



**January 18, 2018 – 1-3pm -- Board of Directors Meeting Minutes
West Des Moines Fire/EMS Station #19
Conference Calling: 857-216-6700, Conference Code 223239**

Call To Order – Mark McCulloch, President – 1:03pm

Welcome/Roll Call/Proxies/Determination of Quorum/Conflict of Interest—K. Hill—See attendance at the end of these minutes

Approval of Agenda – K. Hill – 1st, M. Sachen 2nd - All Aye—Motion Approved.

Lobbyist Report -- Michael Triplett—no report.

Bureau of Emergency & Trauma Services Report – IDPH Rebecca Curtiss, Bureau Chief BETS – no report.

Medical Director Report – Pending—Still Seeking New Medical Director – any recommendations open. Mark McCulloch has someone that might be interested. Will keep working on it.

Approval of Minutes

- Dec 21, 2017 Board of Directors Meeting Minutes – B. Vande Lune 1st, B. Smith 2nd – All Aye. Motion Approved.

Treasurer's Report –Brandon Smith

Motion to Approve – October 2017 –December 2017 and Year-end Financial Reports – J. Wickizer, A. Gehrke – No Discussions. All Aye. Motion Approved.

Year-End Summary—we did a great job staying in our budget in most areas. There were a few that went over. But we were good about not overspending. Executive Committee did a good job on income side not overstating the income. Payroll Tax Expense has not been allocating correctly from the Year-end Report—we need to work on that—roughly \$3000 for the year—it's been paid and coming out of the account on the checking account. We also have receipts.

Motion to Approve – Proposed Budget 2018 -- 1st, T. Summitt 2nd- M. Sachen-- All Aye—Motion Approved.

October Financials 2017 –

- October Income \$112,931.91
 - A lot was conference stuff coming in
- October Expenses: \$ 19,650.61
 - Administrative expenses were—\$9,326.11
 - Conference Expenses \$7,853.74
- Net income for October--**\$92,972.42**
- Compared to 2016 Net Income was \$ 54,917.34
- Compared to 2016 Total Expenses were \$ 21,063.46
- Balance Sheet –Assets and Liabilities –
 - A/R – 13,405.76
 - Total Assets and Liabilities -- **\$ 621,956.75**
- Checking Account Bank Statement Balance : \$317,359.13
- Money Market Statement Balance: \$300,434.24

November Financials 2017 –

- November Income \$ 57,727.00
- November Expenses \$ 81,172.16
 - Administrative expenses—\$ 37,213.55
 - Conference Expenses --\$ 39,988.23
- Net income for November--\$ -23,445.16
- Balance Sheet –Assets and Liabilities –
 - A/R – \$15,885.76
 - Total Assets and Liabilities -- \$ 613,168.03
- Checking Account Bank Statement Balance : \$ 366,069.70
- Money Market Statement Balance: \$ \$300,500.91



