



June 18th, 2015 - 1:00 pm – 3:00 pm
West Des Moines EMS/Fire Station #19

Conference Calling: 857-216-6700, Conference Code 223239

Call To Order – Mark McCulloch—1:07p

Welcome/Roll Call/Proxies/Determination of Quorum/Conflict of Interest—K.Hill

Approval of Agenda—1st Nella Sievert, 2nd Brian Rechkemmer - Quorum Established

Medical Director Report –Dr. Joshua Stilley – no report

Approval of Minutes of April 16th, 2015 Meeting—1st Rob Marsh, 2nd Tom Summitt

Treasurer's Report –B.Smith

Approval of April & May 2015 Financials—written report by Brandon Smith—1st Nella Sievert, 2nd Brian Rechkemmer
After having reviewed the financial statements for months ending April and May 2015, I find everything to be in order.

- The Checking Account ending balance as of April 30, 2015:
\$309.898.26
- The Checking Account ending balance as of May 31, 2015:
\$293.280.93

With the exception of the Billing and Management Conference, which I might add was a success, income and expenses have been status quo. There have been some other administrative expenses which Lisa can explain better than I. The Billing and Management Conference brought in 77 attendees, 22 more than last year and had a net profit of \$8,077.59. Great Job to everybody involved with organizing and running.

In looking at the P&L for YTD ending May 2015 even though we have a (23,104.21) net income, we are right on track with the budget. If you add the YTD Budget CONFERENCE INCOME of \$91,333 to the Jan-May 15 Gross Profit \$45,425 = \$136,758 This is only \$734.69 short of the \$137,493.31 YTD Budget Gross Profit. On the EXPENSE side we are roughly \$3,800 under the YTD Budgeted Administrative Expenses.

The A/R shows \$9,662.00 of receivables. In which \$9000 is >90 days outstanding.

- --Henry Schein paid \$1250.00 paid 6/5/2015
- --LifeQuest – paid \$5000.00 6/10/2015
- Outstanding AR is: \$3382.00

ISICSB Board Report -- R. Dehnert

- Finance – J. Ewers-no report—finance chair keeps forgetting appointments
- Governance—C. Hopper—no report
- Operations-P. Andorf-Paul logged in and listened to music meeting was cancelled—but has not been successful at logging in
- Outreach – Walker Wilson
- Technology—R. Dehnert
- Training and Exercise—M. Hartman-- There really isn't a whole lot to report right now. ISICSB recently had a training session that went well – the nice thing is that came from is participants filled out a 'task book' which will help determine the areas of need and where we need to go from here. About the only other thing going on right now is discussion and beginning prep for an exercise with the National Guard, which is planned for October 16th at Camp Dodge.

Office Administration – L. Arndt

- QuickBooks Upgrade & Accounting Services Bids
- Executive Directors Board Meeting to discuss this--



