

IEMSA Board of Directors Meeting  
AGENDA  
AUGUST 21, 2003 @ 10:00 a.m.  
West Des Moines EMS  
3421 Ashworth Rd.  
West Des Moines, Iowa

**ATTENDEES:**

**Board Members:** Rosemary Adam, Evan Bensley, Cheryl Blazek, John Copper, Jeff Dumermuth, Bill Fish, Roger Heglund, Cindy Hewitt, John Hill, Ric Jones, Kay Lucas, Jeff Messerole, Steve Noland, Lori Reeves, Rod Robinson, Judy Rurup, Melissa Sally-Mueller, Tm Summitt, Bruce Thomas

**Staff:** Gary Ireland, Karen Kreider

**Guests:** William Cline, Larry Cruchelow, Jerry Johnston, Tim Springsteen, Mark Postma, Dennis Bachman

**Proxies:** Kirk Dighton, Brian Jacobsen

**Absent:** none

I. Call To Order - Jeff Dumermuth, President – Jeff called the meeting to order at 10:00 am

II. Determination of Quorum/Proxies - A quorum was determined and proxies were noted.

III. Presentation – Kathy Leggett presented an update on the Iowa Child Passenger Restraint Law 2004 Upgrade Initiative. Kathy is requesting support of the pending legislation. Information cards and support forms were distributed. Additional materials are available by contacting Kathy at 515-241-5963 or by calling the IEMSA office – 515-225-8079.

IV. Minutes of June 19, 2003 - A motion was made to approve the minutes of the June 19, 2003 Board Meeting as written.  
Adam/Messerole/Unanimous

V. Treasurer's Report – Bruce Thomas – Bruce reviewed the Profit and Loss Statement and the Balance Sheet. He noted that there are no significant changes and that, overall, IEMSA's finances are in excellent shape. A Motion was made to approve the financial statements as presented. Heglund/Jones/Unanimous

VI. Executive Director's Report – Gary Ireland – Gary reported that:

- A membership recruitment letter was sent to all EMS Services in the State. Of the 700+ letters sent, 18, so far, have resulted in new affiliate memberships.
- A corporate recruitment letter was sent to numerous funding institutions. 15 responses were received; 2 of which have potential and require follow up. One of the possibilities – Hahn - requires local requests. Gary is willing to work with entities that have local connections to Hahn in an attempt to secure funding for EMS.
- Mercy School of EMS has been contacted and is planning to renew their corporate sponsorship.
- If anyone has a corporate contact for Gary to contact, please get the addresses to Karen.
- Cal & Gary continue to pursue the possibility of a voluntary check off on insurance bills for EMS funding. They will meet with Wellmark in the near future.

VII. Administrative Assistant's Report – Karen Kreider

- Individual membership is currently at 1553 and the breakdown is as follows: NC – 211, NE – 249, NW – 148, SC – 311, SE – 351, SW – 244, non-resident – 39. It is interesting to note that each region lost 4-5 members last month. Affiliate membership has increased to 113 from 96 in June. The regional breakdown for Affiliate membership is NC – 15, NE – 27, NW – 16, SC – 16, SE – 29, SW – 10. Karen noted that she did not have time to meet with John Hill, the new Membership Chairperson, yet. Corporate membership is holding at 8 members.
- Karen reported that the time since the last board meeting has been extremely busy with the conference registration brochure and the newsletter being prepared. Both are completed and ready for printing. The newsletter should be out today or Friday, and the Registration Brochure's mail date is September 2<sup>nd</sup>. Karen circulated a copy of the registration brochure and noted that it should be up on the web site by next week.

- Additional projects that have been completed include the AED distribution, vendor recruitment, advertising solicitation for the registration brochure and the conference book, continuing education credits for EMT's and nurses, speaker follow up, conference book planning, and facility and food selections.
- Advertising solicitation for the conference registration brochure and the conference book are new projects. Outcomes for these first-time ventures are good. \$1000 of ads were received for the conference registration brochure and there is a lot of interest in advertising in the convention book by downtown restaurants (which was the only targeted group). November 11-13, 2004.

#### VIII. Bureau of EMS Report – Larry Cruchelow – Larry reported on behalf of Ray Jones. He noted that:

- The update on DNR legislation is that, based on a Board of Health meeting, the result of the DNR legislation should be effective September 10<sup>th</sup>; the education program is in process; this legislation will become Appendix D of the state protocols. Larry/Ray are to provide Appendix D for publishing in the December newsletter
- The Data Committee met and is moving toward implementing new software. Visionary Software Company has been very helpful in this process. It is important to move forward and get this program implemented ASAP. A vendor has been selected – MedMedia. One can visit their web site at [www.Med-media.com](http://www.Med-media.com). A pre-hospital report is available within this software.
- There are problems with the timing of the grant contracts and there are some bugs to be worked out; signed contracts need to be returned; accountability needs to be established for appropriate follow through.

