

ANNUAL MEETING OF THE GENERAL MEMBERSHIP

Minutes

November 11, 2004 @ 6:00 pm., Polk County Convention Complex, Des Moines, Iowa

Board Members in attendance: Rosemary Adam (Secretary), Evan Bensley, Cheryl Blazek, John Copper, Kirk Dighton, Jeff Dumermuth (President), Roger Heglund, Cindy Hewitt, John Hill (Vice President), Brian Jacobsen, Ric Jones, Kay Lucas, Brad Madsen, Jeff Messerole (Immediate Past President), Lori Reeves, Lee Ridge, Rod Robinson, Judy Rurup, Melissa Sally-Mueller, Tom Summitt, Bruce Thomas

Board Members absent: Bill Fish

Medical Director: Chad Torstenson

Staff: Karen Kreider (Administrative Assistant), Cal Hultman (Lobbyist)

1. Call to Order – President Jeff Dumermuth called the meeting to order at 6:05 p.m.
2. Determination of Quorum/Proxies – Secretary Rosemary Adam facilitated the roll call. A quorum was determined and the proxy was noted.
3. Minutes of November 13, 2003 Annual Meeting – The minutes of the November 13, 2003 Annual Meeting were approved as written. Thomas/Dighton/Unanimous
4. State of the Association – Jeff Dumermuth, President – Jeff gave a summary of the Association's activities throughout the year. He reported that:
 - a. IEMSA continues to be financially secure;
 - b. the Board continues to research and implement ways to retain and recruit members;
 - c. the Executive Director position was eliminated;
 - d. a Medical Director was recruited to serve IEMSA;
 - e. EMS Day on the Hill was held in February;
 - f. IEMSA administered the Rural AED Grant and distributed over 150 AEDs to rural services throughout Iowa;
 - g. A new image was established for IEMSA's newsletter, The Voice, as well as for IEMSA's membership brochures, the educational calendar and letterhead;
 - h. The office moved from 35th Street to 2600 Vine Street in West Des Moines. This change provided 3 rooms of space instead of the one room that IEMSA had occupied;

Jeff also reported that the Board is looking forward to the following projects in 2005:

- a. Rural AED Grant administration
- b. Membership recruitment
- c. Practical Testing
- d. Scanning of CE hours

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1. Treasurer's Report – Bruce Thomas, Treasurer – Bruce began his report by stating that IEMSA is changing from an entity whose main function was to sponsor a convention each year into the present day organization – one which is becoming a proactive voice for its membership. IEMSA's presence in legislative and educational arenas is an example of where the scope is changing.

He reported that IEMSA realized a 100% increase in net income for the fiscal year completed December 31, 2003; moving from \$12,860 to \$25,720. This allowed IEMSA to maintain a surplus level of just over \$114,000. This surplus level represents 30% of IEMSA's total expenses for the year. Stated in different terms, this gives IEMSA a 4-month cushion in operations. It should also be noted that this conference will cost in excess of \$100,000. This provides a glimpse at the big picture and indicates that in business terms, IEMSA is financially stable and positioned to move forward with promoting the EMS agenda.

Bruce explained that, for purposes of comparison, he converted the fiscal year 2002 and 2003 to a common size budget and directed the attendees to the Administrative Expenses of the Profit and Loss/Budget statement. Total administrative expenses increased 48% (\$33,758) to \$103,903. However in comparison, the 2003 administrative expenses accounted for 26.9% of the total expenses as compared to 45.9% in 2002. This example alone shows the importance of similar size budget analysis. Within the administrative expenses, there is increased activity in the areas of maintaining an office and efforts to communicate with the membership. This is typical of a growing organization in that a presence needs to be established.

Bruce then referred to the Conference expenses. Total conference expense increased 23% (\$19,338) to \$102,134. Comparison shows a 54.1% in 2002 vs. 26.4% of the budget in 2003. The major reason for the total increase in cost was food. We eat well!