Vendor/Software	Payroll Cost		Tax Returns		Accounting Svcs.		Software Cost			Total Cost	Review	Balance Books	Notes
	Payroll-GB-Approve Only	Full Payroll	Tax Returns	Accounting Services--Full (Financial Svcs)	Software--Books--GBOnline	Software--GB Payroll--Online 1-employee	Bills.com (Essentials) Abs AP QB Integration	Total Cost					
2014 Actuals		\$ 1,250.00	\$ 975.00							\$ 2,594.94			Negotiated Payroll Fees down -- original \$1750/year
2015 Budgeted		\$ 1,750.00	\$ 1,000.00	\$ 6,000.00	\$ 369.94					\$ 8,119.94			NOTE: I'm not sure we budgeted for the Payroll with Pittman
Anderson, Lower, Whitlow, P.C.--low--full				\$ 2,400.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 5,233.40	Yes	Need to look at full balance or review	
Anderson, Lower, Whitlow, P.C.--low--Approve Only	\$ 200.00			\$ 2,400.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 5,233.40	Yes	Need to look at full balance or review	Promo for Jun -Dec 2015 \$14.99/mo = 31.20 Payroll = \$21.50 Payroll Taxes = \$47.69/mo for both books and payroll
Anderson, Lower, Whitlow, P.C.--high--full				\$ 2,400.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 6,083.40	Yes	Need to look at full balance or review	
Anderson, Lower, Whitlow, P.C.--high--Approve only	\$ 300.00			\$ 2,400.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 4,483.40	Yes	Need to look at full balance or review	
Oelrichs Associates-- Full Payroll		\$ 808.00	\$ 680.00	\$ 5,880.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 9,151.40	No	Need to look at full balance or review	
Oelrichs Associates--GB Payroll -- approve only	\$ 40.00		\$ 680.00	\$ 5,880.00	\$ 479.40	\$ 492.00	\$ 812.00			\$ 8,383.40	No	Need to look at full balance or review	
Clifton, Larson, Allen		Included	Included	\$ 9,120.00	\$ 479.40	\$ 492.00	\$ 812.00			\$10,903.40	Yes	Need to look at full balance or review	

- Services is out.
 - Workmen’s Comp Insurance –A request for Quote from Farm Home
The cost of the policy would likely be the same from virtually every insurance company. The state of Iowa sets the work comp rates. The rate for “clerical”, which I am assuming the one part-time employee does, is .30 per \$100 of the annual payroll. An Expense Constant charge of \$260 would be added to that total. So, for example, if the employee’s salary is **\$28,000 x .30 per \$100 = \$84, plus \$260 expense constant, = \$344 total annual premium.**
- Constant Contact Integration—Done—we’ll be able to start sending E-News Templates out to members through the database—which means it will track in each account—what marketing communications have been sent.
- IEMSA Office Move—“Just Down the Hallway”
- Website--Vanity URL is done—just waiting on the template to arrive—was to be done June 15th—we can populate it with the content—much easier once we have the template. They will need 24-48 hours to get the domain (iemsa.net) pointing to the new site. I sent Jerry and Rob the spreadsheet of how the layout was worked up that I worked with MemberZone on last summer. Goal is to have it live by July 15. Not all information on the current site will move over immediately. It will be a growing, evolving site. Forms will all be links to Constant Contact or Survey Monkey.
- Hotels for Conferences--April 14th Billing Conference 2016 – in Des Moines—I am working on a contract with the Embassy suites Downtown. So far, we have a great room rate, working on a flat lower parking fee—we would pay—and build into our p&l for the event, and breakfast is included for guest. Also working on a contract with them for the EMS Leadership/EMS Day on the Hill February 25th.

Bureau of Emergency & Trauma Services Report – IDPH Rebecca Curtiss, Bureau Chief BETS

- Image Trend Update-EMS training and trauma Centers training complete. Roll-out going very well. Report writing is great-and well received. The Trauma Centers have had a couple of snafu’s on the EMS connection – but it has been fixed.
- Two issues that have come up at the – Non-transport services—they have not put data in—in the past. Have a list-of all those – and will have a training for them – Rebecca will send us information on that.
- ImageTrend power users—they are using for Patient Care Reports. We don’t have the staff and knowledge to understand the ins-and-outs of those reports. So they are putting together a “power-user group” they will serve as the subject matter experts. They’ll do trainings, answer questions for other users.
- EMSAC meeting—July 8th Mission lifeline will be there to talk about the ins-and-outs of the program
- IDPH has put together a work plan together for this advisory committee to address the recommendations in that report.
- Trauma Meeting will be July 14th. Trauma committee has gotten together with subcommittees and will report out. This is huge—and very exciting—looking at our challenges and comparing to our national partners.
- Remind your EMS providers to update the state of their new address and phone numbers. 953 emails go out—and 100 of them come back.
- EMS coordinator Mary Chwizrka—NW Iowa lives in Iowa City—well known in that area. On board about 3-weeks. Some board members have worked with her or know her.
- Budget—we’ve done really well this year on the shoestring budget we have. Budget –governor still needs to sign—but all indications tell us he will sign. We don’t have any reason to believe he’ll approve the \$200,000 we’ve asked for. New position will be added—a Statistical data analysis.
- Medical Director—we can write a contract for a medical director. Three Ways to do this. The IDPH has decided to do the competitive bid .1 or .2 fte position.
- Helmsley Grant—several months ago—presented—part of it was Lucas Devices for the entire state. That application will be completed this fall and we will get this done. Rural Health initiative—so we can’t decide what we want to do with them. But—the grant says they have to go to rural provider services.



