



**December 20, 2018 – 1-3pm -- Board of Directors Meeting Minutes  
Teleconference**

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

**Call To Order** – Mark Sachen, President at 1:03pm

**Welcome/Roll Call/Proxies/Determination of Quorum/Conflict of Interest**—Tom Summitt - Quorum met. No Conflicts.

**Approval of Agenda** – 1<sup>st</sup> Brian Rechkemmer, 2<sup>nd</sup> Nella Sievert. Motion Carries.

**Lobbyist Report**—Eric Goranson

- Talking Points 2019-done. Please let Eric know if we need help. Jerry Ewers suggested we sent our talking points out to other Iowa public safety associations. Mark McCulloch will get those
- GEMT – Mark McCulloch – Karla McHenry Contract Extension
- Senator conversations – looks like some talk about things that are not on our talking points. Definitely some chatter about the Ambulance Accreditation. Concerned that technology isn't caught up with standards, that will hold up ambulance purchases etc. It's the timing of this that is a big concern. We just need to be sure the rules are distributed to the legislators and they understand the rules, so that we can get the rules approved in this session and avoid a delay to next session.
- No changes on REPLICA or GEMT from the last meeting.
- Representative Lee Hunt – has been in contact Brian Rechkemmer, about EMS as an essential service. He has some ideas about high dollar fines, to fund EMS. Need to make a list of priorities that are important
- How can we talk more on shortage of paramedics – similar to the shortage of nurses' issue? Can we do a marketing campaign or something education? The "Future Ready Iowa" is trying to address this issue. We are not alone there are lots of industries that need help too. So, they are looking at setting level requirements to address the most serious with funding. Jerry Ewers suggested the angle for us to be sure we get this funding—is to indicate a need for people that need to get training to go out and volunteer.

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

- **REPLICA** – we need a legislator to move this forward. AAG is aware—we need to get this on agendas if this is something we're really pushing. Eric Goranson will need to advise on who would
- **Chapter 132** – Been in conversation with Senator Breckenridge and he is on board and in support of administrative changes. The latest version went out to the service directors. The last version is dated 11/20/2018. Will be making more changes and sending out soon. There are several webinars going on to finalize this. Links are going out to all service directors—this is to go through line-by-line the changes, to be sure everyone knows what they are and mean. Here is the letter with the weblinks:

Dear EMS Program Directors,

The Bureau of Emergency and Trauma Services (BETS) will be hosting three webinars on three consecutive Wednesdays to review the proposed changes to Iowa Administrative Code (IAC) 641 chapter 132. A final draft will be sent out prior to the webinars. The webinars are being repeated—you only need to attend ONE of the sessions.

IAC 641-132 covers the regulation of Emergency Medical Services - Service Program Authorization. Each webinar will include a review of the proposed changes to IAC 641-132 as well as the Iowa Emergency Care Provider Scope of Practice and National Model EMS Clinical Guidelines.

Below are the links to each of the three repeat sessions (You only need to attend one of the sessions). On the date and time selected please click on the link or paste the link into your web browser to receive the webinar. Your computer should have speaker capabilities to hear the audio portion of the presentation. The presentation will be recorded and made available for viewing following the January 30th presentation.



**Wednesday January 16th 11:00 am - 1:00 pm** Link:

[https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F409392411&sa=D&ust=1545255419849000&usg=AFQjCNGIKFaqwFAbe4EBGguccF8-YnF\\_YQ](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F409392411&sa=D&ust=1545255419849000&usg=AFQjCNGIKFaqwFAbe4EBGguccF8-YnF_YQ)

**Wednesday January 23rd 2:00 pm - 4:00 pm** Link:

<https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F972462172&sa=D&ust=1545255419853000&usg=AFQjCNGHJcrRgcRJoOcW6995nZiab6h6Eg>

**Wednesday January 30th 6:00 pm - 8:00 pm** Link:

[https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F825813040&sa=D&ust=1545255419854000&usg=AFQjCNE\\_ISaCBDiTaKp06MiATTY28xoiuw](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F825813040&sa=D&ust=1545255419854000&usg=AFQjCNE_ISaCBDiTaKp06MiATTY28xoiuw)

- Lucas Device Update – grant ends 12/31/2018 – asked for an extension so we can get another 15-20 more devices out there.
- Clark Christensen is retiring from the bureau and will be gone in bureau. Diane Williams will be taking on his responsibilities until we
- Two positions are open – EMS Field Coordinator-- Looking for experience and understanding with the training programs. Trying to get more technical assistance to them as they are producing our next generation of providers.
- First Responders response Grant for Opioid Overdoses and Addiction—fiscal agents' info will go out soon. Position to coordinate this grant, it's a 3-year grant.

