

Board of Directors Meeting Minutes

April 15, 2004

ATTENDEES

Board Members: Rosemary Adam, Evan Bensley, Cheryl Blazek, John Copper, Kirk Dighton, Jeff Dumermuth, Bill Fish, Roger Heglund, Cindy Hewitt, John Hill, Brian Jacobsen, Ric Jones, Kay Lucas, Brad Madsen, Lori Reeves, Lee Ridge, Rod Robinson, Tom Summitt, Bruce Thomas

Staff: Gary Ireland, Karen Kreider

Guests: Ray Jones, Joe Ferrell

Proxies: Melissa Sally-Mueller, Jeff Messerole, Judy Rurup

Absent: Fred Hansen

1. Call To Order - Jeff Dumermuth, President – John Hill, in Jeff’s absence, called the meeting to order at 10:00 a.m.
1. Determination of Quorum/Proxies – A quorum was determined and proxies were noted.
2. Minutes of March 18, 2004 – The minutes of the March 18th Board of Directors meeting were approved as written. Motion to approve Jones/Jacobsen/Unanimous
3. Treasurer’s Report – Bruce Thomas –Bruce reviewed the Balance Sheet and the Profit & Loss statement, noting that nothing out of the ordinary is happening with IEMSA’s financials. Timing issues account for the net loss listed because the bulk of IEMSA’s funding comes in October and November due to the annual conference. Motion to approve the Treasurer’s report. Jacobsen/Summitt/Unanimous
4. Executive Director’s Report – Gary Ireland – Gary reported on the following:
 5. Wellmark & Iowa Hospital Association – re: insurance & clinical issues – no responses to date; will continue to pursue
 6. Gary attended a meeting in Washington, DC in June as our representative regarding rural health issues
 7. Youth Program Testing – Gary become aware of a nationwide organization that tests youth on different skills, i.e., first aid. He noted that this could be a good project for IEMSA to be involved in. He will get us more info as it becomes available.
 8. He submitted an article for the upcoming newsletter about having an ambulance service in every community.
 9. 911 Issue –HF2434 went through with the exception of the \$0.15; some appropriation dollars can be reallocated, so the \$0.15 may not impact as badly as predicted.
 10. Fire service check off – in process in legislature through Chickadee Check off; likely to go forward this year; amendments may be added late in the process.
11. Medical Director’s Report – Dr. Alfred Hansen – Jeff reported on his conversation with Dr. Hansen.
12. Medical Director Track at IEMSA Annual Conference - ideas were provided; will discuss these with Lori.
13. Replacement ideas for IEMSA’s medical director were given. Jeff will talk with Rosie about this issue
14. Dr. Hansen met with Mary Hanson re: medical direction for the Bureau – Dr. Hansen is supporting IEMSA’s position of the need for a Medical Director to the bureau; the chair for the Advisory Council is putting together a job description for a medical director. Karen is to e-mail IEMSA’s Medical Director job description to Dr. Falcon and copy Ray Jones.
15. Administrative Assistant’s Report – Karen Kreider – Karen reported on the following:
 16. The upcoming newsletter is in progress. She urged Board members to get their materials in to her by April 30th – latest.
 17. Notifications have been sent to all recipients of this year’s AED grant. A few have been declined due to the purchase of a new AED before they were notified, but most are very excited about receiving a new AED. Legislators have been invited to the events. Rep. David Lalk and Rep. Ralph Watts are planning to attend. Responses received from the legislators are very positive. Special thanks to Ric Jones for his help with this process. As a result, e-mail addresses for legislators are in e-mail format by region. If anyone wants these lists, let Karen know and she will e-mail them.
 18. A report on AED saves from last year’s distribution was given – So far, two saves in the same small town of Humestown. The first save was made a while back, but the current save was within the last 2 weeks and the save was a First Responder’s husband. He is home now, and recovering well. Barry Groos salesperson for Heartlink® is in the process of researching an article for our newsletter about this in cooperation with the family.
 19. Activity with the Conference Planning Committee, Membership Committee and Exhibitor Committee is picking up. She reported that she is working on projects for all of these groups.
 20. Karen noted that she will be away April 19, 20, 21, 23, 26, 27, 28 and 29. Colleen Bingman, the person who helped out during Conference, will be filling in for her most of those days. Colleen will be responsible for

follow up/maintenance on current projects, mail, e-mail and membership.