December Financials 2017 –

- December Income \$ 5,925.00
- December Expenses \$ 131,442.51
 - Administrative expenses—\$ 9,660.99
 - Conference Expenses --\$ 119,310.76
- Net income for December--\$ - **125,448.60**
- Balance Sheet –Assets and Liabilities –
 - A/R – \$ 6,197.84
 - Total Assets and Liabilities -- \$ 480,192.70
- Checking Account Bank Statement Balance : \$ 296,824.18
- Money Market Statement Balance: \$ \$300,569.82
 - Comparison to 2016
 - YTD Total expenses for December
 - Increase—Largest from Conference Expenses—this is typical
 - Largest line items were Scholarship, Merchandise and Conference Expenses
 - Money Market -\$300,559.82 Interest from this just a partial year \$569.82
- 2018 Budget Review and Approval – executive committee spent a full day with a working lunch from 8am-6pm to get this hammered out. We continue to be conservative on income and cautious about expenses. We owe this to our members. We worked through each items very thoroughly.
- 2018 Budgeted INCOME:
 - Conference Income – we put conservative income numbers in:
 - \$45,000 – exhibitors
 - \$185,000 – Attendee Registrations --we were down last year because that training money was not flowing to EMS Training and hurt us on Registration Income.
 - \$6500 – Unity Point will be decreasing their sponsorship by 50%, so we decreased.
 - Total Conference Income - \$236,500 – that’ s a \$15000 Decrease from 2017 actuals
 - Ped’s conference – we did get some grant monies for \$3000
 - Memberships – reports are helping renewals for both individuals and affiliates—and the database process is working much better. Kept the Affiliates number at 25,000, \$31,000 Corporate Sponsorship—maintaining not increasing. Individual Memberships—we are estimating we’ll hold close to last year’s actuals at \$30,000
 - Advertisements—been moved into the
 - Billing and Management conference - \$27,000. LifeQuest will not be renewing the sponsorship. We’re going to offer it to other billing vendors.
 - Emerging Trends Conference – it’s dwindling—but if we can get them to the hill they are likely to stay for the conference. So we’re keeping that steady
 - Memorial – increased slightly
 - Merchandise Committee – we maintained the increased revenue.
 - Pediatric Conference – we dropped the income—we are struggling for attendees—that is a trend. Discussed briefly possibly alternating a Ped’s Conference and Trauma Conference—East to West – something to discuss in more detail at the strategic planning meeting.
 - Total Income Budget is: \$370,850.00
- Expenses for Budgeted 2018
 - Alicia Shal did a review/audit in 2011. We need to make this a priority to get done in the first quarter.
 - Awards Fees—for plaques—not food for ceremony
 - Billing & Management—we’ll have extra expenses for adding the extra day for Documentation Certification



- Credit Card Processing Fees—\$14,286.54 is what we paid in 2016—down to \$6,969.92
- No Checking Account Bank Fees—Saved us \$500 last year
- Internet Software – we use a lot of subscription software—that helps us work more efficiently.
- Legal and Accounting – help setting up Quick Books Online-Payroll and Bills.com increased to get this done.
- Legislative – Mike Triplett is doing a great job – as far as we know right now still \$12,000—we are finally getting some bang for our buck. He’s fired up this year with the GEMT and Essential Service.
- Newsletter/Web—down because we are planning to print with the Iowa Prison Industries—to save on print. We also printed more pages and more copies because we got the conference brochure out in April this past year and hope to do that again this year.
- Rent—they hit us up 10% increase each year. REGUS is considering freezing the 2017 rent numbers—we’re looking at other options—to get this under control and possibly a better investment.
- Postage – Permit fees
- Regional EMS Conference Expense—SE EMS Saturday
- Repairs – Tags, and Trailer Maintenance
- Scholarship Expenses – In the past the scholarship
- Travel & Meals – Medial Director, Speaker Chair, Legislative

TOTAL Expenses -- \$ 359,310.16

● **Conference Expenses**

- Canned Courses—will a planned washed course—so we didn’t budget for this on income or expense.
- Contract Labor—for assistance to administration for conference—Brandon helped at conference—is trained in Database now.
- Exhibit Hall Set-up – includes Welcoming Reception food and beverages
- Guidebook—had lots of discussion on this that it saves a lot on printing for handouts – thousands saved. We need to promote it better though.
- Miscellaneous Expenses – Give-Away Items – Lanyards, Bottles, Bags and Badges and Ink, and Printing of posters and handouts.
- Total Annual Conference Expenses -- \$1806,350

TOTAL Budgeted Net Income: \$8,539.84

Summary: We have been operating in the black—but we’ve seen some outside forces that are decreasing our revenue so we were very conservative on our projections and expenses.

- **ISICSB Board Report** – L. Frederiksen/R. Dehnert—no report as the December Meeting was cancelled.

Office Administration – L. Arndt

- **Membership Report**—Please see the membership report in your documents
December 2017 Dropped Member Summary –

- **December 2017 Drops:**

- **Individual Drops : 23**

Student Drops : 29

Affiliate Drops: 7 – Burlington Fire, Green Co. EMS, Guttenberg Ambulance, Indianola Fire, Lifeguard Air, Norway Fire & Rescue, Siouxland Paramedics.



