



**October 18, 2018 – 1-3pm -- Board of Directors Meeting
MINUTES**

Station #19, West Des Moines

Call To Order – 1:05pm by Mark McCulloch, President

Welcome/Roll Call/Proxies/Determination of Quorum/Conflict of Interest—by Katy Hill. Quorum met. No conflicts.

Approval of Agenda Motion to approve the Agenda by Brian Rechkemmer, 2nd by Katy Hill.

Lobbyist Report—

Mark McCulloch and Eric Goranson met with Sen. Chapman to talk about our talking points before they are finalized and printed.

- Future Iowa Funding—for some money for training/scholarships
- Replica
- EMS as an Essential Service –start tackling issues specifically – retention, wear and tear etc.
- GEMT – moving forward, met with the Iowa Association of Fire Chiefs.

Bureau of Emergency & Trauma Services Report – IDPH Steve Mercer, Bureau Chief BETS – Rebecca Curtiss is out of town, Steve is reporting for her.

- Move forward with Chapter 132. Draft forwarded to the Board—living document at this point. Major revision, looking at rescinding the current version and replace it with this one. To be sure the rules don't impeded delivery of Emergency Care but still assure quality emergency care. Separating out emergent calls from transport calls etc. Clarify areas that were not clear or enforced previously. Nothing is carved in stone yet, we have pushed it out to our partners—for their input.
- Disciplinary action will not change. Mostly things that effect daily operations.
- Definition of an Ambulance has changed. Wheel Chair is not delivering emergency medical care.
- Biohazardous waste and sharps. Moving away from developing protocols, using National Protocols and develop clinical guidelines instead. Cleaned up Emergency Vehicle Driver definition has changed.
- CPR was removed from it—it is an employer/employee issue.
- How many vehicles are required to staff—new rules give the service the ability make those decisions. Allows services to make business decisions too. Service Programs—clarification on full or conditional operations. Some places are unable to provide services during various times of day—trying to make a clarification for those that decide to provide services 24/7 to those that provide limited times. Qualifications worked within that. Fully Authorized and Conditionally Authorized are the two standards.
- Chose a base service – owned by a certain entity and operate from one location. Or Satellite Service, operating under the same service authorization number—but have multiple locations. Also have Affiliate Organizations are individual identities and numbers—but work under one service director/organization
- Whole Section 132 is out—it's a repeat of 131.
- AS a service program/medical director—required to attend workshop once every three years. New Service Directors need to attend within a year of taking the position. It won't be the same orientation—an initial workshop, and then a continual workshop—will be a workshop that is approved by IDPH as continual approved workshop. Goal is to provide the service directors with what they need to do their job as the industry changes.
- January 1, 2021, less than 100 calls per year would be considered an Affiliate—and asked to join another organization. To assist them to share resources and maintain their capability and appliance. This is based on patient contact calls.

Mark McCulloch – indicated this looks like the rules are moving away from expecting a 30 call per year to live up to the same level as a large service. The rules set a minimum standard—to assure quality emergency services. And that the IDPH will be in there to support everyone to meet these standards.



The one item in there that we can't lose track of—when a citizen in Iowa calls for EMS service—they should be able to expect a minimum standard of care. Rules only establish minimum, but services can go above and beyond if resources are available.

Gary Merrill asked Full vs. conditional operational. How does it qualify for the full paramedic service? It's up to you—based on the level you chose—you have to be able to provide that level 24/7 to qualify for Full Operational Level. How many ambulances you have at that level depends on the call volume data you have and your choice. How do you define an “emergency call?” Physicians define it as emergency to take a transfer of an elderly woman to an appointment—because she's in the ER at the pick-up point.

Looking for feedback and conversation—if you have a change—be solution based, what is your solution. Send comments to Nick Bieber, Steve Mercer, and Rebecca Curtiss. Send specific language and understanding. Some language in code can not be altered. Can't change Chapter 147 and Chapter 131 are code. Be sure to note what version you're talking about—so that they know what you're talking about.

Make sure if you're distributing—the latest version. Latest will be distributed to EMSAC and QWSP—our IEMSA should get the latest to you.

11,298 certified providers—consistent for the last 15 years. When you consider end value—population shift it is interesting. Age range oldest that holds certification and were grandfathered in is 92. 5 old First Responder Defibrillator, 5 EMT-D's still certified. 935 EMRs, 68975 EMTs, 390 AEMT and 3057 Paramedics.

Change certification numbers are created by the system—used to be assigned by the training program. Programs prior to January 2017 will maintain their current number until they let it go and come back or move up a level. They are EMR, EMT, AEMT or Para followed by a 7-digit number. They will all start with 4. Use Amanda Portal to verify certification status, not a paper card. It is live, current and active 24/7. All disciplinary, probation information is on Amanda not on the card. Check Services, Individuals and Training Programs.

