

Board of Directors Meeting - Minutes
August 19, 2004 – 10:00 a.m.
Raccoon River Nature Lodge

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, Jeff Messerole, Lori Reeves, Lee Ridge, Rod Robinson, Melissa Sally-Mueller, Tom Summitt

Staff: Karen Kreider

Guests: Ray Jones, Steve Noland

Proxies: Judy Rurup, Bruce Thomas

Absent: none

1. Call To Order - Jeff Dumermuth, President - Jeff called the meeting to order at 10:04 a.m.
1. Determination of Quorum/Proxies – A quorum was determined and proxies were noted.
2. Minutes of June 17, 2004 – The minutes of the June 17th meeting were approved as written.
Jacobsen/Summitt/Unanimous
3. Guest Presenters –
 4. AAA Technologies presentation – Layth Tabatabai presented a proposal for the purchase of a conference attendance scanner/data collection system.
 5. Iowa Skills USA – Ron Robinson presented information about this program and requested assistance from IEMSA on the technical committee, judging and overall coordination of the CPR and first aid components of the competition. Printed material about the program was circulated and is available at the IEMSA office.
1. Treasurer's Report – Jeff Dumermuth for Bruce Thomas – IEMSA's financial statements were distributed and a memo from Bruce was read by Jeff. This memo indicated that the financials are in good order and noted that IEMSA is showing a profit for this time of year, which is an exception to previous years. Bruce extended kudos to the committee chairs for keenly attending to their budgets. A motion was made to accept the financials as written. Adam/Ridge/Unanimous
2. Administrative Assistant's Report – Karen Kreider – Karen reported on the following
 - The move to IEMSA's new office space went smoothly. New office equipment and furniture were purchased. IEMSA now has a photocopier and two complete computer systems that are networked together, as well as space for the temporary help to work and committees to meet. The storage area is very welcome.
 - IEMSA passed the State's Audit (which was required by the AED grant) with only one exception –“inadequate financial separation of duties.” This was expected and no requirement for change was recommended. Last year's audit noted the lack of a computer back up system and the need for employee theft insurance – both of which were addressed.
 - Membership and merchandise brochures are in the process of being updated and should be ready for conference. Updates included the accidental death & dismemberment insurance for individuals and the group purchasing, AED discount and resource CD for Affiliates.
 - Group purchasing information and the resource CD were mailed to all current Affiliate members.
 - The 3rd quarter newsletter was prepared and sent to the printers. It is due to be mailed on August 23.
 - The Conference registration brochure is in the works. Many thanks go to Lee Ridge for his help with the design and layout of the publication. \$1500 in ads was sold, thus reducing the cost of the brochure.
 - The cost of mailing IEMSA's publications via standard bulk mail vs non-profit bulk mail was researched due to the restrictive guidelines for mailing as a non-profit entity. It was concluded that mailing at the standard rate is approximately 40% higher than the non-profit rate. We may want to consider mailing at the standard rate once a year, possibly the registration brochure which is mailed to all EMT's, so that we can solicit the support of a wider variety of advertisers. We would need to adjust the prices of our ads and solicit advertisements aggressively for this to be beneficial.
1. Bureau of EMS Report – Ray Jones – Ray reported on the following:

2. Budget – A proposed cut of 17-50% is expected from the Federal PHHS Block Grant money. Additional cuts from the State are still unknown.

3. Grants –

- State AED Grant – A meeting was held with the Bureau and IEMSA to plan for the State AED Grant which is a 1-1 matching grant to provide for the placement of over 300 AED's in community buildings, police departments, ambulance services and others, and will provide IEMSA with approximately \$20,000 to administer this grant. There is no training component to this grant. Jeff Dumermuth added that an RFP has already been distributed to AED vendors.
- Rural AED Grant - \$289,558 has been approved for this year's program. This represents an increase of approximately \$18,376 over last year. IEMSA will again be responsible for the distribution of these AED's.
- System Development Grants – Only 3 counties failed to participate in this round of funding.

1. Rules – The rules are in the final, internal stage of the approval process. There is a meeting with the Attorney General next Tuesday to continue the process.

2. Testing – The Bureau is moving forward with the Practical Testing issue, noting that alternate processes are being evaluated.

3. Leadership Conference – This conference will be held, hopefully in conjunction with EMS Day on the Hill, either February 3rd, 10th, or 24th, 2005.