#### IX. Committee Reports

##### 1. Legislative

- State – Ric Jones – Ric reported that the legislature is not in session right now. EMS Day on the Hill has been scheduled for February 19, 2004 from 07:00 to 09:00 in Room 116 of the Capitol Building. He extended his appreciation to our Lobbyist, Cal Hultman for his prompt scheduling of this event. The Legislative Committee will assemble a legislative agenda to be presented at that time. A big issue on that agenda will be the EMS provider retirement system. Ric requested that he be contacted via e-mail with any issues to be included in this agenda at [rjones@cityofdubuque.org](mailto:rjones@cityofdubuque.org). Ric noted that the State is very broke, but it is still important to put EMS issues before the legislative body for educational purposes.
  - National – Mark Postma – Mark reported that a Service Directors meeting was held regarding current issues in the HIPAA legislation. He also reported that the federal prescription program is in process; funds are available. There is a provision that monies be divided up by regions. He noted that information from CMS regarding ABN is hardly ever needed and that PCS is on its way out, too.
  - Position papers regarding the HIPAA/Medicare Reimbursement and Rural Mileage are needed. Mark will draft these.
2. By-Laws – Jeff Messerole – Jeff reviewed the proposed bylaws changes. Questions arose regarding voting/serving rights by corporate and affiliate members; rationale for the changes was provided. The proposed by-laws changes will be posted on the web site for membership review and voted upon at the annual meeting on November 13. Clarification regarding regional representation was requested. Jerry Johnston will reword that section and get the language to Jeff Messerole prior to publication on the web.
3. Public Information and Education (PI&E) – Evan reported that:
- for-profit entities requesting web site links should become corporate members in order to have the links.
  - the calendar/poster announcing upcoming educational events is due out in January. He noted that interest on the part of colleges & education programs is not high; some contacts have been made; need to send logo and pictures to Evan
  - Newsletter – Rosemary Adam – Rosie reported that it is on schedule; the next newsletter is due out in December. The deadline is November 17<sup>th</sup>.
  - Booth – Melissa Sally-Mueller – Melissa reported that we need to gear up for conference; t-shirts and other items need to be ordered. She would like to see a different style of t-shirt than what we had in the past.
  - Web Page – Karen Kreider – New pictures will be forwarded to the web master to replace the current pictures on the site. As noted earlier, the conference registration brochure should be on the web as early as the end of next week. It is expected that all the preliminary information that currently exists on the site will be removed when the registration information is added. In addition, the “call for presentations” for speakers for the 2004 conference will be placed on the conference page.
  - Membership – John Hill – John reported that the vendor list may be a good target for corporate sponsorship, i.e., ambulance manufacturers. He has done some prelim asks and will touch base with

Gary regarding what has been done with corporate recruitment so far. Hospitals have not been approached yet and could prove to be good targets as well.

- Marketing – no report
4. State Fire Service and Emergency Response Council – Cindy Hewitt – Cindy reported that the Council met yesterday.
    - She announced a change of leadership – Clint Peterson of Ames is now the chairperson of the Council.
    - Cindy distributed a study done by the Council. She indicated that the Council wants an endorsement or a letter to take to the governor. She suggested that IEMSA may want to abstain from having formal opinion on the issue, or consider the political merits of the project, among the Council membership. The Board needs to make a decision regarding the submission of an endorsement or letter of support that the Council has requested. Cindy to get complete information to Karen so that she can distribute it to the board for their review and take a vote by Oct. 2<sup>nd</sup>.
    - Council budget recommendation information was circulated.
    - The Council is currently working with the Bureau on the Domestic Preparedness Program. Funds are coming to state related to equipment and the Council is deciding how monies are to be distributed.
    - The next Council meeting is scheduled for 10/2, and Cindy will not be able to attend, but Roger Hegland was asked to go.
    - Minimum fire training standards need to be established in Iowa law; the Council is looking for input, like when EMS did their last changes with standards; the Council was offered the experience of Gary Ireland to provide assistance.
    - Cindy is concerned that she may not be getting all the appropriate information prior to Council meetings and is, therefore, unable to solicit IEMSA input before the meetings. She will research this.
  5. Service Directors/Providers – Jerry Johnston – Jerry reported that HIPAA training was held last night; 30+ EMS providers attended. Barb McDaniel, from Noridian presented. Jerry noted that attendance is free to members; non-member attendees become members as the entrance fee. The final Service Directors forum will be the EMS Management pre-conference workshop in November.
  6. Nominating/Elections – Jeff Dumermuth – Jeff reported that nomination information has been published in the newsletter. He reminded current board members with terms expiring this year to make sure to get their nominations in.
  7. Annual Conference – Lori Reeves – Lori reported that:
    - She and Karen met with the convention complex last Friday for a tasting of the meals planned for the conference. Lori reported that plated meals are to be done this year and that the catering staff made a very good impression on her. She noted that the cost for a plated meal is no higher than buffet and that many items, such as rolls, salads, dessert and beverages will be preset on the tables to reduce serving time.
    - The registration brochure is done and should be mailed by September 2<sup>nd</sup>.
    - She reminded the board that IEMSA will provide hotel rooms for board members for 2 nights only; if signed up for 3, reservations will be made, but only 2 nights will be paid for. A sign-up form was circulated.
    - The Committee is looking at speakers for next year and would like to announce any speakers lined up for 2004 this at this conference. Please get suggestions to Lori or Karen.
    - Lori noted that the registration fee has been increased slightly for members and non-members registration fee has not been changed monetarily but it no longer includes an IEMSA membership.
    - Standard prices for the pre-conference workshops have been established.
  8. 911 Telecommunications – Dennis Bachman – Dennis distributed the 911 Telecommunications report. A copy of the report is available at the IEMSA office. He reviewed phases I and 2 and the plans for 2004. The legislation process is to be followed and information will be provided to IEMSA as it becomes available. Legislators see this issue as a tax increase.
  9. Advisory Council – Jeff Messerole – Jeff reported that the Council is scheduled to meet in Oct; no report
  10. State Medical Examiner Advisory Council – Jeff Dumermuth – no report
  11. Disaster Preparedness Advisory Committee – Jeff Messerole – no report
  12. TSAC – Rosemary Adam – Rosemary reported that TSAC is scheduled to meet in Oct; no report
  13. SEQIC – Melissa Sally-Mueller & Nella Seivert – Melissa reported that SEQIC is scheduled to meet in September; no report
  14. Homeland Security – Steve Noland – Steve reported that the Committee is scheduled to meet in September; no report
  15. Heartland Coalition – Jerry Johnston – Jerry reported that the Coalition will meet next year.