21. Karen met with representatives of VFIS regarding the Accidental Death/Dismemberment insurance. A credit will be given due to the fact that students were included in the numbers given to VFIS, and students are not eligible for this insurance. Beneficiary forms are being sent to all new and renewed memberships, along with their membership card and a return envelope.

22. Bureau of EMS Report – Ray Jones – Ray reported on the following:

23. New positions announced:

- Injury Prevention Coordinator: Matt Meneough
- Training/Education Coordinator: Joe Ferrell
- Administrative Support – Susan Reynolds

1. Timeframe: proposed changes to Chapters 121 & 132 and additional definitions and updating dates on a number of documents throughout the chapters (i.e., Scope of Practice, Data Dictionary)

- Wavers:

- a. Out-of-state students
- b. Lengthening timeframe for students entering classes to have endorsements completed
- c. Time frame to complete clinical/ride time requirements following class completion: still only have one year between testing practical/written

1. Practical Testing RFP: now that Training/Education Coordinator position has been filled, the Bureau can now go forward with the development of this RFP. It is expected that letters of intent will be sent out in the fall.

2. Two (2) registry systems are being developed:

- Certification – looking into online renewal (payment for process is at issue)
- EMS Services – also looking at online renewal, updating of information; will also serve as an interactive volunteer registry. Follow up will be done to ensure appropriate skills level as well as ambulance service certification and availability.

1. White Paper – a “white paper” document is being developed which will reflect activities of the Bureau staff and its programs

2. System Development Grants – Part A – new RPF; will need a letter of intent before May 3, 2004. Proposals (the original and 5 copies) must be received at the Lucas Office Building by 4:00 p.m. (local time) on June 1, 2004. Any proposals received after June 1, 4:00 p.m. will be rejected and returned to the applicant.

3. Joe Ferrell reported on the following:

- HRSA – 91 counties have been approved for funding, the rest are in process. Next year’s grant is rumored to still be priority 3.
- The Bureau will see a 10% cut in funds from CDC
- Working with IEMSA on regular steering committees has been very helpful

1. Working Committees

a. Legislative

- i. State – Ric Jones – Ric reported that the legislators will be heading home by the end of this week. He reported on the following:

- 911 bill – impact made by iemsa action; need to see final package for details.
- Bill re: Distribution of AED’s – to allow for non-ems entities to apply for AED funding; need to analyze; Ric suggested the Bureau do what they can to derail this bill.
- An invitation to attend the AED distribution was sent to all local legislators. This will do a lot to educate legislators about the project. Urged board to try to attend any distribution. The issue is to get defibrillators into every ambulance; the focus should be to get AED’s to emergency scenes first and public access second.
- License plates – undecided in the legislature – concern for bill is that the issue is wide open and entities with political agendas could get on license plates. Ric noted that this should not be a platform for a political agenda. The \$10 fee for EMS is intact.
- An impact on the public health budget was made. Ric extended qudos to all who contacted their legislators in response to his e-mail. He urged continuation of direct contact with local legislators.
- Bill re: volunteers – extends the definition of line of duty death; on desk awaiting signature
- Quality for EMS re: IPERS – Ric has seen little activity regarding pension issues; Bill Fish noted that this is a 2 year project that he is in the process of pursuing.

- i. National – Mark Postma – no report

a. Public Information and Education (PI&E) – Evan Bensley – no report

- i. Newsletter – Rosemary Adam – Rosie reported that she will do a Scope of Practice article and that the education piece is coming from Ottumwa for the upcoming newsletter. An education piece is needed for the next newsletter. The deadline for the 3rd Quarter newsletter is July 30. Help is needed for advertising solicitation.