4. Committee Reports

- a. Public Information and Education (PI&E) – Evan Bensley – Evan reported that it is IEMSA's intent to publish an educational calendar again this year. Karen has spoken with a design person about this project. The goal is to have this calendar available as a free give-away at conference.
- i. Newsletter – Rosemary Adam – The next newsletter is due to be mailed on December 10. The deadline for this newsletter is November 17. The Newsletter Committee will look at publishing the newsletter in magazine size in an effort to save on the printing cost. Lori Reeves indicated that she will provide the continuing education article for the next newsletter.
 - ii. Booth – Melissa Sally-Mueller – Melissa announced that IEMSA has been invited to purchase booth space at the University of Okoboji/Dickinson County EMS Association EMS Conference. Jeff Messerole agreed to be responsible for this. Karen will submit the contract and prepare booth materials for Jeff by the next board meeting.
 - iii. Web Page – Karen Kreider – Karen reported that she and the web master continue to make quality improvements. The group purchasing page has been added.
- a. Membership – John Hill – John reported that all membership categories are on the rise. Individual membership is up to 1833, Affiliates - 122 and Corporates – 11. John issued a challenge to get IEMSA's individual membership to 2000. John noted that the Membership Committee plans to do two membership campaigns – one to services in an effort to increase affiliate memberships and one to individuals. All IEMSA's membership brochures are in the process of being revised. They should be ready within a month. Rosie expressed kudos to the Committee for all that has been and noted the need for personal contact following a mailing. She also recommended that an e-mail version of IEMSA's brochures be sent to all board members and bureau regional contacts to distribute widely.
- b. Annual Conference – Lori Reeves – Lori reported that everything is falling into place – the registration brochure is scheduled to be out in early September; she and Karen met with the Plex staff to iron out food plans; the Committee is already starting to look at next year's speakers. Jeff D. brought up the hotel issue – reiterating that last year each board member was entitled to have 2 night's stay at the hotel at no charge; this year it may extend to 3 nights because of full-day pre cons. It was recommended that the board hotel rooms be booked at the Marriott. Legislator Grassley has been invited to give a brief welcome at the conference by Cal. Karen will send the official invitation for Senator Grassley. Other legislators will be invited. Those who attend, other than Senator Grassley, will be introduced only. There is a 50/50 chance that Senator Grassley will be able to attend.
- c. EMS Training Programs/Education – Evan Bensley – Evan reported that issues continue related to the development of a more formalized entity. Jeff attended July meeting. The Committee is seeking information from other States regarding this issue and how it was resolved in their State. Linda Webner and Janet Drake were elected as co-chairs of the EMS Training Programs group. It was determined that no action is required at this point and that Evan will monitor the situation.
- d. Nominating/Elections – Jeff Dumermuth – Jeff reported that nomination information is being published in the newsletter. He noted that those board members whose terms are up in December have been notified. He also noted that two board members will not be seeking re-election.

- e. Advisory Council – Jeff Messerole – Jeff reported that Advisory Council and its subcommittees met in July. He reviewed the issues that were discussed and circulated the following documents: 1) the results of the survey taken at last year's IEMSA conference on Pediatric AED issues, A Guide to the Iowa Child Restraint Law, A Guideline for Cervical Spine Clearance and EMS Data Collection Fast Facts. The next meeting is scheduled for October 13.
- f. Awards – Bruce Thomas - Jeff Dumermuth, reporting for Bruce, indicated that information for award nominations is being published in the upcoming newsletter.
- g. Exhibit/Vendor Hall – Roger Heglund – Roger reported that there are currently 16 vendors that have registered - half of them are new to IEMSA's trade show. He noted that registrations are where they were at this time last year. Roger reported that there is a chance that a mass casualty trailer may be displayed in the exhibit hall as well as a helicopter from Mercy. Reminder postcards will sent to vendors who have not yet registered.
- h. Legislative – Ric Jones – Ric reported that it is time to renew IEMSA's contract with lobbyist Cal Hultman. Ric noted that there will be no increase in Cal's fee. A motion was made to continue Cal's contract. Jones/Adam/Unanimous. Karen will process the contract.
- i. Homeland Security – Steve Noland – Steve reported on the following:
 - i. The Homeland Security Conference was held on July 13 & 14 and had over 400 attendees. This conference included a trade show. IEMSA may want to participate next year as a vendor and/or a sponsor.
 - ii. The USDA has a series of loans and grants available for communities of 20,000 or less. Steve will get the information to Karen for distribution.
 - iii. The Homeland Security Committee met on July 20. Leadership has changed. IA Homeland Security Director, Ellen Gordon, has left her position. Major General Ron Dardis will oversee Homeland Security issues. Dave Miller is interim Director of Emergency Management.
 - iv. Discussions regarding regionalization continue. This is a requirement for Fiscal Year 2005 dollars to be available.
 - v. The Feds have developed a National Incident Management System (NIMS)

