when they are up and running.
 - Mary Ramo reported on helping Clinton County Course Sponsorship administration on properly filing course paperwork as they get started.
 -

CON Committee

Mary Jane

- Olympic Regional Development Authority (ORDA)
 - Hearing was held last week
 - Waiting for transcripts
 - CON Committee will then convene and make a determination
- Bolton Fire Department
 - Have not submitted paperwork yet
- Saranac Lake
 - Will be transferring the Ambulance Certificate from the Fire department to the Ambulance Squad
 - No paperwork submitted yet
- Requested an increase for CON from current \$1,800 to ensure costs are covered
 - Guy Goodell will look into costs and determine amount for increase
 - Any money left over will be refunded per State regulations

REMAC Report

Patty Bashaw

- Swine Flu was discussed at length
 - REMSCO was asked to keep www.nenyems.org updated with latest news
 - Email updates to agencies as well
 - Ed Wronski sent out an alert
 - County coordinators should be keeping up to date
 - Need to keep providers up to date and educated
 - Mentioned Dr. Hartung's suggestions on using nebulizers and eye screens
- Medical control training for Drs that do not have numbers are brought up to speed
 - Other with numbers can refresh as well, if desired.
 - Will be mandatory for Drs without med control numbers
- Pediatric Protocol

- Minor Changes
 - Waiting for the 30 day period to elapse
- Agency ALS Renewals
 - Procedures
 - Check off sheet
- CPAP
 - Type of equipment agencies are using
 - Not standardizing, but disposable masks seem to be best solution
- Nasal atomizers for Narcan and possibly other drugs
 - Dr. Broderick will be looking into it and reporting back to REMAC
- ID Badges
 - Formatting without expiration dates
 - County Coordinators will contact agencies and find out who has expiration dates and work with the office to replace them.
- Intern Paperwork
 - Getting feedback from preceptors to get full picture, not just good precepted run data
- Refresher Credentialing for current ALS providers
 - No longer need to renew every three years, provided annual CMEs and skills are complied with
- Transport protocols
 - State hasn't come forward with a state-wide protocol for transport
 - Dr. Broderick is going to look into developing it to tighten up policy
- DOH Enforcements were read into the record.

Executive Director's Report

Guy Goodell

- Guy added the following
 - Ted has been in contact with the State to get an audit extension
 - IRS requested a letter of abatement
 - Trying to keep conflicts relegated to the squad level
 - Going to squad meeting and visiting squads
 - Set up a system for dealing with returning military personnel for getting them back online
 - CLIA
 - Mt Lakes will maintain the number for all agencies using glucometers
 - Dr Broderick will be the Medical Director for the CLIA program
- Patty Bashaw
 - Annual Awards Ceremony
 - Requested Council members to form an awards committee
 - Ted to send out information to agencies for award nominees

Chairperson's Report

Patty Bashaw

- Patty Reported on the following topics:
 - Atropine will be shipped to County EMS coordinators to replace outdated supplies
 - New supplies can be used as an opportunity to train agencies that need it
 - NENYEMS website
 - Ted Monsour reported there needs to be updates
 - Looking to use program money to start updating layout with the intention of adding modules in installments over time.
 - Patty suggested looking into Rural Health Network for financial aid

Mary Jane Connors

- CON
 - Committee Report
 - Met with NYS DOH EMS to go over the CON process, which was needed and helpful
 - A vote to request an increase in fees for CON Originals and Transfers
 - Mary Jane made a motion to increase an original CON to \$5,000 and a transfer to \$2,500
 - Ron Jackson seconded

- Discussion by Eric Day and Mary Jane Connors regarding use of funds and how reimbursements work
 - **Passed**
- **Ellenburg Depot**
 - **Seconded motion brought to the floor for approval of CON**
 - **Mary Jane read background and motion**
 - **Roll call vote**
 - **Passed**
- **Olympic Regional Development Authority (ORDA)**
 - Mary Jane gave a history of this CON
 - Provided legal opinion and NY State responses
 - After reading history she opened the floor for discussion
 - Scott Richards discussed Dr. Broderick's clarification of statements he made that were recorded in the hearing transcripts
 - Paula Calkins Lacombe clarified the need to base decisions solely on the hearing transcript and not on statements made after the fact
 - Discussion developed around how things would run with physicians and if their intent was to have a clinic versus an ALS service
 - Patty gave insight on how things run currently with Wilmington providing transport and ALS services
 - Joe Farrell from NYS DOH EMS clarified the vote must go forward due to the time frame outlined from the State
 - Kevin White motioned for Council to vote that ORDA falls under PHL Article 30
 - Paula Calkins Lacombe seconded
 - **Passed 6 yes, 1 no, 5 abstaining**
 - **CON Committee made the seconded motion to the Council that ORDA does demonstrate need with the caveat that ORDA falls under Article 30 for First Response ALS agency**
 - **6 yes, 1 no, 2 abstain**
 - **Rejected based upon lack of a majority vote due to not enough members present to vote.**
- **Council was presented with two candidates for the vacant Warren County Council seat**
 - **Darren Potter**
 - **Micki Guy**
 - **Kevin White made recommendation and a motion as a representative from Warren County for Micki Guy**
 - **Seconded by Eric Day**
 - **Passed**

NYS DOH Bureau of EMS Report

Joe Farrell

- Nothing to report

Motion to adjourn by Kevin White, seconded by Paula Calkins Lacombe

Respectfully submitted by
Ted Monsour