Membership Report As of: 1/14/2018				1/17vs. 1/18
AFFILIATE Membership Report				
	01-Jan-16	12-Jan-17	14-Jan-18	Previous Year
By Affiliate Level	Active	Active	Active	% change
Affiliate Membership Level 1	18	20	23	15%
Affiliate Membership Level 2	38	55	56	2%
Affiliate Membership Level 3	30	32	37	16%
Affiliate Membership Level 4	17	13	17	31%
TOTAL Affiliate Training Centers	11	8	11	38%
TOTAL Affiliate Members	103	120	144	20%
Affiliates by IEMSA Region				
	01-Jan-16	12-Jan-17	14-Jan-18	
NW Region			18	
NC Region			14	
NE Region			32	
SW Region			18	
SC Region			34	
SE Region			27	
No Address On File OR Out-of-State			1	
TOTAL Affiliate Members			144	
INDIVIDUAL Membership Report				
	01-Jan-16	12-Jan-17	14-Jan-18	
by IEMSA Region				
North Central	183		131	
North East	220		132	
North West	137		268	
South Central	224		147	
South East	230		297	
South West	166		251	
No Address On File or Out-Of-State	32		167	
TOTAL Individual Members	1192		1393	Previous Year % change
Individual Members	1134	1143	1205	7%
Student Members	94	194	183	-6%
Retired Members	3	7	5	-29%
Total Individual Members	1231	1344	1393	4%
Corporate Membership Report				
	01-Jan-16	12-Jan-17	14-Jan-18	Previous Year
By Corporate Level				% change
Platinum	4	4	4	0%
Gold	13	18	16	-11%
Silver	1	2	0	-100%
Total Corporate Members	18	24	20	-17%
Membership Drop Report				
		Dec Drops	Dec Drops	
Individual Drops			23	
Student Drops			29	
Affiliate Drops			7	
TOTAL Dropped Members			59	

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- **SE EMS Saturday**— Held January 13, 2018—49 Attendees with \$1630 in memberships and registrations revenue at this year’s conference. This conference continues to bring new members into our association as well as deliver a full 8.0 hours of excellent training and gives Formal CEs to providers for recertification. The frigid temps this year—made it difficult for many to attend. So the SE Regional Directors have decided to move this event to February 9th, 2019.
- **EMS Day on the Hill/ Emerging Trends Conference Schedule**— 28 Attendees registered as of 1/18/18 – BOD Hotel Room on 2/7/2018 is paid by IEMSA for Board Members as long as they register for the Leadership Conference and attend EMS Day on the Hill. Hotel Reservations have been made for all members that RSVP’d their attendance. If you have not RSVP’d to the following events yet—please do ASAP as we are just 3 weeks out from this important series of meetings.
 - **February 7th, 2018** -- -- Marriott Downtown
 - 10:00am – 3:00pm **ALL-BOARD Committee Strategy Meeting** to establish 2018 Goals
 - 3:30p-4:50p – **IEMSA Annual Member Meeting** – and Legislative Talking Points Review/before the hill.
 - **Board Report for Annual Meeting Docs** – please see your email and reply with your board report—before February 4th at 8 AM.
 - BETS – Rebecca Curtiss will not be able to attend. She has asked Merrill Meese to fill in for her and will provide the BETS report.
 - **February 8th, 2018:**
 - 7-9a – **ON THE HILL**
 - 10:30-4p –
 - AM --**NEW! Morning Session by Helland, Prowant, Perrin** -- EMS Services and EMS Systems— What is the Road Ahead?
 - PM --**Iron Jen -- Cultivating the Courageous Leader Mindset Workshop**



Executive Report— M McCulloch —

- New Committee Assignments—distributed by email this am. No a lot of changes. Mark McCulloch kept the legislative committee chair—because there is a lot work already done – to be most effective.

Billing and Management Conference—April 16 & 17, 2018—at the NEW! Hilton Hotel Downtown DSM Lisa Arndt was able to secure a trade with EMS Today for TWO ¼ Vertical Ads in JEMS for an E-NEWS push to our online list. We are determining which issues are available to place ads in. -L. Frederiksen

Documentation Certification (CADS Certification) – Day One –Monday 4/16/2018

CADS represents the “Gold Standard” in EMS Documentation training. The CADS course is designed to improve compliance, reduce liability and teach important EMS documentation skills. CADS is the only EMS-specific documentation certification course in the nation.