- ii. Booth – Melissa Sally-Mueller – John Copper reported that he tended the booth at the NC Iowa Symposium in Mason City. Sales were over \$600

- iii. Web Page – Karen Kreider – The Certificate of Insurance for the Accidental Death/Dismemberment policy is in the web master’s hands and should be posted by the weekend. The “about IEMSA” page will soon be separated into 2 pages – one with info about IEMSA (it can include the text that Lee is preparing for the CD) and a Membership page (which will include how to become a member at all levels as well as having a specific page for member benefits).
- a. Membership – John Hill – John reported on the following:
 - i. The Resource CD is in process. John offered his thanks to all who contributed to the project. The Table of Contents of the CD was circulated. As soon as this project is completed, it will be provided to the board and to all current Affiliate members.
 - ii. Group Purchasing – An RFP package (prepared by Jeff Dumermuth and Roger Hegland) was distributed to numerous vendors. John extended his thanks to Jeff and Roger for their help. The deadline for bids is May 14. The intent is to pick 2 vendors to provide discounted prices to IEMSA’s Affiliate members.
 - iii. Membership statistics were shared. John noted that individual memberships were down. John will do some follow up and report his findings to the board.
 - iv. The Membership Committee will meet after board meeting today.
- a. Annual Conference – Lori Reeves – Lori reported on the following:
 - i. Sponsorship Opportunities – information that was developed to recruit sponsors for the Annual Conference was distributed. Lori reviewed this information and asked for contacts that could be potential sponsors.
 - ii. Speakers – national speakers are all on board; still have a few slots to fill to complete the presentation schedule.
 - iii. Schedule: Vendor hall to open Thursday, the board meeting is to follow. The length of the regular sessions has been increased to 75 minutes to allow for 1.5 CEUS.
- a. Exhibit/Vendor Hall – Roger Heglund – Roger reported that the Committee met with the following results: 1) vendor times changed – it will be a requirement to stay until lunch has ended and the sessions have started on Saturday. This will be communicated to vendors. 2) Re-cruitment letters will be sent to all existing exhibitors and prospective exhibitors.
- b. Service Directors/Providers – Roger Hegland – Roger reported that the flyer for the June 5th workshop is available. He noted that the flyer will be included with a Mercy Medical Center mailing and will also be sent to Affiliate members and transport entities.
- c. Heartland Coalition – Jerry Johnston – Jeff D. reported that Jerry is unable to attend the upcoming Heartland Coalition meeting, but he will provide a written report of the meeting’s discussions/activities. The Board discussed the budgetary issues related to benefit of IEMSA continuing to send a board member to this meeting.
- d. TSAC – Rosemary Adam – Jeff announced that Rosie has been reappointed to TSAC for 2 more years. Rosie reported that TSAC met yesterday and noted the value of having an IEMSA representative on this committee. She reported on TSAC’s projects:
 - i. Re-verifying all hospitals in Iowa is in process;
 - ii. Trauma conference June 10, brochures distributed - \$10 for registration;
 - iii. Data collection – going to new software; wants Bureau to police better re: getting info;
 - iv. Rural Trauma course discussed - 20% of all patients involved in trauma go to 3 hospitals; EMS staff are gatekeepers; fall is highest time for trauma situations;
 - v. C-spine clearance guideline almost complete; to be distributed to hospital and pre-hospital facility protocol;
 - vi. Iowa Brain Trauma course to be rolled out to additional regions;
 - vii. Peds protocol needs to be included in Affiliate Resource CD.
- a. Advisory – Cheryl and Rosie reported for Jeff Messerole:
 - i. Rosie reported that Iowa is leading the way regarding scope of practice issues;
 - ii. Lab Tech functions – advised hospital to follow protocols in place;
 - iii. Chest tubes – EMT-PS and EMT-I’s cannot transport patients with chest tubes – system issue – scope cannot address this; public health? Can ph help – sure; as long as in scope;
 - iv. #2333 – “lifesaving” provider may perform life saving procedures – may want to look at language/intent
 - v. QUASP – EMS protocols and procedures discussed re: triage tags - tags sent out by state felt to be not appropriate re: evidence component; tags not mandated, so not required
 - vi. EMS training programs – This group wants to become formalized and is actively researching whether it could be a part of IEMSA or be a stand alone group, independent with its own bylaws, etc. The preference is for one voice within the state. Evan recommended that IEMSA could establish a sub committee with some autonomy for this purpose. The members of the EMS Training Programs group researching this issue will review IEMSA’s bylaws to see if the focus of the group fits. A concern was raised that the group does not currently have an official voice. The recommendation was made to hold a discussion on this issue with stakeholders (IEMSA & training programs) and refer the issue to the Bylaws Committee for review. The current, informal group meets only 4x/year. Evan agreed to chair a sub committee to look at this issue. Kirk Dighton, Gary Ireland and either Cheryl Blazek or Lori Reeves will work with Evan. Evan will touch base with Jeff Messerole to set up a meeting to discuss the bylaw issue.
 - vii. Change in EMT basic practical – Cheryl is working on this issue with the committee
 - viii. Dr. Hansen stressed the need for support of EMS data collection
 - ix. Universal identifier – One’s Social Security number
 - x. Medical Director updates can be done by regional coordinators: may need a medical directors workshop at