- Infectious Disease Group—we continue to work closely to assure there is an appropriate and clear response to infectious diseases. Final about to get money from the grant for this contract. Then we can finalize. John Holman will contact individually to get this done—on iowagrants.gov
- IDPH-Service and provider link – was insecure—so that has been shut down. So we put it out there as a spreadsheet. Rebecca has been working with IT—to find a better way to do this. Members can print their own (if needed) but they'd need to log-in. Now in PDF form—but it will be updated only every 2 weeks. When we getting the new vendor—the new vendor will get this set-up nice—like the board of nursing site.

Committee Reports

Executive – Linda Frederiksen—EMSAC – July 8th meeting. Accounting Proposals are in to review. Linda will provide a recommendation the board in the near future.

Billing and Management Conference-J. Dumermuth

Conference – K. Hill – very close to final Scott Bourn, Slim Fransworth, PHTLS Class, NEMSA Class, and the NAEMT Safety Class. We are 99% sure we are going to do the Fire/Rescue Track-Brandon has secured a guy that will do most of the classes. If you have people you know—please let us know. Hoping this will bring in some Fire Rescue Vendors. We are in need of a couple CCP topics and Fire Rescue topics and instructors.

Speakers – J. Dumermuth-no report

Awards – T. Summitt-no report

Entertainment – B. Buck—band is booked and finalizing

Exhibit Hall – J. Jorgensen – great idea to add Fire/Rescue

Honoring Our Own – T. Summitt—no report

- **Legislative/ByLaws** – M. Sachen—Lynzey—Governor is still in his signing period. Had some good achievements—although it was crazy.
 - o Stopped fireworks bill. Doesn't mean it's gone forever—still eligible for debate—in the election year—we'll probably have to visit again.
 - o Got a Seat on the Interoperability Board—in the process of getting finalized. Lynzey worked with Linda F. and Rob. D to get the application process going. We can make some contact with Governor's office and get some movement.
 - o Firefighter Pension eligibility bill number conflicts with what the Firefighters have.
 - o This year Governor is more snarly than usual— so you never know —but she thinks we're safe.
 - o Will give us a better recap—next year.
 - o EMS Day on the Hill --Lobby Day is a new day—February 25th, 2016 –Primary Care Association will be there as well.
 - o Later this summer she would like to sit down with the legislative committee—to discuss Danielson's Bill of Rights—so we can help him get this done and moving. It would be helpful if we have a concrete plan. Have a good chance of getting passed.
 - o Lynzey had an opportunity to meet Hilary Clinton—and thinks there will be opportunity for our legislative committee in front of these national political players and candidates—we need to be on the lookout and let Lynzey know so we can get there.

EMSAC – L. Frederiksen

Membership – Individual – J. Eastman—JEMS magazine is willing to offer a discounted membership program to our members. There's a list of benefits—1/2 off the magazine—and sign up as a VIP—which will include discounts from EMS Today etc. We are working with JEMS on bugs of the benefit. Need to meet with the Membership Chairs and committees need to have a joint subcommittee meeting.--to roll-it-out all up at the same time.