Your staff will receive critical training in:

- Writing outstanding clinical narratives
- Documenting refusals of care Fully and accurately documenting medical necessity issues
- Documenting with specificity, detail and clinical accuracy
- Capturing all required signatures

Billing Day Two – CAC Re-Certification and Elective Hours – Tuesday 4/17/2018

8:00 – 9:45	Medicare and Reimbursement Update
10:00 – 11:45	Compliance Update & Privacy Update
1:00 – 2:00	The Five Biggest Compliance Mistakes Made by 911 Providers
2:15 – 3:15	Privacy Case Studies: HIPAA Violations We See at Every EMS Agency \
3:30 – 4:30	Five Ways to Fine Tune Your Agency’s EMS Documentation
4:30 – 5:00	Discussion/Q&A

Pediatric Conference —February 24, 2018 – M. Fults —Coralville Radisson –

- **Registration is open**—10 Attendees registered as of 1/14/18 – update 1/18/2018 11 attendees
- E-mail blast is out with the updated schedule
- **Grant for Peds Conference** -- As of 1/17/18 AM – Rebecca Curtiss, EMS Bureau Chief has offered a \$3000 Grant funding for the 2018 Pediatric Conference.
- **Line-up is set**—Need to push hard—attendance is down--
 - **Neonatal Transport: Caring for Tiny Cargo**—Lindsey Ricklefs, RN
 - **Pediatric Non-Accidental Trauma**— Stephanie Haley-Andrews, RN
 - **Pediatric Respiratory Emergencies**--Pediatric respiratory emergencies will provide a real-world experience on caring for kids with respiratory illness. This is a very well-reviewed lecture and provides excellent information to EMS and in hospital staff. -Stephanie Haley-Andrews, RN
 - **Pediatric Cardiac Arrest Principles** -Mike Aguilar, PM
 - **Challenges of Pediatric Trauma**—Lynette Hemphill
 - **Advanced Pediatric Assessment** -This lecture will provide pearls of wisdom for EMS/hospital providers to rapidly assess a child for sick/not sick and immediate steps to take. This lecture will also provide information to "Keep Kids out of the '60s" --Stephanie Haley-Andrews, RN
 - **Pediatric Pain Management and Sedation**--Dr. Tameem Shoukih, MD
- **National Speaker** -- Stephanie Haley-Andrews, BA, BSN-RN will be speaking for us this year.

EMS-Day-On-the Hill/Emerging Trends Conference—

- February 8th, 2018—M McCulloch – Marriott DSM – Registration Open and online—today was firefighters day on the hill. Chief Willick they were taking our GEMT talking points and were discussing that at their day on the hill.
- Legislative Update—A couple questions about language and definitions about GEMT draft. He’s working with Sen. Hinson is sponsoring the bill and working on support from Sen. Breckenridge to introduce this



next week. Quite a bit of work done on GEMT—and a significant amount of work on Essential services. Mark McCulloch has attended a whole lot of information on GEMT and Essential Service.

- AM --**NEW! Morning Session by Helland, Prowant, Perrin** --

EMS Services and EMS Systems— What is the Road Ahead?

- PM --**Iron Jen -- Cultivating the Courageous Leader Mindset Workshop**

Annual Conference— November 8-10, 2018 -- K. Hill

- Post Conference Update—We are getting speaker evaluations out. Looking over the budget and where we can cut and getting the keynotes nailed down for next year. And we are open to local speakers—we have a list of classes from our survey suggestions. Send us speakers you like from speakers you attend. We're looking for Entertainment options. Looking forward to the strategic planning meeting.

Legislative/ByLaws – M. McCulloch—

- Iowa Joint Public Safety Legislative Meeting/GEMT—lots of support on this. Making lots of great headway.

EMSAC – L. Frederiksen – Meeting on January 10th, discussed Helmsley—data collection report from Merrill Meese and Michelle. Lots of good report news. Dr. Claussen is their medical director – with Dr. Stillely's resignation. Reported on Mobile Integrated Health--Terry Evans from Ft. Dodge—came down and presented a great report. Talked about the legislative safe haven law—possibly drop at Fire and EMS Stations. Not all Mission Lifeline Monies were spent--\$200,000 went back to be re-distributed. EMSAC will approve protocols by email to be sure they're addressed in a timely manner.

Membership – (see report at the end of board meeting packet)—talking to members about Affiliates and Individuals at the booth—was great—we'll see if that makes a difference.