## X. Old Business

1. Medical Liaison – Rosemary Adam – Rosemary reported that the job description for the Medical Liaison was previously distributed and requires final approval. Dr. Fred Hansen has expressed interest in being our Medical Liaison; a concern exists regarding the fact that the Bureau of EMS is without a Medical Director and that they are seeking a volunteer medical director. Fred may be candidate or at a least resource for that position; He wants to represent IEMSA but will welcome requests from Bureau for expertise. There are pros and cons to dual representation. Support by board members for Fred's recruitment was offered. A Motion was made to accept the Medical Liaison Job Description. Jones/Sally-Mueller/Unanimous. A Motion was made to appoint Dr. Fred Hansen as IEMSA's medical liaison. Fish/Messerole/Unanimous. Rosie will touch base with him and Jeff Dumermuth will send a formal appointment letter to him.
2. Practical Testing – Jerry Johnston – Jerry distributed and reviewed the proposal that the Practical Testing Committee prepared. Thanks were extended to all who worked on this project. Jerry requested that IEMSA proceeding with the project be voted upon at the next board meeting following a thorough review of document and response to questions. This concept can be discussed with one's constituents; however, the information provided in the proposal is not ready for wide-spread distribution. Discussion was opened to respond to questions. The issue of compromising IEMSA's non-profit status was discussed and will be researched by Karen and reported to the board.

## XI. New Business

1. NAEMT Board of Governors – Jeff Dumermuth – Jeff reported that he received a letter from NAEMT requesting an IEMSA board member serve as a Governor for the NAEMT Board of Governors. Jerry Johnston is currently the treasurer for NAEMT. Jeff expressed his interest in filling this position. Jerry Johnston could serve as the alternate. A Motion was made to appoint Jeff Dumermuth for the seat on the NAEMT Board of Governors. Adam/Summitt/Unanimous
2. Wisconsin EMS Association – Jeff Dumermuth – Jeff reported that IEMSA was contacted by the WEMSA regarding their conference and advertising in our newsletter; we will therefore be trading advertising space in each other's publications. The second part of their conversation was member benefits; i.e. group purchasing for supplies, cellular phone plans, etc. Jeff noted that joint projects with WEMSA are a possibility. It was recommended that IEMSA develop an Ad-hoc Committee to research a connection with WEMSA and/or other EMS associations. John Hill will take the lead on this project. Jeff D. indicated that he would like to continue to be involved. Tom Summitt, Roger Heglund, Melissa Sally-Mueller and Evan Bensley indicated their interest to work on this project as well.
3. Melissa Sally-Mueller reported that there will be a conference at the Virginia Thompson Auditorium at IMMC on Sept 8 regarding injury prevention. She noted that the mailing of invitations is late and asked that word about this opportunity be shared with constituents. Call Kathy Leggett with questions – 515-241-5963.

## XII. Adjournment – A Motion was made to adjourn the IEMSA Board meeting at 12:20 p.m.