**Medical Director Report** –Dr. Christopher Hill – How can we make best practices happen—open to suggestions on how we can make it easier to put these into practice at their services, not just a signature from a medical director. Chief Curtiss would like to work with the Medical Directors to make more training available including a refresher course. Dr. Stilley is on board, we need to get the word out on what the expectation is and what Medical Director oversight really looks like. Dr. Hill suggested new ways we can engage medical directors at this level. He's in full support.

#### **Approval of Minutes**

- October 18, 2018 Board of Directors Meeting Minutes – Motion to approve Tom Summitt, 2<sup>nd</sup> Jerry Ewers. Motion Carries.

#### **Treasurer's Report** –Brandon Smith

- July, August, & September 2018 Financials-Discussion of written reports submitted at the October Meeting –see meeting minutes for written reports. No discussion of the written reports.
- Nov 2018 Financials –no report.

**ISICSB Board Report** –R. Dehnert—it is not looking good for getting him to represent us on the ISICSB board. We really need a female to represent us. Otherwise we will lose our representation on this board.

#### **Office Administration** – L. Arndt

- Financial Review – Desmond & Shaul we are working on getting the reconciliation of 2018 books done. With the goal of a clean reset for January 1, 2019.

I have a meeting set up to work on the books review- with Joe Desmond- at Desmond Shaul. We are going to work on the A/R system- to work out the kinks of the import from the database. And setting the books to settle with the January statement as approved at the October meeting. Looking at setting up daily batches-which would make it easier to balance and fixing the credits-refunds settings in the database, so they are coming over correctly. I am manually fixing them now.

I will bring our bank statements and the 990 return with me to work through those. I think we can get a lot done-the past fixes will be the challenge- but with joes accounting knowledge-and my database knowledge we can get this fine-tuned. We also need to set up Bills.com, that will be the next step—and will make the whole accounting process much more efficient and transparent.

Desmond & Shaul will begin doing Payroll as of 1<sup>st</sup> Quarter 2019. And will also do our 2018 990 Tax Filing.



- Pittman submitted our 2017 Tax Return before the November 2018 extended deadline.
- Pittman will process our final 2018 payroll taxes. This is part of what we paid them for 2018.

### **Committee Reports –**

#### **Executive Report– Mark McCulloch**

- Update on Insurance- AD&D is paid – we were able to maintain last year’s rate/member. They had increased it by .50 a member with this renewal. But we negotiated it back to the same as last year.
- Liability Insurance – we were denied for board of director liability insurance because we’re involved in EMS Education. Same VSIF agent that does names, dates of birth, social security numbers and credit reports of BOD. So this will require some more discussion.
- Karla McHenry advised Mark McCulloch that her Contract end date was nearing and would need to be extended another 6-months. Mark McCulloch motioned to extend the contract, asked for discussion. Contract Term Discussion including a reading of the contract with McHenry about the term and the work to be done. It was the understanding of Jerry Ewers that the amount we agreed on was for the work to be done. The dates on the contract were merely to be sure the fee was paid within the contract year. Mark McCulloch amended his motion. Motion to have the e-board discuss the contract terms, length of contract, contract dollar amount and length of time the fees paid are for, with McHenry to decide how to proceed with this contract and execute without need for further approval by the board. Katy Hill seconded the motion. All Aye. Motion Carries.

#### **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 is open – 4 attendees as of 12/18/2018. We need to push this hard to get our numbers up. The South Dakota Ped’s conference held in October in Sioux City only had 11 attendees. It is our hope we can get more than that.

#### **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—Behavior and Physical Health of EMS Providers --Brochure in in final approval—registration will open soon.

#### **Social Media/eNews – Gary Merrill – Conference uploaded lots of pictures photos to our Facebook page.**

**Snapchat** – only available for 2.5 days got used 214 times—viewed over 8200 times. With very little promotion we got some great legs from this.

**Facebook** – needs some updating and fixing—we have too many Iowa EMS Association pages. Jana volunteered to help clean this up and get it working better. There is a post about the pediatric conference on our IEMSA Group – we encourage the board to share this post on their pages to get the word out.

#### **Annual Conference— November 8-10, 2018 -- Katy Hill**

- PAID Attendance was down just by 10 attendees from last year. You can see it has been steady since 2016. Note that folks are taking advantage of the (2) FREE Attendee Badges in the exhibit hall more now than in earlier years as well.
  - 2018 – 836
  - 2017 – 846
- However, our number is amazing considering the Trauma Conference had 500 attendees just 2 months before our Annual Conference --and the training monies have are back to a normal yearly level from the System Development Grant Fund (not distributed through the Coalition System).
- **Exhibitor Booths were up – \$7320 --** this was what I was hoping to offset any attendee drop with and it worked.



- **Sponsorships** are up – but not quite as much as it shows—I didn't invoice for the 2017 Bag sponsor until January so that is off by \$1200. Still a nice increase of-- \$1800.