Allied Entities:

NAEMT—Tony Sposeto—is assigned.

Old Business

- **National EMS response through Forest Service**--New standards, requirements and ways to bring money into Iowa.—Jason Wickizer –reported on this program. Mark McCulloch reported-- Bruce Evans, Iowa born-Colorado Fire Chief, and NAEMT Board Member, spoke very positively of programs like this. Is IEMSA willing to help facilitate between the EMS Bureau – Dr. Stillely for protocols—this group. TSA is on board with this program. Nella Sievert has supported this program by sending her paramedics out to other states. Linda Frederiksen suggested Jason Wickizer do a presentation at the December Meeting. He would like Rebecca Curtiss input on this.

--**Did some research**—based on EMS responses—a lot of Colorado support this. It can be lucrative for our EMS Providers--Lots of great opportunity for EMS Providers.

--**Is IEMSA interested in having a presentation at a meeting at a conference** – to see if there is any interest? He feels there is a lot of interest. Jason has 9 guys involved. Medivac has several recently get involved. Some went to the California Fires, some to Hurricane Sandy. It's not just financially good for our state—it's a good will building thing. When they need help—we are there to support. By the end of November the bulk of their firefighters and EMT's are gone—so they have to reach out to Get out and get some experience and travel.

--**Jason Wickizer –is willing to put a presentation together if we can figure out a venue to present it at.**

Katy Hill –asked if we can set up a room and time at the Annual Conference—can't get Formal CE's but can possibly get Optional. LaDonna agrees it would fit Optional Hours. We will try to fit this into the Annual Conference this year.

New Business



- **State Educators Conference** – *see attachment provided*—Mark McCulloch read aloud the letter from the State EMS Educator Conference Committee, signed by Christopher Metsgar, Cheryl Blazek, Sandy Janecke, Matt Jurgensen, Brian Reckemmer, and Adam Wedmore.
 - We’d need someone to staff the booth --Possibly Brian Reckemmer.
 - IEMSA wants to continue to support the Iowa EMS Educators.
 - Motion – Mark McCulloch 1st —2nd Jason Wickizer–
 - Jerry Ewers opposed. Others all aye. Motion Carries.
 - Motion reads as follows: To support this Educators Conference by providing \$10 for each IEMSA Member who is in attendance—so that the IEMSA Member can receive a discount—we will commit up to \$500 calculated in this maner. We will provide them with a list of members to cross reference.
- **Code One Conference** (Kirkwood College) - Was not included in the Budget. The expenses to be there are more than what we bring home in memberships-- add the give-aways and it’s a loss. We are in a “tighten the belt” year with all our own conferences. So this is not a go for this year.

Motion to Adjourn 1st Katy Hill, 2nd Mary Briones. No Discussions. All Aye. Motion Approved. --Adjourned at 2:53pm

Member’s Name	Area of Responsibility	Initials/Proxy
OPEN as of October 2017	North Central Region	N/A
Merrill, Gary	North Central Region	Absent
Sachen, Mark	North Central Region	Present
Gehrke, Amy	Northeast Region	Present
Morgan, Rick	Northeast Region	Absent
Ridge, Lee	Northeast Region	Absent
Jorgensen, John	Northwest Region	Present by Proxy –L. Crilly
Crilly, LaDonna	Northwest Region	Present
Foltz, Tracy	Northwest Region	Present
Van DeLune, Brad	South Central Region	Present
Hill, Katy	South Central Region	Present
McCulloch, Mark	South Central Region	Prsent
Frederiksen, Linda	Southeast Region	Present
Fults, Matthew	Southeast Region	Present by Proxy – J. Ewers
Summitt, Tom	Southeast Region	Present by Proxy – M. Sachen
Solt, Sarah	Southwest Region	Absent
Wickizer, Jason	Southwest Region	Present
Seivert, Nella -	Southwest Region	Absent
OPEN as of Dec 2017	At Large	N/A
Ewers, Jerry	At-Large	Present
Smith, Brandon	At-Large	Present
Briones, Mary	Education	Present
Rechkemmer, Brian	Education	Present by Proxy - Frederiksen
OPEN – Resigned 12/2017	Medical Director	N/A
Guest(s):		
Arndt, Lisa	Office Manager	Present