Medical Director Report—Dr. Christopher Hill—asked for the latest version—we have the latest version. There will be a new one next week. Expect to finalize January. Please get comments back on the current version within a couple days so you're always reacting to the current version.

A couple things:

- As the state moves from protocol to guidelines. Dr. Hill wants to support EMS on how this affects them.
- In person options, online module CNE adaption be implemented.
- Medical Director collaboration, guidance on this.
- Regional specific—Bremmer County—how does IEMSA stay in touch with changes in rural counties. Multi-community approach. Include voices to fill out the conversation. To keep the volunteerism alive and included.
- Using Physician resources wisely.
- Mark McCulloch indicated we can help with the sharing of ideas of systems through this educational requirement. If we conduct more frequent workshops—throughout the year—so that they can take those things back to
- Hopefully rules are flexible enough to
- Understanding of outcomes delivery of patient. That data helps us understand the value of our system offers. Can we compare those that use STEMI vs. those that do not use STEMI? Bilateral interfacing so that we can use that data to help improve—sharing of information. Steve Mercer indicated they are moving in the direction of having that information available for people to use it.



Approval of Minutes

- September 20, 2018 Board of Directors Meeting Minutes – 1st Brian Rechkemmer, 2nd Nella Sievert,

Treasurer's Report –Brandon Smith—written July, August and September reports submitted in writing 10/18—no discussion.

July & August 2018 Financials

July 2018 Financial Report as submitted by Brandon Smith, Treasurer

July 2018 P & L:

INCOME: Gross Revenue \$31,522.50

EXPENSES: Administrative \$4,493.53

Total Expenses: \$7,807.99

NET Revenue: \$23,714.51

July P&L YTD 2018:

YTD Gross Profit: \$124,632.75

YTD Expense Administrative: \$87,118.44

YTD Total Expenses: \$123,869.92

YTD NET Income: \$1,234.53

Balance Sheet:

Assets and Liabilities: \$471,038.05

Checking/Savings(MM): \$456,495.15

A/R: \$16,547.00

Checking Account BALANCE July 30, 2018: \$181,727.12

Credits: \$26,318.25

Debits: \$15,570.63

Money Market: Interest \$69.02 Balance \$301,041.52

August 2018 Financial Report as submitted by Brandon Smith, Treasurer

August 2018 P & L:

INCOME: Gross Revenue \$46,911.90

EXPENSES: Administrative \$6,693.41

Total Expenses: \$7,807.99

NET Revenue: \$15,720.10

August P&L YTD 2018:

YTD Gross Profit: \$171,544.65

YTD Expense Administrative: \$93,811.85

YTD Total Expenses: \$139,590.02

YTD NET Income: \$32,155.36

Balance Sheet:

Assets and Liabilities: \$503,803.14

Checking/Savings (MM): \$488,201.25

A/R: \$11,698.95

Checking Account BALANCE August 31, 2018: \$224,587.62

Credits: \$52,656.49 (\$26,540.00 is from the BETS Conference refund)

Debits: \$9,795.99

Money Market: Interest \$69.03 Balance \$301,110.55

Report submitted by Brandon Smith, Treasurer on 10/18/2018.

- **September 2018 Financial Report as submitted by Brandon Smith, Treasurer**
September 2018 P & L:



INCOME: Gross Revenue \$70,650.95; *Conference Income \$54,370*

EXPENSES: Administrative \$2,863.72; *Depreciation doubled in the month of September unsure as to why. However, it appears as though the work that Lisa Arndt did with the credit card processing fees has paid off as our fees have decreased even though we have increased our transactions recently. Investigated this with Lisa Arndt—determined it was a duplicate Journal entry. Adjusted. Cleared.*

Total Expenses: \$6,178.18

NET Revenue: \$72,472.77

September P&LYTD 2018:

YTD Gross Profit: \$249,875.60

YTD Expense Administrative: \$95,929.93

YTD Total Expenses: \$145,853.04

YTD NET Income: \$103,980.59

Balance Sheet:

Assets and Liabilities: \$565,910.61

Checking/Savings(MM): \$519,689.64

A/R: \$32,425.20

Checking Account BALANCE September 30, 2018: \$253,132.66

Credits: \$34,910.37

Debits: \$6,365.33

Money Market: Interest \$66.82 Balance \$301,177.37

Report submitted by Brandon Smith, Treasurer on 10/18/2018.