As the final piece of the expenses, Bruce moved on to the AED Grant - something that was not present in 2002 budget. This single item accounted for 46.7% of IEMSA's expenses, but more importantly showed IEMSA's commitment to meeting the needs of the public we serve.

Bruce reported that total income increased \$246,394 to \$412,195. The subtotals find all areas of income increased over fiscal year 2002. Conference participation and increased membership gave indications that this organization is doing something to provide value to the membership. The major piece of this increase was due to grant proceeds of \$195,000.

Numbers available through Tuesday of this week provided indication that the positive trends of the Association continue. With 83% of the fiscal year completed, administrative expenses are at 66%, while administration of the AED grant is at 94.5% of projections the completion of that project comes to an end. Expenses for the conference are not yet finalized, but indications are positive that it will be below projected totals. From the income side of the equation, total income is at 90.9% of projections with several items relating to the convention not yet recorded. At this point, IEMSA's finances are ahead of this time last year and should end on a positive note. A motion was made to accept the Treasurer's report as presented. Rurup/Adam/Unanimous

1. Medical Director's Report – Chad Torstenson, M.D. – Dr. Torstenson reported that he began serving as IEMSA's Medical Director in September; filling the position left vacant by Alfred Hansen who left the State. He shared that he is a former paramedic with an interest in EMS research, and noted that there is a need to study what will make patients better. He stated that he looks forward to working with the Board to provide medical direction as needed and to share developments that will enhance the delivery of pre-hospital care.
2. Reports
 - a. Bureau of EMS – Ray Jones – Ray reported on the following:
 - two new staff members have been hired – Susan Reynolds & Matt MMenoough;
 - a move back to the Lucas building is pending;
 - rule changes related to rules 131 and 132 are pending;
 - a protocol change, Appendix M, is in process;
 - the Leadership conference will follow EMS Day on the Hill on Feb 3 in the Rotunda of the Capitol;
 - a public hearing on Administrative Rules Chapters 131 – 141 will be held on December 14, 2004.
 - a. 911 Telecommunications – Dennis Bachman – Dennis reported that the 911 Wireless Bill, 34A, passed during the last legislative session. Dennis expressed thanks to those who worked on issue. This Bill allowed for the \$0.65 surcharge to pay for back debt and new technology. Public safety answering points will be receiving some funding, as well. Dennis reminded those in attendance to keep in mind that cell phones that do not have a GPS system or are within a noted triangle will not be found by the wireless system; cell phones are only 90% reliable. Voice cover IP is being looked at for the future.