conference in coordination with the Bureau

- xi. Hahn network – concern about how EMS is being alerted; alerts go out to every county, hospital, other entities regarding poison control; etc. It will cost \$211 to sign everyone up, then a \$36 fee annually. Additional costs to maintain the system are expected. Log in's will be required. There is no consensus on how to handle this. The Network wants EMS guidance on the project. A Task force is to be developed, IEMSA representation is desired.
 - xii. Terms are up for Dr. Hansen and Bob Watson. The Committee is unsure about Jeff Messerole and Jerry Johnston's terms. Karen to research this with Ray Jones.
- a. Homeland Security Committee – Steve Noland – Steve was unable to attend today's meeting. His report on the Homeland Security Committee meeting is included in the Board packet.

1. Old Business

- a. AED Distribution Update – Jeff Dumermuth – Jeff reported that invitations to all entities receiving an AED are out. There will be 6 distribution sites, details about these sites was shared. Jeff urged Board member attendance at any of the meetings. The meetings will include a Welcome and Introductions done by Jeff and a Bureau representative, then the new presentation about IEMSA will be given, then a product demonstration, paperwork review, the actual distribution of AED's and related material, then pictures.
- b. PowerPoint® presentation - in process; a paper copy of the first draft was circulated
- c. "Membership cards" and electronic recordkeeping for the conference – Brian Jacobsen met with a distributor this morning. Brian reported that membership cards and conference workshop registration must be kept separate. The membership card piece will be referred to the Membership Committee. The Vendor wants to give the board a presentation on the conference/record keeping piece, noting that there are many possibilities – this part would be quite costly, however. Brian stated that he needs to meet with the Conference, Membership and Finance Committees before a decision can be made. He reported that the system can be up and running by fall.
- d. Affiliate Profile – Karen Kreider – A number of services are interested in being profiled in the newsletter. This quarter will be Muscatine, and next quarter will be Davenport Fire. A template will be prepared to assist Services as they prepare their "profile."
- e. Office Space – we have outgrown our "closet;" an opportunity exists to move into larger space in basement; near the ramp; 3 x larger than current space at \$15/sq. ft for a 5 year lease. Need board input: Motion to allow President to enter into a 5-year lease for office space at or about \$15/sq. foot. Hill/Summitt Discussion – A question was raised about upgrading if and when necessary – the response was that we would be able to do so. Vote – Unanimous.

1. New Business

- a. Life in Iowa Internship Program – IEMSA and West Des Moines EMS were recruited as sites for a student intern. The student gets credit hours for participation in this program and must provide 10 hours/week community service at no cost. The intern will provide some clerical assistance, writing for newsletter, and other projects at the IEMSA office under Karen's direction.

1. Adjournment – A motion was made to adjourn at 12:00 p.m. Ridge/Summitt/Unanimous