Office Administration – L. Arndt

- Conference Hotel Rooms Booked
- Board Shirts Ordered and are here
- Board Member Election Results – nominations closed 9/25/2018

The following IEMSA Board Members have agreed to serve another term on the IEMSA board. These board members will serve a 2-year term. We thank them for their continued dedication and commitment to Iowa EMS.

- Southeast Region: Tom Summitt
- Southwest Region: Nella Seivert, Jason Wickizer
- South Central Region: Mark McCulloch
- Northeast Region-Rick Morgan
- Northwest Region-LaDonna Crilly, Tracy Foltz
- North Central Region: Mark Sachen

We also want to welcome two new board members—that will begin their terms with our December meeting, but have agreed to volunteer with conference this year. Their willingness to volunteer and commit their time to Iowa EMS over the next two years, is also much appreciated.

- Northeast Region: Andy Ney
- South Central Region Jana Trede

Committee Reports –

Executive Report– M McCulloch – Attorney General’s office –as a follow-up on the Narcan issue. Any cautions, warnings etc., that you’d like to get some attention. Any anecdotes that you want the attorney general to know. Issues with people that get Narcan from us—then they get to the ED and they are sober before they even check out. Mark McCulloch has sent his suggestions. Attorney General looks at EMS, Hospital and Iowa Harm Reduction Coalition. IHRC watches and tracks this information knows the frequent flyers etc. Reports that back to the Attorney General.

Dr. Hill commented –He is an Inter Nasal Administration guy –as it relates to the way we give it and the purpose of giving it. It should be based on the level of breathing. Possibly adjust this. This speaks to the Education and



guidelines is the issue here. Mark McCulloch will share with the attorney general. Possibly talk to folks at the poison center. It matters how it's given too.

Insurance Coverage for the Board –

We have:

- Covers the Board
- Covers the Conference
- Accidental and Disability
- Liability Coverage for our Directors and Officers we do not have. We have criminal and assets coverage not Liability Insurance.

Farm & Home Insurance Quoted \$600-800/year to add this at \$500,000. Motion by Jerry Ewers, seconded by Brian Rechkemmer to purchase at the amount quoted and look at it at budget to see if can get it at a better price. Coverage will be at \$500,000 Coverage. Follow recommendation from the insurance agent—based on the information provided to them by Mark McCulloch.

Desmond & Shaul submitted this proposal to the Office Manager – Lisa C. Arndt for consideration by the board. The board reviewed this proposal. Motion to approve Mark McCulloch to approve the allocation of funds needed to get this accomplished, not to exceed \$4500. This includes the 2018 990 Tax Return and the Payroll Taxes for 2019, which will be included in 2019 budget. Motion 2nd by Katy Hill.

The proposal from Desmond & Shaul is as follows:

1. Start with drawing a line in the financial statements and using 1/1/18.
2. Recommend going back and ensuring that bank reconciliation are done monthly starting 1/1/18-rest of year. Estimated cost would be \$200/month for us to perform this. We would compare the bank and Quickbooks and ensure that all activity is included. Also, review the database activity to ensure the amounts agree to the deposits in the bank. Would also ensure that items are correctly coded during this process.
3. Help ensure that the database is being properly synced to Quickbooks. Estimated cost for this would be \$500
4. Help ensure that bills.com is being properly synced to Quickbooks. Estimated cost for this would be \$500.
5. Through the processes above, come up with internal control recommendations to improve the process. Included.
6. If the board so chooses, we can perform the quarterly payroll reports each quarter. The fee for this would be \$250/quarter.
7. In addition, preparation of the 990 would be \$650.

In general, would recommend holding off on a review until the books are up to date to ensure the numbers are correct. If the board still wants to perform a review, I would recommend this be done on the 2018 year once the numbers are completed.

Billing and Management Conference-

- April 8 & 9th, 2019 — Hilton Garden Inn— West Des Moines—block finalized, trying to get PWW to finalize the Agenda

Pediatric Conference –

- January 12, 2019– Western Iowa Tech, Sioux City, Iowa–L. Crilly –CE's in, Sponsor Omaha Children's, Agenda Set-Registration will be open soon.



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

- February 6th, 2019— WEDNESDAY --Date Reserved for EMS Day on the Hill –Rotunda confirmed— Hilton Des Moines for Hotel Block, Emerging Trends will be at the Event Center

Social Media/eNews – G Merrill—

- SnapChat – filter in place
- Facebook Frames created

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

Type of Registration-TOTAL Attendee Count	Count	Estimated
Pre-Conf Workshop ONLY	36	0
2-Day Conference	296	0
Friday Registration Only	41	0
Saturday Registration Only	20	0
TOTAL Attendees	393	
Not Entered came in mail/fax yesterday	30	

2018 as of 10/18	423
2017 as of 10/18	437
2016 as of 10/18	304
2015 as of 10/18	309

Speakers – T. Summitt & G. Merrill (Leadership/Management Track)

Exhibit Hall – A. Gehrke – (4) 10x10's left

Legislative/ByLaws – M. McCulloch— will read the bylaws at the December Meeting.