1. Board Reports:

- a. Jeff Dumermuth – President - (SC) – Jeff reported that an extra meeting was held during the summer to facilitate a review of budget items and the executive director position issue. He also noted that he served on the State Medical Examiner Advisory Council and as a Governor of NAEMT. Jeff noted that Jerry Johnston has been elected as President Elect of NAEMT. Jeff reported that the 2004 elections provided the Board with four new members who will be seated in December. He noted that it was exciting to see that there was stiff competition in numerous races. New board members include: Doug Reed, Marianne Willenborg, Linda Frederiksen and Tammy Snow. A motion was made to destroy the ballots. Adams/Hill/Unanimous
- b. John Hill – Vice President (NW) – John reported that he serves as Vice President, and as such, sits on the Executive Committee. He also served on the Practical Testing Research Committee and the Service Directors Committee. As Chairman of the Membership Committee he reported that the committee has been tracking regional membership and developing additional benefits for all levels of membership. He reminded all in attendance about the \$10,000 Accidental Death and Dismemberment insurance that is available for every Active Individual member. He also noted that a Resource CD and Group Purchasing have been added to the Affiliate Member benefits. John recognized the Corporate members - Alliance Medical, Cardiac Science, Covenant/Sartori Health Systems, Heartlink, Life Line Emergency Vehicles, LifeQuest, Medic First Aid, Med-Media, Medtronic Emergency Response Systems, Mercy Medical Center, Spencer Hospital and Zoll, and extended the Board's thanks for their support.
- c. Rosemary Adam – Secretary (At Large) – Rosemary reported that she serves as Secretary and, as such, sits on the Executive Committee. In addition, she represents IEMSA on the Trauma Systems Advisory Committee (TSAC). She reviewed the activities of TSAC over the past year. Rosemary also reported that she is the chair of the Newsletter Committee. She extended her thanks to the continuing education authors and the entities that hosted the continuing education credits for providing such a enduring, valuable service through the newsletter.
- d. Bruce Thomas – Treasurer (NC) – Bruce reported that he serves as Treasurer and, as such, sits on the Executive Committee. In addition, he chairs the Awards Committee. He noted that the Awards program will be held during Friday's lunch. He announced that a new program "Honoring Our Own" has been developed by Thomas Summitt and will be presented right before the Saturday General Session. Bruce announced that he would be available during the conference to answer any questions about the finances or awards.
- e. Jeff Messerole – Immediate Past President (NW) - Jeff offered kudos to board and staff for excellent service to IEMSA's membership throughout the year. He also reported that, as Immediate Past President, he also serves on the Executive Committee. In addition, he chairs the Bylaws Committee; noting that no bylaws changes are needed this year. Jeff reported that he also serves on the Advisory Council and numerous sub committees, including the Scope of Practice and QUASP subcommittees. He reviewed the significant accomplishments of these two subcommittees. He reported that he also serves on the regional Disaster Preparedness Committee and the Rural AED Grant Committee. He offered the board's appreciation to the Bureau for allowing IEMSA to be the administrator of the AED grant; noting that it has been a tremendously successful project.
- f. Melissa Sally-Mueller – At Large – Melissa reported that she serves as the Booth Committee chairperson, and as such, determines what merchandise will be available for sale and is responsible for facilitating IEMSA's participation as a vendor in conferences around the state. She noted that there are two new "freebies" this year – a keychain and the education calendar poster. Melissa also serves on the state's SEQIC Committee; adding that the data elements project is showing results. She noted that one element, time of injury, still needs attention. As IEMSA's representative on the Child Death Review Team, she reviewed the Team's progress.
- g. Cheryl Blazek – Education – Cheryl reported that she served on the Practical Testing Research Committee, the Conference Planning Committee and a subcommittee that is looking at national scope of practice issues. She noted that Southwestern Community College Training Center has been providing nursing and EMS CEUs for the conference and some of the newsletter continuing education articles. She also represents IEMSA on the Training Programs Group.
- h. Lori Reeves – Education – Lori reported that she serves as Chairperson of the Conference Planning Committee. She announced that this year's attendance will break last year's record. She noted that venue location will be reviewed as attendance is nearing capacity for the Plex. Lori thanked the Conference Planning Committee – Cheryl Blazek, Tom Summitt, Brad Madsen, Kyle Brown, Karen Kreider and Joe Ferrell for all their hard work. She added that she also served on the Practical Testing Research Committee.
- i. Roger Heglund – South Central – Roger reported that he serves as Chair of the Service Directors Committee – the committee that facilitates meetings and continuing education for EMS managers. Roger also serves as Chair of the Vendor Hall committee. He encouraged all in attendance to visit the vendors. He also asked for feedback regarding potential new vendors and any issues related to the vendor hall. Roger added that he also serves on the HRSA Grant subcommittee.
- j. Brad Madsen – South Central – Brad reported that he serves on the Conference Planning and Membership committees. He is looking forward to future challenges as a member of the Board.

