

IEMSA Board of Directors Meeting

MINUTES

April 17, 2003 @ 10:00 a.m.

ATTENDEES – Board Members: Evan Bensley, Cheryl Blazek, John Copper, Kirk Dighton, Jeff Dumermuth, Roger Heglund, Cindy Hewitt, John Hill, Kay Lucas, Jeff Messerole, Rod Robinson, Melissa Sally-Mueller, Dana Sechler; Tom Summitt, Bruce Thomas; **Staff:** Gary Ireland, Karen Kreider; **Guests:** Larry Cruchelow, Ray Jones, Connie Leicher, Debra Burke, Curtis Hopper; **Proxies:** Rosemary Adam, Brian Jacobsen, Ric Jones, Steve Noland, Lori Reeves, Judy Rurup, **Absent:** Bill Fish,

- I. Call To Order - Jeff Dumermuth, President - The meeting was called to order at 10:00 a.m.
- II. Determination of Quorum/Proxies - A quorum was determined and proxies were noted.
- III. Minutes of March 13, 2003 - A motion was made to accept the minutes of March 13, 2003 as written Robinson/Heglund/Approved
- IV. Treasurer's Report – Bruce Thomas – Bruce reviewed the Profit and Loss Statement and the Balance Sheet. He noted that everything is on track, reminding those in attendance that conference income is not realized until November. A motion was made to approve the Treasurer's report as presented. Heglund/Summit/Approved
- V. Executive Director's Report – Gary Ireland
 1. Insurance Companies – A corporate solicitation letter was mailed to 27 insurance companies. One response has been received from Principal Financial. Gary will follow up.
 2. A list of corporate sponsorships that expired within the last two years was provided to Gary. He will follow up on these. He noted that all board members are encouraged to provide names and addresses of entities in ones area who should be solicited for corporate sponsorship.
 3. Check off – Gary reported that this issues is still in process; hopefully he will have information by May
 4. Practical Exam – A meeting with the contact from Missouri regarding Practical Testing will be held on May 9th.
 5. Gary reported that he received troubling news published in Wednesday's newspaper regarding the Bureau's budget as it relates to Tobacco dollars. Apparently the Legislature is expecting cut of nearly \$200,000. These funds have been appropriated to the Newton Corrections Facility. Gary emphasized that the board members and their constituents need to call their legislators ASAP and request that they reinstate the Tobacco money to EMS and not to Newton Correction Facility. Gary noted that an all-out grassroots effort is needed to turn this situation around He urged people to visit the following website, find their Congressmen and contact them before Monday (www.legis.state.ia.us). The board directed Gary to contact local newspapers with this information. Gary will provide information and talking points to all board members and related contacts following this meeting.
- I. Administrative Assistant's Report – Karen Kreider -
 1. Membership – Karen reported that there are currently 1587 individual members, 97 Affiliate members and 7 Corporate members. Membership per county is as follows: NC – 214; NE – 248; NW – 151; SC – 311, SE – 346; SW – 276; non-resident - 41
 2. Board Manuals – Board manuals were distributed to those requesting them. Any board member who does not have a board manual can request one.
- I. Bureau of EMS Report – Ray Jones –
 1. Tobacco Funds issue in newspaper today (earlier reported by Gary). Ray distributed a report on the impact of losing the \$200,000 – this money is used for EMS system development. 62 counties applied for part B money, under this proposal there will be no money for this funding. He expressed concerned about the future of support for EMS and further encouraged contact with ones' Congressmen.
 2. TSAC adopted new a data dictionary; Ray distributed info on data elements. He noted that 78 data elements were defined; the Bureau will use the definitions but will not follow all the National recommendations as a number of them do not correspond

with the direction that Iowa wishes to go. Contact Karen for copies of the following documents: National EMS Information System Grant – NHTSA Prehospital Dataset Revision – Draft Medical Device Dataset, Draft Demographic Dataset Phase II, and Draft EMS Dataset Phase II. Ray inquired about the status of entities seeking a new data collection software/system. If so, e-mail Ray or Mark McMann so that they can coordinate your needs with the product vendor. Compliance will be a big issue. Ray will keep the Board advised of progress in this area.

3. DNR rules will be filed by the end of April.
4. PAD – The Bureau will do away with rules but keep AED. The new AED grant RFP is due out on the 18th.