**Expenses:** we kept our expense very close to the same as last year.

**Budget:**

- **Income** : \$250,273.75 Roughly \$14,000 over Budget (excellent)
- **Expenses** : \$175,000 + (UHP printing of est \$8000) = \$183,073.26 – which is still about \$3000 Under Budget.

**Excess Conference Revenue of** : \$75,000 that will be used for supporting the association overhead throughout the year.

**Speakers** – T. Summitt & G. Merrill (Leadership/Management Track) – working on a special group of speakers for our 30<sup>th</sup> Anniversary.

**Awards** – Tom Summitt – all went well this year. Ran smooth.

**Entertainment** – Katy Hill – Johnny Holm Band is booked for this next year's Friday Night Event.

**Exhibit Hall** – Amy Gehrke -

**Honoring Our Own** – T. Summitt – We had a family member from this year's honorees, donate to HOO - \$250 to keep the program going. We did a lot of video taping for a promotional video we're building.

**CE/Badges/Scanning** – B. Rechkemmer everything went well.

**Registration Table** – LaDonna Crilly—registration went well this year. It really helped keeping people out of War Room, giving them a form to complete and keeping them moving to class.

**Legislative/ByLaws** – Mark McCulloch – Annual reading of the ByLaws – 2017 we added this to bylaws reading to be sure we never forget our purpose. The bylaws pdf distributed to all board members. Please review them on your own. We want to read Section II into our meeting. We are meeting our purpose and objective. But it's important to visit these frequently to be sure we stay focused on the importance of what we do.

**SECTION II – PURPOSE & OBJECTIVES**

1. To promote and advance the delivery of emergency medical care and to promote and advance those persons who provide emergency medical care throughout the State of Iowa.
2. To serve as a channel of communication with local, county, regional, state and national governmental agencies involved with the delivery of emergency medical care and with related professional and business organizations and groups concerned with the delivery of emergency medical care.
3. To promote and provide professional and public education and information related to emergency medical care.
4. To promote the development and maintenance of a high code of ethical standards among emergency medical care providers.
5. To promote the development of harmony and spirit of fellowship among persons who are dedicated to the cause of saving lives and aiding the sick and injured

**Membership** – we'll hit this area hard at our strategy meeting in February 2019.



AFFILIATE Membership Report			
	15-Dec-17	18-Dec-18	Previous Year
By Affiliate Level	Active	Active	% change
Affiliate Membership Level 1	23	27	15%
Affiliate Membership Level 2	57	65	12%
Affiliate Membership Level 3	37	35	-6%
Affiliate Membership Level 4	19	19	0%
TOTAL Affiliate Training Centers	11	14	21%
TOTAL Affiliate Members	147	160	9%
Affiliates by IEMSA Region			
	15-Dec-17	18-Dec-18	
NW Region	18	17	
NC Region	12	11	
NE Region	34	41	
SW Region	18	18	
SC Region	31	32	
SE Region	27	28	
No Address On File OR Out-of-State	7	13	
TOTAL Affiliate Members	147	160	
INDIVIDUAL Membership Report			
by IEMSA Region	15-Dec-17	18-Dec-18	
North West	132	133	
North Central	160	148	
North East	304	375	
South West	147	153	
South Central	307	316	
South East	291	316	
No Address On File or Out-Of-State	79	69	
TOTAL Individual Members	1420	1510	
			Previous Year
Individual Members	1208	1166	-4%
Student Members	209	335	38%
Retired Members	3	9	67%
Total Individual Members	1420	1510	6%
Corporate Membership Report			
By Corporate Level	15-Dec-17	18-Dec-18	Previous Year
			% change
Platinum	4	3	-33%
Gold	16	21	24%
Silver	2	1	-100%
Total Corporate Members	22	25	12%
Membership Drop Report			
	Nov Drops	Oct + Nov Drops	
Individual Drops	19	116	
Student Drops	2	3	
Affiliate Drops	3	1	
TOTAL Dropped Members	24	120	

**Marketing/Merchandise/Web** – Nella Seivert—Not all invoices are in yet. We'll have to wait on reporting final numbers. Overall very successful and well organized.

**EMS Week/Memorial** -M. McCulloch and or Katy Hill – we need a legislative speaker, looking for referrals on that.

**2019 Leadership Academy Fall** – John Jorgensen – Everything is open. It will be in West Des Moines this year.

**Voice** – B. Rechkemmer – VOICE – articles are in and working on

**Scholarships** – B. Rechkemmer – no report now. Working on application changes and updated website. Need more students to apply. Board members that know or are on a service. Please get the word out about his opportunity to folks that have expressed interest in moving up their certification or getting involved in EMS and getting certified. It's a great opportunity—we need to get the word out.