- k. Cindy Hewitt – Southeast – Cindy reported that she serves on the Service Director committee and encouraged attendance at the Service Director meetings/educational offerings. Cindy also reported that she serves on the State Fire Emergency Response Council. She reviewed the significant issues that the Council dealt with during the past year.
 - l. Thomas Summitt – Southeast- Tom reported that he served on the Membership, Conference, and Scanner Project committees. He is also responsible for developing the “Honoring Our Own” program that will be seen for the first time at this conference on Saturday morning. Tom also serves as IEMSA’s representative to the HRSA Committee.
 - m. Brian Jacobsen – Southeast – Brian reported that he serves as Chair of the Scanner Project Committee. He explained that this committee is responsible to research a bar code reader system intended to streamline IEMSA’s CEU system. He also offered Kudos to Tom Summitt for the development of the Honoring Our Own program and encouraged everyone’s attendance at the presentation.
 - n. Rod Robinson – Southwest – Rod reported that he serves on the PI & E (Public Information and Education) Bylaws and AED Grant Committees.
 - o. Kay Lucas – Southwest – Kay reported that she is a volunteer paramedic specialist who has served on the board for 16 years. She has worked at the IEMSA conference in various capacities since the conference was first established.
 - p. Bill Fish – Southwest – Jeff Dumermuth reported for Bill, who is ill, noting that Bill served on the Legislative and Service Directors Committees.
- a. John Copper – North Central – John reported that he represented the NC region on the Bylaws, P I & E, Membership, Nominations and Booth committees.
 - b. Judy Rurup – North Central - Judy reported that she served on the Booth, P I & E and newsletter committees. She noted that she will be retiring from the board this year and stated that it was a pleasure to serve on the Board.
 - c. Ric Jones – Northeast – Ric reported that he serves as Legislative Chair. He introduced Cal Hultman, IEMSA’s lobbyist. He announced that EMS Day on the Hill will be held on February 3rd, 2005 at 7:00 – 9:00 a.m. He reviewed legislation that is being addressed by the Legislative Committee with the help of Cal, touched on future pursuits, and encouraged participation by IEMSA members on the grassroots level. He extended his thanks to all who made contacts on behalf of EMS to the legislators during the past year. Ric noted that he also served on the Bylaws Committee.
 - d. Lee Ridge – Northeast – Lee reported that he served on the Membership, Newsletter and AED Grant committees. He also served as chair of the subcommittee that is looking at the National Scope of Practice.
 - e. Kirk Dighton – Northeast –Kirk reported that he serves on the Service Directors and Practical Testing Research Committees, as well as the subcommittee that is looking at the National Scope of Practice.
 - f. Evan Bensley – Northwest – Evan reported that he serves at chair of P I & E (Public Education and Information) Committee. One of the major projects of this committee was to enhance the Education Calendar Poster that was established last year. This poster is available at the IEMSA booth, free of charge. He encouraged all attendees to take a copy. Evan also emphasized the importance of membership and offered kudos to Rosemary Adam and Lee Ridge for their development of a PowerPoint® presentation that educates viewers and promotes IEMSA. Evan noted that he also serves on the Practical Testing Research Committee and serves as IEMSA’s representative on the Governor’s Conference on Public Health (Barn Raising) Planning Committee.
 - g. Non-Board Members – Jeff recognized non-board members who help out during the year and extended the board’s thanks to: Kyle Brown (Conference Planning Committee), Connie Leicher (Exhibitor Committee), Jerry Johnston (Practical Testing Research, Advisory Council, Heartland Coalition), Steve Noland (Homeland Security) and Nella Seivert (SEQIC).

1. New Business –

- Legislative Agenda 2005 – A motion was made to accept the 2005 Legislative Agenda as presented. Bensley/Jacobson/Unanimous
- Iowa Firemen’s Association (IFA) – Ric Jones recommended that IEMSA give a vote of support to the IFA legislative program in the form of the resolution that was presented. A motion was made to support the resolution as presented. Summit/Jacobsen/Unanimous

- 1. Retiring Board Member Recognition – Jeff recognized outgoing board members: Brian Jacobsen, Judy Rurup, Bill Fish and Kay Lucas, and presented service recognition plaques to them.
- 2. Announcements – Jeff recognized Rob Dehnert, a paramedic specialist serving as the conference’s Audio Visual Technician, and thanked him for his services.
- 3. Adjournment – A motion was made to adjourn the meeting at 7:50 p.m. Adam/Bensley/Unanimous