1. Old Business

- a. "Membership cards" and electronic recordkeeping for the conference – Brian Jacobsen – A discussion on earlier presentation was held regarding issues related to the use of this technology at IEMSA conferences. A motion was made to continue to pursue this issue for implementation at the 2005 conference. Adam/Dighton/Unanimous. The Committee members Brian Jacobsen, Brad Madsen, Tom Summitt and Bill Fish will continue to research vendors and report on their progress at upcoming board meetings.
- b. Executive Director Contract – Jeff Dumermuth – Jeff reported that the Executive Committee met in July to decide the direction of the Executive Director contract, noting that having an executive director was the right thing to do, but perhaps the timing was wrong for IEMSA at the moment. He also communicated the Executive Committee's concerns regarding the issue of increased revenue expected but not achieved. He noted that the decision was a particularly difficult one and that they looked at the benefits and liabilities regarding implementation of the decision. Jeff reported that it had been a unanimous decision to not renew the contract, but to keep on top of the issue. A motion was made to ratify the decision of the Executive Committee to not renew the Executive Director contract at this time. Jones/Ridge/Unanimous.
- c. Disaster Drill Operations and Management Services – Ric Jones – Ric reviewed the program and noted that it is a great idea, however a timing issue regarding implementation of project exists. Ric noted that he will keep on top of it, but that it is not a priority at this time.
- d. Conflict of Interest Policy – Rosie Adam – Rosie reviewed the policy and form (previously e-mailed to all board members) for the process, stating that it is the Board's intent to implement the policy with the next leadership. Rosie asked that if anyone has a smaller version, please forward it to her.
- e. Skills USA – A discussion on the earlier presentation was held resulting in the concern that IEMSA may not be the correct group for this process. A motion was made to not participate in this program at this time. Adam/Blazek/Unanimous. A letter expressing our thanks for the presentation and notification of our decision will be sent to Ron Robinson.

1. New Business

- a. Medical Director – Jeff D. announced that, pending board approval, IEMSA has a new medical director – Chad Torstenson. Dr. Torstenson is excited to participate. A motion was made to approve Chad

Torstenson as IEMSA's Medical Director - Dighton/Copper/Unanimous

- b. 2003 Conference Survey – Karen reported that the results of the survey distributed at last year's conference are in the board packet. She noted that this report was prepared by the Intern, LouAnn Bruster, who was assisting her this summer. Karen reported on the tedious nature of the survey as it was prepared and presented to the membership and shared her hope that a more user-friendly survey be developed for future use. If any board member has questions they would like to see on a survey to be completed by this year's conference attendees, please get them to Karen by the September board meeting (Sept. 16).
- c. An issue arose regarding a discrepancy between the bylaws and the nominating process as it relates to membership on the board. It was noted that the By-Laws rule and that the statement in the nominating process regarding a two-year membership requirement be removed from the process.
- d. Jeff D. shared a card of thanks that was received from Jerry Simmermaker following his hospital stay.
- e. A request was issued for volunteers at the Rural Health Summit, Sept. 14 in Perry at hotel Pattee. Please contact Karen if interested.
- f. Barn Raising 2005 – A representative from IEMSA is needed for one steering committee meeting on September 15. Please contact Karen if interested.
- g. By-Laws Review re: membership requirements – Ric Jones reviewed the requirement for membership in IEMSA and stated that the language of our by-laws is all inclusive, that anyone can be an active member of IEMSA as long as they pay the required dues.
- h. Annual Meeting – Jeff reported that the Annual Meeting of the IEMSA membership is November 11 at 6:00 p.m. He reminded board members that they will be expected to give a report on their IEMSA-related activities/contributions during that meeting.
- i. List Serve – Karen reported that IEMSA, as well as most of IEMSA's board members are all on the same listserve from the Bureau which results in information being e-mailed numerous times to the same recipients. As of today, Karen will discontinue forwarding information received from this listserve. She will provide the board with information about participating on the listserve for those who are not yet signed on.

1. Adjournment – A motion was made to adjourn at 12:35 p.m. Adam/Dighton/Unanimous