**2019 Group Purchasing Agreement** – Nella Sievert offered to get things moving with the current contract.

**Allied Entities:**

**TSAC** –Nella Seivert—next meeting is in January

**IPOST Task Force** - Jerry Ewers—survey is going out soon. He will get it out to us and to our members.



2019 Event Dates			
Budget Meeting--Executive Board Only	TBD - 1st two weeks in Jan	8:30 a.m.- 3:30 p.m.	Drury Inn Board Room Suite
Uh-Oh Ped's Conference	January 12th, 2019	7:30am - 5pm	Western Iowa Tech - Sioux City
<b>Board Meeting January</b>	January 17th, 2019	1:00 - 3:00 p.m.	West Des Moines EMS Station 19
<b>Strategy Planning Meeting (All Board Members)</b>	February 5th, 2019	10:00 a.m. - 3:00 p.m.	Hilton DSM
<b>ANNUAL MEETING</b>	February 5th, 2019	3:30 p.m. - 4:50 p.m.	Hilton DSM
EMS Day-on-the-Hill	February 6th, 2019	(Bus Depart 6:30am) 7:00 a.m. - 9:00 a.m.	Rotunda -- Iowa Capitol
Emerging Trends (formerly Leadership) Conference in DSM	February 6th, 2019	10:30a.m. - 4:00 p.m.	Iowa Event Center DSM
SE EMS Saturday - Muscatine	February 9th, 2019	8:00 am - 5:00 pm	Discovery Center Muscatine
<b>Board Meeting (March)</b>	March 21st, 2019	1:00 - 3:00 p.m.	Teleconference
<b>Board Meeting (April)</b>	April 8th, 2019	8:00am-10am	Hilton Garden Inn--West Des Moines
Billing/CADS Conference in DSM--Hospitality Suite	April 8th & 9th, 2019	10am-5pm Mon 8th - 5pm Tues 9th	Hilton Garden Inn--West Des Moines
<b>Board Meeting (May) -- No Meeting</b>			
EMS Week - EMS Memorial Ceremony - DSM	May 18th, 2019	EMS Week is May 19-25th, 2019	WDM EMS Station 19 - EMS Memorial
<b>Board Meeting (June)</b>	June 20th, 2019	1:00 - 3:00 p.m.	West Des Moines EMS Station 19
<b>Board Meeting (July)</b>	July 18th, 2019	1:00 - 3:00 p.m.	Teleconference
<b>Board Meeting (August) -- No Meeting</b>			
<b>Board Meeting (September)</b>	September 19th, 2019	1:00 - 3:00 p.m.	West Des Moines EMS Station 19
Leadership Academy	September 28th + 29th	8am-5pm (2-Days)	Tentative --WDM EMS Station 19 - EMS Memorial
<b>Board Meeting (October)</b>	October 17th, 2019	1:00 - 3:00 p.m.	West Des Moines EMS Station 19
30th Annual IEMSA Conf & Trade Show - DSM	Nov 7-9, 2019		Iowa Event Center DSM
<b>Board Meeting (December)</b>	December 19th, 2019	1:00 - 3:00 p.m.	Teleconference

**Old Business** – No old business.

**New Business** – We had a speaker that wants to donate part of his honorarium to donate back to the association. We don't have a line item or place to put those funds. Mark McCulloch also wants Dunk Tank proceeds

**Adjourn:** Motion to adjourn by Mark McCulloch, 2<sup>nd</sup> Katy Hill. All Aye. Motion Carries.

Member's Name	Area of Responsibility	Initials/Proxy
<b>OPEN as of October 2017</b>	<b>North Central Region</b>	<b>OPEN</b>
Merrill, Gary	North Central Region	Present
Sachen, Mark	North Central Region	Present
Gehrke, Amy	Northeast Region	Present by Proxy – K. Hill
Morgan, Rick	Northeast Region	Absent
Andy Ney	Northeast Region	Present
Jorgensen, John	Northwest Region	Absent
Crilly, LaDonna	Northwest Region	Present
Foltz, Tracy	Northwest Region	Present
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	Absent
Summitt, Tom	Southeast Region	Present
Solt, Sarah	Southwest Region	Present
Wickizer, Jason	Southwest Region	Absent
Seivert, Nella	Southwest Region	Present
<b>OPEN as of Dec 2017</b>	<b>At Large</b>	<b>OPEN</b>
Ewers, Jerry	At-Large	Present
Smith, Brandon	At-Large/Treasurer	Absent
David Filipp	Education	Absent
Rechkemmer, Brian	Education	Present
Dr. Christopher Hill	Medical Director	Present
<b>Guest(s):</b> IDPH/BETS— Rebecca Curtiss and Lobbyist – Eric Goranson		
Arndt, Lisa	Office Manager	Present