I. Committee Reports

1. Legislative

- State – Ric Jones - In Ric's absence, Kirk Dighton gave the Legislative report provided by Ric. Ric proposes that IEMSA create a formal legislative agenda by the fall for the second half of the session and that it is presented, discussed and formally adopted at the annual meeting in November. He indicated that we can then get ten of our initiatives in front of potential sponsors and Cal prior to the beginning of the session.
1. By-Laws – Jeff Messerole – Jeff reported that the Bylaws Committee will need to meet and to review the bylaws and propose any appropriate changes.
 2. Public Information and Education (PI&E) – Evan Bensley – Evan reported that the Committee needs to resolve the issue of entities wanting website links and that the calendar issue is to be researched.
 - Newsletter – Rosemary Adam – Karen reported that the second quarter issue is in process and should be mailed so that members receive it right before EMS week. Thanks were expressed to those who contributed articles.
 - Booth – Melissa Sally-Mueller – Melissa reported that she is looking at new merchandise, i.e., boxers, pajamas, etc.
 - Web Page – Dana Sechler – Dana reported that Karen edited the web site and noted her recommended changes. These were sent to the web master and the changes in process - they should be up by Monday, April 21. Please send any information to be published on site to Karen via the "Comments" section of the website; these always go to Karen and are copied to Dana.
 - Membership – no report
 - Marketing - no report
 1. State Fire Service and Emergency Response Council – Cindy Hewitt – no report
 2. Service Directors/Providers – The Committee met on April 11th. A plan was made for the upcoming year. An invitation will be mailed to all Services for an educational session on HIPAA. This event will take place on May 20th, 7:00-9:00 pm at the Hill Auditorium at Iowa Methodist. This event is free for IEMSA members; \$25 for nonmembers (which include membership). Three more educational sessions are due out by the end of the year. See Melissa if you have any ideas for presenters.
 3. Nominating/Elections – Jeff Messerole reported that elections for Vice President & Secretary are due this fall as well as 8 board seats and one at-large seat. Cindy Hewitt will chair this Committee and Jeff will assist her.
 4. Annual Conference – Lori Reeves – In Lori's absence, Tom reported that the Committee met last month and the keynotes all wrapped up and additional speakers for the regular sessions are being sought. Bruce offered to make travel arrangements again this year.
 5. 911 Telecommunications – Dennis Bachman – Jeff noted that a written report from Dennis is in the Board packet.
 6. Advisory Council – Jeff Messerole –
 - Jeff reported that a Scope of Practice group formalized as a standing committee of the Council to address questions that relate to EMS scope of practice. He noted that information about the National movement to define the EMS Scope of practice can be found on the web site: www.emsscopeofpractice.org. Jeff listed the issues that the committee will address, noting that recommendations pertaining to the outcomes of the Committee's discussions will be made to the Council.
 - Jeff also reported that the report regarding clinical guidelines for weapons of mass destruction was shared with Council. The Council will review this document and recommend information that is to be included as a

resource guide. Jeff will get this document to Karen for distribution to the Board. Minutes from this Council will also be e-mailed to Karen for distribution to the board.

1. State Medical Examiner Advisory Council - Jeff Dumermuth – no report
2. Disaster Preparedness Advisory Committee – Jeff Messerole – Jeff reported that the Committee met yesterday:
 - A small pox vaccination update was given - there are 14 hospitals that will take care of small pox victims; until there is an event, there will not be a mass vaccination of EMS providers
 - DMAT teams' purpose was discussed, noting that the 14 hospitals mentioned above will become part of the teams; 5 hospitals were identified as hospitals that will support these teams
 - A needs assessment was sent out to numerous entities; data being is being compiled. A report will be prepared and mailed.
 - HRSA will see \$5.4 mil in federal grant money; CDC money will stay the same; the State is receiving a good deal of money to help prepare for any man-made or natural disaster
1. TSAC – Rosemary Adam – In Rosemary's absence, Ray Jones reported.
 - Ray Jones reiterated the comments mentioned in his report. He added that "run" reports are not being submitted, and noted that a dual approach with EMS and ER staff is needed. If the information being gathered is not seen as valuable, the information will not be reported.
 - Ray reported that a lengthy discussion re: hospital verification process was held during the TSAC meeting and that Iowa is to test drive this process.
1. SEQIC – Melissa Sally-Mueller & Nella Seivert – no report; meeting on May 1

I. Other Reports

1. Homeland Security Committee – Steve Noland; In Steve's absence, Jeff D. reported the committee has not met

I. Old Business

1. Stars of Life – Jeff Dumermuth – Jeff reported that David R. Kleis, one of the winners of the Stars of Life program this year is unable to attend AAA program. David is to be recognized with a letter of response, commending him on the award and offering free conference registration in lieu of attending the AAA program.
2. Bruce Thomas reported that the Federal Tax Return has been filed. The bill is pending, but it is expected to be much less than last year.
3. AED Grant – Jeff Dumermuth – The distribution of the AED's is planned for May 21st. Invitations are out. This event will be held at the Virginia Thompson Auditorium at Iowa Health Systems; 10:00 a.m. The agenda includes the public relations event first then the sales person for Heartlink will do the training. Board members are welcome and encouraged to attend. After the PR event, Board members are free to leave. Jeff noted that this would be a good time to have committee meetings prior to board meeting at 1:00 pm. The defibrillators are due to be delivered by the first of May. If a location is needed to hold a committee, please contact Karen or Jeff.

I. New Business

1. Audit – Karen Kreider/Jeff Dumermuth - Jeff reported that, due to receiving a grant over \$150,000, IEMSA had to be audited. As a result, a 6 hour audit of IEMSA's systems and procedures was completed. Karen reported that the concerns were:
 - Segregation of duties weaknesses exist for cash receipts and cash disbursement.
 - No bond coverage is maintained for employees who handle cash
 - There are no computer backup disks which are stored in an offsite location.Karen noted that the issue regarding the computer backup has been resolved. The additional issues have been referred to the Finance Committee to address. Bruce added that due to the nature of IEMSA's operations, these issues cannot be avoided completely.
1. Policies & Procedures – Karen Kreider/Jeff Dumermuth - Karen reported that, due to the Audit requirements, policies and procedures were established. Copies of the Policies and Procedures were distributed. A motion was made to adopt IEMSA's Policy and Procedure Manual. Sechler/Copper/Approved
2. Jeff reported that a new office computer needed. Funding for this computer should be available through the AED grant.

- I. Adjournment - A motion was made to adjourn the IEMSA Board meeting at 11:50 a.m.
Sechler/Copper/Approved