Membership – Affiliate – C. Hopper—agrees we need a subcommittee meeting

Membership – Corporate – J. Jorgensen--

Membership—Training Programs – M. Briones

Marketing/Web – R. Marsh—Making a list of merchandise. Getting everything ready—any ideas of things they'd like to see let him know.

EMS Week/Memorial – T. Summitt—it was a great day. Thanks to Katy and Mark—everyone was really happy with how it all went.

Leadership Academy – B. Buck

Voice – M. Briones—Apr/june

eNews – T. Summitt—will be using the new system.

Scholarships – B. Reckemmer—14 applications this year.

Group Purchasing Agreement – Curtis Hopper/R. Morgan – A few items missing and needed some clarification. Used Linda's template—and some things from his system. Sent out last week. Haven't heard anything back. Wednesday July 15th, they are due. He will keep the board in the loop.

Allied Entities:

911 Telecommunications – Rob Dehnert/Paul Andorf—no report

Advisory Council – Frederiksen/J. Messerole/T. Fleschner

Iowa Stroke Task Force – Brian Helland—applied for the coverdall grant—very big grant

NAEMT – James Sargent—no report

State Fire Serv./Emer. Response. Council.– Reylon Meeks —no report

State Med. Exam. Adv. Council - Tom Summitt—no report

TSAC – Rosemary Adam—no report

Training Programs – Cheryl Blazek—no report

SQIMS-Brad Buck, Linda Frederiksen, John Jorgensen., Robert Marsh, Brian Reckemmer—ties into ISTF

System Standards - Brad Buck—no report



IPOST Task Force - Jerry Ewers—Sending rules through
DMAT Advisory Group – Rod Robinson—working with Asst. District Attorney right now.
Training and Exercise—Mike Hartman, Muscatine Fire—no report
Community Paramedicine Mobile Integrated Healthcare—Linda Frederiksen—no report

Old Business

No old business

New Business

- EMS Cruise— over 100 people signed up already. 5 people We have signed an agreement that eliminates the postage/printing the release of our member list. We can move ahead and promote it through out electronic means. But it will get worked into the work flow of when e-news and VOICE electronic information goes out. It is up on our website in the scrolling news side bar.
- Action Training Systems-Interactive EMS Training Videos—Corporate Member—need to talk to them about Corporate Membership
- Iowa Falls Prevention Coalition—want to get us involved. Nella Sievert will be the IEMSA Rep—but doesn't want to speak.

Adjourn: Motion --2:38p—1st Brian R., 2nd Katy H.

Member's Name	Area of Responsibility	Initials/Proxy
Eastman, Jeff	North Central Region	Present
Johnson, Dave	North Central Region	Present
Sachen, Mark	North Central Region	Present
Hopper, Curtis	Northeast Region	Present
Morgan, Rick	Northeast Region	Absent
Ridge, Lee	Northeast Region	Present
Jorgensen, John	Northwest Region	Present
Crilly, LaDonna	Northwest Region	Present
OPEN SEAT	Northwest Region	
Dumermuth, Jeff	South Central Region	Absent
Hill, Katy	South Central Region	Present
McCulloch, Mark	South Central Region	Present
Frederiksen, Linda	Southeast Region	Present
Libby, Bob	Southeast Region	Absent
Summitt, Tom	Southeast Region	Present
Fuehing, Cherri	Southwest Region	Absent (Brian R has proxy)
Marsh, Rob	Southwest Region	Present
Seivert, Nella	Southwest Region	Present
Buck, Brad	At Large	Absent -Proxy Katy Hill
Ewers, Jerry	At-Large	Present
Smith, Brandon	At-Large	Absent –(Jerry E has Proxy)
Briones, Mary	Education	Absent - Linda F Proxy
Rechkemmer, Brian	Education	Present
Stilley, Josh	Medical Director	Absent
Guest(s): Rebecca Curtiss-IDPH-present, Lynzey Kenworthy-IEMSA Lobbyist--Present		
Arndt, Lisa	Office Manager	Present