Membership—

AFFILIATE Membership Report	13-Oct-16	16-Oct-17	15-Oct-18	Previous Year
By Affiliate Level	Active	Active	Active	% change
Affiliate Membership Level 1	15	21	24	-9%
Affiliate Membership Level 2	41	47	54	15%
Affiliate Membership Level 3	30	32	36	3%
Affiliate Membership Level 4	12	17	16	16%
TOTAL Affiliate Training Centers	8	11	13	15%
TOTAL Affiliate Members	98	128	143	9%
Affiliates by IEMSA Region	13-Oct-16	16-Oct-17	15-Oct-18	
NW Region		15	16	
NC Region		11	8	
NE Region		31	37	
SW Region		14	21	
SC Region		24	30	
SE Region		27	24	
No Address On File OR Out-of-State		7	31	
TOTAL Affiliate Members		129	143	
INDIVIDUAL Membership Report				
by IEMSA Region	13-Oct-16	16-Oct-17	15-Oct-18	
North West		125	128	
North Central		140	136	
North East		278	330	
South West		104	156	
South Central		253	267	
South East		267	290	
No Address On File or Out-Of-State		52	198	
TOTAL Individual Members		1219	1377	
Individual Members	920	1039	1047	-3%
Student Members	205	210	322	32%
Retired Members	4	6	8	13%
Total Individual Members	1129	1255	1377	4%
Corporate Membership Report				Previous Year
By Corporate Level	13-Oct-16	16-Oct-17	15-Oct-18	% change
Platinum	4	4	3	-33%
Gold	18	16	20	11%
Silver	1	2	1	-100%
Total Corporate Members	23	22	24	0%
Membership Drop Report		Sep Drops	Sep Drops	
Individual Drops		255	201	
Student Drops		32	17	
Affiliate Drops		15	16	
TOTAL Dropped Members		302	234	



Marketing/Merchandise/Web – N. Seivert – everything ordered for conference. Pop Sockets with logo on them. Most of the clothing is along the same lines as last year. Pen/knife items. Battery Charger.

EMS Week/Memorial -M. McCulloch &/Or Katy Hill – Memorial survived the construction. Start thinking about speakers.

2019 Leadership Academy Fall – J. Jorgensen – We have a date September 28 & 29th with Jon Politis. Ad out in the latest VOICE.

2019 Group Purchasing Agreement – R. Morgan – need to think about the group purchasing contract for 3 years.

Allied Entities:

State Medical Examiners Advisory Council-- Tom Summitt— John Kramer resigned he went to State Fire Service Training Bureau Chief.

Training Programs – Cheryl Blazek— Mary Briones has resigned given her new responsibilities. The Education Association has formally appointed David Filipp from Mercy College of Health Sciences.

New Business –

Nella Seivert – Megan Hartwig with State Office of Rural Health – information on a grant opportunity. Grant applications due October 30, 2018. To strengthen Rural Health.

Motion to Adjourn 3:05pm Brian Rechkemmer, 2nd by Sarah Solt.

Member's Name	Area of Responsibility	Initials/Proxy
OPEN as of October 2017	North Central Region	OPEN
Merrill, Gary	North Central Region	Present
Sachen, Mark	North Central Region	Present
Gehrke, Amy	Northeast Region	Present
Morgan, Rick	Northeast Region	Present
Andy Ney	Northeast Region	Present
Jorgensen, John	Northw est Region	Present
Crilly, LaDonna	Northw est Region	Present
Foltz, Tracy	Northw est Region	Present – by Proxy A Gehrke
Jana Trede	South Central Region	Present
Hill, Katy	South Central Region	Present
McCulloch, Mark	South Central Region	Present
Frederiksen, Linda	Southeast Region	Present
Fults, Matthew	Southeast Region	Present by Proxy K Hill
Summitt, Tom	Southeast Region	Present
Solt, Sarah	Southw est Region	Present
Wickizer, Jason	Southw est Region	Absent
Seivert, Nella	Southw est Region	Present
OPEN as of Dec 2017	At Large	OPEN
Ewers, Jerry	At-Large	Present
Smith, Brandon	At-Large	Present by Proxy B Rechkemmer
Briones, Mary	Education	Absent
Rechkemmer, Brian	Education	Present
Dr. Christopher Hill	Medical Director	Present
Guest(s): IDPH/BETS— Steve Mercer, Nick Bieber		
Arndt, Lisa	Office Manager	Present